

REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN
TUESDAY, JANUARY 16, 2018
TOWN OFFICE BUILDING - 5:30 P.M.

Call to Order: Leo Paul, Jr. called the meeting to order at 5:30 p.m. with Selectmen Paul Parsons, Jeffrey Zullo and Jonathan Torrant also in attendance.

Approval of Minutes: Motion: J. Zullo moved to approve the regular 12/19/17 meeting minutes and J. Torrant seconded. All voted aye and the motion carried.

Appoint Selectman to Fill Vacancy: Mr. Paul introduced Anne Dranginis, the Democratic Town Committee's recommendation to fill the vacancy left by Selectman Diane Knox upon her death. Mr. Paul said that Ms Dranginis would be an excellent addition to the Board with her experience on the Board of Finance and hard-working participation. Motion: J. Zullo moved to appoint Anne C. Dranginis to the open seat on the Board of Selectmen. J. Torrant seconded, all voted aye and the motion carried. The Town Clerk then administered the official oath of office to Ms Dranginis, and she was seated.

Public Requests/Comments: None

Selectmen's Requests: Mr. Paul said he has asked David T. Wilson to come on Feb. 6 to talk about the Capital Committee's recommendation of \$3.176 million budget. He then said the Annual Town Meeting has been set for Thursday, January 25 at the Center School Gymnasium. Next he recounted his meeting today with the minority leader, Themis Klarides, and other COST members to express concerns about the Governor's hold-backs after the budget had been approved, as well as concerns with DOT and the special transportation fund's major cuts. Other COST members will meet with Senator Looney next week. He said our town has received the first payment of Town Aid Road money, but the talk is that the second payment will not occur. Most of our bridges scheduled are still on track for money from the State.

Motion: J. Zullo moved and J. Torrant seconded a motion to add to Resignations c) Cynthia Tomkins from Deputy Registrar, effective 12/29/17. All voted aye and the motion carried.

Motion: J. Torrant moved and A. Dranginis seconded a motion to add to Appointments a) Confirm Appointment of Barbara Putnam to Deputy Registrar, effective 1/16/18.

Resignations

a) Anne C. Dranginis from Board of Finance, effective 1/12/18: received and noted

b) Nancy W. Southard from Tax Collector, effective 6/29/18: Mr. Paul said Nancy has announced her retirement effective the end of June, and the Board of Selectmen will have to find someone to appoint to fill the vacancy.

c) Cynthia Tomkins from Deputy Registrar, effective 12/29/17: received and noted

Interviews, Appointments & Reappointments

a) Confirm Appointment of Barbara Putnam to Deputy Registrar, effective 1/16/18: L. Paul said Ms Putnam was appointed by the Registrar, and no motion was required of the Board of Selectmen.

Liaison Reports/Commission-Committee Minutes: 12/12/17 & 12/19/17 CIC minutes; 11/9/17 Fire & EMS Commission minutes; 12/6/17 Main St. Initiative Committee minutes

Green Team Update: John Post, Green Team Chairman, gave a history of the Green Team and explained the dashboard reports on each Town building. Jeff Zullo said they baselined energy use in 2011 and have done a comparative analysis to the end of FY 2017 showing trending. With help from Raz Alexe they have a robust database and are keeping up with data input. Their goal was to reduce energy consumption by 20 percent by 2018 over a baseline and source 20 percent of the electricity they use from renewables by 2018. They have been awarded two \$5,000 Bright Idea Grants from Eversource that they have used at the high school, and the recent award will be used at Public Works. The results have been positive, in part by the lighting retrofit and the sally port at the Center School. They would like to put these reports on the website.

Vacancies: The list of current appointed vacancies with term expirations is as follows:

Bantam Lake Authority: 1 member 12/2019
Beautification Commission: 1 regular member 2/2020; 2 alternates 2/2019
Board of Ethics: 2 alternate members 6/2019, 6/2020
Cable TV Advisory Council: 1 member 6/2017
Capital Improvements Committee: 1 citizen at large
Conservation Commission: 1 regular members 12/2016; 2 alternate members 12/2018
Inland Wetlands: 1 regular member 2017; 2 alternate members 6/2017
Litchfield 300th Anniversary Executive Committee: 1 regular member
Litchfield Prevention Council: 2 alternate members- 1-6/2019, 1-6/2020
Milton Historic District Commission: 3 alternate members 1/2018, 1/2018, 1/2019
Northwest CT Convention & Visitors Bureau: 1 member 9/2018
Northwest CT Transit District: 1 member 5/2018
Park & Recreation: 2 alternate members: 6/2017, 6/2018
Pension Commission: 1 alternate member 3/2019
Recycling Committee: 1 regular member 2/2018; two alternates 2/2017, 2/2018
Social Services Board: 1 member 2/2017
Veteran's Advisory Committee: 2 regular members 8/2016, 8/2018; 2 alternate members 8/2018
Water Pollution Control Authority: 1 regular member 1/2023; 1 alternate member 1/2021
Zoning Board of Appeals: 1 regular member 3/2021; 2 alternate members 3/2020

Tax Refunds: Motion: J. Torrant moved to approve the 11 tax refunds as recommended by the Tax Collector, for a total of \$1,575.97. A. Dranginis seconded, all voted aye and the motion carried.

Old Business: None

New Business

a) Approve Town Hall Review Committee Resolution and Interview and Appoint Members: Mr. Paul explained since the last approval there has been a change on 1/12/18 which adds the Litchfield Borough offices to the building plan.

Motion: J. Zullo moved to adopt the *Resolution Establishing a Town Hall Review Committee* as presented in the draft revised 1/12/18. J. Torrant seconded, all voted aye and the motion carried. Mr. Paul said the time frame indicates two years, but they hope the Committee can get its work done as soon as possible with two meetings a month if possible. The resolution appears here in its entirety following this item.

James A. Hilby was interviewed for the committee as a citizen and said he was a mechanical engineer with the Torrington Co. and is now retired. Jason W. Travelstead was also interviewed and said he has worked for O&G for 20 years and is Asst. VP of Operations for the Building Division and has worked with Building Committees.

Motion: A. Dranginis moved to nominate Jeffrey Zullo as the Board of Selectmen representative and regular member on the Town Hall Review Committee, and J. Torrant seconded. J. Torrant moved and P. Parsons seconded to close nominations. All voted aye and the motion carried. Upon voting to appoint Jeffrey Zullo as the Board of Selectmen representative, all voted aye and the motion carried.

Motion: J. Zullo moved to appoint Lisa A. Losee, as Municipal Officer or Town Employee and as a regular member, to the Town Hall Review Committee. J. Torrant seconded, all voted aye and the motion passed.

Motion: A. Dranginis moved to appoint James Hilby, Richard Quay and Jason Travelstead as citizens of the Town and regular members. J. Torrant seconded, all voted aye and the motion carried.

Motion: A. Dranginis moved to appoint as alternate members Ann Combs and Denise Raap. J. Torrant seconded, all voted aye and the motion carried.

All terms for regular and alternate members are for two years, running concurrently with the election of the Board of Selectmen. Jeff Zullo agreed that the group should be able to make decisions quickly since much of the preliminary work has been done. They need to bring the cost analysis up to date on the three plans: renovating the current Town Hall, building new in the back lot, and renovating the courthouse. Funding will be needed for architectural inputs, consultants and construction management inputs. He thought they could be ready in September, and then public hearings could take place. Mr. Paul said he will get the first meeting set as soon as possible and get previous plan information out to the members.

TOWN OF LITCHFIELD
BOARD OF SELECTMEN

MARCH 14, 2012
Revised 8/21/12
Revised 1/2/13
Revised 1/12/18

RESOLUTION ESTABLISHING A TOWN HALL REVIEW COMMITTEE

SECTION 1. ESTABLISHMENT: The Board of Selectmen of the Town of Litchfield, acting pursuant to Connecticut General Statutes, Section 7-148(c)(3) and (c)(6), hereby establishes and reconstitutes the Town Hall Review Committee (the "Committee").

SECTION 2. MEMBERSHIP: Effective January 16, 2018, the Committee shall consist of five (5) members and two (2) alternate members, all of whom shall be electors of the Town of Litchfield appointed by the Board of Selectmen. The membership of the Committee shall include a member of the Board of Selectmen, a municipal officer or employee who works in the Town Hall, and three (3) citizens of the Town. The Board of Selectmen shall endeavor to appoint members who are knowledgeable and experienced in the construction industry and building trades, who shall reside in the Town of Litchfield.

SECTION 3. APPOINTMENTS, TERM AND VACANCIES: The Board of Selectmen shall appoint the initial members and alternate members upon the adoption of this resolution to serve for a term of two (2) years to run concurrently with the term of the Board of Selectmen. Vacancies shall be filled by the Board of Selectmen for the remainder of the term. An alternate member may be designated by the Chairperson to act in the absence of a member. Unexcused absence from three (3) consecutive meetings shall constitute a resignation, and upon declaring the position vacant, the Board of Selectmen may appoint a replacement member or appoint an alternate member to fill the vacancy and then appoint a new alternate.

SECTION 4. MISSION: The mission of the Committee shall be to continue the work of the previous Town Hall Building Committee as presented in its *Report of Findings* dated September 2016, including architectural plans, space assessments, construction and financing cost estimates for a new Town Hall building, and prior studies for renovating and expanding the current Town Hall Building at 74 West Street. The Committee shall also review and compare the feasibility study, architectural plans and report developed by the Greater Litchfield Preservation Trust (the "Trust") to convert the former Litchfield Courthouse at 15 West Street to a new Town Hall and to revise the plans as necessary to meet the town's foreseeable facility needs for at least twenty (20) years at a cost to include compliance with all statutory and regulatory code requirements applicable to renovation of the historic structure. The Committee shall work within a time line from date of the organizational meeting called by the First Selectman through completion of the project mission as determined by the Committee, at which time it shall deliver its recommendation to the Board of Selectmen.

SECTION 5. DUTIES: The Committee shall evaluate and compare the cost and feasibility of renovating the former Litchfield Courthouse for use as a Town Hall with the cost of constructing a new Town Hall and the cost of renovating and expanding the current Town Hall so as to include all municipal offices, functions, activities and fireproof vault space, including offices and vault space for the Litchfield Hills Probate Court and the Borough of Litchfield in one building. The Committee shall prepare detailed cost estimates necessary for all statutory and regulatory code compliance applicable to the historic structure, reconstruction, and renovation of the Courthouse building as a Town Hall, including foreseeable facility needs for the next twenty (20) years. The Committee shall compare annual operating cost estimates for the Courthouse building renovated as a Town Hall with the operating costs of a new Town Hall and the operating costs of the current Town Hall after renovation and expansion. The Committee shall hold one or more public hearings to receive public comment with regard to the three options. The Committee may revise any of the three plans thereafter, if warranted, before presenting a report and recommendations to the Board of Selectmen as to which of the three options will best serve the needs of the Town of Litchfield and its government for the foreseeable future. The Board of Selectmen may enlarge or reduce the scope of the Committee's duties within the limit of available appropriations.

SECTION 6. APPLICABLE LAWS: The Committee shall be subject to the provisions of the Freedom of Information Act, Connecticut General Statutes Section 1-200, *et seq.* and the provisions concerning minority political representation, Section 9-167a.

b) **Review and Act on Bids for Sale of 66 Donahue Road Ext:** Mr. Paul said we received two bids that were both very low, with \$265,000 the highest bid. He recommended rejecting the offers and turning it over to a real estate broker. **Motion:** J. Zullo moved to reject without prejudice the bids for the sale of the house at 66 Donahue Road Ext. J. Torrant seconded. He said the land alone has value and they would not be doing the town justice by accepting such a low bid. Upon voting all voted aye and the motion carried. Mr. Paul will work with a local realtor and have appropriate information for a future meeting.

c) **Approve Use of Roads for "Girls Just Wanna Run" Road Race 5/6/18:** J. Torrant moved to approve the use of North Shore Road for the Junior Women's Club of Litchfield Hills "Girls Just Wanna Run" road race on May 6, 2018. A. Dranginis seconded, all voted aye and the motion carried.

d) **Sign Call for Annual Town Meeting – 1/25/18:** Mr. Paul explained the items on the call. In addition to the normal acceptance of the Annual Report, there is a resolution to add a chapter to the Code of Ordinances entitled, "Bingo Games, Bazaars and Raffles." The Department of Consumer Protection has relinquished its responsibility and has turned it over to the Town. The ordinance was drafted by Atty. Mike Rybak as a result of Public Act 17-231 being dumped on the towns without much guidance. **Motion:** J. Zullo moved to approve the Town Meeting call of January 25, 2018, 7:00 pm. to be held at the Center

School gymnasium. J. Tarrant seconded the motion. P. Parsons questioned approving something we don't know how to manage. Mr. Rybak said we will review the public act and put together a procedure that the First Selectmen's office and the Town Clerk's office will initiate and follow. The Town can charge fees up to what is allowed by the act. Mr. Paul said they had no choice but to approve it, as it took effect January 1, 2018. Upon voting, all voted aye and the motion carried.

Correspondence: None

Adjournment: Motion: J. Tarrant moved to adjourn at 6:21 pm., and A. Dranginis seconded. All voted aye and the motion carried.

Leo Paul, Jr., First Selectman