



TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

2015 Complete Board of Selectmen Minutes

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December 7, 2015	



TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF SELECTMEN REGULAR MEETING JANUARY 5, 2015

MINUTES

CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:37 PM.

Present: Barbara Henry, First Selectman; James Conway, and Russell Dirienzo, Selectmen and a member of the press.

APPROVAL OF MINUTES

Regular Meeting - December 1, 2014

Motion by Russell Dirienzo to approve the minutes of the Regular Meeting of December 1, 2014. The motion was seconded by James Conway and carried unanimously.

TAX REFUNDS

Motion by Russell Dirienzo to approve the following tax refunds:

- Margaret Kailukaitis - \$42.37
- Glenn Martone - \$164.95

The motion was seconded by James Conway and carried unanimously.

COMMUNICATIONS FROM THE PUBLIC

N/A

COMMISSIONS AND BOARDS APPOINTMENTS

Municipal Historian – 4 year term 12/01/2014 – 11/30/2018

Motion by James Conway to re-appoint Timothy Beard as the Municipal Historian – 4 year term 12/01/2014 – 11/30/2018. The motion was seconded by Russell Dirienzo and carried unanimously.

Historic District Comm., Alt. – 4 year term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to re-appoint Charles Raymond as an Historic District Comm, Alt. – 4 year term 01/01/2015 – 12/31/2018. The motion was seconded by James Conway and carried unanimously.

James Conway recused himself.

Zoning Commission – 4 yr. term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to re-appoint Stewart Kellerman to the Zoning Commission – 4 yr. term 01/01/2015 – 12/31/2018. The motion was seconded by Barbara Henry and carried unanimously.

Zoning Commission – 4 year term Vacancy expiring 12/31/2015

Barbara Henry explained that this vacancy is due to the passing of Bill Weed. Kim Tester agreed to move up from an Alternate to fill this Regular Member position

Motion by Russell Dirienzo to appoint Kim Tester for the Zoning Commission – 4 year term Vacancy expiring 12/31/2015. The motion was seconded by Barbara Henry and carried unanimously.

Zoning Comm. Alt. – 4 year term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to appoint Alan Johnson as a Zoning Comm. Alt. – 4 year term 01/01/2015 – 12/31/2018 to replace Mary Elizabeth Peck. The motion was seconded Barbara Henry and carried unanimously.

Zoning Comm. Alt. – Vacancy exp. 12/31/2015

Motion by Russell Dirienzo to table appointment of the Zoning Commission, Alt. – vacancy exp 12/31/2015 to fill the term of Kim Tester. The motion was seconded by Barbara Henry and carried unanimously.

James Conway was reelected.

BUSINESS

Moment of Silence in Memory of Robert “Bucky” Lowe

The Board took a moment prior to the start of this meeting to toast the New Year and Bucky Lowe. Bucky passed away on December 25th and the Board asked for a moment of silence in his memory. Barbara Henry and Russell Dirienzo spoke about what an honor it was to serve with him on the Board of Selectmen. He was a true public servant with high integrity and class. James Conway spoke about the long history of Bucky in Roxbury. They recalled all that Bucky was involved in to benefit the town as well as shared personal stories of his kindness throughout the years.

Hurlburt Park kitchen and bathrooms & Town Info Meeting

The members reviewed the plans and the options for this proposal. Barbara Henry reported that she spoke with Karen Puskas regarding the size requirements of the kitchen. She agrees that the Recreation Commission can use the storage space.

Russell Dirienzo noted that he feels that the townspeople want the bathrooms. He does not have enough information to make a decision regarding the kitchen. Jim Conway agreed and suggested that they be two separate projects as well as two separate buildings. Russell Dirienzo noted that the funds that are available for the bathroom will be lost after June 30th.

The Board agreed that they should go forward with the bathrooms as the funds are available. Brian Neff will be asked to provide specifications and cost estimates and then the project will go out to bid. Barbara Henry reported that the town crew can do the septic with the oversight by Sanitarian Keith Vaughn.

Goals for 2015 & Legislative Issues

Barbara Henry distributed and reviewed a copy of the NHCOC Regional Legislative Priorities 2015 Session. She explained that she would like the legislature to consider legislation regarding requirements for pawn shops to hold jewelry and silver more than 5 days, which is not on the priority list, however she will speak to Arthur O’Neill and Rob Kane. These are often sentimental items that have been stolen and should be returned to the owners. More time is needed for the police to find these items. Items brought to jewelry stores do not have to be put into a database.

Regional goals were discussed such as unfunded State mandates and the need for them to require a two-thirds majority vote of the legislature to pass. Additionally, the promotion of job creation and regional economic development is a priority of the NHCOC.

Barbara Henry reported that the town is in great shape financially and reviewed the Town Aid Road Fund and road projects. Chip sealing Transylvania Rd. and Old Roxbury Rd. was discussed. Jim Conway and Russell Dirienzo felt that Old Roxbury Rd. should remain a dirt road; however, drainage should be considered. Barbara Henry noted that Old Roxbury Rd. requires frequent grading; therefore, she would like to get a cost to chip seal. The Selectmen said not Old Roxbury. It was agreed that letters should go out to the property owners on Transylvania to confirm that the majority of the owners would like this done.

Drainage for Minor Bridge and Ranney Hill roads were discussed. Additionally, Barbara Henry agreed to ask Doug DiVesta for a drainage plan for Mine Hill Rd. Jim Conway noted his concerns with the crossing on Kressfield Farm

Lane caving in. Russ Dirienzo volunteered to inspect this crossing.

The members agreed that tree removal is important and that the budget should be increased for this work.

Police Vehicle/Radios

Barbara Henry reported that the new police vehicle has been received and will be fully equipped with radios by January 9th. The town is keeping and will continue to use the old police car.

MIRA (formerly CRRA) Rebate for Recyclables

A rebate in the amount of \$2,032.82 for 203 tons of recyclables was received. It was agreed that the cost savings of recycling should be communicated to the townspeople.

Budget Schedule

Barbara Henry reported that budget requests will go out this week.

The Board agreed that a meeting should be scheduled with the Fire Department to review and discuss their Capital requests.

Chip sealing

Previously discussed under "Goals for 2015 & Legislative Issues"

Senior Bus Update

Barbara Henry reported that she will be attending a procurement meeting on February 3rd with regards to the grant request.

Blight Ordinance

Motion by Barbara Henry to table discussion regarding Blight Ordinance. The motion was seconded by Russell Dirienzo and carried unanimously.

Fire Marshal's Report – December 2014

The Fire Marshal's Report for December 2014 was distributed and reviewed.

OTHER BUSINESS

Barbara Henry distributed information regarding break-ins and reported that the discussion regarding this matter was held at the Senior Center as planned. It has been determined that door to door sales in the evening hours will not be permitted.

Barbara Henry reminded the members that the COST Annual Meeting is being held on January 14th.

ADJOURNMENT

Motion by James Conway to adjourn at 8:50 PM, the motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

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ROXBURY BOARD OF SELECTMEN SPECIAL MEETING JANUARY 22, 2015

MINUTES

CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 2:00 PM at Hurlburt Park.
Present: Barbara Henry, First Selectman; James Conway, Selectman & Brian Neff

BUSINESS

Discussion of bathroom/kitchen addition

The location of the bathroom and kitchen addition to the pavilion was discussed and measured. The septic and well plans were also discussed.

ADJOURNMENT

Motion by James Conway to adjourn at 2:30 PM, the motion was seconded by Barbara Henry and carried.

Respectfully submitted,

Barbara Henry

Barbara Henry
First Selectman

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Board of Selectmen

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ROXBURY BOARD OF SELECTMEN REGULAR MEETING FEBRUARY 2, 2015

CANCELLATION NOTICE

The Regular Meeting of the Board of Selectmen scheduled for February 2nd has been canceled due to inclement weather. A Special Meeting will be held Wednesday, February 4th.

Respectfully submitted,

Barbara Henry

Barbara Henry
First Selectmen



TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF SELECTMEN SPECIAL MEETING FEBRUARY 4, 2015

MINUTES

CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:37 PM.

Present: Barbara Henry, First Selectman; James Conway, and Russell Dirienzo, Selectmen; Bette Weed; Mary Elizabeth Peck; Gary Steinman; and Tim Flanagan

APPROVAL OF MINUTES

Regular Meeting - January 5, 2015

Motion by Russell Dirienzo to approve the minutes of the Regular Meeting of January 5, 2015. The motion was seconded by James Conway and carried unanimously.

Special Meeting - January 22, 2015

Motion by James Conway to approve the minutes of the Special Meeting of January 22, 2015. The motion was seconded by Barbara Henry. Russell Dirienzo abstained.

TAX REFUNDS

Motion by Russell Dirienzo to approve the following tax refunds:

- Marc Olivieri - \$27.99

The motion was seconded by James Conway and carried unanimously.

COMMUNICATIONS FROM THE PUBLIC

N/A

COMMISSIONS AND BOARDS APPOINTMENTS

Zoning Comm. Alt. – 4 yr. term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to table appointment of the Zoning Commission, Alt. – 4 yr. term 01/01/2015 – 12/31/2018. The motion was seconded by Barbara Henry. James Conway abstained

Historic District Comm. – vacancy exp. 12/31/2015

Barbara Henry read aloud the resignation of Lincoln Turner from the HDC. The Board accepted Mr. Turner's resignation and thanked him for his service. Barbara Henry noted that Alternate Charles Raymond will be moved up to this regular member position.

Motion by Russell Dirienzo to appoint Charles Raymond to the Historic District Comm. – vacancy exp. 12/31/2015. The motion was seconded by James Conway and carried unanimously.

Historic District Comm. Alt. – vacancy exp. 12/31/2018

This is to fill the position vacated by Charles Raymond. Motion by Russell Dirienzo to appoint Kurt Yovan to the Historic District Comm. Alt. – vacancy exp. 12/31/2018. The motion was seconded by James Conway and carried unanimously.

Lake Lillinonah Authority – vacancy exp. 12/31/2016

Motion by Russell Dirienzo to table the appointment to the Lake Lillinonah Authority – vacancy exp. 12/31/2016. The motion was seconded by James Conway and carried unanimously.

Inland-Wetlands – revert to prior term that did not expire for Rob Horrigan 2016

Barbara Henry explained that in error Rob Horrigan was appointed to a new term on the IWC; however, his current term has not yet expired. It was noted that no action was needed.

Barbara Henry reported that she is waiting for a resignation letter from Library Board of Trustee member Jeff Krizan as he will be moving. A volunteer to fill this vacancy will be sought.

BUSINESS

Presentation to Mrs. Bette Weed in honor of her husband Bill Weed and to Mary Elizabeth Peck in recognition of their years of service on the Zoning Commission

Barbara Henry spoke about the valuable input long time residents such as Mary Elizabeth Peck contribute to the town's commissions. Additionally, newer members of the community are valued for their fresh insight as was Bill Weed when he came forward to serve as a commission member.

The Board of Selectmen presented Mary Elizabeth Peck with an etched plate with thanks and appreciation for her 14-plus years of service as a member of the Zoning Commission.

The Board remembered Bill Weed as a wonderful member of the Zoning Commission who was always thoughtful and thorough with his input. An etched plate in remembrance of Bill Weed, who passed away in December, was presented to Bette Weed with thanks and appreciation for his service.

Citizen's Oil Co-Op

Barbara Henry reported that Citizen's Oil presented the town with a check for \$520 from application fees, which was returned and will go towards Roxbury's fuel assistance program.

Valerie Annis, Library Director Retirement

A retirement reception will be held for Valerie Annis on February 6th at 4:30 p.m. at the Minor Memorial Library. Barbara Henry will attend on behalf of the Board of Selectmen to thank her for her service and wish her well in her retirement.

Historic District Commission – Book Reprint

The Historic District Commission would like to reprint their Architectural Survey book. They have collected three bids ranging from \$4,000 to \$10,000. The Board agreed that the \$5,600 in the HDC fund can be used toward this project; however, it is not in the town's budget to supplement with additional funds.

Resolution – NWCT Economic Development Corp.

Barbara Henry reviewed this proposal regarding employment, training and higher education opportunities in NW CT. Russell Dirienzo and James Conway questioned whether this would be something that could be applied to Roxbury. Barbara Henry explained that Roxbury residents would be eligible for the benefits as well as other towns in the NHCOC (Northwest Hills Council of Governments.)

Motion by Russell Dirienzo to adopt the following resolution:

The Legislative Body of the Town of Roxbury met on February 4, 2015 and adopted a resolution by a vote of 3 to 0 which endorsed the Regional Performance Incentive Program proposal submitted by the Northwest Connecticut Career & Workforce Training Services Coalition. The coalition would be tasked with matching employer needs with available resources to meet those needs and increasing student and worker awareness of employment, training and higher education opportunities in Northwest Connecticut.

The motion was seconded by James Conway and carried unanimously.

Conservation Commission – Educational Program; Energy Task Force

Gary Steinman came forward and reviewed a slideshow for the proposal by the Energy Task Force to Solarize Roxbury Landfill. He explained that they are looking for the Boss's approval to go forward with a feasibility study, which will be at no cost to the town. If the study is positive, then they would return to request permission to move forward with a consultant. Finally, a full engineering package, construction documents and vendors would be sought.

Tim Flanagan came forward and further explained the process and distributed a packet regarding the program. He explained that the former landfill site is ideal and is expected to pay for itself quickly. It is also expected that a lot of grant money is available if this moves forward.

The Board was in agreement with moving forward with this level 1 study for the feasibility to solarize Roxbury's landfill.

Gary Steinman reported that the Conservation Commission would like to sponsor a Town Wants to Know educational program through the Library in the fall regarding smaller energy- efficient home designs. Barbara Henry read a letter aloud from the Conservation Commission regarding this proposal. Gary Steinman confirmed for her that this would be only a discussion regarding designs for small homes and not get into the Smart Growth initiative.

Russell Dirienzo and James Conway noted that Planning is working on alternative housing and should be given time to do so. The Conservation Commission's proposal may compliment what Planning will be doing. This effort should be in concert with Planning. Russell Dirienzo suggested to Gary Steinman, as a Planning Commission member, to bring this idea to the Planning Commission at their next meeting. The Board of Selectmen agreed that they like the concept; however, do not want to endorse this proposal as something separate from what Planning is tasked with. Gary Steinman agreed to bring this proposal to Planning for their input.

Nutmeg Network

Barbara Henry reported that she contacted Fibertech who suggested that the town apply for the \$17,300 grant available for fiber optic connection. It was confirmed that in the December 2014 minutes a resolution was adopted and the Board agreed that the grant application should be resubmitted.

CL&P Small Business Energy Advantage Program – JK Energy Proposal

Barbara Henry distributed an estimate from JK Energy for replacing the lighting fixtures for the Town Hall parking lot and some of the inside lighting. She explained that new fixtures are needed and with this program an incentive is given through Eversource (formerly CL&P.) The fixtures will be guaranteed for 15 years. The town will see energy cost savings. Initially, town hall's electricity bill will increase by \$145 per month for the next four years. The realized electricity savings will be immediate. She reviewed the proposals for the Senior Center, Public Works and Fire House.

The Board agreed that the Town should go forward with this program with the exception of the Fire House.

Motion by Russell Dirienzo to sign the agreement with the Small Business Energy Advantage Program for the Town Hall, Senior Center and Public Works building. The motion was seconded by James Conway and carried unanimously.

Paramedic Program

Barbara Henry reported that she only received one bid for the seven-town Paramedic program and it was from Champion. She explained that there are seven towns in this program; however, New Milford would like to make changes. The changes will affect the cost to the other towns in the program. It was agreed that the program should move forward as it is this year for budgeting purposes and changes can be considered next year.

Senior Bus Update

Barbara Henry reported that all the funds are available to move forward with the purchase of the Senior Bus. She will be attending a pre-procurement and procurement meetings this week to order the bus.

Cell Tower Lease with SBA

Motion by Russell Dirienzo to table the discussion regarding the Cell Tower Lease with SBA. The motion was seconded by James Conway and carried unanimously.

Recreation Commission – Bathrooms/Kitchen at Hurlburt Park

Barbara Henry and James Conway reported that when they met at the site with Brian Neff it was determined that the original plans submitted by the Recreation Commission will be best. It was agreed that the sketches provided are not construction documents. Architectural plans are needed so that the job can go out to bid. The slab, septic and the purchase of fixtures will be completed with the grant funds available.

Rumble Strips on Wellers Bridge Road

The DOT has asked the Town if they have certain roads where they would like rumble strips installed. The Board agreed that in the area of the curve on Wellers Bridge Rd. would be a good place for rumble strips to deter drivers from crossing over the line. The DOT suggested South Street but the BOS did not agree.

Police Vehicle

Barbara Henry reminded the group that the new police vehicle was received and is being utilized.

Prescription Drug Program

Barbara Henry reported that those who have participated in the program have saved a total of \$15,890 since the program's inception.

Budget Schedule

It was agreed that Barbara Henry will distribute the budget requests to the Selectmen by the end of February and budget workshops will begin early March.

Fire Marshal's Report – January 2015

The Fire Marshal's Report was reviewed.

ADJOURNMENT

Motion by James Conway to adjourn at 9:20 PM, the motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

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ROXBURY BOARD OF SELECTMEN REGULAR MEETING MARCH 2, 2015

MINUTES

CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 PM.

Present: Barbara Henry, First Selectman; James Conway, and Russell Dirienzo, Selectmen; and Loumarie Rodriguez of Voices

APPROVAL OF MINUTES

Special Meeting - February 4, 2015

Motion by Russell Dirienzo to approve the minutes of the Special Meeting of February 4, 2015. The motion was seconded by James Conway and carried unanimously.

TAX REFUNDS

Motion by Russell Dirienzo to approve the following tax refunds:

- Bettina Skor Weese - \$116.11
- Cameron & Barbara Gardella - \$11.33

The motion was seconded by James Conway and carried unanimously.

COMMUNICATIONS FROM THE PUBLIC

N/A

COMMISSIONS AND BOARDS APPOINTMENTS

Zoning Commission, Alt. – 4 year term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to table the appointment of the Zoning Commission, Alt. – 4 year term 01/01/2015 – 12/31/2018. The motion was seconded by Barbara Henry and carried. James Conway abstained.

Lake Lillinonah Authority – vacancy exp. 12/31/2016

Motion by Russell Dirienzo to table the appointment to the Lake Lillinonah Authority – vacancy exp. 12/31/2016. The motion was seconded by James Conway and carried unanimously.

Municipal Historian – vacancy expiring 11/30/2018

Motion by Russell Dirienzo to table the appointment of the Municipal Historian – vacancy expiring 11/30/2018. The motion was seconded by James Conway and carried unanimously.

BUSINESS

Moment of Silence for Timothy Beard, Town Historian & Chairman of the Lib Board

The Board discussed Tim's long rich career in genealogy noting that he was considered the best in his field. They remembered all of his contributions to Roxbury. He is irreplaceable to this community and will be missed. A service will be held on March 14, 2015 at Christ Church.

SBA Lease – Transfer Station Cell Tower

Barbara Henry explained that she will not sign this lease until the changes the Town Attorney has requested have been made. Carriers do prefer a long-term lease; however, this tower is needed and we feel they will agree to a shorter term.

Resolution for Hart Bus - DOT

Barbara Henry reminded the Board this is a 12-person capacity bus that comes once a week to be used for senior shopping and trips free of charge.

A motion was made by Russell Dirienzo to adopt the following resolution:

Resolution authorizing the First Selectman, Barbara Henry to negotiate and execute all necessary Agreement / Contract documents on behalf of the Town of Roxbury with the Department of Transportation of the State of Connecticut and to affix the corporate seal.

The motion was seconded by James Conway and carried unanimously.

Fair Housing Policy, Title VI Equal Opportunity Statement, Affirmative Action Policy Statement

A motion was made by Russell Dirienzo to readopt the:

- Fair Housing Policy
- Title VI Equal Opportunity Statement
- Affirmative Action Policy Statement

The motion was seconded by James Conway and carried unanimously.

Transylvania Road – Chip Seal Survey

Barbara Henry reported that the survey results came back as 23 in favor and 13 against chip sealing Transylvania Rd.

A motion was made by Russell Dirienzo to chip seal Transylvania Rd. The motion was seconded by James Conway and carried unanimously.

HDC Quotes for Book Reprint

The Historic District Commission received an additional quote of \$5,400 for reprint of the Architectural Resource Survey book. This quote was provided by the original printer of this book. Barbara Henry has advised that the HDC can choose the printer as long as they stay within the \$5,659 of funds available within their account.

Recreation Commission – Plans for Bathrooms/Kitchen

Barbara Henry contacted Mark Lowe in an effort to get the plans. Russell Dirienzo noted that the person they retained is not licensed. James Conway agreed that the plans being used for bids should be done by a professional for the protection of the town. The Board agreed that Barbara Henry should contact Doug DiVesta to draft the plans.

Budget Schedule

Barbara Henry reported that she met with the Fire Department. They have requested a new reporting system at the cost of \$2,500 per year and a charge of \$500 per year thereafter. She has requested Janet Morgan's opinion regarding this item. The cost for alarm inspections at the Fire House will also be added to the budget.

Additionally, the Fire Department has requested that the town pay for the fuel for the red pick-up truck initially purchased for the chief, but now used mostly for training transportation. It was noted that the town pays for the fuel for the Ambulance Association's truck; however, the Ambulance Association receives much less support from the town than does the Fire Department. Russell Dirienzo and James Conway noted that if this request is granted, there should be a limit to the amount of fuel provided per year.

Barbara Henry explained that she is working on getting insurance information and will have the budget to the Board of Selectmen soon. Once the proposed budget is distributed, budget workshops will be scheduled.

Fire Marshal's Report – February 2015

The Fire Marshal's Report for February was distributed. She is looking at the bridge on Kressfield Farm Lane. Russell Dirienzo explained that Brian Neff reported at the Inland Wetland meeting that the bridge is structurally sound.

Barbara Henry reported that the Fire Department would like an alarm ordinance. Barbara Henry requested

something in writing from the department. The BOS worked on this a few years back and the FD voted it down. is working on a policy regarding false alarms. She distributed a copy of Woodbury's policy provided by Janet Morgan for reference.

OTHER BUSINESS

Motion by Russell Dirienzo to add to the agenda Subordination for Housing Rehab Grant. The motion was seconded by James Conway and carried unanimously.

Subordination for Housing Rehab Grant

Barbara Henry explained that a grantee for the Housing Rehab has applied for a refinance of the property. The bank has requested that the town subordinate to have the new mortgage come first. Russell Dirienzo suggested that the Town Attorney be consulted to assure that the Town's rights are protected.

Motion by Russell Dirienzo to approve the Subordination for Housing Rehab Grant provided the Town Attorney is in agreement. The motion was seconded by James Conway and carried unanimously.

ADJOURNMENT

Motion by James Conway to adjourn at 8:20 PM, the motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

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ROXBURY BOARD OF SELECTMEN SPECIAL MEETING MARCH 26, 2015

MINUTES

CALL TO ORDER

First Selectman Barbara Henry called the meeting to order at 10:00 AM.

Present: Barbara Henry, First Selectman, Russ Dirienzo and James Conway, Selectmen

BUSINESS

Budget Workshop

The entire budget was reviewed by the Selectmen with minor changes to various departments.

Motion by Russ Dirienzo, Second by Jim Conway to approve and pass to the Board of Finance for their approval the proposed FY 15-16 Selectmen's Budget in the amount of \$3,241,997 - \$2,990,497-Operating and \$251,500-Capital, an increase of \$151,462 over FY13-14 or 4.9% with a recommended mill rate of 13.6 or 13.7 up from 13.4. Motion carried unanimously.

ADJOURNMENT

Motion to adjourn by B. Henry, second by J. Conway at 12:00 PM. Motion carried unanimously.

Respectfully submitted,

Barbara Henry

Barbara Henry, First Selectman

Acting Clerk

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03/27/2015



TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

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ROXBURY BOARD OF SELECTMEN REGULAR MEETING APRIL 6, 2015

MINUTES

CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 PM.

Present: Barbara Henry, First Selectman; James Conway, and Russell Dirienzo, Selectmen

APPROVAL OF MINUTES

Regular Meeting - March 2, 2015

Motion by James Conway to approve the minutes of the Regular Meeting of March 2, 2015. The motion was seconded by Russell Dirienzo and carried unanimously.

Special Meeting of March 26, 2015

Motion by James Conway to approve the minutes of the Special Meeting of March 26, 2015. The motion was seconded by Russell Dirienzo and carried unanimously.

TAX REFUNDS FOR EXCESS PAYMENT

Motion by Russell Dirienzo to approve the following tax refunds:

- David Beckstrom & Jennifer Baldwin - \$104.66

The motion was seconded by James Conway and carried unanimously.

COMMUNICATIONS FROM THE PUBLIC

N/A

COMMISSIONS AND BOARDS APPOINTMENTS

Zoning Commission, Alt. – 4 year term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to table the appointment of the Zoning Commission, Alt. – 4 year term 01/01/2015 – 12/31/2018. The motion was seconded by Barbara Henry and carried. James Conway abstained.

Lake Lillinonah Authority – vacancy exp. 12/31/2016

Motion by Russell Dirienzo to table the appointment to the Lake Lillinonah Authority – vacancy exp. 12/31/2016. The motion was seconded by James Conway and carried unanimously.

Municipal Historian – vacancy expiring 11/30/2018

Motion by Russell Dirienzo to table the appointment of the Municipal Historian – vacancy expiring 11/30/2018. The motion was seconded by James Conway and carried unanimously.

Library Trustee – vacancy exp. 11/17/2015

Barbara Henry reported that they are in search of a candidate to fill this vacancy left by Jeff Krizan.

Motion by Russell Dirienzo to table the appointment of the Library Trustee – vacancy exp. 11/17/2015. The motion was seconded by James Conway and carried unanimously.

Library Director/Trustee – vacancy expiring 11/19/2019

It was noted that this vacancy was created due to the passing of Tim Beard.

Motion by James Conway to appoint Alan Johnson as a Library Director/Trustee – vacancy expiring 11/19/2017. The motion was seconded by Russell Dirienzo and carried unanimously.

It was noted that this position will be on the ballot in November to complete the vacancy.

Library Chairman

Barbara Henry explained that in accordance with the Library By-Laws a position on the Board left open due to a death shall be appointed by the Board of Selectmen. She reported that Cynthia Newby has stepped forward in the interim to run the meetings. Members of the Library BOT have come forward to share compliments on how she has conducted the meetings. Cynthia agreed she would take on this position if appointed. Pam Southworth could step forward to fill the Treasurer's position, which Cynthia now holds.

Motion by Russell Dirienzo to appoint Cynthia Newby as Library Chairman. The motion was seconded by James Conway and carried unanimously.

It was noted that the election of officers would occur in December for 2016 as usual.

Recreation Commission – vacancy expiring 6-30-16

Recreation Commission member Gary Alex is expected to forward his resignation from this Commission to the Board of Selectmen; however, it has not yet been received.

Motion by James Conway to table the appointment to the Recreation Commission – vacancy expiring 6-30-16. The motion was seconded by Russell Dirienzo and carried unanimously.

Planning Alt. - vacancy expiring 11/22/2017

Motion by James Conway to table the appointment of the Planning Alt. - vacancy expiring 11/22/2017. The motion was seconded by Russell Dirienzo and carried unanimously.

Peter Mariano will attend the next Planning Commission meeting as a prospective new member.

Board of Education Reps

It was noted that there are a couple openings on the BoE for which candidates should be sought.

BUSINESS

Proposal for Architectural Design Services for Park Bathrooms/Kitchen

The proposal for architectural design services for the new pavilion addition along with four sketches provided by BBS Design, LLC were reviewed. The Board agreed that they preferred SK-1 and asked that BBS go forward with providing the information needed in order to put this project out to bid.

Medicare Supplement

Barbara Henry reported that a reimbursement plan for Part B is in place. The addition of Part D (prescriptions) and Plan F (Medigap) needs to also be offered to those employees who are eligible for health benefits and opt to go on Medicare after turning 65. The reimbursement of these costs is a big cost savings to the town in lieu of the cost to keep employees on the town plan.

Motion by Russell Dirienzo to include reimbursement of Medicare Supplement Part D and Plan F to those eligible employees and their spouses effective May 1st. The motion was seconded by James Conway and carried unanimously.

Statement of Support for Guard and Reserve

A letter was distributed dated 3/26/15 from the CT Employer Support of the Guard and Reserve requesting a Statement of Support signed by the town.

Motion by Russell Dirienzo to sign the Statement of Support for Guard and Reserve. The motion was seconded by James Conway and carried unanimously.

SBA Lease – Transfer Station Cell Tower

Barbara Henry reported that they are still working on getting the answers to the previously discussed questions. There is nothing new to report at this time.

FD Truck Committee

A Committee was to be set up with regard to the purchase of a FD truck. Barbara Henry will follow-up with the Fire Department Chief regarding the Committee's status.

Personnel Policy

Barbara Henry reported the Town Attorney's office has updated the town's Personnel Policy. The Board confirmed their receipt and review of the updated policy. The updated policy will be reviewed with the town's employees and they will be asked to sign confirming their receipt of the update.

Motion by James Conway to accept the Town of Roxbury amended Personnel Policies and Procedures effective April 1, 2015. The motion was seconded by Russell Dirienzo and carried unanimously.

Shred-It Day

Roxbury's Shred-It Day at the Transfer Station is scheduled for April 11, 2015 from 9 a.m. to 12 p.m.

Budget Schedule

The revised FY 15-16 Proposed Budget was distributed. It was noted that changes were made to Capital Improvements, Pension and new numbers were received for Region 12. The total proposed budget is \$10,406,798, a 3.12% increase. The Board of Finance will meet April 8, 2015 to review.

Fire Marshal's Report – March 2015

Motion by Russell Dirienzo to table the Fire Marshal's Report – March 2015. The motion was seconded by James Conway and carried unanimously.

OTHER BUSINESS

Barbara Henry reported that the Region 12 Superintendent is holding an informational meeting in Town Hall on April 23rd to discuss the region, budget, and proposed Agri-Science program.

ADJOURNMENT

Motion by James Conway to adjourn at 8:15 PM, the motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen



TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF SELECTMEN REGULAR MEETING MAY 4, 2015

MINUTES

CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 PM.

Present: Barbara Henry, First Selectman; James Conway, and Russell Dirienzo, Selectmen

APPROVAL OF MINUTES

Regular Meeting - April 6, 2015

Motion by James Conway to approve the minutes of the Regular Meeting of April 6, 2015. The motion was seconded by Russell Dirienzo and carried unanimously.

TAX REFUNDS FOR EXCESS PAYMENT

Motion by Russell Dirienzo to approve the following tax refunds:

- Joseph & Leah Furey - \$567.62
- Joseph & Leah Furey - \$563.38
- Irma Schmidt - \$61.59

The motion was seconded by James Conway and carried unanimously.

COMMUNICATIONS FROM THE PUBLIC

It was noted that the polls are open tomorrow between 12-8 p.m. for the Region 12 school budget vote.

COMMISSIONS AND BOARDS APPOINTMENTS

Stewart Kellerman and Pat O'Conner are moving out of town; therefore, will be resigning from the Zoning and Inland Wetlands Commissions, respectively. The Board of Selectmen will invite them to their June meeting to thank them for their service and wish them well.

The Board discussed the appointment of an unpaid volunteer Deputy ZEO and WEO. James Conway agreed to include this as part of his Chairman's Report at the next Zoning Commission meeting.

Zoning Commission, Alt. – 4 year term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to table the appointment of the Zoning Commission, Alt. – 4 year term 01/01/2015 – 12/31/2018. The motion was seconded by Barbara Henry and carried. James Conway abstained.

Zoning Commission – vacancy exp. 12/31/2018

Motion by Russell Dirienzo to table the appointment of the Zoning Commission – vacancy exp. 12/31/2018. The motion was seconded by Barbara Henry and carried. James Conway abstained.

Inland Wetlands – vacancy exp. 08/31/2018

An alternate will be moved up to fill this vacancy for a Regular Member in June, which will leave an opening for an alternate position.

Motion by James Conway to table the appointment of the Inland Wetlands – vacancy exp. 08/31/2018. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained.

Lake Lillinonah Authority – vacancy exp. 12/31/2016

Motion by Russell Dirienzo to table the appointment to the Lake Lillinonah Authority – vacancy exp. 12/31/2016. The motion was seconded by James Conway and carried unanimously.

Municipal Historian – vacancy expiring 11/30/2018

Barbara Henry agreed to highlight the search to fill this vacancy in her next e-mail blast.

Motion by Russell Dirienzo to table the appointment of the Municipal Historian – vacancy expiring 11/30/2018. The motion was seconded by James Conway and carried unanimously.

Library Trustee – vacancy exp. 11/17/2015

Motion by Russell Dirienzo to table the appointment of the Library Trustee – vacancy exp. 11/17/2015. The motion was seconded by James Conway and carried unanimously.

Recreation Commission – vacancy expiring 6-30-16

Motion by James Conway to table the appointment to the Recreation Commission – vacancy expiring 6-30-16. The motion was seconded by Russell Dirienzo and carried unanimously.

Planning Alt. - vacancy expiring 11/22/2017

Motion by James Conway to table the appointment of the Planning Alt. - vacancy expiring 11/22/2017. The motion was seconded by Russell Dirienzo and carried unanimously.

LLA Marine Constables for 2015

Motion by James Conway to appoint Kevin A. Brooks, Brian R. Flanagan, John G. Puglisi, Christopher Rosado, Kevin J. Seeley, and Patrick C. Seeley as Marine Constable Officers for 2015 and Nicholas Puglisi, Charles Weeks, Richard Miller and John Reed as Marine Constable Assistants. The motion was seconded by Russell Dirienzo and carried unanimously.

Board of Education Reps

The Selectmen are working on finding candidates for BOE Reps.

BUSINESS

Proposal for Architectural Design Services for Park Bathrooms/Kitchen

Barbara Henry shared the elevation plans with the Board and explained that the architect will be presenting the other drawings to her within the next couple of days. It was agreed that the slab, septic, labor and architect's fee will be paid before the end of June with the grant funds available.

5310 Senior Bus Federal Operating Grant Request

This grant will allow for the reimbursement for the salary for the senior bus driver.

Motion by Russell Dirienzo to adopt the following resolution:

Resolution authorizing the First Selectman, Barbara Henry to negotiate and execute all necessary Agreement / Contract documents on behalf of the Town of Roxbury with the Department of Transportation of the State of Connecticut and to affix the corporate seal.

The motion was seconded by James Conway and carried unanimously.

5310 of Federal Transit Act Contract for Senior Bus Resolution

Barbara Henry explained that this resolution will allow her to sign contracts in relation to the Senior Bus Grant.

Motion by Russell Dirienzo to adopt the following resolution:

Authorizing the First Selectman, Barbara M. Henry, to negotiate, sign and execute agreements/ contracts along with all necessary agreement/ contractual documents, certification and forms on behalf of the Town of Roxbury with the Department of Transportation of the State of Connecticut.

The motion was seconded by James Conway and carried unanimously.

Older Americans Month Proclamation

Motion by Russell Dirienzo to adopt a proclamation regarding Older Americans Month which includes the following:

Whereas, Roxbury includes a thriving community of older Americans who deserve recognition for their contributions and sacrifices to ensure a better life for future generations; and

Whereas, our community can provide opportunities to enrich the lives of individuals of all ages by:

- Promoting and engaging in activity, wellness, and social inclusion.
- Emphasizing home- and community-based services that support independent living.
- Ensuring community members of all ages benefit from the contributions and experience of older adults.

Now therefore, we, the Board of Selectmen of Roxbury do hereby proclaim May 2015 to be Older Americans Month. We urge every resident to take time this month to celebrate older adults and the people who serve and support them as powerful and vital individuals who greatly contribute to the community.

The motion was seconded by James Conway and carried unanimously.

FD Truck Committee

Barbara Henry reported that she consulted with Fire Marshal Janet Morgan who explained that Woodbury's Fire Department does not have a compressor on their fire truck. She explained that a pumper and rescue combination could be overweight and it would be difficult to find a driver. Woodbury applied for the Fire Fighter Assistance Grant and was awarded one-half the funds for their new truck. Barbara Henry reported that six towns assisted with the recent Roxbury fire.

Board of Education Representatives

Previously discussed under Appointments

Budget Hearing & Annual Town and Budget Meeting

The Budget Hearing is scheduled for May 7th and the Town Meeting is scheduled for May 19th. Russell Dirienzo and Jim Conway agreed to attend the hearing and answer questions on behalf of the Selectmen at the Budget Hearing.

SBA Lease – Transfer Station Cell Tower

SBA has not yet returned the calls from the Town Attorney Gail McTaggart regarding the lease.

Fire Marshal's Report – March & April 2015

The Fire Marshals report was reviewed. It was noted that the Kressfield Farm Lane culvert was viewed by Chief Wheeler and Janet Morgan and it was found to be passable for emergency vehicles.

OTHER BUSINESS

It was noted that the Recreation Commission had agreed to be present at this meeting regarding relocating the fields. Additionally, the fields have not been staked as agreed. James Conway explained the reasoning behind changing the fields. Russell Dirienzo noted that he does not have a problem with the proposal; however, the Recreation Commission needs to stake the site and come to a meeting as agreed.

Communication with the Recreation Commission was discussed. Russell Dirienzo explained that there seems to be some confusion regarding budgeted items. Barbara Henry clarified that the Recreation budget is mostly for programs. The Commission came to the BOS regarding the kitchen and bathroom pavilion proposal and the Selectmen agreed to move forward with the project; however, there must be communication regarding plans and funding.

Motion by Russell Dirienzo to add to the agenda Medicare Reimbursement Plan. The motion was seconded by James Conway and carried unanimously.

Medicare Reimbursement Plan

Barbara Henry explained that the effective date of April 1, 2015 for the revised Medicare Reimbursement Plan voted on last month should be changed to be effective March 1, 2015 to cover the actual date an employee entered the plan.

Motion by Russell Dirienzo to amend the effective date of the revised Medicare Reimbursement Plan voted on last month should be changed to be effective March 1, 2015 vs. April 1, 2015. The motion was seconded by James Conway and carried unanimously.

ADJOURNMENT

Motion by James Conway to adjourn at 8:20 PM, the motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF SELECTMEN REGULAR MEETING JUNE 1, 2015

MINUTES

CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:32 PM.

Present: Barbara Henry, First Selectman; James Conway, and Russell Dirienzo, Selectmen

Others Present: Pat O'Conner, Stewart Kellerman, Russ Wheeler, and Karen Puskas

APPROVAL OF MINUTES

Regular Meeting - May 4, 2015

Motion by James Conway to approve the minutes of the Regular Meeting of May 4, 2015. The motion was seconded by Russell Dirienzo and carried unanimously.

TAX REFUNDS FOR EXCESS PAYMENT

Motion by Russell Dirienzo to approve the following tax refunds:

- Vault Trust - \$140.50
- Ally Bank - \$122.84

The motion was seconded by James Conway and carried unanimously.

COMMUNICATIONS FROM THE PUBLIC

Russ Wheeler came forward and requested that his name be added to the Vietnam Memorial Stone in Center Cemetery. He explained that the Veterans Administration updated requirements to include the time that he served in Vietnam. He reported that he is working on getting the names of the Korean War Veterans as well. The Board of Selectman happily agreed to comply and thanked Mr. Wheeler for his service.

COMMISSIONS AND BOARDS APPOINTMENTS

James Conway recused himself from the discussion regarding Zoning Commission appointments.

Zoning Commission, Alt. – 4 year term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to table the appointment of the Zoning Commission, Alt. – 4 year term 01/01/2015 – 12/31/2018. The motion was seconded by Barbara Henry and carried. James Conway abstained.

Zoning Commission – vacancy exp. 12/31/2018

It was noted that Alternate John Cody will be moved up to fill Stewart Kellerman's position as a Regular Member.

Motion by Russell Dirienzo to appoint John Cody to the Zoning Commission – vacancy exp. 12/31/2018. The motion was seconded by Barbara Henry and carried. James Conway abstained.

James Conway was reelected. Russell Dirienzo recused himself from the discussion of the appointments to the Inland Wetlands Commission.

Inland Wetlands – vacancy exp. 08/31/2018

Alternate Andy Engel will be moved up to fill Pat O'Conner's position as a Regular Member.

Motion by James Conway to appoint Andy Engel to the Inland Wetlands – vacancy exp. 08/31/2018. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained.

Inland Wetlands, Alt. – vacancy expiring 08/31/2018

Motion by James Conway to table the appointment of the Inland Wetlands, Alt. – vacancy expiring 08/31/2018. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained.

Russell Dirienzo was reseated.

Lake Lillinonah Authority – vacancy exp. 12/31/2016

Motion by Russell Dirienzo to appoint Jamie Curren to the Lake Lillinonah Authority – vacancy exp. 12/31/2016. The motion was seconded by James Conway and carried unanimously.

Municipal Historian – vacancy expiring 11/30/2018

Motion by Russell Dirienzo to table the appointment of the Municipal Historian – vacancy expiring 11/30/2018. The motion was seconded by James Conway and carried unanimously.

Library Trustee – vacancy exp. 11/17/2015

Motion by Russell Dirienzo to table the appointment of the Library Trustee – vacancy exp. 11/17/2015. The motion was seconded by James Conway and carried unanimously.

Recreation Commission – vacancy expiring 6-30-16

Karen Puskas agreed to confirm that Gary Alex intends on resigning from the Recreation Commission. Motion by James Conway to table the appointment to the Recreation Commission – vacancy expiring 6-30-16. The motion was seconded by Russell Dirienzo and carried unanimously.

Planning Alt. - vacancy expiring 11/22/2017

Barbara Henry reported that the Planning Commission appointed Peter Mariano to fill this vacancy at their May meeting.

BUSINESS

Stewart Kellerman, Patricia O'Conner & Lincoln Turner Thanks and Recognition

Barbara Henry explained that she invited Stewart Kellerman, Patricia O'Conner and Lincoln Turner to this meeting to thank them for their many years of service on Zoning, Inland Wetlands and Historic District Commissions, respectively. The Board wished Stewart and Patricia well with their move to Florida. Lincoln Turner was not present.

Russell Dirienzo presented Pat O'Conner with a plate in honor of and with thanks for her 11 years on the Inland Wetlands Commission. He noted what a pleasure it had been to serve next to her for the past 11 years.

Jim Conway presented Stewart Kellerman with a plate in honor of his service to the Zoning Commission for the past 9 years. He thanked him for all he has done for the Commission and expressed how much he would be missed.

Proposal for Architectural Design Services for Park Bathrooms/Kitchen

Barbara Henry invited Karen Puskas to come forward and review the plans. Brian Neff and Public Works have already reviewed the plans. She reported that they are ready to go out to bid for this project. The State has advised that the grant funds do not have to be spent by June 30, 2015 as previously stated. The septic fields have already been completed.

It was confirmed for Ms. Puskas that the work is intended to be complete by the tractor parade in October. Ms. Puskas suggested and James Conway agreed that the project should be bid for its entirety to determine the cost of the entire project.

Recreation Commission

Karen Puskas discussed the ball fields at Apple Lane. She explained that currently the field is not suitable for use as an athletic field. The Recreation Commission would like a softball and a multi-purpose field. This project is more than what the volunteers on the Commission can handle. She asked that the town consider this as a capital project

to prevent the park from becoming athletically dormant.

Russell Dirienzo explained that this is a small town with cost constraints. The town is working toward completing the kitchen and bathrooms at Apple Lane. It was suggested that the Commission have the project and a sketch ready should a grant become available where the town could apply. Karen Puskas agreed to discuss this with the Commission at their next meeting.

Karen Puskas explained that there is nothing in the Town Ordinances which states the charge of the Recreation Commission. Russell Dirienzo explained that the funds in the Recreation budget are for programs. Capital projects need to come before the Board of Selectmen. Commission members can come to the BOS meetings to discuss ideas regarding recreation needs and town property. Barbara Henry agreed that the Town can better define the Commission's role.

It was noted that the Board of Selectmen have been very supportive regarding improving fields and the need for a kitchen and bathroom at the park; however, this is a small town and requests for vehicles for the Recreation Commission are not feasible. Requests can be made to borrow vehicles from the town for events. The town will try to accommodate when possible.

BOE Representative

A nominee for a BOE Representative is still being sought. It was clarified that the Selectmen cannot appoint a BOE Representative. This will have to go to Town Meeting.

2015-2016 Mill Rate

Russell Dirienzo reported that he has received complaints regarding the increase in the mill rate to 13.7; although, no one showed up at the budget meetings in opposition. James Conway noted that this was a small increase made after several years of holding the line. Barbara Henry stated that she feels both Boards have done a good job with the budget

Nutmeg Network Grant Award Resolution

Motion by Russell Dirienzo to adopt the following grant award Resolution of Endorsement and Authorization for the Nutmeg Network:

The Legislative Body of the Town of Roxbury convened on June 1st, 2015 and adopted a resolution by the vote of 3 to 0 which endorsed the Regional Performance Incentive Program proposal for the Nutmeg Network Grant. In addition, The Legislative Body has authorized Barbara Henry to act on this endorsement by signing all necessary agreements and take all necessary actions related to this proposal to enter into a binding agreement with the Office of Policy and Management according to terms of the RPI grant program.

The motion was seconded by James Conway and carried unanimously.

SBA Lease – Transfer Station Cell Tower

The Town Attorney's calls to SBA regarding this matter have not yet been returned.

Motion by Russell Dirienzo to table SBA Lease – Transfer Station Cell Tower. The motion was seconded by James Conway and carried unanimously.

Fire Marshal's Report – May 2015

The Fire Marshal's Report for May was distributed, reviewed and accepted.

OTHER BUSINESS

Motion by Russell Dirienzo to add Speed Enforcement Grant Program to the agenda. The motion was seconded by James Conway and carried unanimously.

Speed Enforcement Grant Program

Barbara Henry reported that Federal funds have been granted to the Town of Roxbury for a solar powered speed sign and speed checks July 1 through August 31, 2015. The Board agreed to place the sign on South Street between

the school and Apple Lane.

Motion by Russell Dirienzo to accept the Speed Enforcement Grant. The motion was seconded by James Conway and carried unanimously.

ADJOURNMENT

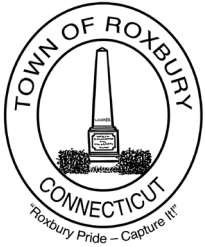
Motion by James Conway to adjourn at 8:37 PM, the motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen



TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF SELECTMEN REGULAR MEETING JULY 6, 2015

MINUTES

CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:32 PM.

Present: Barbara Henry, First Selectman; and James Conway, Selectman; Absent: Russell Dirienzo, Selectman
Others Present: Alan Johnson, Patrick Roy, and Drew Loya.

APPROVAL OF MINUTES

Regular Meeting - June 1, 2015

Motion by James Conway to approve the minutes of the Regular Meeting of June 1, 2015. The motion was seconded by Barbara Henry and carried unanimously.

TAX REFUNDS FOR EXCESS PAYMENT

Motion by James Conway to approve the following tax refunds:

- VW Credit Leasing Ltd. - \$247.35
- VW Credit Leasing Ltd. - \$252.37

The motion was seconded by Barbara Henry and carried unanimously.

COMMUNICATIONS FROM THE PUBLIC

Alan Johnson came forward and submitted a report showing a significant increase in the sodium in his water at 36 South St. between 2002 and 2015. Sodium tested at 248 mg/l and chloride tested at 352 mg/l up from 17.5 and 72, respectively. He questioned whether the material being applied to the roads is affecting his well, which is 25 feet from the road. The Selectmen agreed that they would like to know the sodium levels in surrounding houses and town buildings. Barbara Henry agreed to get the Health Department involved, have this information gathered and report on the findings.

COMMISSIONS AND BOARDS APPOINTMENTS

Zoning Commission, Alt. – 4 year term 01/01/2015 – 12/31/2018

Motion by James Conway to table the appointment of the Zoning Commission, Alt. – 4 year term 01/01/2015 – 12/31/2018. The motion was seconded by Barbara Henry and carried.

Zoning Commission, Alt. – vacancy expiring 12/31/2018

Motion by James Conway to table the appointment of the Zoning Commission, Alt. – vacancy expiring 12/31/2018. The motion was seconded by Barbara Henry and carried.

Inland Wetlands, Alt. – vacancy expiring 08/31/2018

Motion by James Conway to table the appointment of the Inland Wetlands, Alt. – vacancy expiring 08/31/2018. The motion was seconded by Barbara Henry and carried.

Municipal Historian – vacancy expiring 11/30/2018

Barbara Henry reported that Patrick Roy has agreed to become the new Town Historian. The members reviewed a policy drafted to describe this position. The members were in agreement with the policy and the proposal to designate this position as the Timothy F. Beard Chair of History in memory of former Town Historian / Librarian Tim Beard.

Motion by James Conway to adopt the policy for Town Historian (attached). The motion was seconded by Barbara Henry and carried unanimously.

Motion by James Conway to appoint Patrick Roy the Town Historian designated the Timothy F. Beard Chair of History – vacancy expiring 11/30/2018. The motion was seconded by Barbara Henry and carried unanimously. Mr. Roy was present and expressed his gratitude on being considered and honored to be appointed. The BOS thanked him.

Library Trustee – vacancy exp. 11/17/2015

Barbara Henry will meet with Library BoT Chair Cynthia Newby to discuss whether she feels that 9 members are necessary, as well as other possible ideas regarding future elections, etc. for this Board moving forward.

Motion by James Conway to table the appointment of the Library Trustee – vacancy exp. 11/17/2015. The motion was seconded by Barbara Henry and carried unanimously.

Charter Communications – 4 year term 07/01/2015 – 06/30/19

Motion by James Conway to reappoint Gregory Davis to the Charter Communications Advisory Council. The motion was seconded by Barbara Henry and carried unanimously.

Conservation Commission – 4 year term 07/01/2015 – 06/30/2019

Motion by James Conway to reappoint Gary Steinman as a Regular member of the Conservation Commission – 4 year term 07/01/2015 – 06/30/2019. The motion was seconded by Barbara Henry and carried unanimously.

Conservation Commission – 4 year term 07/01/2015 – 06/30/2019

Motion by James Conway to reappoint Cecilia Santillo as a Regular member of the Conservation Commission – 4 year term 07/01/2015 – 06/30/2019. The motion was seconded by Barbara Henry and carried unanimously.

Conservation Commission, Alt – 4 year term 07/01/2015 – 06/30/2019

Motion by James Conway to reappoint Glenn Van Moffaert as an Alternate member of the Conservation Commission – 4 year term 07/01/2015 – 06/30/2019. The motion was seconded by Barbara Henry and carried unanimously.

Recreation – 4 year term 07/01/2015 – 06/30/2019

Motion by James Conway to reappoint Mark Lowe to the Recreation Commission – 4 year term 07/01/2015 – 06/30/2019. The motion was seconded by Barbara Henry and carried unanimously.

Recreation – 4 year term 07/01/2015 – 06/30/2019

Motion by James Conway to reappoint Fred Bond to the Recreation Commission – 4 year term 07/01/2015 – 06/30/2019. The motion was seconded by Barbara Henry and carried unanimously.

Recreation – 4 year term 07/01/2015 – 06/30/2019

Motion by James Conway to reappoint Sarah Foreman to the Recreation Commission – 4 year term 07/01/2015 – 06/30/2019. The motion was seconded by Barbara Henry and carried unanimously.

Special Constable RC88 06/01/2015 – 09/30/2015

Motion by James Conway to reappoint Kurt Yovan as Special Constable RC88 06/01/2015 – 09/30/2015. The motion was seconded by Barbara Henry and carried unanimously.

Special Constable RC90 06/01/2015 – 09/30/2015

Motion by James Conway to reappoint Barbara Henry as Special Constable RC90 06/01/2015 – 09/30/2015. The motion was seconded by Barbara Henry and carried unanimously.

Special Constable RC91 06/01/2015 – 09/30/2015

Motion by James Conway to reappoint Russell Dirienzo as Special Constable RC91 06/01/2015 – 09/30/2015. The motion was seconded by Barbara Henry and carried unanimously.

Special Constable RC93 06/01/2015 – 09/30/2015

Motion by James Conway to reappoint Rose Garbien as Special Constable RC93 06/01/2015 – 09/30/2015. The motion was seconded by Barbara Henry and carried unanimously.

Motion by James Conway to add to the agenda Lake Lillinonah Authority Marine Patrol for 2015. The motion was seconded by Barbara Henry and carried unanimously.

Barbara Henry reported that she received a letter dated 6/25/15 from the Lake Lillinonah Authority requesting that Mitchell Heller and Aaron Blank be appointed as Marine Officers.

Lake Lillinonah Authority Marine Patrol for 2015

Motion by James Conway to appoint Mitchell A. Heller to the Lake Lillinonah Authority Marine Patrol for 2015. The motion was seconded by Barbara Henry and carried unanimously.

Motion by James Conway to appoint Aaron D. Blank to the Lake Lillinonah Authority Marine Patrol for 2015. The motion was seconded by Barbara Henry and carried unanimously.

BUSINESS

Lincoln Turner Thanks and Recognition for Service on HDC

Barbara Henry reported that Lincoln Turner came to the Selectmen's Office to advise that could not be present at tonight's meeting. At that time she presented him with an engraved plate from the BOS with thanks and recognition for his years of service on the Historic District Commission.

Park Bathrooms/Kitchen Update

Barbara Henry reported that she is waiting for additional details before sending this project out to bid. It was noted that due to the summer pavilion rentals, construction cannot happen until September; therefore, the kitchen/bathrooms will not be ready for the Tractor Parade.

Air Conditioning Condenser Invitation to Bid

Barbara Henry relayed that the air conditioning condenser unit bids for the Town Hall are due this Friday.

Deputy Fire Marshal Request for Sponsorship

Drew Loya came forward to request sponsorship to become a Deputy Fire Marshal for Roxbury. Barbara Henry explained that Roxbury currently has a Deputy Fire Marshal; however, in the past there has been more than one. Fire Marshal Janet Morgan feels Drew would make a good addition.

Motion by James Conway to sponsor Drew Loya to train to become a Deputy Fire Marshal for the Town of Roxbury. The motion was seconded by Barbara Henry and carried unanimously.

BOE Representative

The Selectmen will continue to search for a BOE representative.

Motion by James Conway to table BOE Representative. The motion was seconded by Barbara Henry and carried unanimously.

East Flag Swamp Road – Poll

Barbara Henry reminded the Board that the poll results regarding chip sealing East Flag Swamp Road came back with the majority opposed. However, a letter was received by a resident noting that a majority of one section of the road was in favor of this proposal and they would like that section chip sealed. It was agreed that the road should be chip sealed in its entirety or not at all. Leaving the middle section gravel would be a maintenance nightmare.

It was noted that some residents have changed their opinion since the poll was taken. James Conway noted that he is in favor of bringing the roads up to date. The Board agreed that the town will re-poll the property owners of the road regarding chip sealing.

Enforcement Grant

The FY 2015 Speed Enforcement Grant that was awarded to Roxbury will pay for Trooper and Constable patrols for speeding and stop sign enforcement.

Senior Bus

Barbara Henry reported that upon inquiring the status of our new bus, learned that it has been ready for the past six weeks. The manufacturer is waiting on the DOT to get paperwork released. She will continue to follow-up.

Nutmeg Network Grant Award

Barbara Henry reported that Roxbury has been awarded the Nutmeg Network Grant and will work on getting that up and running for the Town Hall and PW Garage.

Camera Request at Stop Signs

A request was received from a South Street resident to research ticket cameras for the stop signs in town. James Conway noted that he is not in favor of cameras at this time. The Board agreed that they would increase the enforcement regarding full stops at stop signs.

Fire Marshal's Report – June 2015

Motion by James Conway to table the Fire Marshal's Report – June 2015. The motion was seconded by Barbara Henry and carried unanimously.

OTHER BUSINESS

Executive Session – SBA Lease

Motion by Barbara Henry to enter into Executive Session at 8:30 PM to discuss SBA Lease. The motion was seconded by James Conway and carried unanimously.

Motion by James Conway to come out of Executive Session at 9:55. The motion was seconded by Barbara Henry and carried unanimously.

ADJOURNMENT

Motion by James Conway to adjourn at 9:55 PM, the motion was seconded by Barbara Henry and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen

TOWN OF ROXBURY BOARD OF SELECTMEN

POLICY PROVIDING FOR THE APPOINTMENT OF A TOWN HISTORIAN And Hereby Designated the Timothy F. Beard Chair of History

BE IT ORDAINED by the Town of Roxbury Board of Selectmen, in a meeting duly assembled, adopted the following policy this 6th day of July 2015:

Policy for a Town Historian

It shall be the policy of the Board of Selectman to appoint a Town Historian to promote knowledge, appreciation and dissemination of Roxbury's history for the enjoyment and edification of residents, education of children and the economic value of promoting the town's heritage to attract visitors.

Appointment and Term

The Board of Selectmen may appoint a Town Historian for a term of four (4) years and may fill the vacancy that may occur for the unexpired term. The Town Historian shall report to the Board of Selectmen and serve without compensation.

Qualifications

The Town Historian shall be a resident and elector of Roxbury, possess enthusiasm for the community, demonstrate knowledge and a desire to teach, write and promote local history. The Town Historian shall also have some knowledge of the skills and techniques necessary to perform historical research and possess good written and oral communication skills.

Duties and Responsibilities

The Town Historian may:

1. Promote the community's awareness and appreciation for the town's history through research, writing and public speaking, including in our schools.
2. Support efforts of Roxbury's Museum Commission, Historical Society, the Public Library and Historic District Commission and serve as a liaison among them to promote resource sharing and as a central referral point for inquiries.
3. Advise the Board of Selectmen and other town boards and commissions on historical issues when requested.
4. Assist researchers and individuals by responding to historical questions raised by residents, visitors, the media and others.
5. Work to collect, preserve and archive town history, documents and pictures in a central location.
6. Contribute to the Annual Report of the town



TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF SELECTMEN SPECIAL MEETING JULY 23, 2015

MINUTES

CALL TO ORDER

B. Henry called the meeting to order at 8:30 AM.

Present: Barbara Henry, First Selectman and James Conway, Selectman

BUSINESS

Call Special Town Meeting to Elect One Member to BOE

B. Henry explained that Rose Krantz is interested in running for the open BOE seat for a four-year term July 1, 2015 to June 30, 2019. The Special Town Meeting could be held at 7:30 p.m. on Monday, August 3rd with the regularly scheduled BOS meeting immediately following.

Motion by J. Conway, second by B. Henry to call a Special Town Meeting on Monday, August 3rd at 7:30 p.m. for the purpose of electing one member to the BOE to fill the present open seat. The term is for four years July 1, 2015 – June 30, 2019. Motion carried.

Award Town Hall A/C Condenser Bid

B. Henry relayed that 5 businesses were solicited to bid on replacing the A/C Condenser units in Town Hall and add a new thermostat control in the lower conference room. Only 2 responded. Good Hill Mechanical was the low bid at \$26,620.

Motion by J. Conway, second by B. Henry to award the above referenced bid to Good Hill Mechanical in the amount of \$26,620.

ADJOURNMENT

Motion to adjourn by J. Conway, second by B. Henry at 8:45 AM, motion carried.

Respectfully submitted,

Barbara Henry

Barbara Henry, First Selectman
Acting Clerk

These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen.

07/24/2015



TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF SELECTMEN REGULAR MEETING AUGUST 3, 2105

MINUTES

CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:35 PM.

Present: Barbara Henry, First Selectman; Russell Dirienzo and James Conway, Selectmen

Others Present: Rose Krantz, Greg Cava, Drew Loya, members of the public and press.

APPROVAL OF MINUTES

Regular Meeting - July 6, 2015

Motion by James Conway to approve the minutes of the Regular Meeting of July 6, 2015 and the Special Meeting of July 23, 2015. The motion was seconded by Barbara Henry and carried unanimously. Russell Dirienzo abstained.

TAX REFUNDS FOR EXCESS PAYMENT

Motion by James Conway to add Honda Lease Trust in the amount of \$218.93 to the agenda for Tax Refunds for Excess Payment. The motion was seconded by Russell Dirienzo and carried unanimously.

Motion by Russell Dirienzo to approve the following tax refunds:

- Litwin Asman, P.C. Trustee - \$414.12
- Duane Gardella - \$58.34
- Daniel Bierce - \$11.74
- VW Credit Leasing - \$128.50
- Ray Crawford - \$6.73
- Honda Lease Trust - \$33.97
- Robert Brownridge - \$57.23
- Honda Lease Trust - \$218.93
- Jack Wegner - \$8.69
- Michele Sweeny - \$18.00
- Lynn Thompson - \$25.62
- Amy Stultz - \$10.25
- Chris Demers - \$6.30
- Robert Brownridge - \$20.18
- Wragg Well Drilling - \$18.99

The motion was seconded by James Conway and carried unanimously.

COMMUNICATIONS FROM THE PUBLIC

N/A

COMMISSIONS AND BOARDS APPOINTMENTS

Zoning Commission, Alt. – 4 year term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to appoint Drew Loya to the Zoning Commission, Alt. – 4 year term effective immediately which carried a term of 01/01/2015 – 12/31/2018. The motion was seconded by Barbara Henry and carried. James Conway abstained

Zoning Commission, Alt. – vacancy expiring 12/31/2018

Motion by Russell Dirienzo to table the appointment of the Zoning Commission, Alt. – vacancy expiring 12/31/2018. The motion was seconded by Barbara Henry and carried. James Conway abstained.

Inland Wetlands, Alt. – vacancy expiring 08/31/2018

Motion by James Conway to table the appointment of the Inland Wetlands, Alt. – vacancy expiring 08/31/2018. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained

Inland Wetlands, Alt. – 09/01/2015 – 08/31/2019

Motion by James Conway to table the appointment of the Inland Wetlands, Alt. – 09/01/2015 – 08/31/2019. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained.

Inland Wetlands – 09/01/2015 – 08/31/2019

Motion by James Conway to reappoint John Smoliga to the Inland Wetlands – 09/01/2015 – 08/31/2019. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained.

Library Trustee – vacancy exp. 11/17/2015

Motion by Russell Dirienzo appoint Mark Cohagen to Library Trustee – vacancy exp. 11/17/2015. The motion was seconded by James Conway and carried unanimously.

BUSINESS

Park Bathrooms/Kitchen Update

The Board reviewed the plans and specs for the Park Bathrooms/Kitchen Project with the slight changes upon the suggestions of the Building and Health Departments. Barbara Henry reported that this project has gone out to bid with bids to be due 8/26/15. The bid package was reviewed.

CIRMA Refund & Use for \$

Barbara Henry reported that the Town received an equity distribution in the amount of \$2,031 from CIRMA. She explained that there are no restrictions on the use of these funds. A building risk assessment was performed for Town Hall and cameras were suggested for the front and back doors which the money could be used for. She will distribute the report for the Board's review upon its finalization. The Town has purchased an ID maker to create IDs for Town Hall and Senior Center employees.

New Constable

An ad was placed with P.O.S.T. for an additional part time constable. Three applicants are scheduled to be interviewed by the Selectmen on August 13th.

2015 2-Yd PW Truck Award

Barbara Henry reported that only one bid was received for the new truck by the deadline for the bid receipts. The Board agreed that they would feel more comfortable with more than one bid to choose from and suggested to reach out to some Ford dealers as well.

Motion by Russell Dirienzo to extend bid deadline for the 2015 2-Yd PW Truck until 8/22/15. The motion was seconded by James Conway and carried unanimously.

Nutmeg Network

The grant funds in the amount of \$23,600 was received to run wires from the Fire House to Town Hall and Public Works, rewire parts of Town Hall and network computers. Barbara Henry explained that these funds were not included in the budget; therefore, this will need to go to the Board of Finance and then to Town Meeting. However, no out of pocket money will be used for this project.

IT Contract

Barbara Henry explained that the Town's IT needs are currently under contract with Total Communications. The Tax Assessor and Collector use Quality Data because this is the company that wrote their software. It has been suggested that it will be best to switch the entire IT contract to Quality Data; however, the cost to buy out of the Total Communication contract is prorated at \$5,000. The Board agreed that the Town would switch their IT contract to Quality Data on January 1, 2015. Back-up will continue with Total Communications until the contract expires.

Prescription Drug Program

Town residents have saved \$16,690 to date with this program through CCM. Cards are available for those without prescription drug insurance coverage for themselves or their pets.

Chip Seal Survey – Garnet Rd

Russell Dirienzo advised that Garnet Rd. is too steep to be chip sealed. He would be concerned that due to the width of the road, chip sealing may cause accidents. He explained that this may not be the correct road for chip sealing unless it was widened and drainage was added. James Conway agreed that the Board should be smart when selecting roads for chip sealing.

Zoning Fee Schedule Change

A memo from ZEO Gary Coburn was distributed regarding the Zoning Commission's consensus that the fee should be waived for one-story detached accessory structures that do not exceed 200 square feet.

Motion by Russell Dirienzo to waive Zoning permit fees in accordance with State Building Code R105.2 One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet which do not require a building permit. A Zoning permit shall be required to assure such a structure conforms to setbacks and any Health Department Standards. The motion was seconded by James Conway and carried unanimously.

BOE Representative

Rose Krantz was elected as a Roxbury Board of Education representative at a Special Town Meeting as of 08/03/15. The BOS welcomed and thanked Rose for coming forward to fill this position.

Senior Bus & Driver Policy

The Senior Bus was received 07/31/15. Kim Baron will take on the all the reporting required per the grant. Currently two drivers are on staff with one back-up driver available. The proper driving license class and a physical is required for drivers.

Barbara Henry reported Rev. Michael Phillips may still accept the old bus as a donation; however, she is waiting for his confirmation of this.

Fire Marshal's Report – June, July 2015

The Fire Marshal's Report for June and July was distributed and reviewed. Barbara Henry reported that there was one incident of burning without a permit that the fire department had to respond to. The Board agreed that the Fire Marshal should pursue the enforcement of the fine for burning without a permit.

Minor Library Painting Award

Barbara Henry recused herself and left the room.

Russell Dirienzo and James Conway reviewed the two bids received for this project. They noted their concerns with power washing the roof and questioned whether it would be better to treat with bleach.

Motion by Russell Dirienzo to award the Minor Library Painting Bid to High Tech Mobile Wash of Southwest CT in the amount of \$21,000. The power washing of the roof should be omitted from bid award contingent upon consulting with a roofer regarding this practice. The motion was seconded by James Conway and carried.

Barbara Henry re-entered the room and was reseated. It was noted that Russell Dirienzo will consult with a roofer regarding the treatment for mold and growth on the roof vs power washing.

OTHER BUSINESS

Executive Session - Personnel

Motion to enter into Executive Session at 8:40 PM by Russell Dirienzo. The motion was seconded by James Conway and carried unanimously.

Motion to exit Executive Session at 8:55 PM by James Conway. The motion was seconded Russell Dirienzo and carried unanimously.

ADJOURNMENT

Motion by Russell Dirienzo to adjourn at 8:55 PM, the motion was seconded by James Conway and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF SELECTMEN SPECIAL MEETING AUGUST 13, 2015

MINUTES

CALL TO ORDER

B. Henry called the meeting to order at 7:30 PM.

Present: Barbara Henry, First Selectman and James Conway, Selectman

BUSINESS

Interview Constable Candidates

The Selectmen interviewed 3 candidates for the constable position.

ADJOURNMENT

Motion to adjourn by J. Conway, second by B. Henry at 9:30 PM, Motion carried.

Respectfully submitted,

Barbara Henry

Barbara Henry, First Selectman

Acting Clerk

These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen.

08/14/2015



TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF SELECTMEN REGULAR MEETING SEPTEMBER 8, 2015

MINUTES

CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 8:11 PM.

Present: Barbara Henry, First Selectman; Russell Dirienzo and James Conway, Selectmen

Others Present: Gary Steinman, Tim Flanagan, Ron Faanes

APPROVAL OF MINUTES

Regular Meeting - August 3, 2015

Motion by James Conway to approve the minutes of the Regular Meeting of August 3, 2015. The motion was seconded by Russell Dirienzo and carried unanimously.

Special Meeting – August 13, 2015

Motion by James Conway to approve the minutes of the Special Meeting of August 13, 2015. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained.

TAX REFUNDS FOR EXCESS PAYMENT

Motion by Russell Dirienzo to add Charles Wyllie \$20.90 and Hyundai Lease Titling Trust \$57.35 to tax refunds for excess payment. The motion was seconded by James Conway and carried unanimously.

Motion by Russell Dirienzo to approve the following tax refunds:

- | | |
|--|--|
| a. Gregory Burrus - \$8.37 | b. Dana Maceli - \$38.34 |
| c. Honda Lease Trust - \$121.34 | d. Honda Lease Trust - \$100.49 |
| e. Timothy Palmer - \$67.13 | f. Lauren Booth - \$86.48 |
| g. S. Kellerman or P. O'Conner - \$18.76 | h. Laurie Yelding - \$10.99 |
| i. Nissan Infiniti - \$71.30 | j. Jerrold Metcoff - \$123.03 |
| k. Adrian Wagner - \$20.52 | l. Albert Pokrywka - \$81.38 |
| m. Charles Farrell - \$131.29 | n. Nisan Infiniti - \$40.69 |
| o. Select Portfolio - \$184.25 | p. Charles Wyllie \$20.90 |
| | q. Hyundai Lease Titling Trust \$57.35 |

The motion was seconded by James Conway and carried unanimously.

COMMUNICATIONS FROM THE PUBLIC

N/A

COMMISSIONS AND BOARDS APPOINTMENTS

Zoning Commission, Alt. – vacancy expiring 12/31/2018

Motion by Russell Dirienzo to table the appointment of the Zoning Commission, Alt. – vacancy expiring 12/31/2018. The motion was seconded by Barbara Henry and carried. James Conway abstained.

Inland Wetlands, Alt. – vacancy expiring 08/31/2018

Motion by James Conway to table the appointment of the Inland Wetlands, Alt. – vacancy expiring 08/31/2018. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained

Inland Wetlands, Alt. – 09/01/2015 – 08/31/2019

Motion by James Conway to appoint Rose Krantz as an Inland Wetlands, Alt. – 09/01/2015 – 08/31/2019. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained.

Recreation Commission – vacancy exp 06/30/2017

Motion by James Conway to appoint Sean Murphy to Recreation – vacancy exp 06/30/2017. The motion was seconded by Russell Dirienzo and carried unanimously.

BUSINESS

Moment of Silence for Edward T. Went

Barbara Henry asked for moment of silence in honor of Ed Went. Ed Went was Roxbury's First Selectman for 12 years. Barbara Henry noted that it was honor to serve with him. He was a true gentleman and will be missed.

Rep. Arthur O'Neill presentation to Ed Went's family

Before this meeting Representative O'Neill made a presentation to Ed Went's family in honor of his contributions to the community from the General Assembly.

Landfill Solar Update

Gary Steinman distributed and reviewed the Landfill Solar Feasibility Study Progress Report dated 9/8/15. He reported that an energy savings of approximately \$35,000 per year could be expected. Photos of the site were reviewed. Gary Steinman explained that the cap of the landfill was found to be sufficient to float concrete pads for the solar panels. The current street distribution lines would accommodate the power generated; therefore, no upgrade is needed. However, the transformer will need to be upgraded. The cost of cabling from the solar panels to the transformer and the transformer is estimated at \$600,000. Roxbury qualifies for the Eversource grant for \$5,000 which would cover the cost to survey and the site plan which would be required for the DEEP application. Additionally, a Steep Grant of \$500,000 could be available. Further funding is under investigation. It has been reported that there is a finite end to the federal subsidies.

The Selectmen agreed that they feel comfortable with the Conservation Commission moving forward with this process. The next step will be to draft a letter for Barbara Henry to sign for the request of the Eversource Grant.

Motion by Russell Dirienzo to add to the agenda MIRA Amendment and Textile Recycling. The motion was seconded by James Conway and carried unanimously.

MIRA Amendment

Barbara Henry reminded the Board that CRRRA is now MIRA. MIRA has obtained business interruption insurance. The towns are responsible for cost of the interruption under the current language; however, this new insurance will now cover any such interruption. An amendment to the MSA with regard this has been made.

Motion by Russell Dirienzo to adopt the following amendments to the MSA:

1. All references in MSA to CRRRA shall refer to the Authority. All capitalized terms used but not defined herein have the meaning in the MSA.
2. Sec. 2.7 of the MSA (Emergency bypass waste; force majeure) is deleted in its entirety, thereby relieving the town of any liability.

The motion was seconded by James Conway and carried unanimously.

Textile Recycling

Barbara Henry explained that Bay State Textiles will pay by the ton for textile recycling. This program is free to the town and will become a savings to the town in reduced wastes costs. The Town will get \$100 per ton for textiles. The Selectmen were in agreement to move forward with placing a bin to collect textiles at the transfer station for this program.

Park Bathrooms/Kitchen Update

The Selectmen reviewed the discussion that took place at the Town Meeting. Jim Conway noted that the bids came

in much too high and feels the proposal can be done for much less. Russell Dirienzo explained that the bid shows this project is unaffordable for the town. He suggested that the bathrooms be started because this is what the people have been waiting for. James Conway and Russell Dirienzo agreed that they would prefer the bathrooms on the north side vs. the current south side location on the plan. This would locate the bathrooms closer to the tank and pavilion. Barbara Henry would prefer the bathrooms to stay where they are. The Selectmen considered decreasing the size of the kitchen. Barbara Henry will discuss revising the plans with the architect and then this project will go back out to bid.

September 11th

The tolling of the bells in Roxbury will occur at 9:03 a.m. At this time citizens and Town Hall employees are invited to step out or gather at the Green to take a moment to remember the families and those lost 14 years ago. The Selectmen request that citizens do a good deed that day in memory of those who perished.

Special Town Meeting

At tonight's Special Town Meeting the cost for the Town Hall compressors, the reduction in Zoning fees, and the acceptance of a grant for the Nutmeg Network were all approved. Additionally, a discussion was held regarding the proposed bathroom / kitchen project at the park.

Fuel Consortium

The cost for oil is expected to be between \$2.10 and \$2.20 per gallon through the Fuel Consortium this year. This is more than \$1.00 less than last year.

Nutmeg Network Update

This project and funds from the awarded grant were approved at the September 8th Town Meeting. The Town has received a couple of estimates for this work and expect a couple more.

Board of Education Member

Rose Krantz resigned as member of the BoE due to a conflict pertaining to her employment. Barbara Henry received an e-mail from Greg Meredith who expressed an interest in stepping forward to fill the BoE opening. Barbara Henry agreed to meet with him regarding this opening.

Fire Department Grant

The Fire Dept. was awarded a grant in the amount of \$1,929 from Energy Environmental Protection. Additionally, they received the \$184,000 applied for to fund the air packs, compressor, and face pieces. The Selectmen praised the FD for their work in applying.

Follow Up on South Street Complaint

Keith Vaughn of the Health Department was asked to follow-up on Alan Johnson's concerns with the water quality on South Street. He found that Mr. Johnson had a cracked well head and repaired the water softener which remedied the problem. The new test show a drop from 248 to 47. Mr. Vaughn found the neighbors' test results to be well below the limits.

Old Senior Bus

Shepaug Valley Bible Church has advised that they do not want the former Senior Bus. The Selectmen agreed that the Town does not want to keep the Bus. The bus will be advertised for sale and bids will be taken.

Drug & Alcohol Testing Policy for Senior Bus Drivers

Barbara Henry reviewed the Drug & Alcohol Testing Policy required for the new Senior Bus.

Motion by Russell Dirienzo to adopt the Drug & Alcohol Testing Policy for Senior Bus Drivers as per 49 CFR Part 655 - Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations of the U.S. DOT FTA. The motion was seconded by James Conway and carried unanimously.

New Constable

Barbara Henry reported that after the Selectmen's interviews it was of unanimous opinion to offer the job to

Joseph Witkowski. He will retire from his current position with the New Haven Police Department by mid-October and is scheduled for his polygraph test next week.

2015 2-Yd PW Truck Award

Motion by James Conway to award the 2015 2-Yd PW Truck to low bidder Loehmann Blasius Chevrolet. The motion was seconded by Russell Dirienzo and carried unanimously.

Fire Marshal's Report – August 2015

Motion by Russell Dirienzo to table the Fire Marshal's Report – August 2015. The motion was seconded by James Conway and carried unanimously.

OTHER BUSINESS

Motion by Russell Dirienzo to add Route 133 DOT, Pension and Superintendent Talk re Ag-Science progress and program. The motion was seconded by James Conway and carried unanimously.

Route 133 DOT

Barbara Henry met with the DOT at a meeting held in Bridgewater that reported Route 133 will be closed next year for two weeks to move fiber optics. The following summer (2017) Route 133 will closed for five months, March thru July, for construction.

Pension

Barbara Henry reminded James Conway and Russell Dirienzo that they are the pension trustees. Barbara Henry met with Union Savings Bank and the Town's actuary and explained that employees are interested in making contributions to the pension. It was suggested to change the plan to a 401(k). James Conway and Russell Dirienzo agreed that they are in favor of going forward with this option if those on the plan are interested.

Agricultural Science Progress and Program.

Region 12's Superintendent would like to do a public presentation regarding the proposed Ag-Science program and its progress before the upcoming referendum. Barbara Henry will schedule a Town Information meeting for her to come speak on Tuesday, September 22nd at 7:00 p.m. On September 29th, at the Senior Center a Coffee and Conversation, will be held to discuss the upcoming referendum, also.

Executive Session – Personnel: PW & Zoning

Motion by Russell Dirienzo to enter into executive session at 9:32 PM, the motion was seconded by James Conway and carried unanimously.

Motion by James Conway to exit executive session at 9:37 PM, the motion was seconded by Russell Dirienzo and carried unanimously.

ADJOURNMENT

Motion by James Conway to adjourn at 9:37 PM, the motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen



TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF SELECTMEN REGULAR MEETING OCTOBER 5, 2015

MINUTES

CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 6:01 PM.

Present: Barbara Henry, First Selectman; Russell Dirienzo and James Conway, Selectmen

APPROVAL OF MINUTES

Regular Meeting - September 8, 2015

Motion by Russell Dirienzo to approve the minutes of the Regular Meeting of September 8, 2015. The motion was seconded by James Conway and carried unanimously.

TAX REFUNDS FOR EXCESS PAYMENT

Motion by Russell Dirienzo to approve the following tax refunds:

- | | |
|-----------------------------------|--------------------------------------|
| a) Randi Phipps - \$31.22 | b) VW Credit Leasing - \$22.54 |
| c) Gary Phipps - \$44.12 | d) Gene Guilbert - \$81.27 |
| e) Randi or Gary Phipps - \$13.79 | f) Ellis Tarlton - \$21.82 |
| g) Mark Andrews - \$22.16 | h) Mercedes Benz Fin. Svcs - \$66.62 |

The motion was seconded by James Conway and carried unanimously.

COMMUNICATIONS FROM THE PUBLIC

The Selectmen acknowledged the passing of Betty Orr and Dr. Root and offered condolences to their families.

COMMISSIONS AND BOARDS APPOINTMENTS

Zoning Commission, Alt. – vacancy expiring 12/31/2018

Motion by Russell Dirienzo to appoint David Miller as a Zoning Commission, Alt. – vacancy expiring 12/31/2018. The motion was seconded by Barbara Henry and carried. James Conway abstained.

Inland Wetlands, Alt. – vacancy expiring 08/31/2018

Motion by James Conway to table the appointment of the Inland Wetlands, Alt. – vacancy expiring 08/31/2018. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained

Recreation – vacancy expiring 06/30/2016

Barbara Henry reported that she received a resignation from Gary Alex.

Motion by Russell Dirienzo to table Recreation – vacancy expiring 06/30/2016. The motion was seconded by James Conway and carried unanimously.

BUSINESS

Agriscience STEM Academy

It was noted that the Agriscience Public Hearing is being held tonight. The Selectmen will be attending upon the adjournment of this meeting. The Superintendent has been working very hard to get the information out regarding the Agriscience proposal. Barbara Henry noted that it is important that the public gets out and votes on this November 10th. She would like to write a letter to the editor from the Selectmen endorsing this proposal if permissible. She is checking with Town Council to confirm this will be allowed. The Board agreed they would be in favor of a letter to the editor if the Town Attorney advises this is permitted. A draft letter was reviewed.

Park Bathrooms/Kitchen Update

Barbara Henry discussed The Barn Yard prefab buildings. She also discussed block buildings, which can be sided as desired. She will look into both with the hope of reducing the cost of this project.

MIRA Recycling Rebate

Barbara Henry reported that a \$5/ton rebate for FY 2015 will be received by the town. Roxbury's rebate will be \$918.20. The Town will continue to encourage recycling as it benefits everyone.

Illegal Dumping

Barbara Henry reported that a recent roadside dumping was traced by our Resident Trooper to an address. The property owner explained that he hired someone to haul away what had been dumped. The haulers were found, fined and made to pick up what was dumped. The Board discussed a possible ordinance imposing fines that would be collected by the Town. It was determined that roadside dumping does not happen often enough to pursue an ordinance.

CHRO Set Aside Program

Any municipal public works contract over \$50,000 using State funds must subscribe to the CHRO Set Aside Program, which was effective October 1st. Contractors awarded bids for such projects must file an Affirmative Action Plan to determine that a good faith effort has been made to achieve Set Aside goals.

Town Hall

Barbara Henry reminded the Board that \$30,000 is in the budget for the boiler replacement this year. Additionally, \$6,500 was billed to fix the water leak in the utility room. Good Hill has been asked to return as there is water still on the floor.

Old Senior Bus

The Selectmen agreed that this bus should be sold the most convenient way.

New Constable

The start date for the new constable is November 1st. Kevin Anderson has returned from Kuwait and Barbara Henry has been told he is returning to work sometime in November. She will inquire about the Troop's plans for this Town moving forward as it relates to the sharing of our resident troopers. She feels that one shared trooper would work for both towns.

Fire Marshal's Report – August, September 2015

No report

OTHER BUSINESS

Barbara Henry reminded the selectmen that they are signed-up for the CCM conference on October 20th in Hartford at the Convention Center.

The November 2nd Board of Selectmen Regular Meeting may be rescheduled to a Special Meeting on November 4th. Barbara Henry will advise.

Barbara Henry is awaiting a response from Brian Neff regarding Transylvania Road and Minor Bridge Road drainage. This is holding up the chip sealing project on Transylvania.

ADJOURNMENT

Motion by James Conway to adjourn at 6:39 PM, the motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF SELECTMEN SPECIAL MEETING NOVEMBER 4, 2015

MINUTES

CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:35 PM.

Present: Barbara Henry, First Selectman; and James Conway, Selectman

APPROVAL OF MINUTES

Regular Meeting - October 5, 2015

Motion by James Conway to approve the minutes of the Regular Meeting of October 5, 2015. The motion was seconded by Barbara Henry and carried unanimously.

TAX REFUNDS FOR EXCESS PAYMENT

Motion by James Conway to approve the following tax refunds:

- Stephen Odom & Laurel Fitzpatrick – \$1818.30

The motion was seconded by Barbara Henry and carried unanimously.

COMMUNICATIONS FROM THE PUBLIC

N/A

COMMISSIONS AND BOARDS APPOINTMENTS

Inland Wetlands, Alt. – vacancy expiring 08/31/2018

Motion by James Conway to table the appointment of the Inland Wetlands, Alt. – vacancy expiring 08/31/2018. The motion was seconded by Barbara Henry and carried unanimously.

Recreation – vacancy expiring 06/30/2016

Motion by James Conway to appoint Denis Adiletti to fill the vacancy left by Gary Alex on Recreation – vacancy expiring 06/30/2016. The motion was seconded by Barbara Henry and carried unanimously.

Conservation, Alt. – vacancy expiring 06/30/2019

Motion by James Conway to appoint Russ Pribanic to fill the vacancy left by Glenn van Moffaert as Conservation, Alt. – vacancy expiring 06/30/2019. The motion was seconded by Barbara Henry and carried unanimously.

Town Constable AC86 – 11/01/2015 – 10/31/2019

Motion by James Conway to appoint Joseph Witkowski Town Constable AC86 – 11/01/2015 – 10/31/2019. The motion was seconded by Barbara Henry and carried unanimously.

BUSINESS

Board of Education & Referendum

Barbara Henry congratulated our newly elected Board of Education member, Sydney Worobel, and thanked both she and Greg Meredith for coming forward to volunteer for this important position. She also noted that the Region 12 Referendum regarding the proposed Agriscience STEM Academy will be held Tuesday, November 10th 6 a.m. to 8 p.m. at the Roxbury Town Hall. She shared the Letter to the Editor from the BOS and BOF in support of the referendum that will be in various newspapers before the vote.

Recreation/Park Bathrooms/Kitchen Update

The Selectmen discussed whether there is a need for a kitchen other than for the Tractor Parade and end of school year parties. James Conway feels that food trucks should be sufficient to cover such events. He noted concerns that this might overcrowd the park on weekends for private events and deter from the casual enjoyment of the park for the town residents. He said he felt the townspeople have not come out in support of this proposal. Barbara Henry reminded him that the information meeting was held and only a few people came but the Recreation members were there in support. The Selectmen agreed on the need for bathrooms and extra storage and it is in the Reserve for Capital budget which was approved at the Annual Meeting. Barbara Henry said the kitchen area could be built as the plans show and not have anything installed in it now except the ability to have an ice machine. Jim Conway would like to see the bathrooms and storage moved up on the hill as originally discussed. Barbara Henry has been working on the plans as agreed upon previously and before doing any more work would like the members of the Recreation Commission to attend the December meeting of the BOS. Barbara Henry will invite them.

Election Day Congrats

The Board of Selectmen extended their congratulations and appreciation to all those who were elected yesterday to serve the Town of Roxbury.

East River Energy

Barbara Henry explained that contracts for East River Energy are signed a year in advance. She reported that she signed a contract for \$1.97 for heating oil. The current contracted cost is \$2.50 for heating oil. Diesel will be \$2.04 next year and is currently \$2.57 per gallon. Gasoline will be \$1.93 per gallon. The town is currently paying \$2.59 for gasoline. Jim Conway asked about fueling town vehicles at the gas stations for better price.

Food Truck Ordinance

James Conway reported that he received the 60 pages of ordinance reference material. New Milford's ordinance was reviewed; although, it is a much different town. The Selectmen agreed it should be up to the Health Department to confirm compliance. Currently private parties can request a food truck for an event. It was noted that a food truck vendor would like to set up at the garage or at the park. Jim Conway reported that at the Zoning meeting it was determined that there is a safety issue at Hodge Park because there is not enough parking. There are Zoning concerns regarding the sale of food at the garage. It was determined that a policy is needed for food vendors at special events. A permit and Health Department approval for events will be required. Barbara Henry will draft a policy and a \$25 permit fee was agreed upon.

Bridge Inspection Reports DOT

Barbara Henry reported that the biannual bridge inspection report was received at the end of October. She explained that they inspect for structural deficiencies. The report was reviewed and it was found that many of the items noted have already been addressed in prior years even though the report is dated September 15, 2015. James Conway agreed to follow-up with the DOT to determine whether additional work is needed or if they have not updated their files.

State Trooper

Kevin Anderson will be returning; however, his start date is unknown. Tony Cipriano is no longer covering Roxbury and will be retiring.

Constable David Coyle is currently filling in. Keith Buinauskas was supposed to fill in for Roxbury, however, Barbara Henry has been advised that this would not happen and that Roxbury would need to wait for Kevin Anderson to be available. The Selectmen agreed that they are paying for a service that is not being received. A trooper needs to be made available or a credit issued. The Board wanted to thank Trooper Cipriano for his service to the community and wished him well in his future endeavors.

Fire Marshal's Report – August, September, and October 2015

The Fire Marshal's Reports were reviewed. The Fire Marshal has investigated and continues to follow-up on the odor at the bank. The inspection of Town Hall and Senior Center is scheduled for this month.

ADJOURNMENT

Motion by James Conway to adjourn at 8:39 PM, the motion was seconded by Barbara Henry and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen



TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY BOARD OF SELECTMEN REGULAR MEETING DECEMBER 7, 2015

MINUTES

CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 PM.

Present: Barbara Henry, First Selectman; James Conway and Russell Dirienzo, Selectmen

Others Present: Karen Puskas, Missy Cole and Rob Hibbard, members of the Recreation Commission

APPROVAL OF MINUTES

Special Meeting - November 4, 2015

Motion by Russell Dirienzo to approve the minutes of the Special Meeting of November 4, 2015. The motion was seconded by James Conway and carried unanimously.

TAX REFUNDS FOR EXCESS PAYMENT

Motion by James Conway to approve the following tax refunds:

- Good Hill Mechanical - \$49.48
- Good Hill Mechanical - \$41.08
- Karen Puskas - \$82.20
- David & Dianne Albanesi - \$5.54
- Ally Financial - \$124.19

The motion was seconded by Russell Dirienzo and carried unanimously.

COMMUNICATIONS FROM THE PUBLIC

N/A

COMMISSIONS AND BOARDS APPOINTMENTS

Inland Wetlands, Alt. – vacancy expiring 08/31/2018

Motion by James Conway to table the appointment of the Inland Wetlands, Alt. – vacancy expiring 08/31/2018.

The motion was seconded by Barbara Henry and carried.

Emergency Preparedness, Asst. Dir. 4 yr. term 12/01/15 – 11/30/19

Motion by James Conway to reappoint Brien Cartagena as Emergency Preparedness, Asst. Dir. 4 yr. term 12/01/15 – 11/30/19. The motion was seconded by Russell Dirienzo and carried unanimously.

NW Public Safety Commission 4 yr. term 12/01/15 – 11/30/19

Motion by Russell Dirienzo to reappoint Bernie Meehan to the NW Public Safety Commission 4 yr. term 12/01/15 – 11/30/19. The motion was seconded by James Conway and carried unanimously.

Roxbury Museum Commission 4 yr term 12/01/15 – 11/30/19

Motion by Russell Dirienzo to reappoint Kerri Arsenault to the Roxbury Museum Commission 4 yr term 12/01/15 – 11/30/19. The motion was seconded by James Conway and carried unanimously.

Roxbury Museum Commission 4 yr term 12/01/15 – 11/30/19

Motion by Russell Dirienzo to reappoint Luke Bedini, Jr. to the Roxbury Museum Commission 4 yr term 12/01/15 – 11/30/19. The motion was seconded by James Conway and carried unanimously.

Roxbury Tree Warden 1 yr. term 12/01/15 – 11/30/16

Motion by Russell Dirienzo to reappoint David Gardener as the Roxbury Tree Warden 1 yr. term 12/01/15 – 11/30/16 4 yr term 12/01/15 – 11/30/19. The motion was seconded by James Conway and carried unanimously.

Roxbury Tree Warden, Deputy 1 yr. term 12/01/15 – 11/30/16

Motion by Russell Dirienzo to reappoint Butch Finch as the Roxbury Tree Warden, Deputy 1 yr. term 12/01/15 – 11/30/16 4 yr term 12/01/15 – 11/30/19. The motion was seconded by James Conway and carried unanimously.

Special Constable RC92 1 yr. term 12/01/15 – 11/30/16

Motion by James Conway to table appointment of Special Constable RC92 1 yr. term 12/01/15 – 11/30/16. The motion was seconded by Russell Dirienzo and carried unanimously.

Council on Aging 4 yr. term 01/01/16 – 12/31/19

Motion by James Conway to reappoint Rev. Michael Phillips to the Council on Aging 4 yr. term 01/01/16 – 12/31/19. The motion was seconded by Russell Dirienzo and carried unanimously.

Council on Aging 4 yr. term 01/01/16 – 12/31/19

Motion by Russell Dirienzo to appoint Joanne Logan to the Council on Aging 4 yr. term 01/01/16 – 12/31/19. The motion was seconded by James Conway and carried unanimously.

Council on Aging 4 yr. term 01/01/16 – 12/31/19

Motion by Russell Dirienzo to reappoint Jerrilynn Tiso to the Council on Aging 4 yr. term 01/01/16 – 12/31/19. The motion was seconded by James Conway and carried unanimously.

Historic District Commission 4 yr term 01/01/16 – 12/31/19

Motion by James Conway to reappoint Charles Raymond to the Historic District Commission 4 yr term 01/01/16 – 12/31/19. The motion was seconded by Russell Dirienzo and carried unanimously.

Lake Lillinonah Authority 4 yr. term 01/01/16 – 12/31/19

Motion by Russell Dirienzo to table appointment to the Lake Lillinonah Authority 4 yr. term 01/01/16 – 12/31/19. The motion was seconded by James Conway and carried unanimously.

Newtown Board of Health 4 yr. term 01/01/16 – 12/31/19

Motion by Russell Dirienzo to reappoint Bernie Meehan to the Newtown Board of Health 4 yr. term 01/01/16 – 12/31/19. The motion was seconded by James Conway and carried unanimously.

Newtown Board of Health 4 yr. term 01/01/16 – 12/31/19

Motion by Russell Dirienzo to reappoint Rev. David Peters to the Newtown Board of Health 4 yr. term 01/01/16 – 12/31/19. The motion was seconded by James Conway and carried unanimously.

Zoning Commission 4 yr term 01/01/16 – 12/31/19

Motion by Russell Dirienzo to reappoint Kim Tester to the Zoning Commission 4 yr term 01/01/16 – 12/31/19. The motion was seconded by Barbara Henry and carried. James Conway abstained

BUSINESS

Eagle Scout John Roush

Barbara Henry reported that for his Eagle Scout project John Roush repaired and painted the fencing at the Squire Road cemetery and cleared out brush and cut trees. She is sorry that she missed his Eagle Scout ceremony and would like to publicly thank him for such a nice job.

Promoting Senior Bus

Barbara Henry reported that articles are running in the Republican American, News Times, and Voices to make people aware of the bus. She would like to see the usage for senior errands increase. The town would like to continue to promote ridership of the bus.

Recreation Commission

Barbara Henry noted that she will be asking departments to come forward with Capital requests in early January of this year. Karen Puskas discussed the proposal for a multi-purpose ballfield on Apple Lane. Currently the field is pitched improperly and needs to be rebuilt. They would like to relocate the field and move the backstop. It was reported that the irrigation system currently does not work, but having an irrigation system will immensely help in maintaining the field. The current condition of the field was discussed. It was explained that mostly the lack of play has caused its condition to deteriorate.

James Conway asked for a plan showing the proposed new field location and its cost. This should be presented as a Recreation Capital Project request. It was clarified that the Recreation Commission does not have the authority to hire anyone with regard to the proposal without the Selectmen's approval. Karen Puskas explained that she has someone working on the proposal at no charge.

Pavilion Update

Barbara Henry reported that she has researched building a prefab barn, a block building and has spoken with the previous low bidder about revising the original plans to cut costs. The cost factor of the block building has ruled out that option. She reminded the group that a Town Meeting has been held regarding this topic; however, there were not many townspeople present.

James Conway advised that he would like to see the proposed bathroom return to what the BOS originally discussed in the more central location in the area near the playground. Karen Puskas disagreed with this proposal. She expressed the need for the kitchen for a multitude of events. James Conway explained that he does not see a need for a kitchen. James Conway noted that the pavilion gets used quite a bit by the community as it is. There is not an outcry for much more than bathrooms.

The Recreation Commission stated that they would like to have a shell for the kitchen if it is feasible. James Conway noted that parking becomes an issue when the pavilion is in use. He is wary of encouraging large community functions when the fields cannot be used at the same time. Russell Dirienzo noted that the rental should be limited two weekends per month. Barbara Henry noted that that has been the policy all along.

Russell Dirienzo explained that the bathroom project has gotten way off track due to the addition of the kitchen. He shares James Conway's concern with turning this park into an event center. Karen Puskas explained that a kitchen similar to what Bridgewater has is sufficient.

There may be enough money in the budget for the bathrooms, storage and possibly a shell for the kitchen. Barbara Henry noted that the proposed building would be 20' x 60'. A prefab shell is expected to be \$90,000, which is over budget. The selectmen agreed that Barbara Henry should move forward with getting a cost for the revised building plans with three sections.

The group discussed a need for a long range plan for the park. Separate event and field parking should be considered.

Conservation Commission Updates

Barbara Henry distributed the Conservation Commission's annual report. She noted that representatives had planned on being present to discuss the update of the solar project. The members discussed the status of the Joey's Trail project.

Cameras on South Street

Barbara Henry reported that she received complaints about speeding and that people are not obeying the stop signs on South Street and Minor Bridge Road. A resident would like see cameras installed. The group agreed that the town does not have the resources to install cameras at the stop signs in town. Barbara Henry agreed said this was explained to the resident but wanted the BOS's backing.

Resolution Request for Conservation Restriction

Barbara Henry reported that a map was submitted by Attorney Shaver along with a draft Resolution of the Board

of the Selectmen regarding the proposed Conservation Restriction for the Kovac property with frontage on Davenport Road and Forest Farms Drive. He asked that the Board of Selectmen adopt this resolution showing that they endorse this Conservation Easement. The Board agreed that this matter is under the purview of the Planning Commission and as such, a resolution is not required by the Board of Selectmen. It has also never been done by the BOS.

RLT Station Purchase

The Land Trust has purchased the house by the distillery and plans to do a lot of work to the building to make it their office. They have asked if the Town would be willing to waive the Building Department permit fees. The Selectmen agreed that the dollar amount of the fees are required before they can make this decision; we have not waived fees for non-profits previously.

C-PACE Program

C-Pace is an energy program that provides loans to nonprofits for minimal fees. Nonprofits cannot take advantage of this program unless it is approved by the Town. Barbara Henry will invite Roxbury nonprofits such as the churches and Land Trust to learn more about this program.

Motion by Russell Dirienzo to approve the C-PACE Program for Roxbury nonprofits. The motion was seconded by James Conway and carried unanimously.

License Plate Reader

Barbara Henry reported that a license plate reader was approved for Roxbury out of Regions 5 Homeland Security funds.

ZEO/IWEO Resignation

ZEO/IWEO Gary Coburn's resignation was confirmed received by the Selectmen. The Board noted that they are sorry to see him go and thanked him for his fine work.

Motion by James Conway to accept ZEO/IWEO Gary Coburn's resignation. The motion was seconded by Russell Dirienzo and carried unanimously.

Active Shooter Presentation

A presentation was given by Chief Fuchs of the Redding Police Department to Roxbury, Washington and Bridgewater Town Hall employees. The presentation was very well received and was something that was missing in the safety plan for this Town Hall. Barbara Henry reported that she is still researching an alert system for both floors, including the tax office, to be used on the occasion that there is a threatening person in Town Hall. A company on the state bid list, has proposed cameras in Town Hall that they would like to monitor. Monitoring is not something that the BOS feels is necessary at this time. However, it would be nice to have a camera to see what is going on in each end of the building. Additionally, as part of the Town's safety plan the doors will need to be changed so they can be locked from the inside.

RLT Purchase/Permit Fees Waiver

See RLT Station Purchase

Food Truck Ordinance

Barbara Henry distributed a proposed policy regarding food trucks and it was clarified this will not be an Ordinance. James Conway noted that food trucks should be for events only or if a town organization requests a food truck. The Selectmen will review and discuss revisions to the proposed policy and further discuss fees in January.

Resident State Trooper

Trooper Kevin Anderson has returned to work and will be overseeing both Roxbury and Bridgewater. Tony Cipriano and Keith Buinauskas have retired. New Constable Joe Witkowski has been working and getting to know Roxbury. A meeting will be set up with the Lieutenant to discuss the shared Resident Trooper program.

Housing

Jocelyn Ayer of the NWHCOG has asked if the Town is interested in a grant that will allow Roxbury funding to hire a professional to host a community design workshop. What the community wants and what the typography will allow would be researched and discussed. This would be a \$10,000 grant to be matched one to one. This match can be fulfilled with in-kind services. Barbara Henry explained that the housing subject should not be dropped. The Selectmen agreed that Roxbury should apply for this grant.

2016 BOS Meeting Schedule

Motion by James Conway to approve the 2016 BOS Meeting Schedule. The motion was seconded by Russell Dirienzo and carried unanimously.

2016 Holiday Schedule

Motion by James Conway to approve the 2016 Holiday Schedule. The motion was seconded by Russell Dirienzo and carried unanimously.

Fire Marshal's Report – November 2015

No report available at this time.

OTHER BUSINESS

None

EXECUTIVE SESSION

ZEO/IWEO

Motion by Russell Dirienzo to enter into Executive Session regarding ZEO/IWEO at 9:03 p.m. The motion was seconded by James Conway and carried unanimously.

Motion by James Conway to exit Executive Session at 9:10 p.m. The motion was second by Russell Dirienzo and carried unanimously.

The three responses to the employment ad for ZEO/IWEO were reviewed. Only one has the requested requirements outlined in the ad. Barbara Henry will check to see if an interview is required or whether Selectmen can hire based on the materials provided.

ADJOURNMENT

Motion by Russell Dirienzo to adjourn at 9:10 PM, the motion was seconded by James Conway and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary

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