



# 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 4, 2016

### MINUTES

#### CALL TO ORDER

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

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

Others Present: Mark Lowe and a member of the press; Loumarie Rodriguez.

#### APPROVAL OF MINUTES

##### Regular Meeting - December 7, 2015

Motion by Russell Dirienzo to approve the minutes of the Regular Meeting of December 7, 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:

- Daimler Trust - \$37.91
- Daimler Trust - \$204.23

The motion was seconded by Russell Dirienzo and carried unanimously.

#### COMMUNICATIONS FROM THE PUBLIC

Barbara Henry expressed her gratitude for the townspeople's generosity this holiday season. She thanked the church communities, the Recreation Commission for their time, the townspeople for their donations and contributions to the giving tree, and Barry Burton for donating the beautiful Christmas Tree that has been planted in Munson Meadow.

Mark Lowe reported that Karen Puskas has advised that she will need a couple months to get a field proposal ready for Hurlburt Park.

#### 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. Russell Dirienzo abstained.

##### 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.

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

Barbara Henry reported that member Shannon Young is a very active member on LLA and unfortunately will be moving out of town this fall. He has agreed to continue to represent Roxbury until he moves and has offered to continue on after he moves if this is permitted. Barbara Henry will consult the Town Attorney as to whether a non-resident can represent Roxbury on the Lake Lillinonah Authority.

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

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 – vacancy expiring 08/31/2018

It was noted that an additional vacancy on the Inland Wetlands Commission was added to the agenda in error. Motion by Russell Dirienzo to delete Inland Wetlands, Alt – vacancy expiring 08/31/2018 from the agenda. The motion was seconded by James Conway and carried unanimously.

Zoning – vacancy expiring 12/31/18

Alternate Member Alan Johnson will be moved up to a Regular Member to fill the vacancy left by John Cody due to his acceptance of the ZEO position. A new member will be sought to fill the Alternate vacancy.

Motion by Russell Dirienzo to appoint Alan Johnson as a Regular member on the Zoning Commission to fill the vacancy expiring 12/31/18. The motion was seconded by Barbara Henry and carried. James Conway abstained.

ZEO & WEO effective 12/22/2015

Motion by James Conway to appoint John Cody as the WEO effective 12/22/2015. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained.

Motion by Russell Dirienzo to appoint John Cody as the ZEO effective 12/22/2015. The motion was seconded by Barbara Henry and carried. James Conway abstained.

The Board of Selectmen thanked Gary Coburn for his time in the ZEO & WEO positions.

**BUSINESS**

Pavilion Update

Barbara Henry reported that she met with the low bidder for this project who will redesign the kitchen/bathroom proposal to a smaller size with less costly materials. It was explained that this is to see if the costs can be reduced. The alternate plan of a bathroom and storage without the kitchen will be considered if the new design cost including the kitchen is not feasible.

Mark Lowe explained that he always envisioned this to be a block building. He reported that at one time someone in town volunteered to donate the block. The Selectmen noted that they had not been presented with this offer of donated materials.

Barbara Henry reported that STEAP Grant applications are due this month. She questioned whether the request for Minor Bridge should be reduced and a request for this project should be submitted.

The Selectmen will await the new proposal to review the design and cost. Mark Lowe questioned the amount budgeted for the project. It was explained that this will be up to the Board of Finance and the townspeople.

Jim Conway noted that he would like to see the cost below \$175,000. He reiterated his opinion that the kitchen is not needed and will not support the proposal due to aesthetics and costs. However, he will go along with what the townspeople want. Russell Dirienzo reminded the group that this project began solely as a bathroom project. Mark Lowe explained that the kitchen was requested by the Recreation Commission because they found that a lot of people they talked to would like a kitchen and the volunteers on the Recreation Commission desire it.

Barbara Henry agreed to move the new quote along so decisions can be made regarding this project.

Mileage Rates

It was reported that the IRS allowance is down to \$0.54 from \$0.575. The Town's current mileage reimbursement rate is at \$0.56. The Selectmen agreed that they should reduce the reimbursement rate to \$0.54 per IRS allowance.

A motion was made by James Conway to reduce the Town of Roxbury mileage reimbursement allowance from

\$0.56 to \$0.54 in accordance with IRS allowance effective January 1, 2016. The motion was seconded by Russell Dirienzo and carried unanimously.

#### Food Truck Ordinance

It was clarified that this proposal is for a policy and will not be an ordinance. This policy is with regard to food truck vendors upon invitation on municipal property. The group reviewed the draft policy and made revisions. The proposed permit fee of \$25 was discussed and it was agreed to reduce it to \$20 for each occurrence. A final draft will be available at the next meeting to be voted upon.

#### Budget Schedule

Barbara Henry reported that departmental budget requests have been distributed. The Selectmen agreed that they would like to review the budget requests and will then discuss with specific departments if questions arise.

#### Fire Marshal's Report – November, December 2015: no reports

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

#### **OTHER BUSINESS**

A motion was made by James Conway to add to the agenda the COST Annual Meeting, STEAP Grants, and Goals for 2016. The motion was seconded by Russell Dirienzo and carried unanimously.

#### COST Annual Meeting

The COST Annual Meeting will be held Tuesday, February 16th. The Selectmen noted that they would all like to attend. James Conway will confirm if his schedule is open for that date.

#### STEAP Grants

Barbara Henry explained that the Town can apply for up to \$500,000 in STEAP Grants. \$440,000 is needed for Minor Bridge Road rehab. It was agreed this project is a priority and whatever necessary should be done to better the chance at getting funds for its completion.

Generators for Bernhardt Meadow's will cost \$65,000. It was noted that this is not a town owned facility; therefore, it was agreed that grant money should fund the generators rather than town funds.

The Selectmen determined that the grant request for Minor Bridge Road should be reduced to \$340,000. \$95,000 for the pavilion kitchen and bathrooms will be added to the STEAP Grant requests.

#### Goals for 2016

It was noted that most of what the Selectmen wanted to accomplish with regard to the large road projects have been completed with the exception of Minor Bridge Road. They would like to continue to maintain equipment and infrastructure. Russell Dirienzo stated that he would like to keep taxes down and continue to be aggressive with tree removal. Barbara Henry agreed to increase budget line for tree removal and noted it has been an ongoing process.

The job description for ZEO and WEO was distributed, reviewed and accepted.

#### **ADJOURNMENT**

Motion by Russell Dirienzo to adjourn at 8:29 p.m., the motion was seconded by James Conway 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 FEBRUARY 1, 2016

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:36 p.m.

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

Others Present: Todd Wheeler and Mo Clark

#### APPROVAL OF MINUTES

##### Regular Meeting - January 4, 2016

Motion by Russell Dirienzo to approve the minutes of the Regular Meeting of January 4, 2016. 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:

- VW Credit Leasing - \$18.70
- Premier Financial - \$32.07
- Peter Rossiter - \$19.73
- Lereta, LLC - \$1,853.75

The motion was seconded by Russell Dirienzo and carried unanimously.

#### COMMUNICATIONS FROM THE PUBLIC

Mo Clark came forward to discuss the proposed upgrade to the pavilion at Hurlburt Park. He feels that the pavilion is located at the least attractive part of the park, it is too close to the residents. He suggests that the Town place a hedge between the pavilion and Apple Lane to provide privacy. Also, in an effort to cut costs, he suggests modifying the pavilion with a 15 x 15 open addition out the back and use the space for a grilling facility. This will be sufficient to meet the needs of the larger groups. This concept will cost much less than what has been recently discussed. He distributed a sketch of this proposal.

Russell Dirienzo thanked Mr. Clark for his input. The hedge screening is not an outrageous request and can be looked into, but probably not necessary. Mr. Dirienzo explained that the park needs bathrooms. Mr. Clark agreed and feels that everyone would support permanent bathrooms vs. tacky port-o-johns. Mr. Dirienzo noted that the kitchen proposal has held back the bathroom project. The Selectmen are getting costs and listening to everyone's input.

Jim Conway noted that he is in agreement with the bathrooms. He has never been on board with the kitchen. He does not think there is enough parking. Inviting larger functions prevents the public's casual use of the park.

Barbara Henry explained that they have been trying to redesign the proposal because none of the Selectmen are on board with the costs that came in. She attended the Recreation Commission's meeting. The Commission reported that material may be donated, but confirmation on that has not been received; therefore, the costs have not been finalized. She will try to get answers tomorrow, but then suggests that they go forward with the bathrooms in an effort not to delay this further.

Barbara Henry discussed Mr. Clark's concerns with noise at the pavilion on occasion. She noted that the park is being used for what it is intended for. Mr. Clark explained that when the noise goes on after 10 p.m. it becomes

bothersome.

#### **COMMISSIONS AND BOARDS APPOINTMENTS**

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

Motion by James Conway to appoint Daniela Pappas as an Inland Wetlands, Alt. – vacancy expiring 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 appoint Andrew Wood as an Inland Wetlands, Alt. – vacancy expiring 08/31/2018. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained.

##### Zoning, Alt. – Vacancy expiring 12/31/18

A volunteer for this opening is being sought.

##### BAA – vacancy expiring 11/22/2017

Barbara Henry reported that Lucille Filous is stepping down from this elected position. She spoke with the Town Attorney who confirmed that Jimmy Hurlbut who serves at the Board's secretary and is our Asst. Town Clerk can fill this vacancy.

Motion by Russell Dirienzo to appoint Jimmy Hurlbut to the BAA - vacancy expiring 11/22/2017. The motion was seconded by James Conway and carried unanimously.

##### Emergency Preparedness Deputy – vacancy expiring 4/30/2017

Dave Easter is currently serving as the Emergency Preparedness Deputy – vacancy expiring 4/30/2017; however, he has been doing a lot of traveling and may want to step down. Barbara Henry will discuss with him whether he would like to continue on in this position as she has someone who is interested in serving.

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

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

#### **BUSINESS**

##### Town Clerk & Road Foreman Milestones

The Selectmen recognized and congratulated Peter Hurlbut for his 30 years and Butch Finch for 40 years of service to the Town of Roxbury.

##### Fire Department Update

Todd Wheeler came forward with updated costs for the Fire Department's air packs. The total cost is \$208,000. He explained that they made improvements to the original specs for the air packs for the grant proposal. He reviewed the added features of the air packs. The Department will contribute \$45,000 of their funds. The grant funds available are approximately \$133,000. The Town has \$51,000 available for air packs that must be used per the grant requirements.

The compressor is a separate cost. They are working on the FEMA grant requirements and all is going well. He does not expect any problems securing this grant and getting the project done on time. Everything is expected to be available by April 2016.

Mr. Wheeler reported that the RVFD currently has 20 interior qualified volunteers. He explained the different uses for the air packs. The Departments has been working on installing additional dry hydrants throughout Roxbury. They received \$2,500 for the matching State Forestry Grant.

##### Pavilion Update

Barbara Henry will contact the Recreation Commission to advise that the Board of Selectmen is moving forward with this project. She will get a cost on the revised plan without the donated supplies and will get a cost for the bathroom project alone. The Selectmen agreed that doing the projects separately is not a concern.

#### CIRMA Insurance Renewal

Barbara Henry reviewed the 0% Budget Stabilization Program (+ any exposure) for Liability-Automobile-Property (LAP) for the next 3 years. Workman's Compensation will be increasing to \$36,927 from \$35,169.

Motion by Russell Dirienzo to sign the budget commitment letter with CIRMA effective July 1, 2016 thru July 1, 2019. The motion was seconded by James Conway and carried unanimously.

#### Food Truck Policy Draft

The revised Food Truck Policy draft was distributed and reviewed. Under Section A the words "at the request of a municipal party" were added. The policy will be attached to these minutes.

Motion by Russell Dirienzo to approve the Food Truck Policy dated 2/1/16 as amended. The motion was seconded by James Conway and carried unanimously.

#### RLT Lease Renewal and Future Space at the Senior Center

The Land Trust lease expires at the end of this month. They have advised that they expect to be moved out of the Senior Center building by the end of June. Their current rent is \$750 monthly. The Selectmen agreed that they will continue the existing lease on a month-to-month basis.

The possibility of using the vault as the food bank was discussed. It was noted that the Senior Center has some ideas about how the space can be used. Jim Conway discussed the possibility of renting the space for income. The Selectmen agreed to discuss future options for the space.

#### Resolutions: NWCONNECT & Regional Performance Incentive for NWHCOG

Barbara Henry distributed information regarding two Regional Performance Incentive proposals. There are two proposal under the resolution; Rural Broadband & Mobile Enhancement: Technology and Business Model Study and Design and Engineering of the Litchfield Hills Animal Shelter Facility.

Motion by Russell to endorse the following resolution:

Resolved, that the Legislative Body of the Town of Roxbury endorses the proposal for the project entitled "Rural Broadband & Mobile Enhancement: Technology and Business Model Study" under the Regional Performance Incentive Program referenced in Connecticut General Statutes Section 4-124s, (2014 supplement).

For the Regional Animal Shelter project:

Resolved, that the Legislative Body of the Town of Roxbury endorses the proposal for the project entitled "Design and Engineering of the Litchfield Hills Animal Shelter Facility" under the Regional Performance Incentive Program referenced in Connecticut General Statutes Section 4-124s, (2014 supplement).

The motion was seconded by James Conway and carried unanimously.

#### Budget Schedule

Next week budgets are due. Barbara Henry expects that this will be a tough budget year. She reported that Governor's numbers for state aid, which are usually what she uses, were decreased this year mid-year. Additionally, there have been some statewide issues with motor vehicle taxation and billing.

#### Legislative Session

The new Legislative Session begins on February 3<sup>rd</sup>. Barbara Henry plans to be present to fight the municipal cap. She explained that the townspeople should be permitted to determine their own budget. The school's budget will be included in the cap.

#### Public Works Interview Schedule

The interview schedule for the Public Works position scheduled for February 3<sup>rd</sup> was reviewed. Thirty+ applications were received. Eleven applicants have been chosen for an interview.

Fire Marshal's Report – November & December 2015, January 2016

Barbara Henry distributed copies of the Fire Marshal's reports which were accepted.

**OTHER BUSINESS**

Barbara Henry would once again like to see the Town take part in the Electric Vehicle Charging Station grant but confirmed with the Selectmen that they are still opposed to the Town taking part in Electric Vehicle Charging Stations.

**EXECUTIVE SESSION**

Cell Tower Tenant Proposal regarding Lease & Possible Property Sale/Purchase Request

A motion was made by Russell Dirienzo to enter into Executive Session at 8:40 p.m. The motion was seconded by James Conway and carried unanimously.

A motion was made by James Conway to exit Executive Session at 8:54 p.m. The motion was seconded by Russell Dirienzo and carried unanimously.

Motion by Russell Dirienzo to extend the current cell tower lease at the Transfer Station site with SBA for an additional 25 years with the same five-year renewal periods, with the same 5% escalations every year and the same 50% revenue sharing. All other terms and conditions will remain the same. This includes the acceptance of a \$10,000 signing bonus. The motion was seconded by James Conway and carried unanimously.

Motion by James Conway to send the proposed property purchase request by Ed Cady, Jr. for .112/ acres of Town of Roxbury land bordering his property on Flag Swamp Road from the Town to Planning on an 8-24 Referral with a purchase price of \$1,400. Motion seconded by Russell Dirienzo and carried unanimously.

**ADJOURNMENT**

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

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

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**Town of Roxbury**  
**Food Truck Vendor Policy**  
Approved by Board of Selectmen February 1, 2016

**PERMIT REQUIRED**

No person shall vend, sell or attempt to sell any goods, wares or merchandise upon the public property, highways or roads of the town without first obtaining from the Board of Selectmen a permit for the privilege of so vending.

**APPLICATION REQUIREMENTS**

- A. Any person or company, at the request of a municipal party, applying for a vendor's permit shall furnish his, her or its name, residence, residence address and business address and if a company or corporation, the names and addresses of its officers.
- B. The description and registration of any and all motor vehicles to be used by that person or company shall also be supplied on the application.
- C. The vendor must meet all compliance requirements for temporary food vendors as set forth by the Newtown Health Department.

**PERMIT FEE**

Each applicant for a permit shall pay a permit fee for each team or vehicle used in connection with food truck vending. Permit fees shall be \$20 for each occurrence.

**PERMIT POSSESSION**

Each person or company, while vending, with the town shall at all times have in his or her possession the permit issued pursuant to the terms of this policy and shall display the same to any person upon request.

**RESTRICTIONS**

No vehicle used in the vending shall be parked upon the travel portion of any road or highway within the town in a manner which may result in a gathering of individuals so as to cause a traffic hazard or danger to the traveling public.

**FILING OF APPLICATIONS**

Any and all applications called for under this policy shall be filed with the Selectmen's Office. It must be acted upon by the BOS within 30 days from filing if it is not, it is deemed to have been approved.

**GENERAL FUND**

All permit fees paid pursuant to this policy shall be deposited in the General Fund of the town.

**SUSPENSION OR DENIAL OF PERMIT**

Any permit granted under this policy may be suspended for a period of 30 days upon receipt by the Board of Selectmen of a sworn complaint by any citizen that the permittee has failed to comply with the conditions of this policy, or engaged in claimed fraudulent practices, misrepresentation, trespass, breach of peace or other unlawful practices or intimidating conduct, in connection with making solicitations pursuant to the granted permit.

**PENALTY**

Any person, firm or representative of a company who shall violate any provision of this policy shall be fined not more than \$100 for each offense.



**APPLICATION FOR FOOD VENDOR'S PERMIT**

Please return the completed application to the Selectmen's Office along with a copy of your auto insurance declaration and a copy of your current food license.

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Name and address of owner(s):                      (If a corporation, list names and addresses of officers)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agent's Name: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Agent's Phone: \_\_\_\_\_

Vehicles to be used:

Vehicle Marker Number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Items to be sold (Please be specific as possible): \_\_\_\_\_

\_\_\_\_\_

List EACH location or event where items will be sold: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**TO BE COMPLETED BY MUNICIPAL PARTY (Board/Commission, etc.)**

Applicant is granted permission to sell in above location(s) with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Signature of Agent for Municipal Party

\_\_\_\_\_

Date



**TO BE COMPLETED BY FIRST SELECTMAN**

\_\_\_\_\_ Application is approved

\_\_\_\_\_ Application is denied

Conditions of Approval are as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

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

## ROXBURY BOARD OF SELECTMEN REGULAR MEETING MARCH 7, 2016

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:39 p.m. Immediately following Special Town Meeting at 7:30 PM.

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

Others Present: Megan Hodge and the local Girl Scout Troop, Pam Southworth and Cynthia Newby

#### Moment of Silence for Ray Crawford

Barbara Henry asked for a moment of silent for Ray Crawford, who passed away unexpectedly in February; a wonderful person and volunteer who will be missed. The Town appreciated his time on the Zoning Commission.

#### APPROVAL OF MINUTES

##### Regular Meeting - February 1, 2016

Motion by Russell Dirienzo to approve the minutes of the Regular Meeting of February 1, 2016. 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 for excess payment

- Edward Turner - \$49.33
- Cardona DaGoberto - \$32.73
- Robin & Laura Sax - \$22.74

The motion was seconded by James Conway and carried unanimously.

#### COMMUNICATIONS FROM THE PUBLIC

N/A

#### COMMISSIONS AND BOARDS APPOINTMENTS

##### Zoning – vacancy expiring 12/31/2016

It was agreed that Alternate Drew Loya should be moved up to fill the vacancy left by Ray Crawford.

Motion by Barbara Henry to appoint Drew Loya to Zoning – vacancy expiring 12/31/2016. The motion was seconded by Russell Dirienzo and carried. James Conway abstained.

##### Zoning, Alt. – vacancy expiring 12/31/18

It was noted that this opening is to fill the vacancy left by Alan Johnson who was moved up to a Regular Member last month.

Motion by Barbara Henry to appoint Curtis Smith to Zoning, Alt. – vacancy expiring 12/31/18. The motion was seconded by Russell Dirienzo and carried. James Conway abstained.

Motion by Russell Dirienzo to add to the agenda Zoning, Alt- vacancy expiring 12/31/18. The motion was seconded by Barbara Henry and carried. James Conway abstained.

Zoning, Alt. - vacancy expiring 12/31/18

This opening is to fill the vacancy left by Drew Loya.

Motion by Russell Dirienzo to appoint Bill Horrigan to Zoning, Alt - vacancy expiring 12/31/18. The motion was seconded by Barbara Henry and carried. James Conway abstained.

Emergency Preparedness Deputy – 4 yr. term 03/01/2016 – 02/28/2020

Motion by Russell Dirienzo to appoint Mike Josefson as Emergency Preparedness Deputy – 4 yr. term 03/01/2016 – 02/28/2020. The motion was seconded by James Conway and carried unanimously.

Recreation Commission – vacancy expiring 06/30/2017

A volunteer for this opening is being sought.

**BUSINESS**

Cady property purchase

Barbara Henry requested the Selectmen's approval to sign the Quit Claim Deed for the Cady property purchase approved at tonight's Town Meeting.

Motion by Russell Dirienzo to authorize Barbara Henry to sign the Quit Claim Deed for the Cady property purchase. The motion was seconded by James Conway and carried unanimously.

Proclamation for Girl Scouts

The BoS welcomed the local Girl Scout Troop. Barbara Henry discussed how the Girl Scouts are celebrating their 104th anniversary this month. She noted that the local troop does many wonderful things for this community such as preparing a Thanksgiving Basket for a family in need, decorating the annual Giving Tree with mittens and hats and the spring clean-up for the garden in honor of Christine Giordano.

The following proclamation was read aloud and Barbara Henry noted that these girls sitting before us today are all leaders:

WHEREAS, March 12, 2016, marks the 104<sup>th</sup> anniversary of the Girl Scouts of the United States of America, which began in 1912 when Savannah, GA native Juliette Gordon Low gathered 18 girls to provide them the opportunity to develop physically, mentally, and spiritually;

WHEREAS, 1912 was also the year in which Girl Scouting started in the state of Connecticut;

WHEREAS, for more than 100 years, Girl Scouting has helped build millions of girls and women of courage, confidence, and character who act to make the world a better place; and,

WHEREAS, the Girl Scout Leadership Experience helps girls discover themselves and their values, connect with others, and take action to make the world a better place; and,

WHEREAS, through the dedication, time, and talent of volunteers of different backgrounds, abilities, and areas of expertise, Girl Scouts of Connecticut offers the Girl Scout Leadership Experience to more than 35,000 girls in grades K-12 across the state of Connecticut; and,

WHEREAS, the Girl Scout Gold Award, the highest honor in Girl Scouting, celebrating its 100<sup>th</sup> year, requires girls to make a measurable and sustainable difference in their community, assess a need and design a solution, find the resources and support to make it happen, and complete the project;

WHEREAS, core programs around environmental stewardship, anti-bullying techniques, Science, Technology, Engineering, and Math (STEM), and healthy living, help girls develop a solid foundation in leadership; and,

WHEREAS, today, more than 59 million American women are Girl Scout alumnae and 2.7 million girls and adult volunteers are active members;

NOW, THEREFORE, I, Barbara Henry, by virtue of the authority vested in me as First Selectman of Roxbury, CT do hereby applaud the Girl Scouts of the United States of America for more than 100 years of leadership and expertise as the voice for and of girls, proudly proclaim March 12, 2016, as Girl Scout Day.

#### Library Board Budget Discussion

Pam Southworth and Cynthia Newby came forward and presented the proposed Library Budget for FY 16/17. A packet was distributed to the BoS members and it was explained that the Library has had some challenges this year. The unfunded energy program for lighting came at the cost of \$6,116 for four years. Barbara Henry noted that the Library did have an option of not going forward with the lighting proposal. The Library also lost a substantial donor who contributed \$10,000 to \$50,000 per year. Additionally, many small expense items have occurred such as the cost of Internet due to the loss of this free service and the State Grant for Statistics is no longer being provided. The Library will follow the Town's guidance for an expected 2% salary increase this year.

The recent interest in the Hodge has been fantastic, but expensive. \$12,500 was taken out of Hodge endowment to clean it up which was done with hundreds of volunteer hours. The Hodge budget was distributed for review.

Cynthia Newby reported that the Library is already partnering with AgSTEM and committing to supporting them as they go forward. They would like to make space available for after school study time and are looking into a strategic plan and a new design for the library.

Barbara Henry explained that Library Other line item is increasing from \$16,500 to \$20,800 this year mostly to cover pension. She discussed the request for \$9,500 in Reserve for Capital and questioned if there was an agreement regarding Town's responsibility for the Library building. Barbara Henry and James Conway noted that they both remember that the Town to be responsible for the outside and questioned the request for carpeting and interior painting. Cynthia Newby explained that there is a 1995 document when the Town adopted building as public library that may include this information. Barbara Henry agreed to ask the Clerk's Office to search for this document.

Barbara Henry explained that this year is especially challenging with a lot of State Aid being removed from the budget by the State. The Town is expecting cuts, but it is unknown what they will be. The Selectmen agreed to put forward the Library's request to BoF, but warned there may be cuts going forward as part of the review process. Pam Southworth advised that the Capital Requests have some room for discretion; however, it is the Operating Budget that they are struggling with.

She reminded the Board that it is recommended that the Library does not draw more than 5% of its endowment so it remains sustainable. Currently the Library's draw is above 5%. Cynthia Newby reminded BoS that the Library's land and building were given to the Town which is one of the reasons the Town has no debt. She noted that the Library has held the line for four years now.

The total increase for the Library being requested is \$17,174 which does not include Capital Requests.

#### Homeland Security Grant MOA

Motion by Russell Dirienzo to accept the following Homeland Security Grant MOA:

Resolved, that the Town of Roxbury may enter into with and deliver to the State of Connecticut Division of Emergency Management and Homeland Security, Department of Emergency Services and Public Protection any and all documents which it deems to be necessary or appropriate; and

Further resolved, that First Selectman Barbara Henry of the Town of Roxbury is authorized and directed to execute and deliver any and all documents on behalf of the Town of Roxbury and to do and perform all acts and things which she deems necessary or appropriate to carry out the terms of such documents, including but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The motion was seconded by James Conway and carried unanimously.

#### Fair Housing Resolution; Fair Housing Policy; Title VI Equal Opportunity Statement; Affirmative Action Policy

### Statement

Motion by Russell Dirienzo to accept the following Fair Housing Resolution; Fair Housing Policy; Title VI Equal Opportunity Statement; Affirmative Action Policy Statement:

Whereas, All American citizens are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

Whereas, Federal Fair Housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership, and be allowed to make free choices regarding housing location; and

Whereas, Connecticut Fair Housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

Whereas, The Town of Roxbury is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

Now therefore, be it resolved; That the Town of Roxbury hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase and obtain financing and enjoy all other housing-related services of their choice on a non- discriminatory basis as provided by state and federal law; and

Be it further resolved; That the chief executive officer of the Town of Roxbury or her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practices in the Town of Roxbury and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

The motion was seconded by James Conway and carried unanimously.

### Amendment to Cell Tower Lease

The Town Attorney has reviewed the offer by SBA for the Cell Tower Lease located at the Transfer Station. The amendment includes a \$10,000 signing bonus for the lease that consists of 5 terms of 5 years each and revenue sharing at one-half for all subtenants. Gail McTaggart recommended that the Town sign this lease upon confirmation of ground lease recording of SBA with the Town Clerk. Barbara Henry complimented the Town Attorney for her help with this.

Motion by Russell Dirienzo to enter into the amended Cell Tower Lease Agreement with SBA when the Town Counsel is satisfied with all the paperwork being in place. The motion was seconded by James Conway and carried unanimously.

### Response to DOJ Letter

The Department of Justice sent a letter to over one-hundred towns including Roxbury regarding a complaint by people with disabilities regarding a disadvantage during referendums. It is unknown whether this complaint has any relation to Roxbury; however, it is not thought to be related. The Town will be joining with the other towns included in responding by advising that towns are following exactly what Secretary of State requires.

### Pavilion Update

Ed Cady has the new plan and has agreed to provide an estimate. This plan includes a storage area, space for kitchen and two bathrooms. Barbara Henry will also get an estimate for the bathrooms by themselves. It was noted that the Town approved this project, but not the amount to fund it. The proposal will go to the Town for approval once the plans and costs are determined.

### Public Works New Hire

The new hire in the Public Works Department, Paul Swanson, is working out well. He was a lot of help with the tree work needed due to the recent storm. The storm clean-up was discussed and it was reported that a crane was required for a couple of town trees that fell on private properties. Also, there was some private property damage due to town trees.

### Legislative Session

Barbara Henry reported that she is sending testimony in as much as possible regarding some of the topics being considered during this Legislative Session such as a municipal spending cap and the requirement of an election monitor. She explained that with this proposal the towns would need to hire someone to oversee their Registrars. The CoG fought this and was able to come to an agreement for one hire to oversee the 21 towns included in the region.

### Budget Discussions

Barbara Henry distributed a draft budget. The Selectmen discussed the \$5,000 requested by ASAP. It was noted that 58 Booth Free School parents and children attended ASAP programs last year and nine families from Roxbury received financial aid totaling \$1,000. The Selectmen agreed to include the \$5,000 in the budget.

Barbara Henry reported that General Government is up for various reasons, the school budget to Roxbury is down and the Grand List increased by a small amount. She hopes to have the completed draft to the BOS for a review next week.

The BoS agreed to ask that the Board of Finance push out their March 15th meeting to allow for time for the Selectmen to finish working on the budget.

### Future Space at the Senior Center

This is to be discussed at a later date.

### Fire Marshal's Report – February 2016

The Fire Marshal's Report for February was distributed and accepted.

### **OTHER BUSINESS**

N/A

### **ADJOURNMENT**

Motion by Russell Dirienzo to adjourn at 9:12 p.m., the motion was seconded by James Conway 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 SPECIAL MEETING MARCH 15, 2016

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:00 p.m.

Members Present: First Selectman Barbara Henry, Selectman Russell Dirienzo and Selectman James Conway.

Others Present: Gary Lord, Wayne Piskura, Nanette Falkenberg, Sarah Foreman, Andy Engel and Ed Cady

#### BUSINESS

##### Budget discussion with the Board of Finance

The Board of Selectmen met with the Board of Finance to review the FY 16/17 Budget.

#### ADJOURNMENT

Motion by Russell Dirienzo to adjourn at 9:27 p.m., the motion was seconded by James Conway 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 APRIL 4, 2016

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 p.m.  
Present: Barbara Henry, First Selectman; and James Conway, Selectman

#### APPROVAL OF MINUTES

##### Regular Meeting - March 7, 2016

Motion by James Conway to approve the minutes of the Regular Meeting of March 7, 2016. The motion was seconded by Barbara Henry and carried unanimously.

##### Special Budget Meeting of March 15, 2016

Motion by James Conway to approve the minutes of the Special Budget Meeting of March 15, 2016. The motion was seconded by Barbara Henry and carried unanimously.

#### TAX REFUNDS FOR EXCESS PAYMENT

N/A

#### COMMUNICATIONS FROM THE PUBLIC

N/A

#### COMMISSIONS AND BOARDS APPOINTMENTS

Volunteers are being sought for the following two vacancies:

- Recreation Commission – vacancy expiring 06/30/2017
- NW Regional Mental Health Board – vacancy

#### BUSINESS

##### Resolution for Pension Plan

Barbara Henry explained that Selectmen Russell Dirienzo and James Conway are the trustees of the Pension Plan. Barbara Henry is the administrator of the plan. The changes to the Plan are that the Public Works employees have joined the Teamsters Pension Plan vs. the Town's.

Motion by James Conway to adopt the following resolution:

RESOLVED, that the form of amended and restated Money Purchase Pension Plan and Trust effective July 1, 2015, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan, including any separate amendments being concurrently adopted.

The motion was seconded by Barbara Henry and carried unanimously.

The Roxbury Municipal Employee Money Purchase Pension Plan and the Plan's Summary were also adopted.

##### Pension Committee

The Board discussed forming a Pension Committee of members experienced in this field who could review the pension investments. It was agreed that more research will be done regarding the best way to handle the pension investment oversight.

#### Amendment to Cell Tower Lease

Barbara Henry reported that the lease agreement has not yet been signed because the Town Attorney is awaiting the submission of the site plan.

#### Hazard Mitigation Plan & Botsford Hill Road Culvert

Barbara Henry reported that the Town is eligible for a Hazard Mitigation Grant now that the Hazard Mitigation Plan has been completed. It was agreed that she would apply for this grant for Botsford Hill Road Culvert.

#### Pavilion Update

It was reported that Barbara Henry is working to get an updated ballpark pricing for the newly designed bathroom/kitchen addition. She is awaiting more information about the electric needed and will have the estimates soon.

A local contractor came in with a verbal price of \$52,000 for the frame, roof, doors and windows of the pavilion bathroom / kitchen addition. He does not have the prices for the slab, electrical or plumbing. He will donate the site work. Barbara Henry explained that a formal, complete proposal is required for further consideration.

The Budget Hearing is April 25th; therefore, a discussion regarding this topic must take place before then.

#### PW Truck #4

The Town was able to negotiate a cost of \$39,000 for the new truck with a plow and will be given \$17,500 trade-in for the old truck. The cost of the larger mirrors will be added on. Undercoating was not recommended as the truck has existing factory undercoating; however, the dealer was looking into whether an undercoating would be recommended for the dump body.

An inquiry and offer was received in the amount of \$13,500 for a private purchase of the old truck. It was agreed that the Town could not take less than the \$17,500 being given as a trade in. Additionally, if the truck was to be sold privately it should be put out to bid. The Selectmen agreed that it is best to go forward with the trade-in offer.

#### Legislative Session

Barbara Henry reported that she went in front of the legislature to testify regarding the proposed cap on municipal budget increases of 2-1/2 percent to take effect in 2018. She found the legislators on the committee to be rude and condescending, something she had not. She testified that the townspeople should be the ones to determine their own budget and noted that the State is no position to be giving advice on balancing a budget. It was noted that the school budget is part of the town budget. Therefore, with this proposal, a school budget increase would require that the town's take that into consideration with the 2-1/2 percent allowable increase.

#### Budget Discussions

Slight adjustments must be made to finalize the proposed budget. The BoF is holding a Special Meeting on Tuesday the 12<sup>th</sup> to meet with the Library and revisit their budget.

#### Future Space at the Senior Center

Barbara Henry asked the Senior Center BoD, Council on Aging, Senior Center Director and Municipal Agent to propose some ideas for uses of the Land Trust offices once the RLT vacates them.

Fire Marshal's Report – March 2016 - no report

#### **OTHER BUSINESS**

N/A

#### **ADJOURNMENT**

Motion by James Conway to adjourn at 8:22 p.m., the motion was seconded by Barbara Henry 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 MAY 2, 2016

### MINUTES

#### CALL TO ORDER

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

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

#### APPROVAL OF MINUTES

##### Regular Meeting - April 4, 2016

Motion by James Conway to approve the minutes of the Regular Meeting of April 4, 2016. The motion was seconded by Barbara Henry and carried. Dirienzo abstained

#### TAX REFUNDS FOR EXCESS PAYMENT

N/A

#### COMMUNICATIONS FROM THE PUBLIC

Karen Puskas from the Recreation Commission came forward regarding the field on Apple Lane. She presented a map of the property noting the current field location and its newly proposed position. The proposed field will be staked, the fencing will be repositioned, the dugouts will be moved if possible, the field will be excavated and skinned, silt, sand and clay will be added and then the field will be graded. The irrigation system can be capped as they have no plan to use it. There will be no damage to the irrigation system. The field is expected to be ready for the fall.

Mark Lowe will do the excavation. The \$15,000 available will be used for material and labor for moving fencing and skinning the field. Barbara Henry advised that any purchases must come through the Selectmen's Office and a certificate of insurance is needed for any labor. It was noted that the scoreboard will also be moved and utilized. The site will be staked within the next two weeks. Ms. Puskas agreed to submit a plan for the record.

#### COMMISSIONS AND BOARDS APPOINTMENTS

Volunteers are being sought for the following two vacancies:

- Recreation Commission – vacancy expiring 06/30/2017
- NW Regional Mental Health Board – vacancy no term

#### BUSINESS

##### Mental Health First Aid Training

Barbara Henry distributed flyer for free First Aid Mental Health certification classes on May 12th and 19th at 5:30 p.m. She explained that a grant was available to a community educator to provide this program. The Town of Roxbury, Ambulance Assoc., and Congregational Church are all co-sponsoring this program. Those interested must go online and register for the two classes.

Barbara Henry spoke about the newly formed Prevention Council of Bridgewater, Roxbury and Washington. This Council would like to raise awareness about the heroin and opioid crisis.

##### Environmental Coordinator

Barbara Henry reported that she was contacted by Jessica Patterson who would like to get involved in bringing

awareness about recycling. She explained the ways in which this will help the town. Mrs. Patterson would like to help educate the townspeople regarding the topic. The selectmen thought this would be a great idea.

#### Transfer Station Permits

Jimmy Hurlbut is selling Transfer Station permits which are good July-June. If purchased before July they cost \$35 and after July 1 they cost \$40. Park permits for non-residents are also on sale for \$45.

#### Pavilion Update

This project will have to go out to bid. The estimated cost of the project is @\$200,000 for the shell without the kitchen. Russ Dirienzo explained that he would like to see the original plan for a bathroom be completed. Barbara Henry noted that the BoF added funds to the budget toward this project. The Selectmen agreed that someone should be hired to develop specs so this project can go out to bid again.

#### Legislative Session

Barbara Henry reported that ECS funds were cut and Roxbury's budget was drafted accordingly. Additionally, the towns will not be receiving a share of the 6.35% sales tax as originally promised by the State. The Town did not budget in accordance with the State's projections and was able to come up with a good budget where there will be no change to the mill rate.

#### Town Budget & Annual Meeting

The Town Budget & Annual Meeting will be held May 17th at 7 p.m. A Board of Education member will be sought to be voted upon at that meeting as well.

#### Future Space at the Senior Center

The Senior Center BoD and Council on Aging have discussed the possible uses for this space and determined that they would like the opportunity to use this space. Barbara Henry explained that the Selectmen will need to determine whether they want to rent this space or use it for the Senior Center.

Russell Dirienzo advised that he would like to rent it to bring in revenue. If a suitable tenant is not available, then they can consider using the space for the Senior Center. If it is determined to be used for town functions, then perhaps it should be opened to the entire town and not only the Senior Center.

James Conway agreed to look into possible rental uses allowed within the Zoning Regulations. He sees this as an opportunity to have this entire complex designated for the seniors. The Land Trust had a good relationship with the Senior Center and created very little traffic. A future tenant may not work out as well.

The Selectmen agreed that they would continue the discussion regarding this topic.

#### Fire Marshal's Report – March 2016, April 2016

No report

#### **OTHER BUSINESS**

N/A

#### **ADJOURNMENT**

Motion by James Conway to adjourn at 8:15 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

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

## ROXBURY BOARD OF SELECTMEN REGULAR MEETING JUNE 6, 2016

### MINUTES

#### CALL TO ORDER

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

Present: Barbara Henry, First Selectman; James Conway & Russell Dirienzo, and Chris McKenzie

#### APPROVAL OF MINUTES

Regular Meeting - May 2, 2016

Motion by Russell Dirienzo to approve the minutes of the Regular Meeting of May 2, 2016. The motion was seconded by James Conway and carried unanimously.

#### TAX REFUNDS FOR EXCESS PAYMENT

N/A

#### COMMUNICATIONS FROM THE PUBLIC

N/A

#### COMMISSIONS AND BOARDS APPOINTMENTS

Conservation Commission 4 yr. term – 07/01/2016 - 06/30/2020

Motion by James Conway to reappoint Ron Faanes to the Conservation Commission 4 yr. term – 07/01/2016 - 06/30/2020. The motion was seconded by Russell Dirienzo and carried unanimously.

Conservation Commission, Alt. 4 yr. term – 07/01/2016 - 06/30/2020

Motion by James Conway to reappoint Tim Flanagan to the Conservation Commission, Alt. 4 yr. term – 07/01/2016 - 06/30/2020. The motion was seconded by Russell Dirienzo and carried unanimously.

Recreation Commission 4 yr. term – 07/01/2016 – 06/30/2020

Motion by Russell Dirienzo to reappoint Karen Puskas to the Recreation Commission 4 yr. term – 07/01/2016 – 06/30/2020. The motion was seconded by James Conway and carried unanimously.

Recreation Commission 4 yr. term – 07/01/2016 – 06/30/2020

A motion was made by Russell Dirienzo to reappoint Denis Adiletti to the Recreation Commission 4 yr. term – 07/01/2016 – 06/30/2020. The motion was seconded by James Conway and carried unanimously.

Recreation Commission 4 yr. term – 07/01/2016 – 06/30/2020

A motion was made by Russell Dirienzo to reappoint Rob Hibbard to the Recreation Commission 4 yr. term – 07/01/2016 – 06/30/2020. The motion was seconded by James Conway and carried unanimously.

Recreation Commission – vacancy exp 06/30/2017

This appointment is to fill the position left by Sean Murphy.

A motion was made by Russell Dirienzo to appoint Melissa Erdtmann to the Recreation Commission – vacancy exp 06/30/2017. The motion was seconded by James Conway and carried unanimously.

ZBA – vacancy exp 12/31/2017

A letter of resignation from the ZBA from Harvey Yaverbaum was read aloud. Barbara Henry noted that he was a

good member and thanked him for the time he served on this Board. A new member to fill this vacancy will be sought.

#### NW Regional Mental Health Board – vacancy

This appointment is to fill Marion Civale position who is stepping down off of this Board. The BoS thank her for her years of service to this Board.

Motion by Russell Direinzo to appoint Joan Stracks to the NW Regional Mental Health Board – vacancy- no term limit. The motion was seconded by James Conway and carried unanimously.

#### BOE – vacancy exp 06/30/2019 - tabled

#### Recycling Coordinator - no term limit

Motion by Russell Dirienzo to appoint Jessica Patterson as the Recycling Coordinator. The motion was seconded by James Conway and carried unanimously.

#### LLA Appointments

Motion by Russell Direinzo to make the following appointment to the LLA:

#### Officers

- John Puglisi
- Kevin Brooks
- Chris Rosado
- Sean Flynn
- Mathew Donadio
- Mitchell A. Heller
- Aaron D. Blank
- Brian Fanagan

#### Assistants

- Nicholas Puglisi
- Charles Weeks
- Stephen Lyons

The motion was seconded by James Conway and carried unanimously.

### **BUSINESS**

#### Award Basketball Court

Barbara Henry reported that two bids were received for this project. She noted that bids were requested with and without the Town of Roxbury logo included. RS Site and Sports bid \$6,900 with no logo and \$8,400 with a logo. Hinding Tennis Courts bid \$9,166 with no logo and \$9,866 with a logo.

Barbara Henry followed-up on the references provided by both bidders and received great feedback for both bidders. She reviewed the specs for the project with the Board who agreed the low bid with no logo should be awarded.

Motion by Russell Dirienzo to award the basketball court repair and resurfacing project to the low bidder RS Site and Sports. The motion was seconded by James Conway and carried unanimously.

#### Baseball Field Update

Barbara Henry reported that she spoke with Karen Puskas regarding this project. The Recreation Commission has volunteered their time and Mark Lowe will laser level the area and do the excavation. Karen Puskas noted that this project does not need to go out to bid. Town funds will only be needed for materials since everyone is volunteering their time. The Recreation Commission confirmed that they will run all the purchases through the Selectman's Office. Work will begin after the Pickin & Fiddlin Contest. The fencing will be moved before then.

#### Bathrooms & Kitchen Hurlburt Park Update

Barbara Henry received all the specs for this project from Ed Cady. The amps in the present pavilion will be

required to be increased from 200 to 400 as part of this project. She will have this information typed up and put the project out to bid.

#### Transylvania Road Petition

Chris McKenzie came forward to present the Board with a petition to improve the grade of Transylvania Road and Route 67 intersection. Russell Dirienzo noted that he feels this is a valid concern and advised that an engineer is needed to create a plan. Barbara Henry will need to contact the State with an engineered drawing because this is an intersecting State road. She will discuss the project with an engineer tomorrow. This project will need to begin ASAP before the chip sealing begins.

#### Mental Health First Aid Training

Over 40 people attended this training. This was paid for with a grant and sponsored by the Town, Congregational Church and Ambulance Association.

The Prevention Council of Bridgewater, Roxbury and Washington will hold a panel discussion on opioid abuse on June 23rd. This will be a panel forum. Barbara Henry explained that this is a state-wide crisis and does affect Roxbury and its first responders.

#### Transfer Station Permits

Transfer Station Permits are on sale now for \$35, will go to \$40 on July 1st. Volunteers on town boards/commissions get one free sticker.

#### Legislative Session/State Budget

Barbara Henry reported that Roxbury budgeted correctly; therefore, the Governor's cuts will not affect Roxbury. The Board discussed the bonding for the AgSTEM program. James Conway noted that the State used the excuse that the Region was not shovel ready for why the funds were not awarded. He feels that the Region should continue to move forward with the planning process to be shovel ready when the funding is available.

#### Town Budget & Annual Meeting

Barbara Henry reported on the Annual Town Meeting and noted that the Town Budget along with all the other items on the agenda were approved. She wanted to thank everyone involved in the process.

#### Future Space at the Senior Center

The BoS agreed that the Senior Center BoD and the Senior Center Director should decide how to use this space with the approval of the BoS.

#### Fire Marshal's Report – March, April, and May 2016

The Fire Marshal's Report was reviewed. The group asked for clarification on the Grassy Hill- Land Trust burn permit notation included in the report.

#### **OTHER BUSINESS**

The cell tower lease was signed and the Town should be receiving the \$10,000 signing bonus check shortly. Barbara Henry thanked Atty. Gail McTaggart for her help and negotiating skills on this lease.

The State will begin paving Rte 67/ to Southbury on June 9th.

#### **ADJOURNMENT**

Motion by James Conway to adjourn at 8:35 p.m., 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 5, 2016

### MINUTES

#### CALL TO ORDER

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

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

#### APPROVAL OF MINUTES

##### Regular Meeting - June 6, 2016

Motion by Russell Dirienzo to approve the minutes of the Regular Meeting of June 6, 2016. The motion was seconded by James Conway and carried unanimously.

#### TAX REFUNDS FOR EXCESS PAYMENT

N/A

#### COMMUNICATIONS FROM THE PUBLIC

N/A

#### COMMISSIONS AND BOARDS APPOINTMENTS

##### Recreation Commission vacancy exp 06/30/2019

This appointment is to fill the vacancy left by Sarah Foreman.

Motion by Russell Dirienzo to appoint Laurie Soletsky to the Recreation Commission vacancy exp 06/30/2019. The motion was seconded by James Conway and carried unanimously.

##### ZBA – vacancy exp 12/31/2017

Tabled

##### ZBA – vacancy exp 12/31/2017

Tabled

Both Ed Cady and Harvey Yaverbaum have resigned from the ZBA. New members are being sought.

##### Minor Memorial Library Trustee – vacancy exp 11/22/2017

Meg Mongin's resignation read aloud. Jeff Bennett came forward to fill this position and the BoT has advised that they would love to have him as their new member.

Motion by Russell Dirienzo to appoint Jeff Bennett to the Minor Memorial Library Trustee – vacancy exp 11/22/2017. The motion was seconded by James Conway and carried unanimously.

##### BOE – vacancy exp 06/30/2019 - tabled

As of June 30th Emily Hibbard has resigned from the BOE. Barbara Henry agreed to continue to publicize this opening. The Board

Barbara Henry reported that ZEO/WEO John Cody received his certified Zoning Enforcement designation from



CAZEO as of June 27<sup>th</sup>. The Board complimented and congratulated him on this achievement.

## **BUSINESS**

### Farmland Protection Program

Weantinoge Heritage Land Trust has partnered with the CT Dept of Agriculture to identify and assist farmers in Litchfield County eligible for the state's farmland protection program. The addition of Locally Important Farmland Soils designation in Roxbury will increase opportunities for farmland conservation and perhaps the value received by the farmer for the conservation easement placed on their land with the state. The state funding for farmland conservation is tied to the percentage of farmland soils on a property.

Barbara Henry explained that there are farmers in Roxbury that are interested in looking into selling the development rights to the State through the Community Farms Program Application. The Town must first apply for a Local Important Soils Designation from the USDA as the first part of this process. The State funding is tied to the percentages of farmland soils on a property. The Board agreed that there is no harm in doing this if it will help the farmers.

Motion by Russell Dirienzo to authorize Barbara Henry to send a letter to the NRCS State Conservationist stating that Roxbury would like assistance in the identification of farmland soils of local importance. The motion was seconded by James Conway and carried unanimously.

### Baseball Field Update

Barbara Henry has received no further updates from Karen Puskas regarding this project except that the Commission is still doing some groundwork.

### Bathrooms & Kitchen Hurlburt Park Update

Barbara Henry met with Cris Busnel, the architect who is finalizing the information to prepare plans to go bid again for the down-sized project. She reviewed the proposed layout with the BoS. The Board agreed that a bid package should be developed for this proposal to go out to bid.

### Transylvania Road Petition Update

Barbara Henry consulted with Paul Szymanski regarding this project. The first driveway has been cut and will require repaving. The trees have been taken down near the intersection. The road is coming out really nice. The Town Crew is doing a great job, but it has been a very time consuming project with the drainage and the intersection. Chip sealing will be next.

### Mulch Seal Program

This process applies road oil liquid into a road that is drying out. It was recommended that Goldmine Road is an ideal subject for this application. Barbara Henry reviewed the specifics of this program. 1.44 miles on Goldmine Rd. was quoted for \$19,600 plus costs for additional material. The Board estimated that the end cost would be \$25,000 which is less than chip sealing. The road must be shut down during the process for a couple hours so this will require advance notice to residents. The Board agreed they should go forward and try this process out on Goldmine Road this summer.

### Transfer Station Permits

Those who have not received a new permit for Jul 2016 - Jun 2017 will not be permitted to dump at the transfer station beginning Saturday, July 9, 2016. Barbara Henry may station a constable at the Transfer Station on that day. The Town Clerk's Office is open Tuesday through Friday for residents to obtain these permits.

### Route 133 Detour

This road project in Bridgewater will close a section of Rt. 133 beginning July 9 – 23<sup>rd</sup>. An e-mail blast was sent out regarding this matter.

### Legislative Session/State Budget

The State is over \$300 million in debt as of July 1st. A Legislative Town Meeting will be held Tuesday, July 12th. Senator Kane and Representative O'Neill will be in Roxbury to provide an update on the State Legislature.

Fire Marshal's Report – June 2016

No report

**OTHER BUSINESS**

Motion by Russell Dirienzo to add to the agenda Police force, Roxbury Falls, CIRMA, Prevention Council and Miner Bridge Road Status. The motion was seconded by James Conway and carried unanimously.

Police Force

Dave Coyle's certification to act as a constable expired on June 30th. He came to the Town as an Enforcement Officer which is something he can still do. The BoS agreed that he is excellent at what he does and would like to keep him on in this capacity.

Motion by Russell Dirienzo to keep David Coyle on as an Enforcement Officer for the Town of Roxbury. The motion was seconded by James Conway and carried unanimously.

Barbara Henry will advertise for a new constable.

Roxbury Falls

Barbara Henry reported that she visited the Falls over the weekend and found that people from Danbury had a fire going by the water. There were beer cans and garbage everywhere. She ticketed their cars and asked them to leave. She has received complaints about pot smoking, garbage and other activities going on down there and will have Dave Coyle patrol this site as well as our trooper and constables.

CIRMA

Barbara Henry reported that the Town is expected to receive a check for over \$2,000 from CIRMA. In the past these funds have been used to deter risk related projects.

Prevention Council

The Drug Prevention Council of Roxbury, Bridgewater and Washington held a very successful panel about the opioid crisis. Barbara Henry will continue to stay involved with regard to this matter as it is a crisis that is affecting all communities in the state.

Minor Bridge Road Status

Russell Dirienzo requested the status of this project. He noted that he thought the Town was planning on installing drainage and paving this year. Barbara Henry reported that she has been waiting for engineered plans. Russell Dirienzo agreed to contact an engineer and oversee this project.

**ADJOURNMENT**

Motion by James Conway to adjourn at 8:10 p.m., 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 AUGUST 1, 2016

### MINUTES

#### CALL TO ORDER

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

Present: Barbara Henry, First Selectman; James Conway & Russell Dirienzo, Selectmen; Doug DiVesta and Loumarie Rodriguez, member of the press.

#### APPROVAL OF MINUTES

##### Regular Meeting - July 5, 2016

Motion by Russell Dirienzo to approve the minutes of the Regular Meeting of July 5, 2016. The motion was seconded by James Conway and carried unanimously.

#### TAX REFUNDS FOR EXCESS PAYMENT

N/A

#### COMMUNICATIONS FROM THE PUBLIC

N/A

#### COMMISSIONS AND BOARDS APPOINTMENTS

##### ZBA – vacancy expiring 12/31/2017

Tabled

##### ZBA – vacancy expiring 12/31/2017

Tabled

##### BOE – vacancy expiring 06/30/2019

Tabled

##### Inland-Wetlands 4 yr. term 09/01/2016 – 08/31/2020

Motion by James Conway to reappoint Rob Horrigan to Inland-Wetlands 4 yr. term 09/01/2016 – 08/31/2020. The motion was seconded by Barbara Henry and carried unanimously. Dirienzo abstained.

##### Inland-Wetlands 4 yr. term 09/01/2016 – 08/31/2020

Motion by James Conway to reappoint Suzanne Fitch to Inland-Wetlands 4 yr. term 09/01/2016 – 08/31/2020. The motion was seconded by Barbara Henry and carried unanimously. Dirienzo abstained.

##### Special Constable RC88 – Kurt Yovan 06/01/2016 – 05/31/2017

Barbara Henry reported that Kurt Yovan spends a lot of time at the river where he can be used year round as a Special Constable. The Board agreed this term should be extended to a one year appointment.

Motion by Russell Dirienzo to reappoint Special Constable RC88 – Kurt Yovan 06/01/2016 – 05/31/2017. The motion was seconded by James Conway and carried unanimously.

##### Special Constable RC90 – Barbara Henry 06/01/2016 – 09/30/2016

Motion by Russell Dirienzo to reappoint Special Constable RC90 – Barbara Henry 06/01/2016 – 09/30/2016. The

motion was seconded by James Conway and carried. Henry abstained.

Special Constable RC91 – Russ Dirienzo 06/01/2016 – 09/30/2016

Motion by James Conway to reappoint Special Constable RC91 – Russ Dirienzo 06/01/2016 – 09/30/2016. The motion was seconded by Barbara Henry and carried. Dirienzo abstained.

Special Constable RC93 – Rose Garbien 06/01/2016 – 09/30/20

This item was removed from the agenda as it was determined that RC93 was not needed.

Town Constable AC88 – 4 yr. 08/01/2016 – 07/31/2020 - tabled

Town Constable AC95 – 4 yr. 08/01/2016 – 07/31/2020

Barbara Henry reported that the Town hired a new constable; James Fasano.

Motion by Russell Dirienzo to appoint James Fasano as Town Constable AC95 – 4 yr. 08/01/2016 – 07/31/2020. The motion was seconded by James Conway and carried unanimously.

Deputy Fire Marshal

Barbara Henry reminded the Board that the town sponsored Drew Loya to become a Deputy Fire Marshal and he has now completed all of his classes.

Motion by Russell Dirienzo to appoint Andrew Loya as Deputy Fire Marshal. The motion was seconded by James Conway and carried unanimously.

**BUSINESS**

Thank you to Town Police/Town Constable

The Board publicly thanked the Town Police/Town Constables for their service to our community and welcomed James Fasano as a new constable. It has been a busy year at the Falls and they deserve thanks for all they do.

Consideration of Development Rights

The property owner could not be present to make this proposal; however, the Board did not feel that they would be interested. Barbara Henry agreed to convey this to the owner.

Softball Field

Mark Lowe reported to Barbara Henry that they should be beginning work on this project soon.

Basketball Court

Barbara Henry reported that this project is almost complete. The new hoops will be installed within the next couple days.

Roadwork - Minor Bridge/Transylvania/Welton/Painter Ridge

The plunge pool on Painter Ridge has been completed by the Town Crew.

Welton Road was completed today. They removed a lot of ledge with the excavator and the public is pleased with the results.

A great job was done on the intersection of Transylvania and paving will begin shortly. The chip sealing will be done in September.

Doug DiVesta came forward with a plan dated 8/1/16 entitled Minor Bridge Road Reclamation and Proposed Drainage Plan. Russ Dirienzo reported on his site walk with Doug DiVesta and Butch Finch and discussed his recommendations which included geotech boring. Mr. DiVesta reviewed the plan with the Board for drainage, headwall repair and cleaning of culverts. He noted that he is recommending curbing in the area.

Many dead trees must be removed as part of Minor Bridge Road project; however, this will not be included in the

bid as there are several tree services from town who can do this work. The Board agreed that this project can be broken down to three parts to allow for funding.

Doug DiVesta will begin work on the bid documents and submit a Wetlands application for this project. Barbara Henry advised that he may need CHRO wordage which is mandatory by the State to be included in the bid. She will look into this further and advise.

Transylvania Road- deleted from the agenda (see above)

Bathrooms & Kitchen Hurlburt Park

Bids are due on Friday, August 5th. Barbara Henry reported that she has six bid requests to date.

Compactor at Transfer Station

The compactor requires work or replacement. Barbara Henry reviewed the \$9,800 quote for repairing it with the Board. The cost to replace the compactor is estimated at \$22,000. She is looking into getting an additional quote for the repair. Mr. Dirienzo questioned how long the replacement will last and whether the current compactor can be sold. The group discussed adding an additional compactor for single stream. They agreed to wait until an additional quote is received to make this decision.

Household Hazardous Waste Day

Household Hazardous Waste Day will be held September 17th from 9:00 a.m. to 3:00 p.m. Dave Coyle will work this event which will be held in New Milford at the John Pettibone School.

Mulch Seal Program

Barbara Henry has not had an opportunity to get this project started. She expects to be able to get this done in September.

Fire Marshal's Report – June, July 2016

The Fire Marshal's Report for June and July was distributed.

Other Business

It was reported that the dredging of Seibel's pond completed and they are very happy with the results.

The Fire Department was digging a trench to replace an electrical line for the outside lights at the driveway entrance. A conduit is needed as well as permits.

#### **ADJOURNMENT**

Motion by James Conway to adjourn at 8:45 p.m. 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

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Board of Selectmen

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

## ROXBURY BOARD OF SELECTMEN SPECIAL MEETING AUGUST 30, 2016

### MINUTES

#### CALL TO ORDER

B. Henry called the meeting to order at 4:00 p.m.

B. Henry, Russ Dirienzo, James Conway, Andy Engel, Mark Lowe and contractor

#### BUSINESS

Discussion with low bid contractor regarding Pavilion bids.

#### ADJOURNMENT

Meeting adjourned at 5:00 p.m.

Respectfully submitted,

*Barbara Henry*

Barbara Henry, First Selectman



# 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 6, 2016

### MINUTES

#### CALL TO ORDER

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

Present: Barbara Henry, First Selectman; James Conway & Russell Dirienzo, Selectmen; Mike Frohne and Mo Clark

#### APPROVAL OF MINUTES

##### Regular Meeting - August 1, 2016

Motion by Russell Dirienzo to approve the minutes of the Regular Meeting of August 1, 2016. The motion was seconded by James Conway and carried unanimously.

##### Special Meeting - August 30, 2016

Tabled

#### TAX REFUNDS FOR EXCESS PAYMENT

Motion by Russell Dirienzo to approve the following Tax Refunds for Excess Payment:

Kimberly & Luke Bedini - \$197.28

Jerry Adler - \$33.67

Joan Adler - \$67.70

Wells Fargo - \$1867.66

Wells Fargo - \$2084.73

Jane Barber - \$31.28

Chase Dowling - \$9.07

Karen Crisci - \$8.92

Sara Brandon - \$6.99

Sara Brandon - \$2.99

Martha & Edward Schwerdtle - \$17.38

Financial Service Veh. Trust - \$179.74

The motion was seconded by James Conway and carried unanimously.

#### COMMUNICATIONS FROM THE PUBLIC

Mike Frohne came forward as a bidder on the extension to the pavilion to discuss a revision for a 400 amp service that was added. He explained that this kind of service is huge and costly. Barbara Henry reported that this came from Brian Winthrop who was advised that events being held in the future would require this. After further discussion Mr. Winthrop said that ideally there should be three phase installed. The Board agreed that 400 amps is not needed. Russell Dirienzo reported that another change to the plans will be no floor drains.

#### COMMISSIONS AND BOARDS APPOINTMENTS

ZBA – vacancy exp. 12/31/2017 - tabled

ZBA – vacancy exp. 12/31/2017 - tabled

BOE – vacancy exp. 06/30/2019 - tabled

Town Constable AC88 – 4 yr. 08/01/2016 – 07/31/2020 - tabled (see below)

## **BUSINESS**

### Shepaug River Association Payment

Edwin Mathews contacted Barbara Henry regarding GKY Associates who were retained by the plaintiffs to provide reports as a result of the lawsuit. He explained that this expense should be shared by all the plaintiffs. The Selectmen agreed that the review and reports are required and Roxbury will pay their share of \$1,000.

Motion by Russell Dirienzo to approve \$1,000 to Shepaug River Association for the evaluation reports. The motion was seconded by James Conway and carried unanimously.

### OSHA Visit to PW

OSHA visited Public Works, Town Hall and the Transfer Station and items found were minimal. A \$350 penalty was levied for one serious citation at the Transfer Station for open sided floors not guarded with standard railings. The Town has already hired someone to have this installed. Public Works was also cited and fined for \$250 for the lack of a written lock-out tag-out plan and a guard on the grinder. Barbara Henry is working on drafting a plan.

### Tax Office Request to Change Ordinance

Barbara Henry distributed Chapter 13, Article 1 of the Ordinance. The Tax Collector requested a change to Sec. 13-11 Minimum Amount Waiver from \$2.00 to \$5.00. The Selectmen did not see the necessity in this change.

Motion by Russell Dirienzo to deny the Tax Office Request to Change Ordinance. The motion was seconded by James Conway and carried unanimously.

### Softball Field

Mr. Clark suggested that the dugouts be repainted from the blue color to better blend in. He requested shade trees to be planted on the 3rd base line. The Selectmen agreed to take these suggestions under consideration.

### Bathrooms & Kitchen Hurlburt Park

Barbara Henry reported that she was invited to the next meeting of the Recreation Commission to discuss the kitchen. The Selectmen advised that there will be no more revisions to the plan.

Mr. Clark noted that he feels the Town is repeating mistakes made in the past by not creating an overall plan for the park.

Changes and clarification to the bid documents for the kitchen and bathrooms dated 9/2/16 were reviewed. It was agreed that 15.2 regarding floor drains and Division 16 regarding amp electrical service should be struck. It was also agreed that no more bids could be accepted for this project as the deadline has past.

### Transylvania Road

Barbara Henry reported that this project is nearing completion and the town is happy with the results.

### Goldmine Road – Mulch Seal Program

Barbara Henry has discussed this project with Butch Finch as well as with other towns. It has been reported that this is a messy process. The public works departments in other towns are not happy with this process. The Board agreed to chip seal instead.

### Minor Bridge Road

An exemption for street paving from the Commission on Health and Human Resources will be requested to avoid the cumbersome mandatory language to be included in this project's bid package.

### Roxbury Falls

Dave Coyle has done a great job at the Roxbury Falls area this season with enforcement. He has ticketed as needed and the town has collected on most of them. Barbara Henry will advise how well the tickets compensate his pay. Additionally, the cost of clean-up from vandals and liability is alleviated by his work there.



Compactor at Transfer Station

Barbara Henry advised that she would like to go with the repair of the compactor instead of a replacement. The Selectmen were in agreement with this plan.

Household Hazardous Waste Day

This will be held Sept 17<sup>th</sup> at the John Pettibone School in New Milford. Dave Coyle will be working this event on behalf of Roxbury.

Fire Marshal's Report – August 2016

The report dated August 2016 was distributed and reviewed.

Motion by Russell Dirienzo to add to the agenda discussion regarding pension and an Executive Session regarding property donation and police force personnel. The motion was seconded by James Conway and carried unanimously.

Pension

Barbara Henry is not satisfied with who oversees the pension. A meeting is to be scheduled for the end of September. Russell Dirienzo explained that a fee per the portfolios worth vs. fees per trade should be considered. Judi Moker will coordinate a date for this meeting.

Motion by James Conway to enter into Executive Session regarding property donation and police force personnel at 8:25. The motion was seconded by Russell Dirienzo and carried unanimously.

Motion by James Conway to exit Executive Session at 8:35. The motion was seconded by Russell Dirienzo and carried unanimously.

Motion by James Conway to hire Donatella Jones AC88 as a new part-time constable conditioned upon all POST requirements being met. The motion was seconded by Russell Dirienzo and carried unanimously.

**ADJOURNMENT**

Motion by James Conway to adjourn at 8:36 p.m. 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

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Board of Selectmen

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

## ROXBURY BOARD OF SELECTMEN SPECIAL MEETING SEPTEMBER 27, 2016

### MINUTES

#### CALL TO ORDER

B. Henry called the meeting to order at 9:00 a.m.

B. Henry, Russ Dirienzo, James Conway, Union Savings Wealth Management Dept. Representatives.

#### BUSINESS

Heard an update for employee pension plan

Set a date for Special Town Meeting for Board of Ed Members, October 3<sup>rd</sup>, 2016 at 7:00 p.m.

#### ADJOURNMENT

Meeting adjourned at 9:50 a.m.

Respectfully submitted,

*Barbara Henry*

Barbara Henry, First Selectman



# 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 3, 2016

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:20 p.m. immediately following the Special Town Meeting at 7:00 p.m.

Present: Barbara Henry, First Selectman; James Conway & Russell Dirienzo, Selectmen; Tim Flanagan, and Mo Clark

Barbara Henry read a card of thanks from the Mackenzies for the reconfiguration of the intersection of Transylvania Road.

#### APPROVAL OF MINUTES

##### Special Meeting August 30, 2016

Motion by Russell Direinzo to approve the minutes of the Special Meeting of August 30, 2016. The motion was seconded by James Conway and carried unanimously.

##### Regular Meeting September 6, 2016

Motion by Russell Direinzo to approve the minutes of the Regular Meeting of September 6, 2016. The motion was seconded by James Conway and carried unanimously.

##### Special Meeting of September 27, 2016

Motion by Russell Direinzo to approve the minutes of the Special Meeting of September 27, 2016. The motion was seconded by James Conway and carried unanimously.

#### TAX REFUNDS FOR EXCESS PAYMENT

##### Reversal of refund for Sara Brandon & Felipe Tijiwa-Birk of \$2.88 given at Sept Mtg

Barbara Henry explained that no refunds below \$5.00 should be given; therefore, this request should not have come to the BoS.

Motion by Russell Dirienzo to approve the reversal of the refund for Sara Brandon & Felipe Tijiwa-Birk of \$2.88 given at the September BoS Meeting. The motion was seconded by James Conway and carried unanimously.

Motion by Russell Dirienzo to approve the following Tax Refunds for Excess Payment:

- Judith Friedman - \$48.66
- Emily Sonnenblick - \$49.45
- Cynthia DePecol - \$30.34
- C. Demers Construction - \$24.93
- George Feifer - \$107.69

The motion was seconded by James Conway and carried unanimously.

#### COMMUNICATIONS FROM THE PUBLIC

Mo Clark asked what is going on with the softball field. It looks like something much bigger than he thought was happening. Barbara Henry explained that it is being transformed into a softball field and the field is being rotated to a different direction. The field is being flattened and skinned. It was confirmed that different age groups will be able to use this field and the field is intended for the area children and no adult leagues. There will be no lights or concession stand. He asked that the dugouts be painted a nice subdued color. Barbara Henry confirmed that they

are planning to paint the dugouts. He noted his concerns with the lack of involvement with any of the Land Use Departments with projects done at the park. Russell Dirienzo explained that this is not an additional feature and merely a reconfiguration.

### **COMMISSIONS AND BOARDS APPOINTMENTS**

ZBA – vacancy exp. 12/31/2017

Tabled

ZBA – vacancy exp. 12/31/2017

Tabled

The Board of Selectmen congratulated and thanked Lisa Roush and Stephanie Kolnick for their election to the BOE to fill the following:

- BOE – vacancy exp. 06/30/2019
- BOE – vacancy exp. 06/30/2019

### **BUSINESS**

Resolution for Pension Plan

Barbara Henry reminded the Selectmen that the Personnel Policy was amended with regards to the 35-hour definition that spelled out anyone working less than 35 hours was not eligible for the Pension with the exception being the Town Clerk; however, the pension policy requires a resolution.

Motion by Russell Dirienzo to approve the following Resolution:

Resolved, that the amendment to the Retirement Plan and Trust effective as of July 1, 2014 presented to this meeting is hereby approved and adopted and that the duly authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Trustee of the Plan one or more counter part of the amendment.

Resolved Further, that the duly authorized representative of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of this Amendment to the Plan by Delivering to each employee a copy of the summary description of the changes to the Plan in the form of the Summary Plan Description - Material Modification presented to this meeting which form is hereby approved.

The motion was seconded by James Conway and carried unanimously.

Award Contract for 2017 Revaluation Services

The Assessor received the following three bids for 2017 Revaluation Services:

- Vision \$33,000
- E-Quality \$19,900
- Tyler Tech \$40,000

The Assessor has reviewed the bids and is comfortable with going with the low bidder. She interviewed them at their office and has looked into their software. The Selectmen reviewed the bid and agreed to take the recommendation of the Assessor and award the bid to e-Quality.

Motion by Russell Dirienzo to award the contract for 2017 Revaluation Services to Equality in the amount of \$19,900. The motion was seconded by James Conway and carried unanimously.

OSHA Visit to PW

Barbara Henry gave an update on the status of the items of concern found during the OSHA visit. The fire extinguisher training, lock-out tag-out process, grinder, a new policy and items found at the Transfer Station have all been completed or close to completion

Softball Field Update

Barbara Henry reported that they will be moving the fence and dugouts shortly and expect to have this project

complete before the winter weather sets in.

Motion by Russell Dirienzo to add the Solar Array at the Land Fill. The motion was seconded by James Conway and carried unanimously.

#### Solar Array at the Land Fill

Tim Flanagan came forward and reported that he attended the quarterly DEEP meeting regarding this topic. He explained that the question is whether the array has the capacity to handle their recommendations for panels. They will need Eversource to determine this. The DEEP is working on a comprehensive environmental plan for the entire state which will need to go through the legislature. The proposal is to expand the program to involve other towns. An RFP must be written so we are in the que when the funds become available. Barbara Henry spoke with Attorney Paul Michaud with Murtha Cullina who has done this for other towns. He confirmed that the developers who bid will pay his fee.

Motion by Barbara Henry to engage Murtha Cullina to prepare an RFP for the Town of Roxbury for ZREC to get solar on the land fill. The motion was seconded by Russell Dirienzo and carried unanimously.

#### Bathrooms & Kitchen Hurlburt Park – 400 amp service

Barbara Henry has sent e-mails to four electricians to quote this project and she received two different proposals from the following:

- \$7,300 Wright Electric
- \$5,400 Wire Link

The proposals were reviewed by the Selectmen.

Motion by Russell Dirienzo to award the bid to Wire Link. The motion was seconded by James Conway and carried unanimously.

Barbara Henry reported on the status of \$28,185 in grant monies. The balance remaining is \$5,654 that must be spent before the end of December. It was agreed that this should be put toward the frost walls.

It was determined that the project as it has been changed should be rebid because the changes are too much to be an addendum. Russell Dirienzo will work with Andy Engel to finalize the plans.

#### Transylvania Road

The road has been graded and chip sealing will take place on Thursday. Barbara Henry is disappointed in Eversource because there are still two huge trees tagged by them that must be taken down.

#### Minor Bridge Road

The trees flagged for this project are coming down this week. They are waiting on the waiver of the language from the State before the bid documents can be sent out. Barbara Henry will follow-up to see if the culverts have been cleaned.

#### Trooper Contract

Barbara Henry reported that the Trooper Contract has not yet been signed. She noted that she would like to continue to share a trooper with Bridgewater. She asked the Selectmen for their permission to sign the contract.

Motion by Russell Dirienzo to give Barbara Henry the authority to enter in the contract for the State Trooper. The motion was seconded by James Conway and carried unanimously.

#### Household Hazardous Waste Day

Dave Coyle represented the Town for Hazardous Waste Day. He reported a nice showing from Roxbury of approximately 50 people.

#### Fire Marshal's Report – September 2016

Tabled

**OTHER BUSINESS**

Barbara Henry distributed information regarding prescription drug program through CCM. She reported that the savings have been \$19,839 in three years.

**ADJOURNMENT**

Motion by James Conway to adjourn at 8:20 p.m. 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 NOVEMBER 7, 2016

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 p.m.  
Present: Barbara Henry, First Selectman; James Conway & Russell Dirienzo, Selectmen

#### APPROVAL OF MINUTES

##### Regular Meeting October 3, 2016

Motion by Russell Dirienzo to approve the minutes of the Regular Meeting of October 3, 2016. 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 for Excess Payment:

- a) Jean Blanchard - \$16.87
- b) Michael Bonomonte - \$18.14
- c) Wendy Bonomonte - \$99.21
- d) JP Morgan Chase - \$128.14

The motion was seconded by James Conway and carried unanimously.

#### COMMUNICATIONS FROM THE PUBLIC

N/A

#### COMMISSIONS AND BOARDS APPOINTMENTS

##### ZBA – vacancy exp. 12/31/2017

Tabled

##### ZBA – vacancy exp. 12/31/2017

Tabled

##### Tree Warden - 1 year term 12/01/16 – 11/30/2017

Motion by Russell Dirienzo to appoint David Gardner as Tree Warden - 1 year term 12/01/16 – 11/30/2017. The motion was seconded by James Conway and carried unanimously.

##### Tree Warden – 1 year term 12/01/2016 – 11/30/2017

Motion by Russell Dirienzo to appoint Butch Finch as Tree Warden – 1 year term 12/01/2016 – 11/30/2017. The motion was seconded by James Conway and carried unanimously.

##### Western Tourism District – 4 year term 12/01/2016 – 11/30/20

Motion by Barbara Henry to appoint Russell Dirienzo to the Western Tourism District – 4 year term 12/01/2016 – 11/30/20. The motion was seconded by James Conway and carried. Dirienzo abstained.

Russell Dirienzo reported that there are not a lot of funds available through the Western Tourism District for Roxbury; however, he will work to try to promote events such as the tractor parade.

## **BUSINESS**

### OSHA Visit to PW

Barbara Henry presented the Hazardous Assessment Manual and Lockout Tag-Out Procedure put together by Mike Foreman, Paul Swanson and Jimmy Hurlbut. She complimented them on the nice job. Everyone has been trained with regard to this Manual and Procedure. The Transfer Station issues have been addressed, fire extinguisher training has been completed, fines were paid and a response letter was forwarded to OSHA.

### Softball Field Update

The use of the topsoil from the softball field for in front of Town Hall to repair the lawn was discussed. It was recommended that a better soil than what is at the field be used for this purpose. Additionally, irrigation is being considered to make the lawn look better. The soil removed from the field will be stock piled at Sherman Park if there is no use for it at this time.

### Bathrooms & Kitchen Hurlburt Park Update

Barbara Henry shared photos of the foundation going in at the park. A bid package is being put together with the new specs and they expect to get started in the spring. The 400 amp electrical service is being worked on and she approved purchase of conduit for this project.

### Transylvania Road

The project is finished on Transylvania Road. Barbara Henry notified the Trooper regarding complaints about the speeding and he will have the area policed.

### Minor Bridge Road

It is too late in the season to begin work on Minor Bridge Road due to the late response from the State regarding a waiver on an item in the bid package; however, it will go out to bid in January. It was agreed that the Town Crew should not do the drainage for this project. Russell Dirienzo asked that it be confirmed that the culverts have been cleaned.

### Senior Plymouth Van

The van has been mechanically problematic and often will not start. The Town has had it in the shop twice, but they cannot figure out what is wrong. This vehicle is used for trips out of state, for when senior appointments need to be met, or for town related meetings. She would like to trade this in to get another van. The Town also owns the Meals on Wheels vehicle and the bus we purchased from Bridgewater that are not in good working condition which can also be used as trade-ins. The BoS gave their permission to Barbara Henry go to the Board of Finance to ask to use the funds set aside for a pick up and purchase a used van instead.

### Police Car

Barbara Henry reported that two constables have been hired. It was agreed that the old brown police car should be traded in for a new car.

### Fire Marshal's Report – September, October 2016 - no report

Motion by Russell Dirienzo to add Veterans Day, Panda Power, and 2016 Homeland Security Grant Program MOA. The motion was seconded by James Conway and carried unanimously.

### Veterans Day

This year is the 50th anniversary of the Vietnam War. Roxbury lost two of its own to this war. The 50th anniversary commemorative coin was purchased to be presented by the BoS to the Town's Vietnam-Era Veterans Friday at the Council on Aging's Veterans Day Reception.

### Panda Power

A gas-fired power plant has been proposed in the Housatonic River Corridor in New Milford. Barbara Henry will find out more about this and whether there will be any potential effect on Roxbury. Russell Dirienzo reminded the Board that taxpayers paid \$3 million to clean up this site that only New Milford will benefit from if this happens.



2016 Homeland Security Grant Program MOA

Motion by Russell Dirienzo to sign the following 2016 Homeland Security Grant Program MOA:

Resolved, that the Town of Roxbury may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems necessary to appropriate; and

Further resolved, that Barbara Henry, First Selectman of the Town of Roxbury is authorized to execute any and all documents on behalf of the Town of Roxbury and to do and perform all acts and things which she deems necessary or appropriate to carry out the terms of such documents, including but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The motion was seconded by James Conway and carried unanimously.

**ADJOURNMENT**

Motion by James Conway to adjourn at 8:35 p.m. 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

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

## ROXBURY BOARD OF SELECTMEN REGULAR MEETING DECEMBER 5, 2016

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:35 p.m.  
Present: Barbara Henry, First Selectman; James Conway & Russell Dirienzo, Selectmen

#### APPROVAL OF MINUTES

##### Regular Meeting - November 7, 2016

Motion by Russell Dirienzo to approve the minutes of the Regular Meeting of November 7, 2016. The motion was seconded by James Conway and carried unanimously.

#### TAX REFUNDS FOR EXCESS PAYMENT

N/A

#### COMMUNICATIONS FROM THE PUBLIC

The Selectmen noted that they will be keeping Mark Lyon, First Selectman in Washington in their thoughts and prayers. They offered assistance to him and his board during this difficult time.

#### COMMISSIONS AND BOARDS APPOINTMENTS

##### Assistant Treasurer, 2-yr term 01/01/2017 – 12/31/2018

Barbara Henry explained that by Statute this position is appointed by the Town Treasurer. She reported that the Treasurer, Kim Baron, has reappointed Muffy Munson as the Assistant Treasurer for this term.

##### Council on Aging, 4-yr term 01/01/2017 – 12/31/2020

Motion by Russell Dirienzo to reappoint Susan Stauffacher to the Council on Aging, 4-yr term 01/01/2017 – 12/31/2020. The motion was seconded by James Conway and carried unanimously.

##### Council on Aging, 4-yr term 01/01/2017 – 12/31/2020

Motion by Russell Dirienzo to reappoint Bonnie Bradley to the Council on Aging, 4-yr term 01/01/2017 – 12/31/2020. The motion was seconded by James Conway and carried unanimously.

##### LLA, 4-yr term 01/01/2017 – 12/31/2020

Motion by Russell Dirienzo to reappoint Sara Howard to the LLA, 4-yr term 01/01/2017 – 12/31/2020. The motion was seconded by James Conway and carried unanimously.

##### LLA, 4-yr term 01/01/2017 – 12/31/2020

Motion by Russell Dirienzo to reappoint James Curren to the LLA, 4-yr term 01/01/2017 – 12/31/2020. The motion was seconded by James Conway and carried unanimously.

##### Zoning Commission, 4-yr term 01/01/2017 – 12/31/2020

Motion by Russell Dirienzo to reappoint Drew Loya to the Zoning Commission, 4-yr term 01/01/2017 – 12/31/2020. The motion was seconded by Barbara Henry and carried. James Conway abstained

##### Zoning Commission, 4-yr term 01/01/2017 – 12/31/2020

Motion by Russell Dirienzo to reappoint Elaine Curley to the Zoning Commission, 4-yr term 01/01/2017 –

12/31/2020. The motion was seconded by Barbara Henry and carried. James Conway abstained

ZBA, 4-yr term 01/01/2017 – 12/31/2020

Motion by Russell Dirienzo to reappoint Bill Davies to the ZBA, 4-yr term 01/01/2017 – 12/31/2020. The motion was seconded by James Conway and carried unanimously.

ZBA, Alternate 4-yr term 01/01/2017 – 12/31/2020

Motion by Russell Dirienzo to reappoint Nancy Schoenholtz as a ZBA, Alternate 4-yr term 01/01/2017 – 12/31/2020. The motion was seconded by James Conway and carried unanimously.

ZBA, vacancy exp. 12/31/2017

Tabled

ZBA, vacancy exp. 12/31/2017

Tabled

**BUSINESS**

457 Plan Proposal

Barbara Henry explained that this plan is an optional benefit to the employees for which the town does not contribute to nor incurs any fees for it. Each individual can make the determination whether they want to contribute by having pre-tax money taken from their pay. This can be offered as a convenience to town employees for their retirement savings. It was confirmed that part-time employees can also take advantage of this plan. AXA will build a plan document if the Town ops to go forward. The Selectmen agreed that this is something that should be offered to town employees. Barbara Henry will move forward with the process.

Panda Power/New Milford

The mayor of New Milford pulled this as a viable project so Barbara Henry did not attend the meeting on it.

Softball Field Update

James Conway reported that this is approximately 75% complete. The field has been graded and the equipment was removed. This project is expected to be complete for the spring.

Bathrooms & Kitchen Hurlburt Park Update

Barbara Henry reported that everything that can be completed for this fall is done. Some material has been purchased for the spring with the remaining grant money. This project will go out to bid in January.

Proposed Consolidation of Health Districts

The Department of Public Health is having two meetings in December regarding the proposed consolidation. Barbara Henry will be in attendance at one of the meetings and Donna Culbert, Health Director will also attend one. This is a nonstarter for Roxbury. Roxbury will be billed @\$150,000 to join the new Health District as compared to the \$30,000 the Town is currently paying.

Special Police Officers

This was removed from agenda as it was previously discussed in a prior meeting of the BoS and is currently in practice.

Minor Bridge Road

This project will go out to bid in January.

Senior Van

Barbara Henry reported that the Town has purchased a used 2011 Honda Odyssey van as approved by the BoS and BoF. The town received \$1,000 for the trade-in of the 1998 Plymouth Voyager.

Police Car

The Town budgeted \$39,000 for a new police car. The new car will cost approximately \$35,000+.

Fire Marshal's Report – September, October, and November 2016

No report

2017 Holidays

The Board reviewed the draft schedule. The Board agreed to eliminate the Tuesday, December 26, 2017 holiday and replace it with Monday, January 2, 2017 on the Holiday Schedule.

Motion by Russell Dirienzo to approve the 2017 Holiday Schedule as amended. The motion was seconded by James Conway and carried unanimously.

2017 Meeting Dates

Motion by Russell Dirienzo to approve the 2017 BoS Regular Meeting schedule as written. The motion was seconded by James Conway and carried unanimously.

Motion by Russell Dirienzo to add on Veterans Day, Hazardous Waste Day and CERC to the agenda. The motion was seconded by James Conway and carried unanimously.

Veterans Day

Barbara Henry reported that this year the town remembered the 50th anniversary of the Vietnam War by presenting Roxbury's Vietnam Veterans with a commemorative coin. She read through the list of the many Roxbury Vietnam Veterans. James Conway suggested that one of the coins be saved for Roxbury's time capsule.

Hazardous Waste Day

Fifty-one (51) cars from Roxbury deposited hazardous waste during the collection day. The Town will be billed \$2,855.

CERC

CERC is a service that will help in setting priorities for a town. They have offered to meet with the BoS to discuss what they can do for Roxbury. Russell Dirienzo and James Conway noted that Roxbury has a PoCD for this purpose. They do not feel there is a need to reprioritize. The townspeople are happy with the way the town is being run.

**ADJOURNMENT**

Motion by James Conway to adjourn at 8:21 p.m. 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*