



# 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 3, 2017 MINUTES

### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:34 p.m.  
Present: Barbara Henry, First Selectman; James Conway & Russell Dirienzo, Selectmen

### APPROVAL OF MINUTES

Regular Meeting – December 5, 2016

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

### TAX REFUNDS FOR EXCESS PAYMENT

Motion by Russell Dirienzo to add to the agenda tax refund for excess payment for Nina Walsh in the amount of \$36.10. The motion was seconded by James Conway and carried unanimously.

Motion by Russell Dirienzo to approve the following tax refund for excess payment:

- Paul Swanson - \$5.22
- ACAR Leasing Ltd. - \$204.23
- Laurence Rosansky - \$33.09
- Nina Walsh - \$36.10

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

Library Board Trustee, vacancy exp. 11/19/2019

Tabled

Registrar of Voters, Republican – 01/03/2017 – 01/04/2021

Motion by Russell Dirienzo to appoint Laura Miller to the Registrar of Voters, Republican – 01/03/2017 – 01/04/2021. The motion was seconded by James Conway and carried unanimously.

Registrar of Voters, Democrat – 01/03/2017 – 01/04/2021

Motion by Russell Dirienzo to appoint Judy Doran to the Registrar of Voters, Democrat – 01/03/2017 – 01/04/2021. The motion was seconded by James Conway and carried unanimously.

The Board of Selectmen recognized Martha Muffy Munson for her 20 years of service as a Registrar and expressed their appreciation for her time served.

## **BUSINESS**

### Bidding Policy

In 2005 the bidding policy was reviewed by the Board of Selectmen. The minutes from November 2005 meeting were read regarding this discussion to increase the project amount to \$20,000 that would require bids. This Board of Selectmen agreed that they should move forward with this proposal to require bids for projects in the amount of \$20,000 or more which would require newspaper notification open to all bidders. It was noted that bids for projects under \$20,000 could continue to be researched by obtaining quotes when prudent.

Motion by Russell Dirienzo to require bids for projects in the amount of \$20,000 or more. The motion was seconded James Conway and carried unanimously. The ordinance update will go to Town Meeting.

### Bathrooms & Kitchen Hurlburt Park Update

Barbara Henry reported that she is awaiting the architect's specifications for the request for bids to review and put this project out to bid in January.

### Proposed Consolidation of Health Districts

Barbara Henry explained that if this proposal by the Governor is passed it will increase the cost to the town from @\$30,000 to \$150,000 in one year. Additionally, it would require the public to go further to get to their Health Department. This proposal is currently on hold, but when it comes up Roxbury will publicly be in opposition.

### Minor Bridge Road Bid Update

This project will be put out to bid this week.

### Police Car Purchase

A local business came in \$550 less for the lights and accessories for the police car. The Selectmen agreed they should go with the local provider for the savings of \$550. Once this car is delivered, the Town will have two new police cars. The old brown Ford Explorer that was previously a police car can continue to be used by Dave Coyle, Special Enforcement Officer as needed.

### Town Police Officers

On the 24th the Town Police Officers will all be present at the Senior Center for a meet and greet with the public. They may also go over to the school to meet the staff and children.

### Goals for 2017

Barbara Henry reported on the many accomplishments of 2016 including the increased number of police in the town, continued support of the AgStem proposal, headway made on improving Hurlburt Park, plans put in place to rehab Minor Bridge Road, and support of the Mine Hill Distillery coming to the community. The Town's infrastructure and equipment were maintained and employees were provided with what was needed to get their jobs done in an efficient manner. Taxes were kept down while working with unfunded mandates passed down from the State and the Town has continued to stay engaged at the state level.

In 2017 Barbara Henry would like to continue outreach to those struggling in the community, work with the BoS and Conservation Commission on a solar array project for the closed landfill at the transfer station as well as possible solar panels for the municipal buildings, she would like to build on ways to communicate with the residents, and complete Hurlburt Park and Minor Bridge Road projects. She expressed the need to stay engaged with the AgStem project and work with the legislators on this and any unfunded mandate that may affect this community. She will continue to treasure the people who live here as well as the Town's employees.

James Conway advised that the AgStem proposal is most important thing to happen in 2017. It was noted that there is going to be a lot of pressure for a referendum. The business plan will be voted upon on January 9th. Public comment will be on January 18th. Russell Dirienzo noted how important this is to keep the Region intact. The whole community is at stake. The Selectmen agreed that they would see what the numbers are on January 9th and will then come out in support of this as a Board.

### Fire Marshal's Report – September, October, November, December 2016

The reports for September, October and November were reviewed. December will be available for review at the

next meeting.

Motion by Russell Dirienzo to add to the agenda Town Budget and Legislative Issues. The motion was seconded by James Conway and carried unanimously.

#### Town Budget

Barbara Henry will be asking all departments for their Capital Budgets as soon as possible. The 2 1/2% cap on the towns' budgets goes into effect in 2017. This includes the school budgets. This town never goes over a 2 1/2% increase; however, this may happen with the Region's budget included, so it looks to be a difficult year ahead especially with the state pulling their support from this fiscal year.

Barbara Henry noted how the front lawn of Town Hall could look a lot better. She spoke with David Gardener and he recommended an irrigation system which she got a quote for in the amount of \$5,000. Russell Dirienzo and James Conway agreed that they did not feel this was necessary and noted that this year was especially dry.

#### Legislative Issues

Education Cost Sharing was cut in August and is going to be cut back even further now. The Selectmen would like to know a mitigation plan for these cuts and will send a letter to the School Board requesting this information. The ECS formula inequity is being considered by Woodbury and Newtown. Roxbury may join in on the evaluation of this formula.

The \$35,000 for LOCIP usually received will not be available this March as it has been cut by the state. There are \$70 million in STEAP Grants that have not been allocated. Barbara Henry questioned whether she should put in a request for Roxbury, which would be supposedly allocated in the spring.

COST is gathering the legislators who have said they would be pro small town in an effort to get their ear on small town issues which sometimes fall on deaf ears at the legislature.

Barbara Henry reported that our health insurance, Healthy CT, will drop the Town as of January 30th. The Town brought on Anthem as of January 1st. The rates will be going up slightly.

It was noted that the Selectmen will attend the COST Annual Meeting at 8:30 a.m. next Wednesday, January 11.

#### **ADJOURNMENT**

Motion by James Conway to adjourn at 8:26 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

Board of Selectmen

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

## ROXBURY BOARD OF SELECTMEN REGULAR MEETING FEBRUARY 6, 2017 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, Selectman, Ciara Gorglione, and JoAnne Torti

### APPROVAL OF MINUTES

#### Approval of Minutes

Regular Meeting January 3, 2017

Motion by James Conway to approve the minutes of the Regular Meeting of January 3, 2017. The motion was seconded by Barbara Henry and carried unanimously.

### TAX REFUNDS FOR EXCESS PAYMENT

Motion by James Conway to approve the following tax refund for excess payment:

- Kevin Kennedy - \$27.72
- VW Credit Leasing Ltd - \$102.03
- FSM Services Inc. - \$28.78
- Martin & Mary Sagendorf - \$6.85

The motion was seconded by Barbara Henry and carried unanimously.

### COMMUNICATIONS FROM THE PUBLIC

Ciara Gorglione came forward and noted that she is interested in being appointed as a Library Board Trustee. She has met with Chairperson Cynthia Newby to review what is involved.

### COMMISSIONS AND BOARDS APPOINTMENTS

#### ZBA, Alt. vacancy exp 12/31/2017

This appointment is to fill the vacancy left by Ed Cady.

Motion by James Conway to appoint Doug Lewis to ZBA, vacancy exp 12/31/2017. The motion was seconded by Barbara Henry and carried unanimously.

#### ZBA, Alt. vacancy exp 12/31/2017

Tabled

#### Library Board Trustee, vacancy exp. 11/19/2019

Barbara Henry noted that this appointment is to fill the vacancy left by George Feifer; however, it will be necessary to run in the November 2017 election to continue in this position until the vacancy expires.

Motion by James Conway to appoint Ciara Gorglione as Library Board Trustee, for the vacancy exp. 11/19/2019. The motion was seconded by Barbara Henry and carried unanimously.

### BUSINESS

#### ASAP

JoAnne Torti came forward with a packet that included testimonials and a letter describing what ASAP does for the community. Their request is once again \$5,000 from Roxbury this year. Bridgewater always contributes \$5,000 as well. She explained that the Town of Washington contributes a portion of the \$5,000 and has a separate fund that helps supports the balance. She noted that she has included the audit and budgets in the packets. The Celebration

of Writing is one of ASAP's big fundraisers that provides about one third of their budget.

Mileage Reimbursement – Ratify 53.5 cents for 2017 vs 54 cents for 2016

Per IRS guidelines the change to 53.5 cents for 2017 vs 54 cents for 2016 was made in January.

Motion by James Conway to ratify, retroactively, Roxbury's mileage reimbursement to IRS guidelines that changed on January 1, 2017 to 53.5 cents per mile. The motion was seconded by Barbara Henry and carried unanimously.

Consortium Oil/Gas Prices for 2017

The Consortium has agreed to purchase oil/gas from East River Energy. The cost to the Town September 2017 thru August 2018 will be at \$1.99 per gallon for #2 oil and diesel will be at \$2.07 per gallon.

Minor Bridge Road Bid Update

The bids are due in on 2/17/17 at 3 p.m. Doug DiVesta is doing a great job. A pre bid meeting was held and an addendum to the bid package went out based upon the questions that came out of that meeting. The bids will be given to Doug DiVesta to review to confirm that all the bid requirements are complete. A Special Meeting of the Selectmen will be held to award the bids.

Bathrooms & Kitchen Hurlburt Park Update

The architect finished the plans, they have been reviewed by the Health Department and are with the Fire Marshal for review. This will go out to bid sometime this week.

Region 12 – AgSTEM

The vote on allocating up to \$1 million dollars to bring this project up to shovel ready status passed this evening at the Board of Education meeting.

Budget Schedule

The budgets from all the departments have not yet been received. The Selectmen expect to set some time up in March to review the proposed budget as a Board. The Library Budget has been submitted and was distributed.

Capital Projects

Barbara Henry reported some of the items she's working on include a new phone system for Town Hall and the Senior Center; a Public Works truck; staining the salt barn; fixing rotted baseboards and window sills on Town Hall.

Legislation Updates

Barbara Henry reviewed the list of what is expected to come from the Governor with regards to the budget. Reallocation of ECS; paying for teacher's pensions are expected to hit Roxbury as the wealthier towns and those who have fund balance will bear the burden of this cost.

Fire Marshal's Report – December 2016, January 2017

The December and January Fire Marshal's Reports were reviewed.

Motion by James Conway to add to the agenda Revaluation. The motion was seconded by Barbara Henry and carried unanimously.

Revaluation

James Conway noted that he feels that a full inspection of houses has not been done in many years. He thinks it is important that this happens during the upcoming revaluation. After discussion, Motion by James Conway to recommend to the Assessors Office that the 2017 Revaluation include a full inspection of every house in town. The motion was seconded by Barbara Henry and carried unanimously.

**ADJOURNMENT**

Motion by James Conway to adjourn at 8:38 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 MARCH 6, 2017 MINUTES

### CALL TO ORDER

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

### APPROVAL OF MINUTES

#### Regular Meeting - February 6, 2017

Motion by Russell Dirienzo to approve the minutes of the Regular Meeting of February 6, 2017. 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:

- Union Savings Bank - \$2,171.32
- Thomas O'Connell \$112.00
- AJP Trucking - \$15.34

The motion was seconded by James Conway and carried unanimously.

### COMMUNICATIONS FROM THE PUBLIC

N/A

### COMMISSIONS AND BOARDS APPOINTMENTS

#### ZBA, Alt. vacancy exp 12/31/2017

Tabled

### BUSINESS

#### Award Minor Bridge Road Bid/8-24

Barbara Henry and Russell Dirienzo discussed their reference checks on the bidders. James Conway noted his confidence in the quality of work of George Stone. Russell Dirienzo noted that Grasso was the low bidder at almost \$42,000 less and has had mostly good recommendations. It was suspected that the bid difference between the two is merely the mark up for paving. Russell Dirienzo agreed to oversee the job with Doug DiVesta to make sure it is done correctly.

After much discussion, Motion by Russell Dirienzo to award the bid to Grasso in the amount of \$607,000. The motion was seconded by Barbara Henry and carried 2-1. Conway opposed.

Barbara Henry reported that the Chairman of the Board of Finance would like this project to go to Town Meeting and she agreed go through this process although it was confirmed that this is not necessary. The project was approved in last year's budget with no dollar amount. Town Aid Road money will fund this project. Russell Dirienzo and James Conway noted the cost of bringing this to Town Meeting and the need to move ahead on this project asap.

Motion by Russell Dirienzo to go forward with this project with the BoS approval as a Town Meeting is not necessary. The motion was seconded by James Conway and carried 2-1. Barbara Henry was opposed.

Motion by Russell Dirienzo to send the Minor Bridge Road project to the Planning Commission for an 8-24 Referral. The motion was seconded by James Conway and carried unanimously.

#### Bathrooms & Kitchen Hurlburt Park Update

Barbara Henry reported that the request for bids will be noticed in the paper tomorrow. The bid opening will be on March 23rd. Russell Dirienzo recommended interviewing the bidders. It was confirmed that the pavilion could still be rented in May with this construction going on.

#### Solar RFP

Barbara Henry followed up with Murtha Cullina on the status of this project – RFP for a solar array at the Transfer Station on the covered landfill. She is being constantly contacted by companies noting the incentives available. The RFP is expected to go out soon. Barbara Henry sent an appropriations request to Elizabeth Esty with regard to funding for the solar array.

#### Town Pond

Barbara Henry questioned whether funds should be set aside to clean out the town pond. Russell Dirienzo explained that the excavating of the swimming area is what is needed. This was quoted at \$80,000. It was agreed that this not a viable pond and no money will be set aside in the budget for it.

#### Region 12 - AgSTEM Testimony

Barbara Henry, along with others, testified on behalf of AgSTEM for Region 12. The Commissioner of DAS, who testified on another issue after Barbara Henry, stated that she believed Region 12st project should remain on the priority list for funding.

#### Budget/Capital Schedule

The Selectmen set up a budget workshop schedule. The Recreation Budget was reviewed. A new line item was added to hire someone to clean and be the attendant for the new pavilion and bathroom. Russell Dirienzo noted that the Recreation Commission should come in front of the Board of Selectmen to discuss their requests.

The group discussed the bill for \$5,000 from Waterbury for the Shepaug River monitoring and reporting. Russell Dirienzo recommended that it be paid. He does not think this will be a regularly occurring cost that will need to be budgeted for in the future.

#### Police Vehicle

The new vehicle will be delivered soon, the Resident Trooper has been in charge of seeing this purchase through.

#### Legislation Updates

Barbara Henry reported that she just received notice that applications for the 2017 STEAP Grants are now being accepted. Priority will be given to joint ventures of more than one municipality. The group agreed that Barbara Henry would look into the possibility of applying for funds for the labs for the school.

#### Fire Marshal's Report – February 2017

The report was distributed and reviewed.

#### **OTHER BUSINESS**

N/A

#### **ADJOURNMENT**

Motion by Russell Dirienzo to adjourn at 9:00 p.m. The motion was seconded by James Conway and carried unanimously.

Respectfully submitted,

*Tai Kern*

Tai Kern, Secretary

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# TOWN OF ROXBURY CONNECTICUT

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Board of Selectmen

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

## ROXBURY BOARD OF SELECTMEN SPECIAL MEETING MARCH 23, 2017 MINUTES

### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 9:00 a.m.  
Present: Barbara Henry, First Selectman; Russell Dirienzo and James Conway, Selectmen

### BUSINESS

General budget discussion.

### ADJOURNMENT

Motion by Russell Dirienzo to adjourn at 11:40 a.m. The motion was seconded by James Conway and carried unanimously.

Respectfully submitted,

*Barbara Henry*

Barbara Henry, First Selectman

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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 3, 2017 MINUTES

### CALL TO ORDER

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

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

Others Present: Wendy Walker, Georgette Miller, Gary Steinman, and Andy Engel

### APPROVAL OF MINUTES

Regular Meeting March 6, 2017 and Special Meeting March 23, 2017

Motion by Russell Dirienzo to approve the minutes of the meetings of March 6, 2017 and March 23, 2017. The motion was seconded by James Conway and carried unanimously.

### TAX REFUNDS FOR EXCESS PAYMENT

Motion by Russell Dirienzo to approve the following tax refund for excess payment:

- Andrew Loya - \$10.10

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

Museum Commission, vacancy exp 11/30/2019

Luke Bedini resigned and Wendy Walker was recommended to fill the open position.

Motion by Russell Dirienzo to appoint Wendy Walker to the Museum Commission, vacancy exp 11/30/2019. The motion was seconded by James Conway and carried unanimously.

Board of Finance, vacancy exp 11/16/2021

A letter from Gary Lord resigning his position on the Board of Finance effective March 31, 2017 was read aloud. He served on the BoF for 16 years and was chairman for 11 years. Barbara Henry wanted the record to show thanks and appreciation for all of Gary's years of service.

A motion was made by Russell Dirienzo to add to the agenda Library Board of Trustees vacancy. The motion was seconded by James Conway and carried unanimously.

Library Director / Trustee, vacancy exp 11/16/2021 (elected 11/17)

Barbara Henry explained that this vacancy is to fill Kerri Arsenault's elected position due to her resignation. The BoS fills openings by appointment until the next election. The Chairperson of the Library BoT has recommended Mary Schinke for this opening.

A motion was made by Russell Dirienzo to appoint Mary Schinke to Library Director / Trustee, vacancy exp 11/16/2021. The motion was seconded by James Conway and carried unanimously.

## **BUSINESS**

### CT Trust for Historic Preservation Award

The HDC nominated the Mine Hill Distillery for an award for preservation and they will be going this week to accept this award. Both the Station and the new Land Trust Office were saved due to this project. Barbara Henry thanked Elliot Davis for all he has done with this exciting project and the HDC for their interest and help in seeing this award happen.

### Preservation Maintenance Ordinance Proposal - HDC

HDC members Wendy Walker and Georgette Miller explained that the Historic District Commission maintains the historic character in Roxbury and they have found that many properties are neglected. They would like an ordinance for demolition by neglect. Town Attorney Gail McTaggart researched a proposal and found that the Town of Southbury has enacted something similar. This action would require Attorney McTaggart to write an ordinance for us, the townspeople to vote to enact it, and a commission to oversee it once enacted.

Barbara Henry explained that she has mixed feeling about forcing people to do anything with their homes, especially when the homes are not within the Historic District. She noted that the Housing Rehab Grant is available in this town and some people do take advantage of it; however, this is dependent on the applicant's finances.

Russell Dirienzo reminded the group that it is difficult to fill the openings for the existing town commissions. Georgette Miller explained that this will not be a standing commission. They will address complaints and determine if neglect is economic or intentional.

James Conway noted that he thinks this is great to prevent houses from falling apart; however, in the past a blight ordinance was not well received by the public. Wendy Walker explained that this would only apply to the historic properties recorded in the Roxbury Historic and Architectural Survey book.

Barbara Henry asked that the HDC review the Southbury Ordinance and propose what they would like to see in a Preservation Maintenance Ordinance for Roxbury. She also provided a copy of a blight ordinance passed in Harwinton to use as reference for the HDC's draft ordinance. The discussion regarding this matter will continue.

### Landfill Solarization Plan & STEAP

Gary Steinman came forward to review the status of this project. Barbara Henry noted that the RFP is almost finished and ready to go out. This plan allows a municipality to create solar energy and use it in up to five municipal buildings that will amount to \$35,000 in savings per year. Additionally, renewable energy credits are saleable and will increase the Town's savings by 40%. The equipment can be leased, or purchased by applying for a STEAP Grant. The plan is for one acre, but the Town can make it bigger through several options. Other potential town property sites are being considered. Barbara Henry reported that STEAP Grants for regional efforts are being considered by the State and the Town of Washington has said they may be interested in participating in this plan.

Russell Dirienzo noted that landfills and brownfields are the preferred locations for solarization. Gary Steinman explained that the Roxbury's landfill may not be large enough; however, can be expanded beyond the one acre.

### Ratify Title VI & Policies & Procedures for Senior Bus

Barbara Henry distributed the draft Policies and Procedures for the Senior Bus and the Compliance with Title VI of the Civil Rights Act of 1964 document dated 3/15/17.

Motion by Russell Dirienzo to accept and ratify Title VI & Policies & Procedures for Senior Bus. The motion was seconded by Russell Dirienzo 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.

#### ZEO and CAZEO

John Cody will receive his certification this June. The BoS congratulated him on this accomplishment and they all agreed that he is doing a good job as ZEO/WEO.

#### Underground Storage Operators A & B

Judi Moker and the entire Pubic Works crew were certified as Underground Storage Operators A & B. Janet Morgan will serve as Operator C.

#### Bathrooms & Kitchen Hurlburt Park Bid Award

Andy Engel has been assisting in the bid reviewing process. He spoke with the low bidder (\$120,000) who did not include the kitchen cabinets in the bid. This would be an additional \$5,500. The amount of \$2,000 is included in this bid for the optional cupola.

\$103,600 is currently available to spend on this project and if the budget passes the balance of the funds will be available. The Board determined that the other bidders should be interviewed as well. Andy Engel agreed to assist in this process.

#### Revaluation Process

The Board previously discussed hiring Quality to do physical interior inspections for the upcoming full revaluation that would cost \$17,000. It was later found that the Town would not recoup the \$17,000 in taxes. James Conway stated that this would be more about updating records of the houses then recouping the funds. Barbara Henry reported that for the additional \$17,000 Quality would attempt to get into houses for inspections; however, it has been found that they will not get in to a large percentage of the houses. The town will be charged the additional fee regardless. An e-mail from Roxbury's Assessor was read aloud noting her recommendations regarding this matter.

Motion by Russell Dirienzo to not engage in the second round of interior physical revaluations at the cost of \$17,000 for 2017, seconded by Barbara Henry and carried. James Conway opposed.

#### Town Hall VOIP Phone System

Town Hall will be getting a new phone system. The current system is in need of an upgrade. The system will be leased and the cost of the Town and Senior Center overall phone service will be reduced.

#### Region 12 – AgSTEM

The School Construction Bill, which included the Ag/STEM project for Region 12 was approved by the Education Committee and the project will now move forward for a House vote, OPM and Governor Malloy's approval. James Conway would like to know when the vote occurs and who voted for and against it.

#### Budget – Roads

There has been nothing included for specific roads in the upcoming budget. Minor Bridge Road will be done this year and some chip sealing of paved roads. Falls Road should be reclaimed and repaved and will be looked at again after Minor Bridge Road is complete.

#### Special Duty – Town Police Officers

\$65 per hour is charged for the Town's police officers for Special Duty. The Town receives \$25 for the car and gas and can charge an additional \$10 for administrative work. This will bring the fee charged per hour up to \$75.

Motion by Russell Dirienzo to add \$10 for administrative cost to the charge for the Town's Police Officers for Special Duty increasing fee to \$75 per hour for non-resident functions. The residential rate will remain the same at \$50/hour. The motion was seconded by James Conway and carried unanimously.

#### Police Vehicles

\$4,225 was collected from insurance for the totaled 2005 brown police vehicle, the Town paid \$50 for salvage and Montesi's is buying it for \$300. The new Police Car will be delivered next week.

#### Selectmen's Salaries

Russell Dirienzo noted that now is a good time to ask the BoF to set the Selectmen's starting salaries for any newly elected Selectmen. The BoS needs to send the BoF a request to do this. Based on his research of salaries for other selectmen in the area of similar sized towns, newly elected First Selectmen should be in the range of \$50,000-\$60,000 per year and Selectmen should start at \$5,000-\$6,000 per year. After a Board has the years of experience, such as ours, a new person coming into either position should earn the present salary not step into it.

Motion by Russell Dirienzo to send to the BoF a recommendation to a newly elected First Selectman's starting salary at \$60,000 and any newly elected Selectmens' starting salaries at \$6,000. The motion was seconded by James Conway and carried unanimously.

#### Legislation Updates

Barbara Henry reported that they did not have the votes in the House to defer the costs of the teachers' pensions onto the towns. They are now talking about phasing this in at lower costs.

#### Fire Marshal's Report March 2017

No report

#### **OTHER BUSINESS**

N/A

#### **ADJOURNMENT**

Motion by Russell Dirienzo to adjourn at 9:15 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 SPECIAL MEETING APRIL 7, 2017 MINUTES

### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 9:00 a.m.

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

### BUSINESS

#### Hurlburt Park Pavilion Addition

Interviewed two low bidders for Pavilion Addition Project and scheduled a third interview on Monday, April 10<sup>th</sup>.

### ADJOURNMENT

Motion by James Conway to adjourn at 10:30 a.m. The motion was seconded by Barbara Henry and carried.

Respectfully submitted,

*Barbara Henry*

Barbara Henry, First Selectman

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Board of Selectmen

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

## ROXBURY BOARD OF SELECTMEN SPECIAL MEETING APRIL 10, 2017 MINUTES

### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 10:30 a.m.

Present: Barbara Henry, First Selectman; James Conway, Selectman; Jim Casali, JNC Contracting

### BUSINESS

#### Hurlburt Park Pavilion Addition

Interviewed Jim Casali of JNC Contracting regarding his bid for the bathroom/kitchen addition at the pavilion.

Motion by James Conway to award the bathroom/kitchen addition project at Hurlburt Park to JNC Contracting Associates, LLC from Bethel, CT at a cost of \$120,000 contingent upon the BOF transferring \$20,000 from the Reserve for Capital, Undesignated to the Hurlburt Park Pavilion Bathroom/Kitchen project approved in the Capital Projects budget. Second by Barbara Henry. Motion carried.

Barbara Henry to request the BOF transfer the \$20,000 at their Regular Meeting scheduled on April 18<sup>th</sup>. These funds to be reimbursed by LOCIP.

### ADJOURNMENT

Motion to adjourn by James Conway at 11:30 a.m., second by Barbara Henry. Motion carried.

Respectfully submitted,

*Barbara Henry*

Barbara Henry, First Selectman

*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 REGULAR MEETING MAY 1, 2017

### CANCELLATION NOTICE

The Regular Meeting of the BOS scheduled for Monday, May 1<sup>st</sup> at 7:30 p.m. is cancelled. A Special Meeting is scheduled for Tuesday, May 2<sup>nd</sup>.

Respectfully submitted,

*Barbara Henry*

Barbara Henry, First Selectman

04/28/2017



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

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

## ROXBURY BOARD OF SELECTMEN SPECIAL MEETING MAY 2, 2017 MINUTES

### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 p.m.  
Present: Barbara Henry, First Selectman; Russell Dirienzo and James Conway, Selectmen  
Others Present: Stephanie Maynard, Olivia Cody

### APPROVAL OF MINUTES

Regular Meeting - 4/3/17, Special Meeting - 4/7/17, Special Meeting - 4/10/17

Motion by Russell Dirienzo to approve the minutes of the Regular Meeting of 4/3/17. The motion was seconded by James Conway and carried unanimously.

Motion by Russell Dirienzo to approve the minutes of the Special Meeting of 4/7/17. The motion was seconded by James Conway and carried unanimously.

Motion by James Conway to approve the minutes of the Special Meeting of 4/10/17. The motion was seconded by Barbara Henry and carried. Dirienzo abstained.

### TAX REFUNDS FOR EXCESS PAYMENT

N/A

### COMMUNICATIONS FROM THE PUBLIC

N/A

### COMMISSIONS AND BOARDS APPOINTMENTS

ZBA, Alt. vacancy exp 12/31/2017

Motion by Russell Dirienzo to appoint Suzanne Scott to the ZBA, Alternate position vacancy exp 12/31/2017. The motion was seconded by James Conway and carried unanimously.

Board of Finance, vacancy exp 11/16/2021

This opening will be filled by the Board of Finance

### BUSINESS

Gary Lord Recognition

Tabled

Senior Project – Olivia Cody Farmer's Market

Olivia Cody came forward and presented a proposal for a Farmer's Market as her Senior Project. The proceeds would be donated to a charitable cause, this would increase farmer exposure and will be beneficial for the business district. Local artists would also be welcome to sell their work. The market would be open Friday nights from 3-7 pm, so that weekenders could stock up for the weekend. She discussed selling spots for the season or by the weekend and the possible options for a location. She feels that the field near the Market (Munson Meadow) would be a good option. The season would go from the end of June through September. Miss Cody will be the contact person throughout the season and will try to contact at least 10 vendors. She will ask the students at Shepaug to help manage the traffic as part of their community service hours. Obtaining insurance through the school will be looked into. The group discussed the different ways to advertise.



The Selectmen agreed that they thought this was a great idea and they are in favor of her moving forward with this plan. Barbara Henry asked that she be kept in the loop and noted that she would be happy to assist.

#### Bathrooms & Kitchen Hurlburt Park

All permits are in place and JNC Contracting will begin work this week. The cost will be \$127,733. \$30,000 was given to the contractor to begin work. Barbara Henry will discuss the timeline of the project with Karen Puskas as they are hoping to have the area available for the end of the year celebrations.

#### Minor Bridge Road Update

Minor Bridge Road will be closed next week. Barbara Henry will get the specific days and times. She needs to know exactly where the road will be closed so the fire department and ambulance can be correctly routed in case of an emergency. Russell Dirienzo reported all is going well and he is meeting with Grasso this week regarding overages. At that time he will also discuss the disposition of material removed from the site and stock piled at Sherman Park.

#### Preservation Maintenance Ordinance Proposal – HDC

The proposal provided by Georgette Miller was distributed to the Selectmen and reviewed. Russell Dirienzo questioned why this would not just be handled by the Building Official through the existing condemning process.

Barbara Henry clarified that this would only apply to the historic houses in the survey. Russell Dirienzo noted that he would like those included in the survey to be made aware of this.

The difficulties getting a blight ordinance passed were discussed. It was questioned whether a better written blight ordinance might be sufficient. The group agreed to continue to discuss this matter.

#### Landfill Solarization Plan RFP & 8-24

Barbara Henry reported that she sent the RFP to Gail McTaggart for review and she has several questions. Barbara Henry also has to send an 8-24 Referral to Planning regarding this proposal.

#### Region 12 – AgSTEM

Barbara Henry reported that they do not expect to see a budget approved by the legislature until October – that's the latest information she's heard. Hopefully, that will not be case.

#### Legislation Updates

There is nothing new to report. There are no answers regarding the teachers' pension, school construction or state police.

#### Fire Marshal's Report – March 2017, April 2017

The Fire Marshal's Reports were reviewed.

Motion by Russell Dirienzo to add Executive Session to the agenda to discuss Real Estate. The motion was seconded by James Conway and carried unanimously.

#### **EXECUTIVE SESSION**

Motion by Russell Dirienzo to enter into Executive Session at 8:20 p.m. The motion was seconded by James Conway and carried unanimously.

Motion by Russell Dirienzo to exit Executive Session at 8:29 p.m. The motion was seconded by James Conway and carried unanimously.

#### **ADJOURNMENT**

Motion by Russell Dirienzo to adjourn at 8:29 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 JUNE 5, 2017 MINUTES

### CALL TO ORDER

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

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

Others Present: Butch Finch, Georgette Miller and Wendy Walker

### APPROVAL OF MINUTES

#### Special Meeting – 5/2/17

Motion by Russell Dirienzo to approve the minutes of the Special Meeting of 5/2/17. 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 payments:

- John Kuenzle - \$215.46
- Ally Financial - \$243.60
- Ally Financial - \$145.36

The motion was seconded by James Conway and carried unanimously.

### COMMUNICATIONS FROM THE PUBLIC

Butch Finch came forward and discussed the policy regarding the use of the Public Works garage on the weekend. Barbara Henry asked that she be informed when the garage, barns or town equipment is being used during weekend hours. Russell Dirienzo explained the importance of communication regarding this matter.

Georgette Miller discussed flag etiquette and whether the flags should be lining the streets. The Selectman explained that the town puts them out for Memorial Day and leaves them out until July 4th to celebrate this town's patriotism.

### COMMISSIONS AND BOARDS APPOINTMENTS

#### Board of Finance, vacancy exp 11/16/2021

No discussion

#### Zoning Commission, vacancy exp 12/31/2018

Motion by Russell Dirienzo to table the appointment to the Zoning Commission, vacancy exp 12/31/2018. The motion was seconded by James Conway and carried unanimously.

#### Conservation, 4-yr term 07/01/2017 – 06/30/2021

Motion by Russell Dirienzo to reappoint Catherine Masi to Conservation, 4-yr term 07/01/2017 – 06/30/2021. The motion was seconded by James Conway and carried unanimously.

#### Conservation, 4-yr term 07/01/2017 – 06/30/2021

Motion by Russell Dirienzo to reappoint Trudy Swenson to Conservation, 4-yr term 07/01/2017 – 06/30/2021. The motion was seconded by James Conway and carried unanimously.

#### Conservation, Alt. 4-yr term 07/01/2017 – 06/30/2021

Motion by Russell Dirienzo to reappoint Joan Weller to Conservation, 4-yr term 07/01/2017 – 06/30/2021. The motion was seconded by James Conway and carried unanimously.

Recreation, 4-yr term 07/01/2017 – 06/30/2021

Motion by Russell Dirienzo to reappoint Michelle Cole to Recreation, 4-yr term 07/01/2017 – 06/30/2021. The motion was seconded by James Conway and carried unanimously.

Recreation, 4-yr term 07/01/2017 – 06/30/2021

Motion by Russell Dirienzo to reappoint Melissa Erdtmann to Recreation, 4-yr term 07/01/2017 – 06/30/2021. The motion was seconded by James Conway and carried unanimously.

Recreation, 4-yr term 07/01/2017 – 06/30/2021

Motion by Russell Dirienzo to reappoint Rob Harty to Recreation, 4-yr term 07/01/2017 – 06/30/2021. The motion was seconded by James Conway and carried unanimously.

**BUSINESS**

Motion by Russell Dirienzo to add to the agenda Proposed Property Maintenance Ordinance/Property Preservation and Conservation Ordinance. The motion was seconded by James Conway and carried unanimously.

Proposed Property Maintenance Ordinance/ Property Preservation and Conservation Ordinance

Georgette Miller and Wendy Walker came forward. It was confirmed that the Selectmen had an opportunity to review the draft ordinance. Russell Dirienzo noted his concern with getting volunteers to serve on such a Board. Ms. Miller and Ms. Walker suggested that one member from each existing land use commission serve on the Board on the occasion a property is in question.

Russell Dirienzo questioned if those who will be affected are aware of this. It was advised that those listed in the book are not yet aware of this proposal. Russell Dirienzo requested that before they go forward with bringing this to a Town Meeting they should inform those in the book about this proposal. He explained that he does not like forcing additional rules upon peoples' property; however, if those involved are in favor then he will support this.

Barbara Henry questioned the desired end result. Ms. Miller explained that this will help determine if this is a problem of economics or a problem of ego. If it is a question of economics, then perhaps there will be grants to help. Ms. Miller explained that this is a way to bring issues to the attention of those whose property has gone derelict the historic significance of their property.

Ms. Walker and Ms. Miller agreed to do a mailing or blast e-mail to those included in the Historic Book to make them aware of this proposal and poll their opinion prior to moving forward with this proposal.

Gary Lord Recognition

Tabled

AC#89 Mike Rice Resignation

Barbara Henry confirmed that the Selectmen received a copy of Mike Rice's resignation effective June 30, 2017, which is when his certifications expire. He will have been here 27 years in September and deserves recognition for the great job he has done for all those years.

Bathrooms & Kitchen Hurlburt Park Update

Barbara Henry reported that they are doing a good job getting this project done. She reported that the roof will be lowered from what was proposed to prevent covering the side air vents of the existing building's roof. The project is expected to be cleaned up outside and work to be moved to inside by the 5th grade graduation on June 14th.

Minor Bridge Road Update

It was agreed that the project has been going well. Gene Parsons has been doing a great job as the clerk of the works. The Roxbury Falls parking lot will be paved while they are paving the road for \$12,000.

Town Ordinance Land Use Fee Schedule

Barbara Henry reviewed the existing Town Ordinance Article VII. Supplemental Land Use Fees, Sec. 10-36 Fees Supplementing Other Fees of Land Use Agencies. This ordinance is regarding the charge to an applicant for expenses of any outside consultants incurred as part of processing any land use application. The Selectmen were in

agreement that they should begin implementing this ordinance and asked that the Commission Chairmen be made aware.

Landfill Solarization Plan RFP

The proposed RFP was forwarded to Gail McTaggart for her review and she asked for confirmation that this would not cost the town money. Barbara Henry is confident the Town will not incur any cost and will go forward with the RFP.

HEARTsafe Community

Roxbury met the renewal requirement of the HEARTsafe Community and was redesignated a HEARTsafe Community on May 8, 2017. The RAA was thanked for their great job in making sure the community has been educated on this topic and has provided defibrillators to all town buildings.

Governor's Budget

A note from the Selectmen has been drafted to go out with the tax bills informing the public there will be a supplemental bill if the Governor's budget passes with the additional costs for teacher's pensions.

Legislation Updates

Legislation limiting prescriptions regarding the limits of opioids has made some headway. A panel discussion will be held on June 21st to speak about opioid abuse hosted by the Prevention Council of Bridgewater, Roxbury and Washington. Jim Conway and Barbara Henry agreed that more awareness of this problem is needed.

Fire Marshal's Report – May 2017

Tabled

Barbara Henry reminded the group that property site visits by a representative for the USGS will be starting next week for improving bedrock geological mapping in Roxbury. He will show ID and visits will continue for two to three weeks.

**ADJOURNMENT**

Motion by Russell Dirienzo to adjourn at 8:33 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 JULY 3, 2017 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  
Others present: Gary Lord, Wayne Piskura, and Peter Filous

Motion by James Conway to move Gary Lord Recognition to the top of the agenda. The motion was seconded by Barbara Henry and carried unanimously.

### Gary Lord Recognition

Barbara Henry presented Gary Lord an engraved plate in recognition of the 16 years he served on the Board of Finance, 11 of which he served as Chairman. She thanked him for his service and noted that many accomplishments have been made over all those years. Gary reminisced about the years spent on the BoF and shared that he was glad he had the opportunity to serve.

### APPROVAL OF MINUTES

#### Regular Meeting – June 5, 2017

Motion by James Conway to approve the minutes of the Regular Meeting of 6/5/17. 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

#### Board of Finance, vacancy exp 11/16/2021

The BoF is meeting Wednesday to interview another candidate and then appoint someone to fill this position.

#### Zoning Commission Alt, vacancy exp 12/31/2018

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

#### Planning Commission, vacancy exp 11/22/2017

Motion by Barbara Henry to table the appointment to the Planning Commission, vacancy exp 11/22/2017. The motion was seconded by James Conway and carried unanimously.

#### Planning Commission, vacancy exp 11/19/2019

Motion by Barbara Henry to table the appointment to the Planning Commission, vacancy exp 11/19/2019. The motion was seconded by James Conway and carried unanimously.

#### Inland Wetlands Commission Alt., vacancy exp. 08/31/2019

Barbara Henry read aloud a letter of resignation from Rose Loya, which the BOS accepted and thanked Rose for the time given to the IWC.

Motion by Barbara Henry to table the appointment to the Inland Wetlands Commission Alt., vacancy exp. 08/31/2019. The motion was seconded by James Conway and carried unanimously.

Special Constable (RC88) 1 Yr. 06/01/2017 – 05/31/2018

Motion by James Conway to appoint Kurt Yovan as Special Constable (RC88) 1 Yr. 06/01/2017 – 05/31/2018. The motion was seconded by Barbara Henry and carried unanimously.

Special Constable (RC90) 3 mo 06/01/17 – 09/04/2017

Motion by James Conway to appoint Barbara Henry as Special Constable (RC90) 3 mo 06/01/17 – 09/04/2017. The motion was seconded by Barbara Henry and carried unanimously.

Special Constable (RC91) 3 mo 06/01/2017 – 09/04/2017

Motion by James Conway to appoint Russell Dirienzo as Special Constable (RC91) 3 mo 06/01/2017 – 09/04/2017. The motion was seconded by Barbara Henry and carried unanimously.

Motion by Barbara Henry to add to the agenda appointment of Special Constable (RC93) 1 Yr. 06/01/2017 – 05/31/2018. The motion was seconded by James Conway and carried unanimously.

Special Constable (RC93) 1 Yr. 06/01/2017 – 05/31/2018

Motion by Barbara Henry to appoint James Conway as (RC93) 1 Yr. 06/01/2017 – 05/31/2018. The motion was seconded by James Conway and carried unanimously.

Town Historian

Patrick Roy would like to resign as the Town Historian, but will stay on until a replacement can be found. Jim Kelly has expressed interested in this position. Barbara Henry agreed to further discuss this with Jim Kelly.

Motion by James Conway to table the appointment of Town Historian. The motion was seconded by Barbara Henry and carried unanimously.

LLA Law Enforcement Personnel – 8 Officers & 5 Assistants

Motion by James Conway to appoint the following LLA Law Enforcement Personnel:

8 Officers; John Puglisi, Kevin Brooks, Chris Rosado, Sean Flynn, Matthew Donadio, Mitchell Heller, Aaron Blank, and Brian Flanagan & 5 Assistants; Nicholas Puglisi, Charles Weeks, Stephen Lyons, Nicholas Sandone, Conor Donadio.

The motion was seconded by Barbara Henry and carried unanimously.

**BUSINESS**

Gary Lord Recognition

See above.

Conservation Education Proposal/POCD

Peter Filous reported on the meeting he attended with the CoG. He explained that the CoG encourages plans such as Smart Growth and they offer a primary funding area to encourage such housing plans. Barbara Henry reported that Gary Steinman came forward regarding the Conservation Commission surveying the community about alternative housing. She responded noting that the PoCD will be due to be updated within the next few years and this should be considered to be included. She suggested that the Planning Commission be the lead in this process with the Conservation Commission a contributor.

James Conway questioned the status of the review of the PoCD by the Planning Commission. Peter Filous reported that they have considered it and that Smart Growth was a huge part of this. There is not very much expected to change.

James Conway encouraged the Planning Commission to provide direction using public input regarding common interest ownership, smaller lots and shared driveways. It was agreed that this discussion got off track somewhere along the way.

Barbara Henry advised that the Planning Commission is the lead for the PoCD, but may require assistance in bringing the public in as participants. The Conservation Commission may serve very well for this purpose. The Selectmen asked Peter Filous to provide the Conservation Commission direction in their desire to educate/survey the public during the PoCD process.

#### Opioid Action with City of Waterbury

A note from the Mayor of Waterbury to the Director of CCM was read aloud. The Simmons, Hanley and Conroy law firm has offered to represent Waterbury and surrounding towns in a joint action lawsuit at no cost against the pharmaceutical companies with regard to the opioid problem. Barbara Henry asked the Selectmen for permission to discuss this further with Mayor O'Leary to understand what is actually included in the lawsuit and report back to the BoS to determine whether Roxbury would like to join.

#### Bathrooms & Kitchen Hurlburt Park Update

The contractor working on this project has advised that the roof on the original building is in need of replacement. This is expected to cost about \$14,000. The venting of the stove is also under consideration. The siding has been changed to Boral, which was recommended by the contractor and approved by Andy Engel. The stairs were changed to a regular staircase.

#### Pavilion Rental Fees

The current rental fee for the pavilion is \$50. A children's' party under the age of 10 has not been charged this fee, but does have to provide an insurance certificate. It was agreed that an increase in the rental fee should be considered due to the new additions to the pavilion. Barbara Henry provided the Selectmen with surrounding towns' fees to be reviewed and further discussed.

#### Minor Bridge Road Update

This project is complete. The original bid was \$607,000, however, there were \$71,000 in change orders which is approximately \$20,000 over the estimated budget of \$650,000. Barbara Henry noted that Gene Parsons did a wonderful job as the Clerk of the Works.

#### 8-24 Referral – Minor Bridge Road

The Planning Commission approved this project as consistent with the PoCD and it received a favorable recommendation at their last meeting.

#### 8-24 Referral – Solar Array on Closed Landfill

The Planning Commission approved this project as consistent with the PoCD and it received a favorable recommendation at their last meeting.

#### Speeding Issues

Barbara Henry has asked the police to sit in the areas of South Street and River Road as there have been complaints about speeding. Signs warning to drive slow and of a bus stop ahead have been requested and will be installed.

#### Legislation Updates

There is no State budget yet; however, revenue to the Town in the amount of approximately \$30,000 has been cut in the latest Governor's budget.

#### Fire Marshal's Report – May, June 2017

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

Motion by James Conway to add to the agenda fee schedule for proposed Zoning Treehouse regulations. The motion was seconded by Barbara Henry and carried unanimously.

#### Proposed Tree House Regulation Fee Schedule

James Conway distributed a draft of the proposed Zoning Treehouse Regulations for review.

Motion by Barbara Henry to approve the proposed fee schedule for tree houses. The motion was seconded by

James Conway and carried unanimously.

Motion by Barbara Henry to add to the agenda Police Activities. The motion was seconded by James Conway and carried unanimously.

Police Activities

A report of police activities was reviewed. Barbara Henry noted that an open house for Mike Rice's retirement was held at Town Hall and was well attended. Officer Jim Fasano was offered a position in Cheshire and may need to reduce his current hours. Donatella Jones may be willing to cover the additional hours.

**ADJOURNMENT**

Motion by Barbara Henry to adjourn at 9:05 p.m. The motion was seconded by James Conway and carried unanimously.

Respectfully submitted,

*Tai Kern*

Tai Kern, Secretary

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# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

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

## ROXBURY BOARD OF SELECTMEN REGULAR MEETING AUGUST 7, 2017 MINUTES

### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:36 p.m.  
Present: Barbara Henry, First Selectman; Russell Dirienzo, and James Conway, Selectmen

### APPROVAL OF MINUTES

#### Regular Meeting – July 3, 2017

Motion by James Conway to approve the minutes of the Regular Meeting of 7/3/17. The motion was seconded by Barbara Henry and carried. Dirienzo abstained.

### TAX REFUNDS FOR EXCESS PAYMENT

Motion by Russel Dirienzo to add the following two tax refunds to the agenda:

- Lawrence Wagner - \$29.98
- Carol Stearns - \$42.42

The motion was seconded by James Conway and carried unanimously.

Motion by James Conway to approve the following tax refunds for excess payment:

- Stuart Ross - \$962.19
- Edwin Schulman - \$31.46
- Angelo Ralph Corbo - \$4,673.51
- Jim Stanton - \$76.54
- Joel Einhorn - \$37.80
- Rob Hibbard - \$11.40
- Evelyn Williams - \$24.35
- Lawrence Wagner - \$29.98
- Carol Stearns - \$42.42

The motion was seconded by Russell Dirienzo and carried unanimously.

### COMMUNICATIONS FROM THE PUBLIC

N/A

### COMMISSIONS AND BOARDS APPOINTMENTS

#### Zoning Commission Alt, vacancy exp 12/31/2018

Motion by Russell Dirienzo to table the appointment to the Zoning Commission Alt, vacancy exp 12/31/2018. The motion was seconded by James Conway and carried unanimously.

#### Planning Commission, vacancy exp 11/22/2017

#### Planning Commission, vacancy exp 11/19/2019

The Planning Commission appoints their own until the election is held. Lisa Richardson and Kristine Cody are expected to be appointed at the next Planning Meeting.

#### Library Director/Trustee – vacancy exp 11/22/2017

Kathleen Keefe has been endorsed by both parties for the November election.

Motion by James Conway to appoint Kathleen Keefe as the Library Director/Trustee – vacancy exp 11/22/2017. The motion was seconded by Russell Dirienzo and carried unanimously.

### Board of Finance

Barbara Henry reported that John Hopkins was appointed by the Board of Finance to replace Gary Lord.

### Town Historian

Motion by James Conway to table the appointment of Town Historian. The motion was seconded by Russell Dirienzo and carried unanimously.

### Lake Lillinonah Authority – two appointments

Motion by James Conway to appoint Kelsey Sullivan and Tommy Robbins to the Lake Lillinonah Authority. The motion was seconded by Russell Dirienzo and carried unanimously.

## **BUSINESS**

### Opioid Action with City of Waterbury

This lawsuit that the City of Waterbury will involve the manufacturers and their misrepresentations. The hope is to obtain funds to set up programs to help with the epidemic. She confirmed that this will be at no cost to the Town of Roxbury. There are quite a few towns involved as well as CCM.

Motion by Russell Dirienzo to join in the opioid action with the City of Waterbury. The motion was seconded by James Conway and carried unanimously.

### Blue Star Memorial Marker Program

Adrienne Caruso came to see Barbara Henry regarding this program to place markers along state roads to honor members of the armed forces. She asked if the Town would participate in this program and coordinate it with a Veteran's Day program in Roxbury. The Selectmen agreed that the Town should take part in this program.

### Bathrooms & Kitchen Hurlburt Park Update

Barbara Henry and James Conway noted that this project has seemed to stall. Barbara Henry has discussed the need to finish this project with the contractor and he advised that the project will be complete by August 31st. It was noted that the appliances need to be ordered asap.

### Pavilion Rental Fees

The Selectmen agreed that the fee will remain \$50 for the use of the pavilion alone and will increase to \$100 for the rental of the pavilion with the use of the kitchen/bathrooms.

Motion by Russell Dirienzo set new fee of \$100 for use of pavilion with the kitchen/bathrooms, the fee shall remain \$50 for the use of the pavilion alone and \$25 for a child's party under age 10 for the pavilion alone, effective September 1st. The motion was seconded by James Conway and carried unanimously.

### Legislation Updates

No update, no budget yet.

### Fire Marshal's Report - July 2017

The group reviewed the July 2017 report.

## **OTHER BUSINESS**

A motion was made by Russell Direinzo to add to the agenda Gazebo in Munson Meadow, Emergency Services, and Granny Pods. The motion was seconded by James Conway and carried unanimously.

### Gazebo

Barbara Henry reported that Mark Lowe spoke with her regarding the Recreation Commission's proposal for a gazebo in Munson Meadow. The Selectmen agreed that the kitchen project and reconfiguration of the fields at Apple Lane will need to be completed prior to considering this proposal.

### Emergency Services

EMTs and Firemen volunteers are aging and younger members are needed. Brien Cartagena suggested a training session for the public works personnel to drive the trucks when needed while they are working in town. Russell Dirienzo noted that the idea of a regional emergency services should be considered. Barbara Henry will be asking

the town's police officers if they would be interested in taking the EMT class coming up in September. The Selectmen agreed that this was a good idea.

#### Granny Pods

James Conway reported that both the Planning and Zoning Commissions have voted to opt out of this proposal. The Selectmen will need to determine whether they agree and a public hearing must be set prior to October when the law goes into effect.

#### **ADJOURNMENT**

Motion by Russell Dirienzo to adjourn at 8:22 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 SEPTEMBER 5, 2017 MINUTES

### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:34 p.m.

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

### APPROVAL OF MINUTES

Regular Meeting – August 7, 2017

Motion by Russel Dirienzo to approve the minutes of the Regular Meeting of 8/7/17. The motion was seconded by James Conway and carried unanimously.

### TAX REFUNDS FOR EXCESS PAYMENT

Motion by Russell Dirienzo to add a tax refund to Corelogic Tax Services in the amount of \$269.05 to the agenda. The motion was seconded by James Conway and carried unanimously.

Motion by Russell Dirienzo to approved the following tax refunds:

- Toyota Lease Trust - \$102.95
- Honda Lease Trust - \$172.43
- Daimler Trust - \$158.92
- Financial Ser Veh Trust - \$131.41
- Ann S. Finn - \$169.53
- Frank Martinelli - \$35.58
- Honda Lease Trust - \$10.80
- Patrick O'Rourke - \$24.10
- Corelogic Tax Services - \$269.05

The motion was seconded by James Conway and carried unanimously.

### COMMUNICATIONS FROM THE PUBLIC - N/A

### COMMISSIONS AND BOARDS APPOINTMENTS

Zoning Commission Alt, vacancy exp 12/31/2018

Tabled

Planning Commission, vacancy exp 11/22/2017

Tabled

Inland Wetlands Alternate, vacancy exp 8/31/2019

Tabled

Town Historian

Tabled

### BUSINESS

Roxbury Responds to Harvey Relief Efforts

A lot of can and bottle recyclables came in to benefit Harvey Relief. Roxbury is also joining efforts with Danbury, CT to support Danbury, TX. Suzie Burmann is assisting with collections in Town Hall that will be brought to Danbury, CT. Those interested can also make donations to Roxbury Responds for Harvey relief.

#### September 11 Town Observance

The churches will toll the bells while there is a town-wide moment of silence. The BOX will ask that the townspeople do a good deed in remembrance of those who lost their lives and for the families affected 16 years ago on this date.

#### Opioid Action with City of Waterbury

Roxbury is joining in this lawsuit against the pharmaceutical companies along with many other towns. The firm representing this matter is doing this on contingency with no cost to the towns.

#### CIRMA Member's Equity Distribution

A check for \$3,832 was received this year. Barbara Henry suggested that another speed sign is purchased with these funds. The Selectmen agreed.

#### Temporary Health Care Structures

The Zoning Commission will hold a public hearing and vote regarding opting out of the new Temporary Health Care Structures law. The BoS will then meet to vote on this matter before October 1st when the law is to go into effect. It was noted that most towns have decided not to opt out as they do not feel that these structures will be utilized. A Special Meeting of the BoS will be held September 26th at 7:15 p.m. to vote on this matter.

#### Center Line Rumble Strips Wellers & Painter Hill Roads

Barbara Henry will request that the State add rumble strips to a quarter mile on Painter Hill and the backside of Wellers. The DoT will meet regarding this request on September 12th.

#### Bathrooms & Kitchen Hurlburt Park Update

The appliances have been ordered through Lowe's at a discount. This week the bathroom fixtures will be installed and lastly the floors will be painted. It was agreed that this has taken quite a bit of time and the contractor has not been out there daily. The Selectmen additionally noted that the softball fence has not yet been installed by the Recreation Commission members and perhaps future projects like this should be contracted out.

#### Hazardous Waste Collection Day

Roxbury has joined with New Milford for this collection. Sean Murphy will be coordinating.

#### EMS 50th Celebration

This event will take place on September 17th. Barbara Henry reviewed the agenda for the event with the Selectmen.

#### Volunteer Recognition/Pavilion Dedication/Tractor Parade

It was agreed that these events should be held separately.

#### Town Meeting Date

A town meeting must be held for the BoF to transfer \$38,000 to the Town Aid Road Fund and a special Trust Fund must be set up for the emergency services personnel's \$1000 annuity as an amendment to the "The Volunteer Fire & Ambulance Personnel Tax Abatement and Award Plan Ordinance." The BoS set a Special Town Meeting date of September 27<sup>th</sup> at 7:30 pm.

#### Falls Road Paving Project

Barbara Henry reviewed the invitation to bid for this project that will be posted in tomorrow's newspaper. The bid opening will be on September 20th

#### Legislation Updates

Nothing new to report.

#### Fire Marshal's Report

August 2017 - distributed.

**OTHER BUSINESS**

N/A

**ADJOURNMENT**

Motion by Russell Dirienzo to adjourn at 8:23 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 SPECIAL MEETING SEPTEMBER 26, 2017 MINUTES

### CALL TO ORDER

B. Henry called the meeting to order at 7:15 p.m.

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

### BUSINESS

#### Vote a position on the Temporary Healthcare Structures as outlined in SB 922 An Act Concerning Temporary Healthcare Structures

J. Conway explained that both Planning and Zoning have voted to opt out of the need for this bill in Roxbury. Zoning held the required Public Hearing before their vote at their Regular Meeting in September. Planning voted in September at their Regular Meeting.

Motion by R. Dirienzo, second by J. Conway to opt out of the Temporary Healthcare Structures as outlined in SB 922. Members felt Roxbury has lenient accessory apartment regulations among other issues. Motion carried.

#### Award Falls Road Reclaiming & Repaving Bid

B. Henry relayed that 4 businesses bid on the above-referenced project with \$170,000 (Grasso) being the low bid and \$299,999 (Asphalt Repair) the high bid. The second low bid (S&S Paving) was \$170,376.98. On the schedule of values Grasso had \$45/ton for 1-1/4" aggregate and \$85/ton for 2-3" stone/ton under guardrails. S&S had \$28.60/ton for the aggregate and \$61.50/ton for the 2-3" stone. Grasso said those items were not included in the lump sum bid and S&S said they were included in the lump sum bid. With this information it was determined to award the bid to S&S Paving.

Motion by R. Dirienzo, second by J. Conway to award the Falls Road Reclaiming & Repaving Bid to S&S Paving contingent upon the project being approved at the Special Town Meeting scheduled for Wednesday, September 27<sup>th</sup>. Motion carried.

### ADJOURNMENT

Motion to adjourn by J. Conway, second by R. Dirienzo at 7:25 p.m. Motion carried.

Respectfully submitted,

*Barbara Henry*

Barbara Henry, Acting Clerk

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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 OCTOBER 2, 2017 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

A moment of silence was held for the victims and families of the Las Vegas tragedy.

### APPROVAL OF MINUTES

#### Regular Meeting – September 5, 2017

Motion by James Conway to approve the minutes of the Regular Meeting of 9/5/17. The motion was seconded by Barbara Henry and carried unanimously.

#### Special Meeting – September 26, 2017

Motion by James Conway to approve the minutes of the Special Meeting of 9/26/17. The motion was seconded by Barbara Henry and carried unanimously.

### TAX REFUNDS FOR EXCESS PAYMENT

Motion by James Conway to approve the following tax refunds:

- Ally Financial - \$23.28
- Arthur Wallander/Barbara Spencer - \$18.80
- Honda Lease Trust - \$58.51
- Honda Lease Trust - \$14.27
- Heidi Pettersen - \$9.61
- Daimler Trust - \$123.37

The motion was seconded by Barbara Henry and carried unanimously.

### COMMUNICATIONS FROM THE PUBLIC

N/A

### COMMISSIONS AND BOARDS APPOINTMENTS

#### Zoning Commission Alt, vacancy exp 12/31/2018

Tabled

#### Planning Commission, vacancy exp 11/22/2017

Tabled

#### Inland Wetlands Alternate, vacancy exp 8/31/2019

Tabled

#### Conservation Commission, vacancy exp 06/30/2021

Tabled

#### Town Historian

Tabled



## **BUSINESS**

### Falls Road Paving Project

This bid was awarded to S&S Asphalt. S&S will provide a discount of \$6,815.08 if the project is held until the spring. It was determined that this may be a good idea due to the hold up on the State budget. It was agreed that the project will be rebid for the spring.

### Botsford Hill Road Culvert Mitigation

The NW Hills CoG has a grant available for engineering assistance for which Roxbury is eligible. An engineer will go out and assess what needs to be done. There are additional funding opportunities that are being looked into with regards to this project.

### Pavilion Rental Fees – Non-profits

Requests for renting the pavilion without the kitchen are being received. It was agreed that the rental fees for the pavilion rental with only the bathrooms will be \$75. It was agreed that non-profits should now have to pay the fee for the use of the pavilion due to the town having to pay to clean bathrooms etc. weekly.

### Bathrooms & Kitchen Hurlburt Park Update

The handicap parking spot requires paving and the step in the back needs to be adjusted per the Building Official. A full water test, as required by the Health Department, must be done as well. Barbara Henry will confirm that the bathrooms can be open for a crowd of up to 250 people. The Conways have agreed to open and close the bathrooms daily.

### Hazardous Waste Collection Day

Sean Murphy represented Roxbury and reported that quite a few people came to collection day. The exact numbers are not yet available.

### Sustainable CT

Barbara Henry reported on a CCM conference regarding this topic. There is a point system that can work toward earning grants; regardless, this is a good thing in which to participate to save energy and beef up recycling efforts. Roxbury participated in a pilot program workshop for this. The Institute for Sustainable Energy and CCM are looking to launch the program in November.

The Town of Monroe has offered Roxbury the opportunity to purchase electricity from their panels at 6 cents/kwh. The current Roxbury solar project is not coming together, however we will continue to try and make it work and look at the RFP's if there is a response. The Selectmen agreed to work with Monroe regarding the purchase of solar energy.

### Roxbury Responds – Hurricane Relief Efforts

\$548.12 was collected in August that will be forwarded to the American Red Cross for Hurricane Harvey relief in Texas. The Selectmen discussed options for Puerto Rico and Florida relief.

### Volunteer Recognition/Pavilion Dedication

A formal pavilion dedication will be in the spring along with a volunteer recognition.

### Legislation Updates

N/A

### Fire Marshal's Report – September 2017

N/A

## **OTHER BUSINESS**

Motion by James Conway to add transfer station to the agenda. The motion was seconded by Barbara Henry and carried unanimously.

Transfer Station

James Conway reported that the Town of Morris received a grant to put up a shed to be used as a swap shack at the transfer station to cut down on bulky waste. It was agreed that this is recycling at its best and should be further considered. Possibly a membrane structure will be purchased for this use. We currently have a swap table but we should work to build on that.

Motion by James Conway to add Public Works Flatbed to the agenda. The motion was seconded by Barbara Henry and carried unanimously.

Public Works Flatbed Truck

The PW Flatbed Truck is in need of replacement. The Town switched to all Chevys, but some feel it is better to go with a Ford vehicle. PW would also like a tool box on the back to carry chainsaws and other tools. James Conway suggested that a dump truck would come in better use than a flatbed. He also noted that he has always had Fords. Barbara Henry asked that he speak with the PW crew and decide what should be purchased – a flatbed or dump body. She will bid out a cab and chassis by GVW.

**ADJOURNMENT**

Motion by James Conway to adjourn at 8:29 p.m. The motion was seconded by Barbara Henry 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 NOVEMBER 6, 2017 MINUTES

### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:31 p.m.  
Present: Barbara Henry, First Selectman; Russ Dirienzo and James Conway, Selectmen

A moment of silence was held for Dave Beglan who passed away last week. Barbara Henry noted that he served many years on various Board and Commissions (70+ combined) as a fireman and most notably for the Roxbury Land Trust. He loved Roxbury. The Selectmen expressed their thanks and appreciation for all his service to Roxbury's community.

### APPROVAL OF MINUTES

Regular Meeting – October 2, 2017

Motion by James Conway to approve the minutes of the Regular Meeting of 10/02/17. The motion was seconded by Barbara Henry and carried. Dirienzo abstained.

### TAX REFUNDS FOR EXCESS PAYMENT

Motion by James Conway to approve the following tax refunds:

- Victor Geraci - \$7.10
- Victor Geraci - \$104.94
- Toyota Lease Trust - \$210.17
- Leo Grepin - \$31.18

The motion was seconded by Russell Dirienzo and carried unanimously.

### COMMUNICATIONS FROM THE PUBLIC

Olivia Cody came forward and reported on her Senior Project of the Farmers Market. She reported that it was very busy early in the season and she received a good response from the townspeople. There is an interest in doing this again next year and hopes someone else will step in and organize the project in the years going forward. Over \$700 was raised for Roxbury to put towards a good cause. She asked the Selectmen for their suggestions regarding this project going forward. The idea of adding more local artisan items was suggested. The Selectmen thanked Miss Cody for all her efforts.

### COMMISSIONS AND BOARDS APPOINTMENTS

Motion by Russell Dirienzo to add to the agenda the appointment of NWCTPS. The motion was seconded by James Conway and carried unanimously.

NWCTPS 1/1/18- 12/31/20

Motion by Russell Dirienzo to appoint Bernie Meehan to NWCTPS 1/1/18- 12/31/20. The motion was seconded by James Conway and carried unanimously.

Zoning Commission Alt, vacancy exp 12/31/2018

Tabled

Planning Commission, vacancy exp 11/22/2017

Tabled

Inland Wetlands Alternate, vacancy exp 8/31/2019

Tabled

Conservation Commission Alternate, vacancy exp 06/30/2021

Tabled

Municipal Agent/Social Services/Veterans' Coordinator – 12/01/2017-11/30/2021

Motion by James Conway to reappoint Jerrilynn Skene-Tiso as Municipal Agent/Social Services/Veterans' Coordinator – 12/01/2017-11/30/2021. The motion was seconded by Russell Dirienzo and carried unanimously.

Town Historian, vacancy exp 11/30/18

Motion by Russell Dirienzo to appoint Kurt Yovan as the Town Historian. The motion was seconded by James Conway and carried unanimously. Patrick Roy was thanked for his prior service. He had to step down due to time constraints.

**BUSINESS**

Plan of Conservation & Development

Peter Filous came forward and noted that the PoCD update is due February 2020. He referred to a memo he wrote recommending the formation of a steering committee involving members from each land use commission beginning February 2018. He discussed some items to be considered as part of this process including increasing the village zone, affordable housing considerations and special exceptions for local businesses.

American Red Cross

Barbara Henry reported that the American Red Cross called regarding funds the Town sent for Hurricanes Harvey and Irma relief and noted how much they appreciated Roxbury's efforts.

Roxbury Responds – Hurricane Relief Efforts

The reason Roxbury did not get involved with Puerto Rico or Mexico is because the Governor had advised that they would only accept money but there were questions as to where. Kovacs Construction in Oxford will be shipping a container in the next weeks to Dominica for which Roxbury will be joining in the effort and collecting food, first aid and hygiene items.

Falls Road Paving Project

This project is going to begin this week. Additionally, they will pave the handicap parking and access at the pavilion.

Plow for PW Flat Bed Truck

Barbara Henry suggested that the BoS ask for funds from the BoF to purchase a plow to go with the flat bed truck we are replacing. James Conway noted that the Town has eight trucks, which seems like enough. Russ Dirienzo agreed that the Town may be over equipped. Barbara Henry explained that these trucks are needed and used and this truck was approved in the Capital plan for upgrade.

Botsford Hill Road Culvert Mitigation

Barbara Henry has made request to an engineer to assist with this grant. It was agreed that as part of this project Botsford Hill Road should be realigned with Route 67.

Hazardous Waste Collection Day

Tabled

Town Police Holiday Policy

Currently per Town Policy part-time employees are paid for holidays, if the holiday falls on their scheduled workday. The Town Police are questioning how this policy applies to them. Russell Dirienzo noted that the intent of this policy was for Town Hall employees who are unable to work on the holiday because Town Hall is closed. Jim Conway noted that he does not mind paying the police to work on a holiday. He suggested that, if the police work on a holiday, they receive time and a half pay. If they don't work, they do not get paid. The Selectmen asked to see the surrounding town's policies regarding this matter but would suggest what was proposed.

Sustainable CT

Tabled

CCM Conference

The Selectmen were invited to attend the CCM Conference on November 28<sup>th</sup> and 29<sup>th</sup>.

Legislation Updates

The budget passed and was signed by the Governor. The teachers' pensions were not included.

Fire Marshal's Report – September, October 2017

The Fire Marshal's Reports for September and October were reviewed and accepted.

Motion by Russell Dirienzo to add to the agenda resignation of Tai Kern and an Executive Session regarding police. The motion was seconded by James Conway and carried unanimously.

Resignation of Tai Kern

The Selectmen accepted the resignation of Tai Kern with regret but with thanks and much appreciation for her years of work with the town. Her level of involvement with many boards, commissions and residents gave her keen insight on what was going on in town. She will be missed and hard to replace. The Selectmen wished her luck in her future endeavors.

Police

Motion by Russell Dirienzo to enter into Executive Session at 9:10 pm to discuss police. The motion was seconded by James Conway and carried unanimously.

Motion by Russell Dirienzo to exit executive session at 9:25 pm. The motion was seconded by James Conway and carried unanimously.

No action was taken.

**ADJOURNMENT**

Motion by James Conway to adjourn at 9:25 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 DECEMBER 4, 2017 MINUTES

### CALL TO ORDER

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

Barbara Henry took a moment to welcome Julie Cady as the Land Use Clerk for the town of Roxbury. She noted Ms. Cady will also be taking meeting minutes for the Board of Selectmen, Planning Commission, Inland Wetlands & Watercourse Commission, Zoning Board of Appeals, and Board of Finance. Barbara Henry stated five applicants were interviewed by herself and Karen Eddy, with both separately choosing the same person. She also noted Ms. Cady's experience, and that she would be good fit for the town.

### APPROVAL OF MINUTES

Regular Meeting- November 6, 2017

Motion was made by Russ Dirienzo to approve the minutes of the Regular Meeting of 11/06/17. The motion was seconded by James Conway and carried unanimously.

### TAX REFUNDS FOR EXCESS PAYMENT

Motion was made by Russ Dirienzo to approve the following tax refunds:

- Victor Geraci- \$7.10
- John Galinski- \$109.34
- Daimler Trust- \$348.87

The motion was seconded by James Conway and carried unanimously.

### COMMUNICATION FROM THE PUBLIC

Barbara Henry noted there were no communications from the public.

### COMMISSIONS & BOARDS APPOINTMENTS/OTHER

Zoning Commission, vacancy exp 12/31/2018

Tabled

Planning Commission, vacancy exp 11/22/2017

Barbara Henry stated Renee David had filled the Planning Commission vacancy.

Inland Wetlands Commission, vacancy exp 08/31/2019

Tabled

Conservation Commission, vacancy exp 06/30/2021

Tabled

Council on Aging, vacancy exp 12/31/2019

Motion was made by Russ Dirienzo to appoint Carol Goodwin to the Council on Aging. The motion was seconded by James Conway and carried unanimously.

Emergency Management Director, 4-yr term 01/01/2018 – 12/31/2021

Barbara Henry stated this was filled in November by the BOS with Bernie Meehan.

Historic District Commission, 4-yr term 01/01/2017-12/31/2021

Motion was made by Russ Dirienzo to appoint Wendy Walker to the Historic District Commission. The motion was seconded by James Conway and carried unanimously.

Historic District Commission, 4-yr term 01/01/2017-12/31/2021

Motion was made by Russ Dirienzo to appoint Jack Huber to the Historic District Commission. The motion was seconded by James Conway and carried unanimously.

Roxbury Museum Commission 4-yr term 12/01/2017-11-30-2021

Motion was made by Russ Dirienzo to appoint Laura Miller to the Roxbury Museum Commission. The motion was seconded by James Conway and carried unanimously.

Roxbury Tree Warden, 1-yr term 12/01/2017-11/30/2018

Motion was made by Russ Dirienzo to appoint David Gardener as the Roxbury Tree Warden. The motion was seconded by James Conway and carried unanimously.

Roxbury Tree Warden, Asst. 1-yr term 12/01/2017-11/30/2018

Motion was made by Russ Dirienzo to appoint Butch Finch as the Assistant Roxbury Tree Warden. The motion was seconded by James Conway and carried unanimously.

Zoning Board of Appeals, 4-yr term 01/01/2018 -12/31/2021

Motion was made by Russ Dirienzo to appoint Judith Kelly to the Zoning Board of Appeals. The motion was seconded by James Conway and carried unanimously.

Zoning Board of Appeals, 4-yr term 01/01/2018 -12/31/2021

Motion was made by Russ Dirienzo to appoint Nanette Falkenberg to the Zoning Board of Appeals. The motion was seconded by James Conway and carried unanimously.

Zoning Board of Appeals, Alt., 4-yr term 01/01/2018 -12/31/2021

Motion was made by Russ Dirienzo to appoint Douglas Lewis as an Alternate to the Zoning Board of Appeals. The motion was seconded by James Conway and carried unanimously.

Zoning Board of Appeals, Alt., 4-yr term 01/01/2018 -12/31/2021

Motion was made by Russ Dirienzo to appoint Suzanne Scott as an Alternate to the Zoning Board of Appeals. The motion was seconded by James Conway and carried unanimously.

**BUSINESS**

Ratify Police Holiday Policy eff, 11/01/2017

Currently per Town Policy part-time employees are paid for holidays that fall on days they are normally scheduled to work. The Town Constables are questioning how this applies to them. Barbara Henry stated that this has never been questioned before; however; there has never been the current number of Constables in the Town before, and this has never come up. Barbara Henry stated that she would like Constables to work on the days they are scheduled, because they are not in the Town Hall for their entire shift, and that she considers them to work under Public Safety, rather than the Town Hall. Barbara Henry proposed to update the personnel policy giving the Constables the option of working or not working on a Town holiday. If they choose to work, they will get paid time and a half. If they choose not to work, they will get paid regular pay. There was discussion about allowing the constables to choose what holidays they wished to work, versus the Town retaining the right to dictate what holidays they might need the Constables to work (i.e. Fourth of July), and the need to be flexible to the Town's needs. Russ Dirienzo wanted Barbara Henry to have the flexibility to say when we need them to work on a Holiday.

Roxbury Responds- Hurricane Relief Efforts

Barbara Henry stated thank you notes were received from the Red Cross for the money donated to Hurricane's Harvey and Irma relief. She stated goods were also collected to go to the Hurricane Harvey relief with the Town of Danbury. Items were also collected and given to Kovacs Construction in Oxford, who shipped them in 55-gallon drums to Dominica. Appreciation of the resident's donations was expressed.

#### Falls Road Paving Project

Barbara Henry stated that the paving project on Falls Road came out beautifully, and noted even drains which were missing tops were covered. Total cost of the project came in at \$170,376.98.

#### Pavilion Update

Barbara Henry stated the Pavilion is done and came out very nice. A temporary Certificate of Occupancy was issued, since handicap access still needs to be completed. It was noted that additional pieces of slate were needed for the chimney and a piece to repair the cracked pieces on the existing hearth, and that countertops/cabinets will still be needed.

#### Botsford Hill Culvert Mitigation

Barbara Henry stated she shared a report with the Selectmen on the status of the Botsford Hill Culvert. The report was paid for by a grant from the NWHills COG. Russ Dirienzo stated that based on the report something would have to be done sooner rather than later. It was decided to use the information in the report, which was completed by Lenard Engineering, to go out to bid for an engineering plan for a new culvert replacement.

#### Landfill Solar RFP Update

Barbara Henry stated that there were no responses to the RFP. There was discussion that under the current CT legislation, the costs could be prohibiting contractors from submitting proposals. Barbara Henry will continue to look at other available options.

#### Hazardous Waste Collection Day

Barbara Henry reported that there were 56 residents from Roxbury who participated in this year's HHWD. The number of participants was down from two years ago. Our share of the \$46,617.37 fee for this service was 6.02% or \$3,015.07. We participate with the towns of Bridgewater, Brookfield, Kent, New Milford, Sherman, Warren and Washington.

#### Sustainable CT

Barbara Henry reported that Roxbury was one of two towns to win a lunch for 15 people from the Institute for Sustainable Energy. They will come to TH to discuss Sustainable CT and how the program might work in our community. A Resolution needs to be passed in order to participate. After passing the resolution a participating community may choose actions from a flexible menu of options to achieve points towards certification to be a thriving and resilient community. Roxbury was part of the pilot program. Barbara Henry will have the resolution for the January meeting.

#### Legislation Updates

Even though the state budget passed and was signed by the Governor, he will be taking \$91M back out of municipal aid. So far we are still receiving what was budgeted for TAR and LOCIP; but time will tell.

#### 2018 Holiday Schedule

Motion by Russ Dirienzo to approve the 2018 Holiday Schedule. The motion was seconded by James Conway and carried unanimously.

#### 2018 Meeting Schedule

Motion was made by James Conway to approve the BOS 2018 Meeting Schedule. The motion was seconded by James Conway and carried unanimously.

#### Fire Marshal's Report

There was no Fire Marshal's report for November 2017 received.

#### **OTHER BUSINESS**

Motion by Barbara Henry to add Clean Energy Community and PW Truck to the agenda. The motion was seconded by Russ Dirienzo and carried unanimously.



### Clean Energy Community

Barbara Henry reported that the Town will be the recipient of a \$5,000 Bright Idea Grant from Eversource. We completed our benchmarking requirements to reduce energy consumption along with our participation in the Solarize Roxbury Program. We have to sign the Agreement between Eversource Energy and Town of Roxbury by December 31<sup>st</sup> and come up with a project to use the funds for. Barbara Henry would like to see us get an electric-charging station. Russ Dirienzo was opposed to that idea but made a Motion to allow Barbara Henry to sign the Agreement to get the ball rolling. The motion was seconded by James Conway and carried unanimously.

### PW Truck

Barbara Henry said the new PW Ford 350 flatbed truck has been ordered and the old one has a buyer for \$2,000. The trade-in value was originally going to be for parts which was less than \$1,000. The new truck should be delivered by the end of December.

### **ADJOURNMENT**

Motion made by Russ Dirienzo to adjourn at 8:20 p.m. The motion was seconded by James Conway and carried unanimously.

Respectfully submitted,

*Julie Cady*

Julie Cady, Secretary

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