

Board of Selectmen Meeting  
Grange Hall  
July 1, 2015  
Regular Meeting Minutes

Selectmen Present: M. Walter; E. Lyman; E. Malavasi

Also Present: P. Tripputi; L. Branscombe; K. Cavallo; E. Blaschik; J. Dill; R. Dill; J. Ventres; T. Gionta; L. Zemienieski

1. First Selectman Walter called the Board of Selectmen's meeting to order at 7:00 p.m.

2. Approval of Agenda:

Motion made by Mr. Walter seconded by Mr. Lyman, to approve the agenda as written.  
Unanimous aye.

3. Approval of Minutes: Regular Meeting of June 17, 2015 and Special Meeting of June 24, 2015.

Motion made by Mr. Walter seconded by Mr. Malavasi to approve the minutes of the Regular Meeting of June 17, 2015. Unanimous aye.

Motion made by Mr. Walter seconded by Mr. Lyman to approve the minutes of the Special Meeting of June 24, 2015. Unanimous aye.

4. Correspondence: There was no correspondence discussed at the meeting.

5. First Selectmen's Report: Mr. Walter advised that they will be scheduling Board of Finance and Town meetings to address two unplanned Board of Education capital repairs: the removal of a fuel tank and the removal of asbestos ceiling tiles from the Elementary School. He noted the Board of Finance will determine the funding source for these projects.

6. Citizen's Concerns: In response to a question raised by Ms. Dill, Mr. Walter confirmed that Public Works will conduct a traffic study at the intersection of Landing Hill Road and Maple Avenue and a traffic engineer will review the site lines. Ms. Dill expressed her concern that the Selectmen were revisiting an issue they had already addressed and voted on. Mr. Walter explained that a sufficient number of people had signed a petition to reinstall the stop signs at that intersection to warrant the traffic study and site line review.

7. Unfinished Business

A. Blight Ordinance Discussion: Mr. Walter advised that the Town Attorney had stated that a Blight Ordinance could be a very helpful tool for situations that are not addressed by existing enforcement options and could provide a more formal framework for compliance for agencies who oversee such issues. He stated that Attorney Roberts also provided an

opinion that the Selectmen should set “hard direction” for the staff in enforcing the control of blight that is fair and not punitive.

Mr. Walter introduced Land Use Administrator Ventres who stated that the Economic Development Commission brought the issue of a blight ordinance to his attention several years ago. He stated that he believes there is a gap between the Town’s existing regulations and several current properties in that are extreme, and potentially dangerous, disrepair. Mr. Ventres provided several examples of current situations not addressed by the Town’s existing Building, Zoning, Fire and Health regulations. Mr. Ventres responded to several questions from the Selectmen.

Mr. Walter advised that he spoke with representatives from the Town of East Hampton who advised that their blight ordinance has been helpful because the threat of a fine usually stimulates action by the property owners. There was a general discussion regarding blighted properties presenting threats to public and emergency responder safety. Mr. Lyman expressed concern that the language of the draft ordinance is subjective and it could potentially be misused by the public.

Mr. Walter asked the Selectmen to do a final review of the draft ordinance and provide him with their feedback or suggested revisions by the next Selectmen’s meeting.

- B. Emergency Communications Center Contract for Municipal Services Discussion: Mr. Walter reported that Valley Shore Emergency Communications, Inc. agreed to hold its proposal quote at \$79,200.00. He stated that the Town’s contract with KX is effective until June 30, 2016. In response to a question raised by Mr. Malavasi, Mr. Walter stated that the Town could switch to Valley Shore before its contract with KX ends without a penalty, if it provides 180-days notification; however, the Town would have to incur the cost for both services. The Selectmen agreed that if public safety is at risk, it would be worth incurring additional cost to switch to Valley Shore; however, Mr. Walter advised that he does not feel that is the current situation.

The Selectmen discussed the State’s lack of progress on the construction of the Mt. Parnassus tower.

- C. Trowbridge Road/Middle School Property Discussion: Mr. Walter advised that the Selectmen conducted a site walk of the property. He further advised that the Town Attorney did not agree with the Conservation Commission’s assumptions about the property and was not supportive of the Commission’s recommended course of action.

Motion made by Mr. Walter, seconded by Mr. Lyman, to authorize the First Selectman to have the Town Attorney prepare the appropriate resolutions for the Board of Selectmen and Board of Finance to move this exchange to Town Meeting.

There was a general discussion regarding the original intention of the Town to include the discussed property, as open space, in the taking for the new Middle School and what actually happened.

Unanimous aye.

8. New Business

- A. Bid Award – Emergency Vehicle Ambulance: Mr. Walter advised that the bids for the new ambulance were reviewed by the Ambulance Advisory Panel. He stated that the Panel recommend the purchase of an AEV Type III Traumahawk modular ambulance mounted on a GM 4500 chassis, powered by a conventional gasoline engine.

Motion made by Mr. Walter, seconded by Mr. Malavasi, to award the bid for a 2016 Emergency Vehicle Apparatus - Ambulance to American Emergency Vehicles in the amount of \$157,719.00.

Mr. Cavallo provided background on the selection of the vehicle and the pros and cons of diesel vs. gasoline engines for emergency vehicles. He responded to several questions from the Selectmen and confirmed that he recommended the Town accept the bid of the American Emergency Vehicles.

Unanimous aye.

- B. East Haddam School Capital Improvement Project Charge Amendment Resolution: Mr. Walter advised that, in order to complete the asbestos ceiling tile replacement and underground oil storage tank replacement and get a reimbursement from the State, the Town must have a building committee for the project. He stated that in February of 2000 the Town set up a permanent school capital improvements building committee with a charge and each time a capital project needs to be completed that is eligible for reimbursement, the charge must be amended at Town Meeting.

Mr. Walter stated that the asbestos ceiling tile removal/replacement and the oil storage tank replacement projects at the Elementary School must be added to the committee's charge.

Motion made by Mr. Walter, seconded by Mr. Lyman, to send the following change to the charge of the East Haddam Schools Capital Improvements Building Committee to town meeting:

RESOLVED: That an East Haddam Schools Capital Improvements Building Committee is hereby established for the purpose of the completion of the following projects:

- Electrical upgrade at the Elementary and Middle Schools;
- Roof replacement at the Middle School;
- Asbestos tile removal/tile replacement in the Elementary School;
- Asbestos tile removal/tile replacement in the Middle School;
- Boiler Replacement/Asbestos Removal at the Middle School;
- Window Replacement at the Middle School;

- Roof replacement at the Elementary School;
- Fire Alarm System at the Elementary School;
- Chimney Replacement at the High School;
- Roof Replacement at the High School; ~~and~~
- Water Supply System Replacement at the Elementary School;
- Asbestos ceiling tile removal/tile replacement in the Elementary School; and
- Underground oil storage tank replacement at the Elementary School.

Unanimous aye.

- C. Elementary School Renovations Building Charge Resolution: Mr. Walter stated that the Elementary School renovations project passed at a recent referendum and a building committee must be formed. He stated that the first step is to prepare a charge to be approved at Town Meeting.

Motion made by Mr. Walter, seconded by Mr. Lyman, to accept the Elementary School Renovation Building Committee charge as written and send said charge to Town Meeting for approval.

Unanimous aye.

RESOLVED: That an Elementary School Renovation Building Committee is hereby established for the purpose of the design and construction of improvements at the East Haddam Elementary School to include (i) the replacement, repair and renovation of roofs and the installation of a new drainage system, (ii) the replacement and installation of boilers and associated equipment, (iii) the remediation and removal of asbestos and PBCs in the roof and boiler areas, (iv) the pavement resurfacing, sealing and repair of the parking lots.

Section 1. The Committee shall consist of 7 members and 2 alternates, to be appointed by the Board of Selectmen. The term of office of said members shall continue until the project is complete and accepted by the town and the committee is discharged, except that any member may resign or be removed by a vote of the Board of Selectmen at any time. Any vacancy on the Committee shall be filled by the Board of Selectmen. The Committee shall select its own chairman, vice chairman, secretary and treasurer. This committee shall answer to the Board of Selectmen and shall make quarterly progress reports to the Board of Selectmen.

Section 2. The members of the Committee shall not receive any compensation for their services. The necessary expenses of the committee shall be included in the estimated project cost and any appropriation to be requested by the Committee from the Town. All records of the Committee shall be filed with the Town Clerk and open to public inspection in accordance with applicable state statutes.

Section 3. The Town of East Haddam Land Use Administrator, Facilities and Finance Directors as well as a Board of Education Representative will serve as advisory staff to the committee.

Section 4. The Committee shall have the following powers and duties:

- (a) To consult with the Board of Education and its administrators concerning the plans for said project and its construction and the schedule therefore;
- (b) To develop schematic drawings and outline specifications for the project and to review and approve all plans for said project, and to supervise and/or provide for the proper supervision of the project in the Town's best interest;
- (c) To assist in the application for any grants that may be available to the Town for said project, and provide or execute any necessary documentation for such a grant application;
- (d) Within the approved appropriation of \$2,707,000, and subject to the limits thereof, to contract with architects, engineers, contractors and others in the name and on behalf of the town to design, build and complete the project, and approve all design and construction expenditures for the project.

Section 5. Upon completion of the school building project, the Committee shall make a complete report and accounting to the Board of Selectmen.

- D. Municipal Office Building Committee Charge Resolution: Mr. Walter advised that this project passed at referendum and a building committee needs to be formed. He stated that the first step is to prepare a charge to be approved at Town Meeting.

Motion made by Mr. Walter, seconded by Mr. Malavasi, to accept the Municipal Office Building Committee charge as written and send said charge to Town Meeting for approval. Unanimous aye.

RESOLVED: That a Municipal Office Building Committee is hereby established for the purpose of the design and construction of Municipal Offices. The committee is charged with (1) the planning, design, demolition, renovation, repair and reconstruction of the former Nathan Hale-Ray Middle School building located at 1 Plains Road, Moodus, Connecticut, which shall include, without limitation, (i) the demolition of approximately 18,300 square feet constituting the Ray portion of the building, (ii) the renovation, repair, fit-out and conversion of classrooms, offices, conference rooms, public areas, lavatories, and storage space and other support areas located within the Nathan Hale portion of the building, including renovations to gymnasium space to be used by the Town's Parks and Recreation Department and as a polling location, (iii) the installation of a vault for the Town Clerk's office, (iv) code compliance work, including handicapped accessibility code improvements, (v) hazardous material and asbestos abatement, (vi) the renovation and/or conversion of interior spaces, the making of exterior façade improvements, the restoration of the exterior shell of the building, masonry restoration, and the installation of new windows, doors and roofing systems, (vii) room, wall and floor construction and renovations, and (viii) electrical, mechanical, plumbing, lighting, HVAC system and other building system improvements; (2) the construction of a free standing garage to house police and municipal vehicles and equipment; (3) the purchase of furniture,

fixtures, equipment, IT infrastructure, and other materials for the foregoing project; (4) site improvements, including parking, lighting, regrading and improved site lines; (5) the pavement, resurfacing, sealing and repair or replacement of the existing tennis courts; (6) the preparation and printing of bid documents, cost estimate reports, traffic and other studies, environmental reports, informational materials and other preliminary materials, studies and reports related to the project; and (7) design, demolition, construction, site work, permit fees, engineering, construction management, architectural, insurance, testing and inspections, legal, administration, temporary and permanent financing, costs of issuance, printing, capitalized interest and any other costs and expenses related to the project.

Section 1. The Committee shall consist of 7 members and 2 alternates, to be appointed by the Board of Selectmen. The term of office of said members shall continue until the project is complete and accepted by the town and the committee is discharged, except that any member may resign or be removed by a vote of the Board of Selectmen at any time. Any vacancy on the Committee shall be filled by the Board of Selectmen. The Committee shall select its own chairman, vice chairman, secretary and treasurer. This committee shall answer to the Board of Selectmen and shall make quarterly progress reports to the Board of Selectmen.

Section 2. The members of the Committee shall not receive any compensation for their services. The necessary expenses of the committee shall be included in the estimated project cost and any appropriation to be requested by the Committee from the Town. All records of the Committee shall be filed with the Town Clerk and open to public inspection in accordance with applicable state statutes.

Section 3. The Town of East Haddam Land Use Administrator, Facilities, Finance and Recreation Directors as well as a Board of Education Representative will serve as advisory staff to the committee.

Section 4. The Committee shall have the following powers and duties:

- (a) To consult with the Board of Selectmen and Board of Education and its administrators concerning the plans for said project and its construction and the schedule therefore;
- (b) To develop required drawings and outline specifications for the project and to review and approve all plans for said project, and to supervise and/or provide for the proper supervision of the project in the Town's best interest;
- (c) To assist in the application and filing for any grants or federal loan that may be available to the Town for said project, and provide or execute any necessary documentation for such a grant or loans;
- (d) To contract with architects, engineers, contractors and others in the name of and on behalf of the town to design, build and complete the project, and approve all design

and construction expenditures for the project up to the appropriated amount of \$15,000,000.

Section 5. Upon completion of the municipal office building project, the Committee shall make a complete report and accounting to the Board of Selectmen.

In response to a question raised by Mr. Malavasi, Mr. Walter stated that the Land Use Administrator, Facilities, Finance, and Recreation Directors and Board of Education representative are advisory staff. There was a general discussion regarding what the public's perception would be of the Emergency Services Director participating as a voting member of the committee and it was agreed that since the Ray portion, which in the original plan would have housed all of the Emergency Services staff, is no longer part of the project, it would not be a problem.

Unanimous aye.

- E. Town Wide Radio System Building Committee Charge Resolution: Mr. Walter stated that this project passed at referendum and a building committee needs to be formed. He noted that the first step is to prepare a charge to be approved at Town Meeting.

Mr. Malavasi asked why the Land Use Administrator and Facilities and Finance Directors were not included as advisory members of this committee. Mr. Walter noted that the advisory section could easily be added to this charge.

Motion made by Mr. Walter, seconded by Mr. Lyman, to accept the Town Wide Radio System Building Committee charge as amended and send said charge to Town Meeting for approval. Unanimous aye.

RESOLVED: That a Town Wide Radio System Building Committee is hereby established for the purpose of the design and construction related to a town-wide radio system for use by first responders, emergency personnel and municipal officials, including the construction of communications towers and the purchase and installation of antennas, cable and other equipment at various tower sites to be determined.

Section 1. The Committee shall consist of 9 members, to be appointed by the Board of Selectmen. The term of office of said members shall continue until the project is complete and accepted by the town and the committee is discharged, except that any member may resign or be removed by a vote of the Board of Selectmen at any time. Any vacancy on the Committee shall be filled by the Board of Selectmen. The Committee shall select its own chairman, vice chairman, secretary and treasurer. This committee shall answer to the Board of Selectmen and shall make quarterly progress reports to the Board of Selectmen.

Section 2. The members of the Committee shall not receive any compensation for their services. The necessary expenses of the committee shall be included in the estimated project cost and any appropriation to be requested by the Committee from the Town. All

records of the Committee shall be filed with the Town Clerk and open to public inspection in accordance with applicable state statutes.

Section 3. The Town of East Haddam Land Use Administrator and Facilities and Finance Directors will serve as advisory staff to the committee.

Section 4. The Committee shall have the following powers and duties:

- (a) To consult with any and all town departments or agencies that will be users of the system concerning the plans for said project and its construction and the schedule therefore;
- (b) To develop specifications for the project and to review and approve all specifications for said project, and to supervise and/or provide for the proper supervision of the project in the Town's best interest;
- (c) To assist in the application for any grants that may be available to the Town for said project, and provide or execute any necessary documentation for such a grant application;
- (d) The committee will be responsible for design and construction costs, equipment, materials, architects' fees, engineering fees, permit fees, legal fees, capitalized interest, temporary and permanent financing costs, costs of issuance, printing and any other costs and expenses related to the project.
- (e) Within the approved appropriation of \$2,100,000, and subject to the limits thereof, to contract with design architects, engineers, contractors, tower site owners and others in the name and on behalf of the town to design, build and complete the project, and approve all design and construction expenditures for the project.

Section 5. Upon completion of the town wide radio system building project, the Committee shall make a complete report and accounting to the Board of Selectmen.

- F. Town Street and Moodus Firehouses Renovations Building Committee Charge  
Resolution: Mr. Walter advised that this project passed at referendum and a building committee needs to be formed. He stated that the first step is to prepare a charge to be approved at Town Meeting.

Mr. Malavasi asked why the Land Use Administrator and Facilities and Finance Directors were not included as advisory members of this committee as well. Mr. Walter noted that the advisory section could also be added to this charge.

Motion made by Mr. Walter, seconded by Mr. Malavasi, to accept the Town Street and Moodus Firehouses Renovation Building Committee charge as amended and send said charge to Town Meeting for approval. Unanimous aye.



RESOLVED: That a Town Street and Moodus Firehouse Renovation Building Committee is hereby established for the purpose of improvements to the Town Street Firehouse (Company No. 1) and the Moodus Firehouse (Company No. 2), including, without limitation, the costs of (i) the repair, renovation and upgrade of kitchens, bathrooms and other areas and the installation of fire exit additions at both firehouses, (ii) certain structural repairs at both firehouses, (iii) the installation of vehicle exhaust systems at both firehouses, (iv) the pavement resurfacing, sealing and repair of the parking lot at the Moodus Firehouse, (v) the construction of an additional drive through bay for emergency vehicles at the Moodus Firehouse.

Section 1. The Committee shall consist of 7 members and 2 alternates, to be appointed by the Board of Selectmen. The term of office of said members shall continue until the project is complete and accepted by the town and the committee is discharged, except that any member may resign or be removed by a vote of the Board of Selectmen at any time. Any vacancy on the Committee shall be filled by the Board of Selectmen. The Committee shall select its own chairman, vice chairman, secretary and treasurer. This committee shall answer to the Board of Selectmen and shall make quarterly progress reports to the Board of Selectmen.

Section 2. The members of the Committee shall not receive any compensation for their services. The necessary expenses of the committee shall be included in the estimated project cost and any appropriation to be requested by the Committee from the Town. All records of the Committee shall be filed with the Town Clerk and open to public inspection in accordance with applicable state statutes.

Section 3. The Town of East Haddam Land Use Administrator and Facilities and Finance Directors will serve as advisory staff to the committee.

Section 4. The Committee shall have the following powers and duties:

(a) To consult with the Fire Department, Ambulance Association, Office of the Fire Marshall, Emergency Management and its administrators concerning the plans for said project and its construction and the schedule therefore;

(b) To develop schematic drawings and outline specifications for the project and to review and approve all plans for said project, and to supervise and/or provide for the proper supervision of the project in the Town's best interest;

(c) To assist in the application for any grants that may be available to the Town for said project, and provide or execute any necessary documentation for such a grant application;

(d) Within the approved appropriation of \$508,000, and subject to the limits thereof, to contract with architects, engineers, contractors and others in the name and on behalf of the town to design, build and complete the project, and approve all design and construction expenditures for the project.

Section 5. Upon completion of the Town Street and Moodus Firehouses Renovation building project, the Committee shall make a complete report and accounting to the Board of Selectmen.

- G. Board/Commission/Committee Changes (ETHICS): Mr. Walter noted that the Board interviewed the applicants for this commission and should be ready to appoint the Ethics Commission members. He advised that the following guidelines for appointment should be used.

Section VII-Municipal Ethics Commission. Members; Appointment; Qualifications; Vacancies; Political Activity

1. There shall be a Municipal Ethics Commission consisting of five (5) members. The members shall be appointed by vote of the Board of Selectmen for a term of three (3) years, except that, of the initially appointed members, one (1) shall serve for one (1) year, two (2) for two (2) years, two (2) for three (3) years. No individual shall be appointed to more than two (2) consecutive three (3) year terms, provided that any member may continue in office until a successor has been appointed. No more than three (3) members shall be members of the same political party.
2. All members shall be electors of the municipality. No member shall:
  - a. have held public office or have been a candidate for public office for a two (2) year period prior to appointment;
  - b. hold office in any political party or political committee;
  - c. be a public official in any other capacity other than a Notary Public or Justice of the Peace.
3. The commission shall elect a chairperson who shall preside at meetings of the commission and a vice-chairperson to preside in the absence of the chairperson. Three (3) members shall constitute a quorum. A majority vote of the commission shall be required for action of the commission. The chairperson or any three (3) members may call a meeting.

The Selectmen discussed the applicants for the commission. They also discussed whether or not two attorneys on a commission of five members was reasonable. The board agreed on appointing Pamela Gourlie, Lynn Branscombe and Warren Bellows and further discussed the attorney appointments. The Selectmen agreed that both attorneys brought unique and beneficial qualities to the mix and felt they should both be appointed. The board drew the five names from a hat to determine the staggered appointment lengths.

Motion made by Mr. Walter, seconded by Mr. Malavasi, to appoint Scott Jezek with a term to expire June 30, 2016, Warren Bellows and Bruce Gelston with terms to expire June 30, 2017 and Pamela Gourlie and Lynn Branscombe with terms to expire June 30, 2018 as members of the Ethics Commission.  
Unanimous aye.

- H. Tax Refunds: There were no tax refunds for consideration at the meeting.

9. Public Comment: In response to a questions raised by Ms. Dill, Mr. Walter advised:

- The Administrator, Zoning Enforcement Officer, Building Inspector, Fire Marshal, and Chatham Health Agency will be charged with making recommendations to the Board of Selectmen regarding blight violations. He stated that the Town agency most impacted by the blight violation will be charged with enforcing the ordinance. There was a general discussion regarding how an actual blight ordinance would be implemented.
- It is the Town's responsibility to remove diseased trees that are on public property and Eversource removes trees that are near utility wires. Mr. Walter stated that the public should call the tree warden at Public Works if they have safety concerns regarding trees.

In response to a question raised by Mr. Blaschik, Mr. Walter stated that it is his understanding that Valley Shore will continue to honor the quote in their proposal until the transition from KX can be made.

10. Selectmen's Discussion: Mr. Walter stated that a public meeting will be held at the Grange Hall on July 16<sup>th</sup>, 7:00 p.m., to provide information on a planned herbicide treatment to upper Moodus Reservoir. There was a general discussion regarding the planned herbicide treatment and the ownership of several lakes in Town.

In response to a question raised by Mr. Lyman, Mr. Walter advised that the Garden Club will be selecting a replacement for the base of the urn on the green in the Village.

Mr. Walter advised that a Board of Finance meeting and a Town Meeting will be scheduled to appropriate funding for the two new Board of Education projects.

Due to conflicts with the Selectmen's schedules, the August 5<sup>th</sup> Board of Selectmen's meeting will be cancelled.

11. Adjournment: There being no additional business to discuss, a motion was made by Mr. Walter, seconded by Mr. Malavasi, to adjourn the meeting at 8:45 p.m. Unanimous aye.

Recorded

Respectfully submitted,

Emmett Lyman, Secretary