

Board of Selectmen  
Grange Hall  
January 20, 2016  
Regular Meeting Minutes

Selectmen Present: M. Walter; S. Link; E. Malavasi

Also Present: B. Auld; E. Blaschik; H. Bogue; L. Branscombe; S. Daigle; D. Dill; E. Dill; T. Quinn; K. Staehly; S. Wheeler; L. Zemienieski

1. First Selectman Walter called the Board of Selectmen's meeting to order at 7:00 p.m. and the attendees said the Pledge of Allegiance.
2. Approval of Agenda: Mr. Walter stated that he would like to amend the agenda as follows:
  - Add Item 5.C.: CCM - State Reductions in FY 2016 Municipal Aid
  - Add Item 5.D.: Middlesex Country Revitalization Commission
  - Move Item 8.A. after Item 5.D.
  - Move Item 8.E. after Item 8.A.

Motion made by Mr. Walter seconded by Ms. Link, to approve the agenda as amended.  
Unanimous aye.

3. Approval of Minutes: Special Meeting of December 22, 2015 and Regular Meeting of January 6, 2016

Motion made by Mr. Walter, seconded by Mr. Malavasi, to approve the minutes of the Special Meeting of December 22, 2015 as written. Ms. Link abstained from the vote and the motion passed by a majority of ayes.

Motion made by Mr. Walter, seconded by Ms. Link, to approve the minutes of the Regular Meeting of January 6, 2016 as written. Mr. Malavasi abstained from the vote and the motion passed by a majority of ayes.

4. Correspondence: Mr. Walter called the Selectmen's attention to the following correspondence:
  - A memo in their meeting packets from Town Clerk Denette, dated January 19, 2016, regarding the number of Electors and Polling Places in the Town. Mr. Walter reviewed the contents of Ms. Denette's memo.
  - An email from Janice Sina, dated January 17, 2016. Mr. Walter noted that Ms. Sina lives on Daniels Road and her email expressed her concern about the actions taken by Public Works to mitigate flooding from the beaver dams in her area. He noted that Ms. Sina recommended the Town coordinate with CT DEEP to deal with the beaver problem. He advised that Public Works Director Lunt has discussed alternative methods of preventing

the beavers from building dams in the culverts around Daniels Road with the staff of DEEP.

5. First Selectmen's Report:

- A. Shared Services Report – January: Mr. Walter called the Selectmen's attention to the January 2016 Shared Services Report in their meeting packets and reviewed several items on the report.
- B. Budget Calendar: The Selectmen reviewed the proposed dates for the Selectmen's 2016-2017 budget workshops. None of the Selectmen voiced any conflicts with the proposed dates.
- C. CCM – State Reductions in FY 2016 Municipal Aid: Mr. Walter distributed copies of the Connecticut Conference of Municipalities report on Estimated Reductions in FY 16 Municipal Aid. He noted that, since the State did not adopt any of the cost savings proposals identified by the MORE Commission, its municipal aid to municipalities would be reduced. He noted that East Haddam would lose approximately \$49,586 of funding from the State's PILOT and ECS programs.
- D. Middlesex County Revitalization Commission: Mr. Walter distributed copies of a brochure issued by the Middlesex County Revitalization Commission (MCRC). Mr. Walter advised that the MCRC has issued small business loans totaling approximately \$692,000.00 and that the State EDC recently provided an additional \$1M in funding to the MCRD loan program.

8. New Business

- A. Bid Award – Fire Apparatus/Tanker Truck: Mr. Walter introduced Fire Chief Auld who provided information on the plan to purchase a new water tanker for the Fire Department. In response to a question from Mr. Blaschik, Fire Chief Auld advised that he had asked the Selectmen to waive the requirement for a second bid because the selected vendor was the only one who responded to the Town's original request for bids.

Motion made by Mr. Walter, seconded by Ms. Link, to waive the requirement for a second bid to purchase a Fire Apparatus-Tanker Truck and award the contract to purchase a Fire Apparatus-Tanker Truck to Four Guys Stainless Tank & Equipment, Inc. for \$235,017.00 less a dealer multi-unit discount of \$1,505.00 for a total award of \$233,512.00 and keeping within the \$350,000 capital budget allotted for both projects. Unanimous aye.

- E. Board/Commission/Committee Changes (BOFC): Mr. Walter called the Selectmen's attention to a letter in their meeting packets, from George Scrivener, Sr., Secretary of the Board of Fire Commissioners (BOFC), dated January 13, 2016, advising that the BOFC nominated Howard Bogue, Jr. to replace Mickey Pear.

Motion made by Mr. Walter, seconded by Mr. Malavasi, to appoint Howard Bogue for a first three-year term to expire January 1, 2019 as a member of the Board of Fire Commissioners. Unanimous aye.

Mr. Walter congratulated Lt. Bogue on being named Officer of the Year by the East Haddam Fire Department.

6. Citizen's Concerns: There were no citizens' concerns raised at the meeting.

7. Unfinished Business:

A. Blight Ordinance Discussion: Mr. Walter confirmed that this agenda item will be discussed in a Special Meeting at 5 p.m. on January 25, 2016.

B. Emergency Communications Center Contract for Municipal Services Discussion: Mr. Walter called the Selectmen's attention to materials in their meeting packets regarding the Emergency Service Committee's review and approval of the Valley Shore contract.

Motion made by Mr. Walter, seconded by Ms. Link, to approve a three-year contract to provide emergency telecommunications and 9-1-1 services with Valley Shore Emergency Communication, Incorporated and send the multi-year contract to the Board of Finance, then to Town Meeting for approval.

The Selectmen discussed the potential sale of KX's Buckley Hill tower and Mr. Walter advised that the Mt. Parnassus tower and the temporary tower located on the Town's garage should cover the Town's Emergency Services' needs. Unanimous aye.

C. Trowbridge Road/Middle School Property Discussion: Mr. Walter noted that the next action on this agenda item is to hold a public hearing to discuss the exchange of the properties.

D. East Haddam Schools Capital Improvement Project Charge Amendment Resolution: Mr. Walter advised that the Town has not yet heard back from the State on its proposed wording revisions for this Charge.

E. Elementary School Renovations Building Committee Charge Amendment Resolution: Mr. Walter advised that the Town has not yet heard back from the State on its proposed wording revisions for this Charge.

F. Local Plan for Emergency Medical Services Approval: Mr. Walter introduced Tiffany Quinn who reported that she had talked with a representative from the Connecticut Department of Emergency Management who recommended several goals to be added to the draft plan. Ms. Quinn stated that she had added the requested language to the plan.

Motion made by Mr. Walter, seconded by Mr. Malavasi, to approve the Local Plan for Emergency Medical Services and authorize Mark B. Walter, First Selectman of the Town of East Haddam, to execute and deliver any and all documents on behalf of the Town of East Haddam to the State of Connecticut, Department of Public Health. Unanimous aye.

Mr. Walter thanked Ms. Quinn for her efforts in drafting the Town's Emergency Medical Services Local Plan.

- G. Expense Consulting Multi-Year Contract: The Selectmen briefly discussed Expense Consulting's proposal and agreed to table the item until the Director of Operations for the Town and Board of Ed has been hired.
- H. Chatham Health District Update: Mr. Walter advised that he had researched the requirements for a municipality to withdraw from its Health District. He called the Selectmen's attention to correspondence he had received from Sue Walden, Health Program Associate for the Connecticut Department of Public Health. He noted that Ms. Walden's memo advised that, per Connecticut General Statutes, a town must vote to withdraw from its health district by December 31<sup>st</sup> and the withdrawal would become effective as of July 1<sup>st</sup> of the following year.

Mr. Walter further reported that the Acting Director of the Chatham Health District is taking steps to improve customer service. He stated that the District is also actively trying to reduce its budget to minimize the impact of Haddam's withdrawal on the other members. Mr. Walter noted that he will invite Acting Director Mitchell to a future Selectmen's meeting to speak about planned changes to the Chatham Health District.

- I. Building Projects Update: The following building project updates were provided:
- Municipal Facilities Building Committee: Mr. Dill and Mr. Blaschik reported that the Committee has signed a contract with an architect for the project and established a Space Planning Sub-Committee. It was further noted that the Committee had drafted a letter to the USDA advising them of its plans to use a construction manager at risk for the project.
  - Firehouse Renovation Building Committee: Chief Auld reported that the Committee has been discussing the Company 2 project with several contractors and has formed a sub-committee for that project. He further stated that the Committee has hired an architect for the Company 1 project.

8. New Business:

- A. Bid Award – Fire Apparatus/Tanker Truck: This agenda item was discussed earlier in the meeting and is reported on in the minutes above under item 5. First Selectmen's Report.
- B. Regional Performance Incentive (RPI) Program Grant Resolution: Mr. Walter advised that the River COG is applying for a Regional Performance Incentive Program grant for

updates to the regional and town digital GIS data. He noted that the updates would synchronize the GIS maps of the 17 towns in the River COG and enable the towns to conduct more effective land use, economic and open space planning studies. He stated that the River COG has asked its member towns to pass a resolution to support the application.

Motion made by Mr. Walter, seconded by Ms. Link, to recommend the adoption of the following resolution:

**Regional Performance Incentive (RPI) Program**

**Resolution of Endorsement and Authorization**

(To be certified by the City or Town Clerk)

Resolved, that the Legislative Body\* of the Town of East Haddam convened on January 20, 2016 and adopted a resolution by the vote of 3 to 0 which endorsed the **Regional Performance Incentive Program** proposal(s) listed below, referenced in Connecticut General Statutes Section 4-124s, (2015 Supplement).

1. Regional Parcel Update Municipal Coordination and Inland Wetland Layer Project

In addition, the Legislative Body\* has authorized Mark B. Walter, First Selectman to act on this endorsement by signing all necessary agreements and take all necessary actions related to this proposal to enter into a binding agreement with the Office of Policy and Management according to terms of the RPI grant program.

(\*NOTE: For the purposes of the **Regional Performance Incentive (RPI) Program**, “legislative body” means the board of selectmen, town council, city council, board of alderman, board of directors, board of representatives or board of the mayor and burgesses of a municipality.)

Unanimous aye.

C. Call for Town Meeting: The Selectmen briefly discussed the call for a Town Meeting.

Motion made by Mr. Walter, seconded by Ms. Link, to approve the following call for town meeting:

All electors and citizens eligible to vote in town meetings of the Town of East Haddam, Connecticut (the “Town”) are hereby warned and notified that a Special Town Meeting of the Town is to be held at the Town Hall located on Town Street in East Haddam, Connecticut on Tuesday, February 2, 2016 at 8:00 p.m., for the following purposes:

**Item 1:** To consider and act upon the recommendation of the Board of Selectmen and the Board of Finance to accept a gift of an oil painting of Chapman Falls named “Reflections” donated from artist Trenton F. Youngs.

**Item 2:** To consider and act upon the recommendation of the Board of Selectmen and the Board of Finance to accept a gift from the East Haddam Community Lions for the Town of East Haddam in the amount of \$350.00 for the Heritage Park Lighting Project.

**Item 3:** To consider and act upon the recommendation of the Board of Selectmen and the Board of Finance to accept a gift from the Mark B. Walter Campaign Account/Re-Elect Walter-Link for the Town of East Haddam in the amount of \$300.00 for the Heritage Park Lighting.

**Item 4:** To consider and act upon the recommendation of the Board of Selectmen and the Board of Finance to authorize the First Selectman to execute a three-year contract on behalf of the Town of East Haddam with Constellation Energy for electricity supply at a rate of \$0.0783/kWh.

**Item 5:** To consider and act upon the recommendation of the Board of Selectmen and the Board of Finance to authorize the First Selectman to execute a two-year contract on behalf of the Town of East Haddam with East River Energy for regular unleaded gasoline at a rate of \$1.8350/gallon.

**Item 6:** To consider and act upon the recommendation of the Board of Selectmen and Board of Finance to approve the written agreement with Dutch Lower Mill Properties LLC for abatement of property taxes under the Town of East Haddam ordinance entitled "Tax and Business Incentive Program" adopted June 30, 2010 and amended June 30, 2015 and that Mark B. Walter is hereby authorized and directed, on behalf of the Town, to execute and deliver the Agreement, for the purposes provided therein, together with such other documents as he or she may determine to be necessary and appropriate to evidence, secure and otherwise complete the Agreement Regarding Real Property Tax Assessment.

Copies of the complete agreement are on file in the Town Clerk's Office during normal business hours.

**Item 7:** To consider and act upon the recommendation of the Board of Finance to approve a transfer of \$23,418.37 from the General Fund (10549010-58928) to the Board of Education Capital Reserve Fund.

**Item 8:** To consider and act upon the recommendation of the Board of Finance to approve a transfer of FEMA Grant proceeds in the amount of \$51,000.00 to the Capital Projects Fund.

**Item 9:** To consider and act upon the recommendation of the Board of Selectmen and Board of Finance to fund the \$62,132 financial shortfall, as a result of the rejection of the STEAP grant for the CCA at referendum, by reducing the following named budgets (with their stated reductions) Agriculture Commission Capital-\$11,000, Assessor-\$1,064, Building Maintenance and Operations-\$189, Central Services-\$909, Elections Registrars-\$442, Finance Office-\$540, Land Use Office \$3,374, Old Middle School Operations-

\$3,171, Selectmen-\$1,265, Tax Collector-\$1,459, Town Clerk-\$1,995, Legal-\$569, Agriculture Commission-\$10, Board of Assessment Appeals-\$24, Board of Finance-\$1,115, Conservation Commission-\$127, Economic Development Commission-\$332, Historic District Commission-\$24, Open Space Committee-\$107, Zoning Board of Appeals-\$38, Building Department-\$959, Fire Department-\$2,095, Fire Marshal-\$277, General Highways-\$8,637, Snow Removal-\$2,148, Town Garage, \$512, Transfer Station-\$4,723, Cemeteries-\$86, Health Services (water testing)-\$18, Senior Services-\$994, Lakes Association-\$161, Libraries-\$2,878, Recreation Commission-\$955, Town Greens-\$370 and Transfer to Shared Services-\$9,565.

Unanimous aye.

- D. Grange Hall – Beer and Wine Approval: Mr. Walter called the Selectmen’s attention to an e-mail in their meeting packets from Tiffany Quinn, dated January 16, 2016, requesting permission for a BYOB Beer and Wine event at the Grange Hall for the “Microlights Cinema Film Showing” on February 13, 2016.

Motion made by Mr. Walter, seconded by Mr. Malavasi, to approve a BYOB beer & wine event at the Grange Hall for the “Microlights Cinema Film Showing” on February 13, 2016. Unanimous aye.

- E. Board/Commission/Committee Changes (BOFC): This agenda item was discussed earlier in the meeting and is reported on in the minutes above under item 5. First Selectmen’s Report.

- F. Tax Refunds: Mr. Walter called the Selectmen’s attention to two tax refunds.

Motion made by Mr. Walter, seconded by Ms. Link, to award tax refunds in the amount presented.

- \$ 26.96 to Lauren Koste, and
- \$280.50 to Wade Martell.

Unanimous aye.

9. Public Comment: The following public comments were discussed at the meeting:

- In response to a question raised by Mr. Dill, Mr. Walter advised that the State does not require a municipality to participate in a health district and that the Town is researching the cost of establishing its own health department.
- In response to a question raised by Mr. Daigle, Mr. Walter advised the Selectmen will discuss the proposed blight ordinance at a Special Meeting on January 25<sup>th</sup> and he expects that they will take some action on the item in the near future.
- In response to a question raised by Ms. Branscombe, Mr. Walter provided clarification regarding Item 9 on the Call for Town Meeting.

10. Selectmen's Discussion: The following items were discussed by the Selectmen:

- Ms. Link will provide Mr. Malavasi with the name and contact information for the high school student who volunteered to videotape the Board of Selectmen meetings. Mr. Malavasi stated he would look into securing a grant from the Cable Advisory Committee to purchase video equipment.
- In response to a question raised by Mr. Malavasi, Mr. Walter confirmed that the posted Director of Operations position was a Shared Services role which would support both the Town and the Board of Education.
- Mr. Walter advised that the Business Association has requested a joint meeting with the Selectmen. He recommended the meeting occur at 6:30 p.m., immediately prior to the Selectmen's Regular Meeting of February 17<sup>th</sup>. The Selectmen agreed with his recommendation.
- Mr. Walter stated that Town Clerk Denette has asked that the Selectmen again take up the project of updates to the Ordinance Book. The Selectmen agreed that they would return to the project after they complete the 2016-17 budget workshops.

11. Adjournment: There being no additional business to discuss, a motion was made by Mr. Walter, seconded by Ms. Link, to adjourn the meeting at 8:13 p.m. Unanimous aye

Recorded

Respectfully submitted,

Susan Link, Secretary