

Board of Selectmen
Grange Hall
June 15, 2016
Regular Meeting Minutes

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

Also Present: E. Blaschik; R. Everett; E. Lyman; J. Russ; 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 move item 8.A. up on the agenda for discussion following the Approval of Minutes. Motion made by Mr. Walter, seconded by Ms. Link, to approve the agenda as amended. Unanimous aye.
3. Approval of Minutes: Special Meeting of May 24, 2016 and Regular Meeting of June 1, 2016.

The Selectmen reviewed the minutes of the Special Meeting of May 24, 2016 and Mr. Malavasi stated he would like to add the following statement at the end of the first paragraph of agenda item #3, Potential Solar Farm Discussion: *"The Aresco representative also presented an architectural drawing of the property that showed where the panels will be located."*

Motion made by Mr. Walter, seconded by Mr. Malavasi, to approve the minutes of the Special Meeting of May 24, 2016 as amended. 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 June 1, 2016. Unanimous aye.

- 8B. New Business – Building Permit Fee Discussion: Mr. Walter introduced Building Official Russ who provided some background on his recommendation to increase the Town's Building Permit Fees. He noted that it has been 15 years since the Town last updated the fees. He advised that he had reviewed the fees of several of the surrounding towns of similar size and his recommendation is based on an average of those fees. Mr. Russ stated that he recommends increasing the fee for projects up to \$1,000.00 in value by \$10. He further recommended incorporating the State Education Fund fee, \$.26 of every \$1,000.00 in value, directly into the Building Permit Fee. He noted that the Town currently pays the State Education Fund fee out of its general fund even though it is based on Building Permit Fees paid. Mr. Russ stated that, if the Selectmen approve his recommendation, he requests that they also authorize the Building Department to automatically pass on any increase in the State Education Fund fee to the permit applicants. Mr. Russ responded to several questions from the Selectmen.

Motion made by Mr. Walter, seconded by Ms. Link, to approve the proposed fee schedule for the Building Department permits, to become effective July 1, 2016, and to authorize the Building Official to keep East Haddam's educational fee portion current with the State of Connecticut Educational fee. Unanimous aye.

4. Correspondence: Mr. Walter called the Selectmen's attention to a Budget Expenditure Report in their meeting packets. Mr. Walter noted that the Town's year-to-date expenditures are within budget. Ms. Link noted that the summary of Legal Services Detail by Sub-Account indicated that the only category that exceeded its FY budget was the Town Counsel Sub-Account.

5. First Selectmen's Report:

- A. Shared Services Report – May & June: Mr. Walter called the Selectmen's attention to the May and June Shared Services Reports in their meeting packets. He noted that there has been a focus on getting the parks and town beach ready for the summer and that the planned work on the Elementary School has just started. In response to an inquiry from Mr. Walter, Building Official Russ stated that he plans to meet with the contractors to review the scope and schedule for the work at the Elementary School.

In response to a question raised by Mr. Malavasi, Mr. Walter confirmed that school maintenance staff are employees of the Board of Education and do not fall under Shared Services. Ms. Link noted that the confusion may be a result of the fact that the maintenance staff reports to the Facilities Director whose function is under Shared Services.

Motion made by Mr. Walter, seconded by Mr. Malavasi, to recess the Board of Selectmen's Meeting at 7:30 p.m. in order to conduct the scheduled Public Hearing on the proposed Blighted Structures Ordinance. Unanimous aye.

Motion made by Mr. Walter, seconded by Mr. Malavasi to reconvene the Board of Selectmen's meeting at 8:03 p.m. Unanimous aye.

- B. First Selectman Vacancy as of July 1, 2016: Mr. Walter noted that his last day as East Haddam's First Selectmen will be June 30, 2016 and it was noted that the Selectmen cannot move to fill the position until the vacancy officially occurs on July 1st.

The Selectmen discussed logistics for managing the Town's business in the meantime and Mr. Malavasi and Ms. Link agreed that both of them should be contacted in situations that cannot be addressed by department heads on a business-as-usual basis and which would require a decision or action by the First Selectmen. In cases of natural disasters or Town emergencies, Ms. Zemienieski advised that the Director of Emergency Management supersedes the First Selectmen as the authoritative individual.

It was agreed that the Town should accept applications for Ms. Link's and Mr. Malavasi's consideration from individuals interested in being appointed to fill the First

Selectman position. The Selectmen agreed to schedule a Special Meeting at 4:30 p.m. on July 11th to interview and possibly appoint the appropriate candidate to fill the position.

The Selectmen briefly discussed the policy for turning in the First Selectman's town assets and Mr. Walter noted that he will hand everything over on June 30th.

6. Citizen's Concerns: There were no citizen's concerns expressed at the meeting.

7. Unfinished Business

A. Blight Ordinance Discussion: The Selectmen agreed that there were no additional revisions to be made to the proposed Blight Ordinance.

Motion made by Mr. Walter, seconded by Ms. Link, to approve an ordinance entitled "Blighted Structure Ordinance" and send to the next Town Meeting for approval.

B. 2016 Neighborhood Assistance Act Approvals: Mr. Walter reported that a public hearing was held on the NAA proposals on June 8, 2016 at 7:00 p.m. and stated that the Town now needs to send the proposals to the State for final approval.

Motion made by Mr. Walter, seconded by Ms. Link, to approve and forward to the State for their approval four (4) projects requesting funding by the Neighborhood Assistance Act for 2016. Unanimous aye.

8. New Business:

A. Master Municipal Agreement for Rights of Way Projects Resolution: Mr. Walter called the Selectmen's attention to materials in their meeting packets regarding the Connecticut Department of Transportation's Master Municipal Agreement for Rights of Way Projects (MMA ROW). He explained the MMA ROW was developed so that a new Agreement will not have to be completed each time a municipality is involved with a rights of way project and that project specific information and monetary terms will be set forth in Project Authorization Letters (PAL) that are expected to take only a few days to execute. He advised that the Master Agreement is for a 10-year term.

Motion made by Mr. Walter, seconded by Mr. Malavasi, that the Honorable Mark B. Walter, First Selectman, is hereby authorized to sign the Agreement entitled "Master Municipal Agreement for Rights of Way Projects". Unanimous aye.

B. Building Permit Fee Discussion: This agenda item was discussed earlier in the meeting and is reported on in the minutes above.

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

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

The Electors and citizens of the Town of East Haddam, Connecticut qualified to vote in Town Meeting are hereby warned and notified that a Special Town Meeting will be held in the Town Hall on Town Street in the said Town of East Haddam at 8:00 p.m. on Tuesday, June 28, 2016 for the following purposes, to wit:

Item 1: To consider and act upon the recommendation of the Board of Selectmen and Board of Finance to accept a grant in the amount of \$4,573.50 from the State of Connecticut, Department of Emergency Services & Public Protection, Division of Emergency Management and Homeland Security, entitled “FY 2015 Emergency Management Performance Grant”, (revenue account 10542-43000 and expense accounts 10541810-51510-\$4,000.00 and 10541810-51590-\$573.50).

Item 2. To consider and act upon the recommendation of the Board of Selectmen and the Board of Finance to accept a gift from Robert Knakal for the Town of East Haddam in the amount of \$1,000.00 to further the Heritage Park Lighting Project.

Item 3: To consider and act upon the recommendation of the Board of Finance to amend the Capital Projects budget for the East Haddam Elementary School Fuel Oil Tank Replacement Project (33250013-58926-C0081) from \$150,000 to \$48,012 (a decrease of \$101,988) and to amend the Capital Projects budget for the East Haddam Elementary School Asbestos Abatement Project (33250013-58926-C0080) from \$150,000 to \$251,988 (an increase of \$101,988); representing no additional cost to the town.

Item 4: To consider and act upon the recommendation of the Board of Finance to approve a transfer of \$48,826 from Debt Service—Interest Expense (10548990-58320) to Interfund Transfers—Reserve for Capital Projects Savings (10549010-58010).

Item 5: To consider and act upon the recommendation of the Board of Selectmen to approve an ordinance entitled “Blighted Structure Ordinance”. Copies of said ordinance are on file in the Town Clerk’s Office during normal business hours.
Unanimous aye.

D. Gift Acceptance – Consumer Union: Mr. Walter called the Selectmen’s attention to a letter from Consumer Reports’ Auto Test Division advising of three donations to the Town. He explained that the Consumers Union has made a monetary gift totaling \$25,000.00 on behalf of the Board of Education and the Town of East Haddam to be used as follows:

- \$8,000 to the Town of East Haddam for Lighting at the Heritage Park Walking Trail
- \$12,000 to the East Haddam Elementary School for climbing walls
- \$5,000 to the East Haddam Board of Education for informational monitors for all three schools

Motion made by Mr. Walter, seconded by Mr. Malavasi, to accept a gift from Consumers Union of United States, Inc. for the Town of East Haddam in the amount of \$8,000 for

the Heritage Park Lighting Project and send acceptance of said donation to the Board of Finance and then to Town Meeting for approval. Unanimous aye.

Motion made by Mr. Walter, seconded by Mr. Malavasi, to accept a gift from Consumers Union of United States, Inc. on behalf of the Board of Education in the amount of \$12,000 for a climbing wall at the Elementary school and \$5,000 for informational monitors for all three schools. Unanimous aye.

Mr. Walter advised that he expected the individual groups would send a letter of thanks to the Consumers Union and he would also send a thank you note for the gifts on behalf of the Board of Selectmen.

E. Board/Commission/Committee Changes (COA, WPCA)

Commission on Aging

Mr. Walter called the Selectmen's attention to an email from Jo Golec of the Commission on Aging, dated May 28, 2016, noting the recommendation made for appointment to the COA.

Motion made by Mr. Walter, seconded by Ms. Link, to appoint Joseph Sina, effective July 1, 2016 for a three-year term to expire June 30, 2019 as a regular member on the Commission on Aging. Unanimous aye.

Water Pollution Control Authority

Mr. Walter called the Selectmen's attention to a copy of a letter in their meeting packets from Andrew Lord, Chairman of the Water Pollution Control Authority, dated June 8, 2016, recommending a reappointment of committee member.

Motion made by Mr. Walter, seconded by Mr. Malavasi, to reappoint Robert Casner as a regular member of the Water Pollution Control Authority for a five-year term to expire June 30, 2021. Unanimous aye.

F. Tax Refunds: There were no tax refunds considered at the meeting.

9. Public Comment: Mr. Blaschik thanked Mr. Walter for his service to the Town.
10. Selectmen's Discussion: Mr. Malavasi and Ms. Link thanked Mr. Walter for his hard work on behalf of the Town. Mr. Malavasi wished him success in his new position.
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 8:37 p.m. Unanimous aye

Recorded

Respectfully submitted,
Susan Link, Secretary