

Board of Selectmen
Grange Hall
November 15, 2017
Regular Meeting Minutes

Selectmen Present: E. Lyman; S. Link; R. Smith

Also Present: A. Blaschik; E. Blaschik; K. Blaschik; S. Brasile; W. Cross; D. Dill; E. Dill; R. Dill; D. Faipler; V. Garofalo; C. Gelston; T. Gelston; I. Haines; K. O'Boyle; C. Riling; C. Varricchio; S. Wheeler; L. Zemienieski, and other members of the public

1. First Selectman Lyman 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: Motion made by Mr. Lyman, seconded by Ms. Link, to approve the Agenda as written. Unanimous aye.
3. Approval of Minutes: Regular Meeting of November 1, 2017.

Motion made by Mr. Lyman, seconded by Ms. Link, to approve the minutes of the Regular Meeting of November 1, 2017, as written. Mr. Smith abstained from the vote and the motion passed by a majority of ayes.

4. Correspondence: Mr. Lyman called the Selectmen's attention to a copy of a letter in their meeting packets from Navnit Nakrani, Project Manager at Prime AE, dated November 10, 2017, advising of an inspection of bridge "No. 01138 – Route 82 over Connecticut River" in December 2017.
5. First Selectmen's Report: Mr. Lyman called the Selectmen's attention to a copy of an office memorandum in their meeting packets, dated November 15, 2017, regarding Board and Commission Liaison Appointments.
 - A. Appointment of Secretary: Motion made by Mr. Lyman, seconded by Mr. Smith, to appoint Susan Link as Board of Selectmen Secretary. In response to a question raised by Mr. Smith, Mr. Lyman stated that he was not aware that it was required that the Selectmen appoint a Secretary, however, it is customary. Ms. Link abstained from the vote and the motion passed by a majority of ayes.
 - B. Liaison Appointments: The Selectmen reviewed the list of liaison appointments and, in response to a request by Ms. Link, Mr. Smith agreed to be the Libraries liaison. In response to a question raised by Mr. Smith, Mr. Lyman stated that he did not feel there was any conflict of interest in Mr. Smith acting as the liaison to the Conservation Commission which he chairs.

Motion made by Mr. Lyman, seconded by Ms. Link, to adopt the list of liaison assignments as amended. Unanimous aye.

- C. Shared Services Report: Mr. Lyman called the Selectmen's attention to the November Shared Services Report in their meeting packets. Mr. Lyman reviewed several items on the report. In response to a question raised by Ms. Link, Ms. Varricchio advised that the Board of Finance had been provided with an update regarding the state budget. Ms. Varricchio also discussed information provided by CCM regarding the state's Renters' Rebate program.

In response to a request from Mr. Smith, Mr. Lyman agreed to provide him with a sample report from the Board of Education's on-line maintenance reporting software. Mr. Lyman also confirmed that the mowing for four of the Town's cemeteries is contracted out and the others are mowed by the Grounds Maintenance Department. Mr. Smith recommended more detail be added to the Share Services reports.

Mr. Lyman stated that there is still a spending freeze in place that requires him to sign-off on all purchases over \$1,000.00, whether or not they have been budgeted for.

6. Citizen's Concerns

The following citizen's concerns were discussed the meeting:

- In response to a question raised by Ms. Riling, Mr. Lyman advised that the fire truck tires he used as an example in his discussion of the spending freeze, were budgeted for, however, since the purchase order exceeded \$1,000.00, his sign-off was required.

In response to a follow-up request by Ms. Riling, Ms. Link advised that the Town does not maintain data on the size of recreational trailers registered to its citizens.

- Ms. Gelston requested the Selectmen speak up and speak more clearly.

7. Unfinished Business

- A. Shagbark Solar Project Discussion: Mr. Lyman reported that the Virtual Net Metering Credit Assignment Agreement had been finalized and signed by all parties. He noted that, to date, the Town has realized over \$3,300.00 in savings.
- B. Solid Waste Facility Ordinance Amendment/Transfer Station Discussion: Mr. Lyman called the Selectmen's attention to material in their meeting packets regarding seven volunteers for the Transfer Station Committee. The Selectmen reviewed the materials and Ms. Link and Mr. Smith stated that they are concerned about a potential conflict of interest if the Public Works Director is included as a voting Committee member. They agreed to schedule a special meeting to interview all of the applicants.
- C. Ordinance Codification Discussion: Mr. Lyman stated that the draft ordinance book is on the Town's website for citizens to review. He noted that a Public Meeting must be scheduled to discuss and adopt the code book. In response to a question from Mr. Lyman, Ms. Zemienieski stated that, to date, the Town Clerk has not received any questions on the draft codes.
- D. Plan of Conservation and Development: In response to a question from Mr. Lyman, Mr. Smith stated that he had reviewed the Selectmen's revised draft of the Board's section of the Plan of Conservation and Development and he agreed with the changes.

Motion made by Mr. Lyman, seconded by Mr. Smith, to recommend the draft revisions of the Board of Selectmen's section of the Plan of Conservation and Development to the Planning and Zoning Commission. Unanimous aye.

- E. Horizontal Curve Safety Project Update: Mr. Lyman reported that he had left several messages for Mr. Obey, CT DOT, District 2 Engineer, regarding the Horizontal Curve Safety Project.

Specifically, he requested clarification on at what point in the project the signs would be turned over to the Town and who to send the citizens' letters and petitions regarding the signs.

Mr. Smith stated that there is quite a bit of inconsistency with the project and noted that towns which did not participate in the project will not experience any increased liability because they lack the yellow caution signs. In response to a question Mr. Smith raised, Mr. Lyman confirmed that the Town will request the state's Circuit Rider review the new signage in Town and make recommendations before incurring the expense of hiring a traffic engineer. Mr. Lyman agreed to provide Mr. Smith with a copy of the project agreement the Town signed with the state.

8. New Business

- A. Board/Commission/Committee Changes (EDC): Mr. Lyman advised that the Economic Development Commission had recommended one member change and one appointment.

Economic Development Commission

Motion made by Mr. Lyman, seconded by Ms. Link, to change the status of Suzan Smith from an alternate member to a regular member, filling a vacant position with a term to expire June 30, 2021, on the Economic Development Commission. Unanimous aye.

Motion made by Mr. Lyman, seconded by Ms. Link, to appoint James Fennema as an alternate member of the Economic Development Commission for a vacant five-year term to expire June 30, 2020. Unanimous aye.

- B. Tax Refunds: Mr. Lyman called the Selectmen's attention to two tax refunds.

Motion made by Mr. Lyman, seconded by Ms. Link, to award tax refunds in the amounts as presented:

- \$ 100.57 to Honda Lease Trust, and
 - \$ 282.15 to Toyota Lease Trust.
- Unanimous aye.

9. Public Comment: The following public comment was discussed at the meeting:

- In response to a question raised by Mr. Gelston, Mr. Lyman advised that he expected to receive answers to his questions regarding the Horizontal Curve Road Sign project the following day.
- In response to an inquiry by Ms. Riling, Mr. Lyman requested that she provide copies of the research she and Ms. Dickinson did on transfer stations and he would give it to the new Transfer Station Committee when it is appointed. Ms. Riling also stated that she agreed that including the Public Works Director as a voting member on the Transfer Station Committee could be a potential conflict of interest.
- Ms. Haines recommended the Town put out more communication regarding the Draft Ordinance Book and suggested an article in the East Haddam News. Ms. Haines also informed the Selectmen about several holiday events a volunteer organization is planning and

Mr. Lyman recommended the group coordinate their efforts with the Economic Development Commission.

10. Selectmen's Discussion

A. Everbridge & Police Emergencies/Establishing a SOP: Mr. Smith discussed the recent abduction incident in Town and encouraged the Selectmen to develop a written Standard Operating Procedure (SOP) for situations when the State Police need to establish a staging area in the Town. He stated that the SOP could be shared with the State Police who would refer to it if there is another such event in Town. He also encouraged Mr. Lyman to be pro-active with the State Police in favor of good communications with the Town's citizens.

B. 2018 Board of Selectmen Meetings: The Selectmen discussed the list of 2018 Board of Selectmen meetings in their meeting packets and agreed to minor changes.

Motion made by Mr. Lyman, seconded by Mr. Smith, to adopt the 2018 Board of Selectmen's meeting schedule as amended. Unanimous aye.

C. 2018 Budget Calendar: Mr. Lyman called the Selectmen's attention to the proposed 2018-19 Budget calendar in their meeting packets. They discussed the proposed Board of Selectmen's workshop dates and agreed to some changes. Mr. Lyman stated he would like to see more public attendance at the Selectmen's budget workshops.

In response to a request from Ms. Link, Mr. Lyman agreed to add the topic of FOI requests to the next meeting's agenda. Ms. Link also advised that she had attended the recent FOI workshop and encouraged the Selectmen to more closely follow Robert's Rules during their meetings.

11. Adjournment: There being no additional regular business to discuss, a motion was made by Mr. Lyman, seconded by Ms. Link, to adjourn the meeting at 8:00 p.m. Unanimous aye.

Recorded

Respectfully submitted,
Susan Link, Secretary