

Board of Selectmen
Municipal Office Complex
Meeting Rooms 1/2
July 18, 2018
Regular Meeting Minutes

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

Also Present: A. Blaschik; E. Blaschik; K. Blaschik; V. Garofalo; B. Lunt; J. Moreau; S. Wheeler; L. Zemienieski, and other members of the public

1. First Selectman Lyman called the Board of Selectmen's meeting to order at 7:01 p.m. and the attendees said the Pledge of Allegiance.
2. Approval of Agenda: Mr. Lyman stated that he would like to move agenda item 8.C. - Building Department Fees up for discussion immediately following Agenda item 4. - Correspondence.

Motion made by Mr. Lyman, seconded by Mr. Smith, to approve the Agenda as amended.
Unanimous aye.

3. Approval of Minutes: Regular Meeting of June 20, 2018

Mr. Smith stated that he would like to amend the minutes as follows:

- Page 2 (3rd paragraph) – Revise as follows: “*Mr. Smith suggested changing the scope of the Public Works projects currently planned and using the funds for tree removal.*”

Motion made by Mr. Lyman, seconded by Mr. Smith, to approve the minutes of the Regular Meeting of June 20, 2018, as amended. Unanimous aye.

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

8.C. New Business: Building Department Fees

Mr. Lyman called the Selectmen's attention to materials in their meeting packets outlining the proposed changes to the Town's Permit fees. He recognized Building Official Garofalo who reviewed the proposed changes to the permit fees and noted that the fees for several categories had not changed; however, the new schedule puts the Town in line with the permit fees charged by most of the surrounding towns.

Mr. Garofalo responded to several questions from the Selectmen and provided clarification on how he had developed the changes he was recommending.

Motion made by Mr. Lyman, seconded by Ms. Link, to approve the proposed fee schedule for the Building Department permits, to become effective October 1, 2018, and to authorize the Building Official to keep East Haddam's educational fee portion current with the State of Connecticut Educational fee. Unanimous aye.

5. First Selectmen's Report

Mr. Lyman reported the following:

- Although the state's Attorney General's Office opined that it was within the jurisdiction of the Probate Court to rule on turning over the East Haddam Free Public Library to the Town, it could not be compelled to do so. Consequently, the Superior Court will assume the case and provide a ruling.
 - East Haddam and Haddam have collaborated on completing a grant application for funds to install a walkway on the Swingbridge. The CT DOT and the RiverCOG also provided input to the grant application. The application was submitted and accepted by Federal Government processing center, grants.gov on 7/18/18.
 - The Town has been interviewing for a part-time and a per diem Fire Department position and made offers to two individuals who will be on-board next week.
 - A 5,000 gallon water tank is in place at the Community Gardens. The tank is currently on loan; however, it will be gifted to the Town in the near future.
 - Eversource has been replacing a number of burned out street lights around Town and is installing LED bulbs.
- A. Proposal from Tim Mellon: Mr. Lyman called the Selectmen's attention to a copy of an email in their meeting packets from Tim Mellon dated July 2, 2018. He noted that Mr. Mellon had offered to sell the Town the underground rights adjacent to the water treatment facility at the Goodspeed Airport for \$200,000.00. Mr. Lyman advised that he had discussed the offer with a number of individuals and he has decided not to pursue the option.
- B. Responses to Previous Meeting Questions:
- Mr. Lyman reported that he believes it is within the Selectmen's jurisdiction to institute a bag system for the Transfer Station and to set the fees for the bags; however, he has asked the Town's attorney's to provide their opinion before moving forward.
 - Director Lunt confirmed that she had provided Mr. Cross with the financial information he requested regarding the analysis done regarding purchasing equipment for the Town to do its own hauling to a regional Transfer Station.
 - Mr. Lyman asked Ms. Lunt to provide an overview of the issue of removal of diseased/dead trees in Town. Ms. Lunt reported that she had attended a state conference regarding the damage to the state's oak and ash trees and, although it had been previously believed that there was a 5-10 year window to remove dead oak trees before they represented a hazard, it is now felt that, due to how the current damage to the trees occurred, the dead oaks represent a more immediate risk.

Ms. Lunt estimated that it would cost East Haddam \$1-3M over the next 1-2 years for the necessary tree removal. She advised that CT towns do not have the resources to do a massive removal of the diseased/dead oak and ash trees and, consequently, there is a group that is pursuing FEMA funds for the work. She stated that the UConn Extension Center is leading

the request which is being supported by towns' Emergency Management directors; however, the application to FEMA for this type of project is unprecedented.

6. Citizen's Concerns: The following citizen's concern was brought up at the meeting:

- Mr. Moreau advised the Selectmen that he had resigned his position as a part-time career Firefighter, effective July 1, 2018. He reiterated his concerns regarding a negative environment created by the Fire Department's management and stated that he had been disheartened by the recommendation to replace part-time career staff with two full-time positions. He distributed photos depicting what he felt was an inappropriate use of Fire Department equipment to the Selectmen and provided other examples of what he feels is misuse and dangerous operation of company vehicles. He stated that he also feels there is a conflict of interest in the make-up of the Board of Fire Commissioners.

7. Unfinished Business

- A. Horizontal Curve Safety Project Update: In response to a question from Mr. Lyman, Public Works Director Lunt advised that she has not heard back from the State Circuit Rider and she would follow-up with him. Mr. Smith reported that he is aware of several citizens who are waiting for the Circuit Rider's report before voicing their concerns regarding the state's placement of the warning road signs.
- B. East Haddam Village Revitalization Committee (EHVRC) Update: Mr. Lyman called the Selectmen's attention to a copy of the minutes of the June 27th meeting of the EHVRC and reviewed several items in the minutes. Ms. Link and Mr. Smith noted that they had attended the meeting.

Mr. Lyman reported that he had received a verbal report on some of the testing done at the former Town Office Site and that he expects the Town will receive a written report next week.

- C. Transfer Station Committee Final Report Discussion & Solid Waste Facility Ordinance: Mr. Lyman distributed documents outlining the next steps for the recommendations made by the Transfer Station Committee and the Selectmen reviewed the information. In response to a question raised by Mr. Smith, Mr. Lyman stated he would reach out to Mr. Behilo and discuss his thoughts on the Committee's recommendations.

In response to a question from Mr. Lyman, Public Works Director Lunt stated that any reconfiguration of the Transfer Station would be dependent upon the Town's decision on whether or not to allow commercial haulers continued use of the facilities. She stated that she would need direction from the Board of Selectmen regarding the recommendations they are going to implement before developing a plan for changes to the Transfer Station.

- D. Citation Hearing Procedure Discussion: Mr. Lyman reiterated that the Town's Citation Hearing Procedure Ordinance is still being reviewed by the Town's attorneys. Ms. Link recommended encouraging the attorneys to wrap-up their review of the ordinance and related procedures so the Town can move forward.
- E. Control of Animals Ordinance Discussion: Mr. Lyman reported that the Control of Animals ordinance is still being reviewed by the Attorneys. Mr. Smith recommended asking the attorneys for their timeframe for completing their review.

- F. Trailer Ordinance Discussion: Mr. Lyman reported that the Trailer ordinance is ready to move forward; however, he did not recommend scheduling a Public Hearing until the Control of Animals ordinance is also ready for consideration.
- G. Crisis and Strategic Communications Plans Services: Mr. Lyman called the Selectmen's attention to the draft charge for this ad-hoc committee prepared by Sue Link. He noted that members will need to be appointed by the Board of Selectmen and there was a discussion regarding the make-up of the committee; it was agreed to add an additional public citizen to the committee. Mr. Smith recommended one additional revision to the draft charge.

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

RESOLVED, that an Ad-Hoc Crisis and Strategic Communications Plans Committee will be formed with eight (8) members for the purpose of researching and analyzing the security and communication needs of the Town including, but not limited to, the security of the Municipal Office Complex, Nathan Hale-Ray High School, Nathan Hale-Ray Middle School and East Haddam Elementary School.

The Committee shall be composed of one (1) member from the following Boards: Selectmen, Finance and Education, as well as the Director of Operations, Superintendent of Schools, a member of the police department and two (2) citizens of our community. The Board of Selectmen shall appoint members and the terms of office shall be for one year. Members shall serve with no compensation. The First Selectman (or his designee) shall Chair the Committee. The Committee shall meet on a regular basis and their meetings shall be open to the public. The Committee shall invite advisory participants to their meetings as needed.

The goal of the Committee is to perform an analysis of the safety and security of our students, staff and citizens as it pertains to them being in and around Town Buildings. Items to be considered include, but are not limited to:

- A cost/benefit analysis of armed security vs. School Resource Officers (SRO) which would include job descriptions, the supervisory structure of the position, plans for coverage of employee absences recommendations for hiring procedures and contract terms (length of contract, benefits, schedule, etc.)
- The need for a comprehensive Communications Plan in the event of a security breach or other disaster.

The Committee shall make recommendations to the Board of Selectmen for short and long-term needs and requirements and corresponding economic and taxpayer impacts.

Unanimous aye.

8. New Business

- A. Grant Acceptance – FY 2017 Emergency Management Performance Grant: Mr. Lyman called the Selectmen's attention to a copy of a letter in their meeting packets from Deputy Commissioner William Hackett of the Department of Emergency Services & Public Protection, dated April 27, 2018, advising that the Town had been awarded an Emergency Management Performance Grant.

Motion made by Mr. Lyman, seconded by Mr. Smith, to accept a grant in the amount of \$5,000.00 from the State of Connecticut, Department of Emergency Services & Public Protection, Division of Emergency Management and Homeland Security, entitled “FY 2017 Emergency Management Performance Grant”, and send acceptance of said grant to the Board of Finance and then to Town Meeting for approval. Unanimous aye.

- B. Grant Acceptance – Historic Document Preservation Grant: Mr. Lyman called the Selectmen’s attention to materials in their meeting packets from the Connecticut State Library regarding an Historic Documents Preservation Grant. He noted that the Town applies for this grant every year.

Motion made by Mr. Lyman, seconded by Ms. Link, to recommend to the Board of Finance and then to Town Meeting the adoption of the following resolution:

RESOLVED, that a grant in the amount of \$4,500 is hereby accepted from the State of Connecticut, State Library, for the purpose of historic document preservation; and that Emmett J. Lyman, First Selectman, is empowered to execute and deliver in the name and on behalf of this municipality, a contract with the Connecticut State Library for an Historic Documents Preservation Grant. Unanimous aye.

- C. Building Department Fees: This agenda item was discussed earlier in the meeting and is reported on in the minutes above.
- D. Discussion of Purchasing Ordinance Options for Public Works Projects: Mr. Lyman noted that Public Works Director Lunt has requested deviation from the standard competitive bid process and is interested in having a solicitation published for a call-out list for various pieces of equipment needed for tree removal and other heavy equipment jobs that are not able to be done with our regular Public Works equipment. Director Lunt advised that this would be similar to what is done for snowplowing.

Director Lunt stated that she is also interested in using a cooperative purchasing program to solicit for a new backhoe and noted this method would be similar to what is done with the Capital Region Purchasing Council for gasoline, diesel and heating oil.

Mr. Lyman noted that, by ordinance, both purchasing procedure options require prior approval of the Board of Selectmen.

Motion made by Mr. Lyman, seconded by Ms. Link, to authorize the Public Works Director to establish a fee schedule for heavy equipment for future needs by solicitation and simple negotiations with appropriate legitimate suppliers and to use a cooperative purchasing program to solicit for the purchase of a backhoe. Unanimous aye.

- E. Beer & Wine Approval – Rathbun Library: Mr. Lyman called the Selectmen’s attention to a copy of an email in their meeting packets from Michael Gilroy, dated July 12, 2018. Director Gilroy advised that the Rathbun Library is hosting a guest speaker from Goodspeed Musicals on July 27th and would like to serve beer and wine.

Motion made by Mr. Lyman, seconded by Mr. Smith, to approve beer and wine service at the Rathbun Library for the “Goodspeed Musical Presentation” on July 27, 2018. Unanimous aye.

- F. Board/Commission/Committee Changes (REC, ETHICS, CONS): Mr. Lyman noted that the Recreation Commission does not meet until 7/19 to vote on their recommendations for new members.

Ethics Commission

Mr. Lyman called the Selectmen's attention to the June 13, 2018 minutes of the Ethics Commission recommending the reappointment of Pamela Gourlie to the Commission.

Motion made by Mr. Lyman, seconded by Mr. Smith, to reappoint Pamela Gourlie for a three-year term as a member of the Ethics Commission with a term to expire June 30, 2021. Unanimous aye.

It should be noted with the passing of Lynn Branscombe a vacancy exists on this commission.

Conservation Commission

Mr. Lyman called the Selectmen's attention to an email from Rob Smith, chairman of the Conservation Commission recommending reappointments of some members whose terms had expired to their commission.

Motion made by Mr. Lyman, seconded by Mr. Smith, to reappoint Paul Sienna, Charlotte Gelston and Marilyn Gleeson as regular members and Joseph Zaid as an alternate member for two-year terms to expire June 30, 2020 on the Conservation Commission. Unanimous aye.

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

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

- \$159.43 to Nissan Infinity CT, and
- \$329.19 to Brian Comiskey.

Unanimous aye.

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

- Mr. Moreau advised that several citizens have informed him that they are "intimidated" to speak up at Town Meetings and he stated that he feels the Selectmen should address the issue. He further stated that he had attended a meeting of the Ambulance Association where their procedures regarding background checks and other security matters were discussed in-depth. He stated that he feels it would be a good policy for all of the Town's public safety departments to have similar standards and procedures.

10. Selectmen's Discussion

- A. Police Boat Use & Staffing Discussion: The Selectmen discussed the recent situation when the police boat had not been scheduled for patrols due to lack of funding. Mr. Smith stated that he believes there should be a way to consistently schedule such patrols within the established salary budget. Mr. Lyman stated he would follow-up with the officer in charge of staffing about the situation.

In response to a question raised by Ms. Link, Ms. Zemienieski advised that the fire rescue truck was parked outside in the lot of the former Town Office site because it had been moved out of the garage during the environmental testing of the building.

Mr. Smith stated that he would like to pursue Mr. Moreau's suggestion for all of the Town's public safety departments to have consistent guidelines concerning background checks and written policies/procedures to follow when violations of acceptable behavior occur.

In response to a question raised by Mr. Smith, Public Works Director Lunt advised that she does not think the scope of any of the planned road projects should be changed to save money for the tree removal work. She further noted that the amount needed for the removal of the Town's diseased/dead trees is so significant that such steps would have little to no impact other than to jeopardize the condition of the roads.

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 8:36 p.m. Unanimous aye.

Recorded

Respectfully submitted,
Susan Link, Secretary