

Board of Selectmen
Municipal Office Complex
Meeting Rooms 1/2
May 16, 2018
Regular Meeting Minutes

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

Also Present: H. Aitken; E. Blaschik; C. Brownell; W. Cross; A. Dill; D. Dill; R. Dill; D. Faipler (EHN); C. Gelston; T. Gelston; J. Moreau; 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 Mr. Smith, to approve the Agenda as written. Unanimous aye.
3. Approval of Minutes: Regular Meeting of May 2, 2018 and Special Meeting of May 10, 2018

Motion made by Mr. Lyman, seconded by Mr. Smith, to approve the minutes of the Regular Meeting of May 2, 2018 as written. Unanimous aye.

Motion made by Mr. Lyman, seconded by Mr. Smith, to approve the minutes of the Special Meeting of May 10, 2018 as written. Unanimous aye. Ms. Link abstained from the vote.

4. Correspondence
 - A. Memo from Board of Finance Chairman - Mill Rate Adopted for 2018-2019: Mr. Lyman called the Selectmen's attention to a copy of a memo in their meeting packets from Board of Finance Chairman DiCristofaro, dated May 8, 2018, which stated that the Board of Finance had adopted a mill rate of 29.66 for 2018-2019. He further noted that Mr. DiCristofaro's memo also indicated that, without the anticipated funds from the State of CT for programs and grants, the mill rate would be 34.42.
 - B. Letter from Brad Parker – Charter Study Committee: Mr. Lyman called the Selectmen's attention to a copy of a letter from Brad Parker in their meeting packets, dated May 7, 2018, requesting that the Town consider establishing a committee to look into creating a Town Charter. Mr. Lyman noted that 115 out of 169 towns in CT have a charter. The Selectmen briefly discussed Mr. Parker's recommendation.
 - C. Email from Randy Dill – Dumping Violation: Mr. Lyman called the Selectmen's attention to a copy of an email from Randy Dill, dated May 7, 2018, forwarding photos of tree stumps that an individual had recently dumped on Town property adjacent to his property after being turned away from the Transfer Station. He stated that Mr. Dill noted that this is an example of what could happen if the Town increases the fees for using the Transfer Station. Mr. Lyman reported that the police are dealing with the issue.
5. First Selectmen's Report
 - A. Shared Services Report – April/May: Mr. Lyman called the Selectmen's attention to a copy of the April/May Shared Services Report in their meeting packets and reviewed several items on the

report. Mr. Smith inquired as to the method used to rake the Town beach clean and Mr. Lyman agreed to follow-up on his question.

B. Board of Assessment Appeals – Spring 2018 Final Report: Mr. Lyman recognized Board of Assessment Appeals Chairman Blaschik who reported that 40 appeals were received and reviewed at three public hearings and that the Board voted to reduce assessments on 23 properties resulting in a reduction to the grand list of \$409,000.00.

C. Responses to Previous Meeting Questions: Mr. Lyman provided the follow information:

- In response to a question raised by Ms. Dickinson, Mr. Lyman stated he had spoken with Public Works Director Lunt who had informed him that the scale at the Transfer Station is being used; however, she agreed to speak with the employees about using the scale more consistently.
- In response to a recommendation made by Mr. Gelston, Public Works Director Lunt had advised that she is working on a plan for improvements to the traffic flow at the Transfer Station. She also informed Mr. Lyman that she has instructed the Transfer Station employees to more vigorously enforce the sticker program.

6. Citizen's Concerns: The following citizens' concerns were brought up at the meeting:

- Mr. R. Dill commented that the widening of Beebe Road by Public Works is in violation of the scenic road ordinance. He noted that the Public Works Superintendent confirmed that the road was graded and measurements were being taken.
- Mr. T. Gelston expressed concern that the microphones at the Selectmen's table do not seem to be amplifying their voices. In response to his question about putting a video of the meeting(s) out on YouTube, Mr. Lyman confirmed that the meeting was being recorded and the IT staff was coordinating with all involved to post them.
- Mr. Brownell expressed concern that the Public Works Director informed him that no work had been done on Beebe Road after Mr. Dill stated that it had been graded and widened. There was a general discussion regarding the situation at Beebe Road and Mr. Lyman agreed to follow-up with Director Lunt.
- Mr. Brownell inquired whether or not there is a need for additional playing fields in the Town. Mr. Lyman advised that playing fields are governed by the Parks & Recreation Department and he would follow-up with Recreation Director Conroy regarding this question. Mr. Brownell noted that he would be more supportive of a track and questioned if the Town should be looking at grants to support that effort.
- Mr. Gelston supported Mr. Brownell's statement that he feels the Town needs a track more than it needs additional playing fields.
- Mr. Brownell noted that Petticoat Lane is scheduled to be re-paved this year and expressed concern that speeding on the road will increase after that is done.

7. Unfinished Business

- A. Horizontal Curve Safety Project Update: Mr. Lyman reviewed changes that have been made to several horizontal curve signs in the Town. He stated that the Town will continue to make judicious changes as required. In response to a question raised by Mr. Smith, Mr. Lyman advised that he would like to remove the reflectors on the sign poles in some areas. Mr. Smith reiterated that there are several signs in Town that are not representative of the applicable curve and he is concerned about where the liability lies if there are accidents in the areas of those signs.
- B. Transfer Station Committee Final Report Discussion & Solid Waste Facility Ordinance: Mr. Lyman stated that he believes the Town needs a citation process and hearing procedure in place before implementing all of the Committee's recommendations. He advised that the Town's attorney is currently reviewing an ordinance drafted by Mr. Dill but that a written procedure needs to be developed for citation issuing/processing/reviewing. The citation ordinance will be referenced in the final Transfer Station ordinance.

Mr. Lyman reviewed several of the recommendations in the Transfer Station Committee's final report. He stated that he has discussed the report with Public Works Director Lunt who is currently in the process of implementing several of the recommendations. Mr. Smith emphasized that the Town should implement as many of the recommendations as soon as possible.

There was a general discussion regarding initiating the educational portion of the of the committee's recommendations.

- C. Review Board Ordinance Discussion: Mr. Lyman stated that the Town must create an ordinance and review board process to address contested citations. He advised that the review board ordinance will be referenced in any Town ordinance that could impose a citation and fine.
- D. Control of Animals Ordinance Discussion: Mr. Lyman stated that the control of animals ordinance has been updated and will be forwarded to the Town's attorney shortly. He noted that the ordinance will reference the citation review board ordinance.
- E. Trailer Ordinance Discussion: Mr. Lyman stated that the trailer ordinance will reference the citation review board ordinance.

8. New Business

- A. Crisis and Strategic Communications Plans Services: Mr. Lyman called the Selectmen's attention to a proposal in their packets from Sullivan & LeShane Public Relations, Inc., dated March 18, 2018, regarding creating a crisis communications plan and yearlong strategic communications plan. He noted that this concept was discussed in detail at the last Board of Finance meeting and funding has been earmarked to implement it. There was a general discussion regarding the background on this issue.

Mr. Smith reported that he had attended the BOF meeting and stated that the purpose of creating a plan is for the Town to improve how it handles communications with the citizens during a crisis. He stated that additional input on the plan from the Board Education would be required; however, any final plan would include situations beyond the scope of the Board of Ed.

Ms. Link emphasized that, going forward, she wants to be sure that the proper procedure regarding this issue is followed and also believes our ordinance requires the Town solicit proposals from additional companies. Mr. Gelston provided some more information regarding the BOF's involvement in this plan and confirmed that no spending had been authorized by the

BOF and that they had only earmarked dollars for the project should the Selectmen chose to move forward with it.

- B. Tax Collector Fees Discussion: Mr. Lyman explained that this proposal was discussed during the budget season as a way to increase revenue for the Tax Collector's Office.

Motion made by Mr. Lyman, seconded by Mr. Smith, to approve the proposed fees for the Tax Collector's Office for Payment History Reprint-\$5.00 and Tax Bill Reprint-\$1.00, to be become effective July 1, 2018.

Tax Collector Dill provided some additional background on this proposal. Unanimous aye.

- C. Volunteer of the Month: Mr. Lyman noted that April is generally reserved for the nominations of student volunteers. He called the Selectmen's attention to a letter from Laura Corbett and Mary Little-Finnegan, School Counselors at Nathan Hale-Ray High School, recommending Nicole Ringuette and Kate Ryan as Volunteers of the Month.

The letter states, in part, that "Nicole Ringuette is focused, responsible and driven ... [and] applies her tireless work ethic to everything she takes on" and "Kate Ryan does nothing in half measures and this includes volunteering."

Motion made by Mr. Lyman, seconded by Ms. Link, to name Nicole Ringuette and Kate Ryan as volunteers of the month for April 2018. Unanimous aye.

- D. Board/Commission/Committee Changes: There were no Board/Commission/Committee changes discussed at the meeting.

- E. Tax Refunds: Mr. Lyman called the Selectmen's to three tax refunds.

Motion made by Mr. Lyman, seconded by Mr. Smith, to award three tax refunds in the amounts presented:

- \$ 45.13 to Michael Newell;
- \$143.91 to Financial Services, and
- \$ 72.47 to Kemps M. Thames.

Unanimous aye.

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

- Ms. Dill complimented the Transfer Station staff's service during her visits.
- In response to a request from Mr. Cross, Mr. Lyman agreed to provide him with additional information regarding the financial analysis regarding having Public Works haul the Town's bulky waste.
- In response to a question raised by Mr. Dill, Mr. Lyman clarified where the state stands regarding the horizontal road signs project. Mr. Dill advised that he had observed state employees adding speed signs to existing curve signs located on Beebe Road.

- In response to an inquiry from Mr. Moreau, Mr. Lyman provided some background on the proposed revisions to the Town's trailer ordinance.
- In response to a question from Mr. Gelston, Mr. Lyman provided clarification regarding the proposed animal control ordinance. Mr. Gelston also provided several comments regarding safety at the Transfer Station. He encouraged the Town Selectmen to consider joining other towns in protesting the new horizontal curve signs.

10. Selectmen's Discussion: Mr. Lyman reiterated that the Municipal Office Building Committee is prepared to discuss/address any citizen's concerns regarding the new Municipal Office Complex.

- A. Memorial Day Parade (May 28, 2018 - 10:00 a.m. - Municipal Office Complex): Mr. Lyman reminded the Selectmen and audience that the Memorial Day parade would be held at 10:00 a.m. on Monday, May 28th.

In response to a question raised by Mr. Smith, Mr. Blaschik provided information regarding the compliance of ADA parking spaces at the new Municipal Office Complex.

Mr. Smith stated he feels the revisions to the trailer ordinance needs further clarification regarding the types of trailers covered by the ordinance. He also encouraged the Town revisit the suggestion of using "speed humps" to control speeds on some roads.

Mr. Smith stated that he feels the Town should do research regarding potential liability resulting from the lack of consistency, across municipalities, of the state's horizontal curve road signs. He supported Mr. Gelston's recommendation that a consortium of towns approach the state on this subject.

Mr. Smith stated that he believes the Town needs to review how Public Works will address/fund the removal of numerous compromised trees owned by the Town.

In response to a question raised by Ms. Link, Mr. Lyman provided information regarding the status of the environmental RFP for the old Town Office Site and the development of an RFQ/RFP for developers interested in the site. She again requested that a status update regarding the Village Revitalization Committee be added to the Selectmen's Regular Meeting Agendas.

11. Adjournment: There being no additional regular business to discuss, a motion was made by Mr. Lyman, seconded by Mr. Smith, to adjourn the meeting at 8:34 p.m. Unanimous aye.

Recorded

Respectfully submitted,
Susan Link, Secretary