

Board of Selectmen Meeting  
Grange Hall  
June 5, 2013  
Regular Meeting Minutes

Selectmen Present: M. Walter; E. Lyman; J. Blaschik

Also Present: D. Barlow; C. Behilo; E. Blaschik; M. Gillis; M. Gilroy; A. Irving; B. Lunt; M. Malavasi; C. Mansfield; E. Schwartz; C. Varricchio; S. Wheeler; P. Young

1. First Selectman Walter called the Board of Selectmen's meeting to order at 7:11 p.m. and the attendees said the Pledge of Allegiance.
2. Approval of Agenda: Mr. Walter stated that he would like to add the following item to the agenda:  
5.B. – Budget Discussion.

Motion made by Mr. Walter, seconded by Mr. Lyman, to approve the agenda as amended. Mr. Blaschik noted his concern about adding a discussion of the budget to the agenda at this late time given the importance of the subject matter. Unanimous aye.

3. Approval of Minutes: Special Meeting of May 13, 2013 and Special Meeting of May 23, 2013.

Mr. Walter noted the following changes to the minutes of the May 13<sup>th</sup> meeting:

- Page 2, 1<sup>st</sup> paragraph of Item 8.B. – change “...tentative plan was to sell Company #1...” to “...tentative plan was to sell Company #2...”.
- Page 2, 2<sup>nd</sup> paragraph of Item 8.B. – add the following sentence to the end of the paragraph, “Mr. Walter stated that the Middle School project had been put on hold to create a 10-year capital plan to address all major projects”.

Motion made by Mr. Walter, seconded by Mr. Lyman, to approve the minutes of the Special Meeting of May 13, 2013 as amended. Unanimous aye.

Mr. Walter noted the following changes to the minutes of the May 23<sup>th</sup> meeting:

- Page 2, 1<sup>st</sup> paragraph of item A.3. – add the following sentence to the end of the paragraph, “O&G explained that their interest is not to bid on the construction; they will bid on representing the Town as the construction administrator if the project passes referendum”.

Motion made by Mr. Walter, seconded by Mr. Blaschik, to approve the minutes of the Special Meeting of May 23, 2013 as amended. Unanimous aye.

4. Correspondence:

A. LCRVCOG Chester – Hadlyme Ferry Resolution: Mr. Walter called the Selectmen's attention to a copy of the Chester/Hadlyme Ferry Fare Assessment, Operating Service, and Economic Indicators Resolution in their meeting packets.

Motion made by Mr. Walter, seconded by Mr. Lyman to support the May 22, 2013 Resolution of the Lower Connecticut River Valley Council of Governments concerning the Chester-Hadlyme Ferry Fare Assessment, Operating Service, and Economic Indicators. Unanimous aye.

5. First Selectmen's Report

A. Eightmile River Presentation: Mr. Walter recognized representatives from the Eightmile River Watershed Committee. The Committee's Chairman, Mr. Irving, introduced himself and Project Director Young. He stated that the organization is celebrating the 5<sup>th</sup> anniversary of the Eightmile River Watershed's federal designation as wild and scenic. He thanked the Town of East Haddam for its support during the 18 year effort to achieve the designation and its ongoing efforts to protect the river system.

Mr. Irving presented Mr. Walter with a framed copy of the bill from the 110<sup>th</sup> Congress authorizing the designation. He introduced Ms. Young who provided an overview of several projects the Committee has been working on, including mapping of the storm culverts around Lake Hayward and the planned mapping of streams in the Town of East Haddam. In response to a question from Mr. Walter, Ms. Young also discussed issues related to the Salmon River watershed.

B. Budget Discussion: Mr. Walter recognized Finance Director Varricchio who provided the Selectmen with a revised budget summary. Mr. Walter stated that the Board of Finance has asked the Town to reduce the combined Town and Board of Education budgets by a combined \$1M. Ms. Varricchio advised that, due to State regulations, the Board of Education can only reduce their budget by approximately \$300,000.00. Mr. Walter stated that he does not feel that the Town's budget can realistically be reduced by the remaining \$700,000.00.

Ms. Varricchio reviewed proposed changes to the budget, which also included increases in funding from the State. She advised that the Board of Finance had further indicated that they wanted the budget to reflect less reliance on the General Fund and, consequently, several planned vehicle purchases, have been moved to the Capital Projects section.

Mr. Walter reiterated that he does not feel the Town's budget can absorb \$700,000.00 in cuts and stated that he does not want to have lay-offs. Ms. Varricchio confirmed that the 2013-14 budget was in-line with 2008-09 budget; however, revenues continue to decrease. The Selectmen discussed ideas for increasing revenue, including a proposal to impose tipping fees at the Transfer Station for commercial haulers. Mr. Lyman referred to the findings of a Transfer Station Study Sub-Committee which did not support tipping fees for local haulers. The consensus of the Selectmen was not to support the proposal.

Mr. Walter recognized Mr. Behilo who reviewed the history of the Transfer Station. He stated that it is his opinion that previous staff had mis-managed the business of the Transfer Station which led to many of today's problems there.

In response to a question raised by Selectman Blaschik, Mr. Walter and Ms. Varricchio stated that the STEAP grant the Town received for the renovations to the Grange Hall could not be re-purposed; however, the \$100,000.00 the Town was going to add to the project has been taken out of the budget. Ms. Varricchio reviewed a number of technology and shared services economies the Town has implemented.

Mr. Walter made a motion, seconded by Mr. Lyman, to recommend to the Board of Finance the revised 2013-14 Budget Summary as presented. Unanimous aye.

6. Citizen's Concerns: In response to a question from Ms. Malavasi, Ms. Varricchio stated the Town's undesignated fund balance is 19.8% of the budget. Ms. Malavasi recommended that, before instituting new fees, Transfer Station employees should regularly enforce the current bulky waste charges.

Mr. Behilo repeated his objections to imposing fees on local hauling companies and emphasized that it is his opinion that many of the existing problems at the Transfer Station were caused by previous mismanagement.

7. Unfinished Business:

A. Tax and Business Incentive Program Application: There was no update on this item and the Selectmen agreed to table this agenda item for the meeting.

8. New Business

A. Discussion of East Haddam Elementary School Building Advisory Group Charge: Mr. Walter called the Selectmen's attention to materials in their meeting packets related to this agenda item. He reported that he and Mr. Mansfield had reworked the charge presented at the May 13, 2013 meeting and revised it from a formalized building committee, which requires approval of Town Meeting, to an Advisory Group that can be approved by the Board of Selectmen only. He stated that the group would be established to function until the project is approved at a successful referendum and noted that currently there are no applications for this committee.

Motion made by Mr. Walter, seconded by Mr. Lyman, to recommend the adoption of the following resolution for a charge which establishes an East Haddam Elementary School Building Advisory Group:

RESOLVED: That an East Haddam Elementary School Building Advisory Group is hereby established for the purpose of creating conceptual plans and design for updating, required re-design and renovation of the East Haddam Elementary School and related improvements.

The Advisory Group shall consist of 5 members and 2 alternates, to be appointed by the Board of Selectmen. The term of office of said members shall continue until the project is approved at referendum and the Advisory Group is discharged, except that any member may resign or be removed by a vote of the Board of Selectmen at any time. Any vacancy on the Advisory Group shall be filled by the Board of Selectmen. The Advisory Group shall select its own chairman and secretary. This Advisory Group shall answer to the Board of Selectmen and shall make bi-monthly progress reports to the Board of Selectmen / Board of Education.

Section 2. The members of the Advisory Group shall not receive any compensation for their services. Any necessary expenses of the Advisory Group shall be requested through the Board of Selectmen. All records of the Advisory Group shall be filed with the Town Clerk and open to public inspection in accordance with applicable state statutes.

Section 3. The Town of East Haddam Land Use, Facilities and Finance Directors and a Board of Education Representative will serve as non-voting members of the Advisory Group.

Section 4. The Advisory Group shall have the following powers and duties:

(a) To consult with the Board of Education and its administrators concerning conceptual plans and design for said project;

(b) To work with the Program Management Firm (O&G Industries) and Architectural Firm (Kaestle Boos and Associates) to develop and create conceptual drawings and renderings for said project;

(c) To provide to the Board of Selectmen proper estimates of the project cost and a written request for an appropriation equal to the amount estimated necessary to complete said project in a timely and workmanlike manner;

(d) To work with O&G Industries and Kaestle Boos to bring said project to referendum. This will include holding public hearings and working with parent and community groups to educate them on the proposed project.

Section 5. Upon completion of successful referendum, the Advisory Group shall make a final report to the Board of Selectmen.

Mr. Walter responded to the following questions and concerns raised by Selectmen Blaschik:

- He acknowledged Selectmen Blaschik's concern that bond counsel be consulted about the proposed projects and the establishment of the Advisory Groups.
- He confirmed that the statute on minority representation regarding membership on the Advisory Groups would apply.
- He stated that the Advisory Groups have a budget which would be managed through the Board of Selectmen.
- He advised that the architectural firm of Kaestle Boos has already been retained for the Elementary School project and Silver Petrucelli will have to submit a proposal for the Municipal Facilities Building project once the conceptual plan for that project is finalized.

The motion passed by a majority of ayes; FAVOR: Walter, Lyman. OPPOSED: Blaschik.

B. Discussion of Municipal Facilities Building Advisory Group Charge: Mr. Walter called the Selectmen's attention to materials in their meeting packets related to this agenda item. He reported that he and Mr. Mansfield had also reworked the charge for the Municipal Facilities Building Advisory Committee from the one presented at the May 13, 2013 meeting. He stated that the charge had also been revised from a formalized building committee, which requires approval of Town Meeting, to an Advisory Group that can be approved by the Board of Selectmen only and the group would be established to function until the project is approved at a successful referendum. He stated that currently six (6) residents are interested in serving on the committee.

Mr. Walter recognized Ms. Malavasi and responded to her questions as follows:

- The Board of Education is aware of the Advisory Groups and they are prepared to fill the committee.
- The advisory groups will have approval powers and will not need to seek approval from the Board of Selectmen.
- The Selectmen are prepared to appoint the Municipal Facilities Building Advisory Group committees tonight.

Motion made by Mr. Walter, seconded by Mr. Lyman, to recommend the adoption of the following resolution for a charge which establishes an Municipal Facilities Building Advisory Group:

RESOLVED: That a Municipal Facilities Building Advisory Group is hereby established for the purpose of the conceptual design of Municipal Offices, Emergency Services Center and related improvements at the former Nathan Hale-Ray Middle School property. The Advisory Group is charged with creating renderings and the conceptual design of a space that will house all of the Town of East Haddam Departments currently located in the Town Office Building and the River House. Space must also be allocated to include the Board of Education and East Haddam Youth and Family Services. Additionally, an Emergency Services Center needs to be designed that will include Police, Fire, Ambulance and Emergency Management. The Advisory Group is also charged with working with the Board of Selectmen and investigating the feasibility of including other outside agencies such as the Chatham Health District and the Regional Probate Court.

Section 1. The Advisory Group shall consist of 5 members and 2 alternates, to be appointed by the Board of Selectmen. The term of office of said members shall continue until the project is approved at referendum and the Advisory Group is discharged, except that any member may resign or be removed by a vote of the Board of Selectmen at any time. Any vacancy on the Advisory Group shall be filled by the Board of Selectmen. The Advisory Group shall select its own chairman and secretary. This Advisory Group shall answer to the Board of Selectmen and shall make bi-monthly progress reports to the Board of Selectmen.

Section 2. The members of the Advisory Group shall not receive any compensation for their services. Any necessary expenses of the Advisory Group shall be requested through the Board of Selectmen. All records of the Advisory Group shall be filed with the Town Clerk and open to public inspection in accordance with applicable state statutes.

Section 3. The Town of East Haddam Land Use, Facilities and Finance Directors as well as a Board of Education Representative will serve as non-voting members of the Advisory Group.

Section 4. The Advisory Group shall have the following powers and duties:

- (a) To consult with the Board of Selectmen and Board of Education and its administrators concerning the conceptual plans and design for said project;
- (b) To work with the Program Management Firm (O&G Industries) and Architectural Firm (Silver Petrucelli and Associates) to develop and create conceptual drawings and renderings for said project;
- (c) To provide to the Board of Selectmen proper estimates of the project cost and a written request for an appropriation equal to the amount estimated necessary to complete said project in a timely and workmanlike manner;
- (d) To work with O&G Industries and Silver Petrucelli to bring said project to referendum. This will include holding public hearings, working with community groups and meeting with emergency services groups to educate them on the proposed project.

Section 5. Upon completion of successful referendum, the Advisory Group shall make a final report to the Board of Selectmen.

The motion passed by a majority of ayes. FAVOR: Walter, Lyman. OPPOSED: Blaschik.

Motion made by Mr. Walter, seconded by Mr. Lyman, that the Municipal Facilities Building Advisory Group be formed with regular members of Maryjane Malavasi, Edward Blaschik, Patricia

Stricker, Chuck Smith and David Morrison, alternate member David Nelson and one vacant alternate member position.

The motion passed by a majority of ayes. FAVOR: Walter, Lyman. ABSTAINED: Blaschik.

C. Gift Acceptance – Consumers Union: Mr. Walter called the Selectmen’s attention to a letter from Consumer Reports’ Auto Test Division advising of two donations to the Town. Mr. Walter 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:

- \$16,000 to the East Haddam Center for Community Agriculture for a timber framed garden shed
- \$ 9,000 to NHRHS athletic departments for batting cages for the baseball and softball teams

Motion made by Mr. Walter, seconded by Mr. Blaschik, to accept a gift from Consumers Union of United States, Inc. for the Town of East Haddam in the amount of \$16,000 for the East Haddam Center for Community Agriculture for a timber framed garden shed 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. Lyman, to accept a gift from Consumers Union of United States, Inc. on behalf of the Board of Education in the amount of \$9,000 for batting cages for the baseball and softball teams. 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.

D. Grant Acceptance – STEAP 2013 Center for Community Agriculture: Mr. Walter called the Selectmen’s attention to materials in their meeting packets regarding this grant and advised that it is the grant for the Center for Community Agriculture for the Harris property. Mr. Walter noted that the next steps are to proceed with the town approval process through the Board of Selectmen, Board of Finance and Town Meeting.

Motion made by Mr. Walter, seconded by Mr. Blaschik, to adopt the following resolution to be referred to the Board of Finance and then Town Meeting for approval:

**WHEREAS**, pursuant to the power granted by the State of Connecticut, Office of Policy and Management under section 4-66g(d) of the Connecticut General Statutes (the Small Town Economic Assistance Program Act), the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

**WHEREAS**, it is desirable and in the public interest that the Town of East Haddam make an application to the State for \$431,200 in order to undertake the Center for Community Agriculture Project and to execute an Assistance Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Town of East Haddam:

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by section 4-66g(d) of the Connecticut General Statutes (STEAP).
2. That the filing of an application for State financial assistance by the Town of East Haddam in an amount not to exceed \$431,200 is hereby approved and that Mark B. Walter, the First Selectman is

directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with The State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of East Haddam.

Unanimous aye.

E. Library Ordinance Discussion: Mr. Walter reviewed the history of efforts to unify the Town's library system. He advised that, after many years, and a good deal of work by many people, the East Haddam Free Public Library and the Rathbun Free Memorial Library were to be joined into a unified library system. Selectman Blaschik congratulated Mr. Walter and the Library Committees for successfully merging the two libraries.

Motion made by Mr. Walter, seconded by Mr. Blaschik, to approve an ordinance entitled "An Ordinance to Create the East Haddam Public Library System" and send to the next Town Meeting for approval.

F. Committee/Commission Appointments & Changes (FMC/AGC/CONS): Mr. Walter called the Selectmen's attention to an application from a resident to join the Farmer's Market Committee.

Motion made by Mr. Walter, seconded by Mr. Lyman, to appoint Tanya Bourgoin as a regular member for an initial one-year term to expire June 30, 2014 on the Farmers Market Committee contingent upon verification of her voter registration status. Unanimous aye.

Mr. Walter called the Selectmen's attention to an email from Scot Mackinnon and an application from a resident regarding the Agriculture Commission.

Motion made by Mr. Walter, seconded by Mr. Blaschik, to change the status of Marianne Halpin from alternate member to regular member to fill a vacant term to expire January 1, 2015 on the Agriculture Commission.

Motion made by Mr. Walter, seconded by Mr. Lyman, to appoint George Scrivener, Jr. to a vacant alternate member term to expire January 1, 2014 on the Agriculture Commission. Unanimous aye.

Mr. Walter advised that, as of the date of the meeting, the Conservation Commission had not submitted their appointment recommendation. The Selectmen agreed to table this agenda item.

G. Tax Refunds: Mr. Walter called the Selectmen's attention to one tax refund.

Motion made by Mr. Walter, seconded by Mr. Lyman, to award a tax refund in the amount of \$232.08 to VW Credit Leasing LTD. Unanimous aye.

9. Public Comment: Ms. Malavasi advised that a fundraiser for the Conover family was being jointly sponsored by the Community Lions, the Democratic Town Committee, and the First Church. The event would be held at the Moodus Sportsmen's Club on July 19<sup>th</sup> from 5 pm to 7 pm.

In response to a question from Ms. Malavasi, Mr. Walter said he would work with her on calling the first meeting of the Municipal Facilities Building Advisory Group. There was a general discussion regarding disbanding the Old Middle School Conversion Committee.

Motion made by Mr. Walter, seconded by Mr. Lyman, to recommend to Town Meeting that the Old Middle School Conversion Committee be disbanded with grateful appreciation for the work they did. Unanimous aye.

10. Selectmen's Discussion:

A. Neighborhood Assistance Act Public Hearing (June 12, 2013): Mr. Walter reported that he would chair a Public Meeting at 7 pm on June 12, 2013, in the Town Hall to review community project applications for the Neighborhood Assistance Act. He noted that there are currently three applications: (1) Town of East Haddam for Open Space Trust Fund, (2) Christ Community Church for HVAC System Replacement, and (3) Goodspeed Musicals for LED Stage Lighting Energy Conservation Project.

B. Second Budget Referendum Calendar: Mr. Walter called the Selectmen's attention to a copy of the postcard in their meeting packets that went out to Town residents with information about the second budget referendum calendar.

Selectman Blaschik recommended the Town prioritize the Lake Hayward area at the top of the spring sweeping schedule to minimize pollution from run-off. He also advised that a local resident is willing to donate an evergreen tree to replace the one on the Moodus Green. He stated he would give the individual's contact information to Ms. Lunt for follow-up

Mr. Lyman noted that the snow-fence is still up at the Town beach. Ms. Lunt advised that it will be removed before the beach opens for the summer.

11. Adjournment: There being no additional regular business to discuss, a motion was made by Mr. Walter, seconded by Mr. Blaschik, to adjourn the meeting at 9:03 p.m. Unanimous aye.

Respectfully submitted,  
Emmett Lyman, Secretary

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669B  
670A