

REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN  
TUESDAY, AUGUST 7, 2012  
TOWN OFFICE BUILDING - 5:30 P.M.

**Call to Order:** First Selectman Leo Paul, Jr. called the meeting to order at 5:31 p.m. All Selectmen were present: Paul Parsons, Diane Knox, Jon Tarrant and Jeffrey Zullo.

**Approval of Minutes:** **Motion:** J. Tarrant moved to approve the regular July 17, 2012 minutes and D. Knox seconded. All voted aye and the motion carried.

**Public Requests/Comments:** None

**Selectmen's Requests:** **Motion:** J. Zullo moved to add Item j) to New Business for an executive session to discuss Supervisor/LMEA employee union negotiations per Mr. Paul's request. J. Tarrant seconded. All voted aye and the motion carried.

P. Parsons asked for an update from last meeting's report on planned visits to interested parties on the Bantam School property. Mr. Paul said he and David T. Wilson went to New London and met with a group of people working with the City of New London to build a housing unit where they would rent the units for three or four years and then place them on the market for sale per agreement with the City. Mr. Paul hopes there will be a subsequent meeting with these people in Litchfield to view the site.

**Resignations:** None

**Interviews, Appointments & Reappointments**

a) **Interview Cheryl Stoughton for Litchfield Housing Authority, Resident Rep:** Mr. Paul explained that Ms Stoughton lives at Bantam Falls and is applying as Resident Representative per statute requirement. Ms Stoughton said she lived on a dairy farm in Bethlehem and moved to Bantam Falls about 11 years ago. She is a retired day care provider and companion for the elderly. She understands the Housing Authority purpose and is happy to volunteer. **Motion:** J. Zullo moved to appoint Cheryl Stoughton to the Litchfield Housing Authority as Resident Representative and J. Tarrant seconded. All voted aye and the motion carried.

b) **Reappoint Jennifer Paul to Veterans' Advisory Committee, term 8/2015:** **Motion:** D. Knox moved to reappoint Jennifer Paul as above and J. Zullo seconded. All voted aye except L. Paul, who abstained because of relation to the appointee, and the motion carried.

c) **Reappoint John D'Aversa to Sandy Beach Commission, term 12/2014:** **Motion:** J. Zullo moved to reappoint John D'Aversa to Sandy Beach Commission as above and D. Knox seconded. All voted aye and the motion carried.

**Liaison Reports/Commission-Committee Minutes:** 6/18/12 P&Z Minutes; 6/26/12 Conservation Commission minutes (draft); 6/27/12 and 7/25/12 EDC draft minutes; 6/21/12 Sandy Beach Commission minutes

**Vacancies:** The list of current appointed vacancies with term expirations is as follows:  
Beautification Commission: 2 regular members 2/2012, 2/2014; 1 alternate 2/2013  
Economic Development Commission: One regular member 6/2013; 1 alternate 6/2013  
Ethics: 2 alternate members 6/2013, 6/2014  
Inland Wetlands Commission: 1 regular member 6/2014; 1 alternate member 6/2012  
Milton Historic District Commission: 2 alternate members 1/2012

Park & Recreation: 1 regular member 6/2014; 2 alternate members: 6/2013, 6/2014  
Recycling Committee: 3 members, 2/2012, 2/2013, 2/2014  
Veteran's Advisory Committee: 1 regular member 8/2012; 2 alternate members 8/2012  
Water Pollution Control Authority: 1 regular member 1/2013; 1 alternate member 1/2015

**Tax Refunds: Motion:** J. Zullo moved to approve the three tax refunds for a total of \$179.49 as submitted by the Tax Collector and J. Tarrant seconded. All voted aye and the motion carried.

### Old Business

a) **Town Hall Building Committee Update – J. Zullo:** Mr. Zullo was out of town for the last meeting and Jack Healy was present to report. The Committee is looking at building the new town hall in the rear of the property. John Martin showed drawings with more detail and now he will prepare preliminary cost estimates for the detail. By changing the format of the building he has retained the same usable space with a more efficient design. He showed a brick façade on a building that resembles the buildings in the center of town and will fit in very nicely. He also showed an idea of how to use the green space in the front. J. Zullo said that the square footage of 15,500 is effectively 25% smaller than the previous building concept. Without the relocation of employees needed, a relocation bill of about \$.5 million would be saved. Digitization is being worked on as a separate line item and will need to be spent, whether or not the new building is built. L. Paul listed the expenses the Town would incur to renovate Town Hall and the Annex should the new plan not be accepted by the voters. J. Zullo asked to know who would be presenting those figures, as that would not be part of the Committee's charge. Mr. Paul felt that analysis should come from the Committee. David T. Wilson, also on the Committee, said the education of the public is important to the outcome of the project. When educated, the course of action cannot be disputed.

### New Business

a) **School Maintenance Update:** L. Paul said that in meetings with the State, there is an agreement that the Town will have managerial responsibility of the interior maintenance of the schools along with a transfer of funding. There are 16 positions being transferred to the Town side. Details are being worked out for the transfer, with complete functioning responsibility by September 1, 2012.

b) **STEAP Grant Submissions:** Mr. Paul informed the Board of three STEAP grants applied for: 1) ADA bathroom upgrade for Litchfield Firehouse, \$78,500; 2) Showers for emergency shelter at Bantam Firehouse, \$160,000; and 3) Tapping Reeve House and Law School repairs, \$212,000. P. Parsons questioned prioritization and Mr. Paul said there was no ability for prioritization in the application.

c) **Authorize First Selectman to Sign Lease Amendment for Bantam Post Office:** The USPS continued to negotiate a lease amount less than the current \$54,000; but as made clear by the Board of Selectmen, Mr. Paul said the Town is not interested in any rate less than the current. Therefore, the amendment on the table includes a three-year renewal option at \$54,000 (3/1/13 – 2/29/16) with a mutual termination clause providing 90 days written notice to either party. Landlord must send their written notice to the Contracting Officer. Renegotiation will take place in 2016. **Motion:** J. Zullo moved to authorize the First Selectman to sign the lease agreement with the Bantam Post Office. D. Knox seconded the motion. All voted aye and the motion carried.

d) **Award Bid for Center School Cafeteria Window Replacement: Motion:** J. Zullo moved to award the contract to low bidder PHI Construction Services, LLC for the Center School cafeteria window replacement in the amount of \$16,488. J. Tarrant seconded. Jack Healy explained that this is the final phase of window replacement at Center School and should save further on energy efficiency. All pertinent paperwork has been received from PHI and good references on their

behalf. J. Zullo asked J. Healy for figures for the total energy savings from energy-efficient improvements. **Vote:** Upon voting on the motion, all voted aye and the motion carried.

**e) Award Bid for Howe Road Drainage: Motion:** J. Zullo moved to award the contract to low bidder Deacon Excavating for the Howe Road drainage project in the amount of \$26,180. D. Knox seconded. J. Healy explained this project has been needed for quite some time. The Town will supply the materials in the amount of \$26,000 - \$30,000, so the total project will be completed for between \$55,000 - \$60,000, with available funds at \$75,000. **Vote:** Upon voting all voted aye and the motion carried.

**f) Award Bid for Wheeler Road Drainage: Motion:** D. Knox moved to award the Wheeler Road Drainage contract to low bidder TMC Excavating for \$17,720. P. Parsons seconded the motion. Upon voting all voted aye and the motion carried.

**g) Award Bid for Milton Road Twin Culvert Lining: Motion:** D. Knox moved to award the Milton Road contract to Black and Warner Construction Company for \$187,300. P. Parsons seconded the motion. J. Healy explained the culvert problem on Milton Road just before Kubish Road. The rusted corrugated pipe will be replaced with a smooth wall pipe. He still needs to get a response from the property owners giving permission to encroach on their land for the work. This project is well within the \$369,500 budget. **Vote:** Upon voting all voted aye and the motion carried.

**h) Award Contract for Recreation Facilities Engineering Report:** J. Healy said they interviewed consultants and have chosen Lenard Engineering. They will meet with Mr. Healy and develop a scope and schedule a cost in order to meet the October deadline. He wants this work to go forward as the outcome also impacts the Town Hall Building plan. **Motion:** J. Zullo moved to approve the contract for the recreation facilities engineering report for Lenard Engineering to be negotiated by Jack Healy at a rate not to exceed \$15,000. D. Knox seconded. Park and Recreation will have input, but Jack Healy will direct the project. The project includes a study and preliminary design of three areas: Community Field, Northfield Field and Town Beach, using as a guide the ten-year plan done by the Park and Recreation subcommittee for the Capital Improvements Committee. **Vote:** Upon voting all voted aye and the motion carried.

**i) Waive Building Fees for LHS Wireless Project: Motion:** D. Knox moved to waive the building fees for the LHS wireless project, and J. Torrant seconded. In answer to a question, L. Paul responded that the Superintendent can encumber money. J. Zullo pointed out that this is wiring installation which sounds like a capital investment, rather than maintenance. Upon voting all voting aye and the motion carried.

**j) Executive Session - Discuss Supervisor/LMEA employee union negotiations: Motion:** J. Zullo moved to go into executive session to discuss Supervisor/LMEA employee union negotiations and to invite David T. Wilson to join the Board of Selectmen at 6:33 p.m. P. Parsons seconded the motion. All voted aye and the motion carried. They came out of executive session at 7:02 p.m. with no action taken.

**Correspondence:** None

**Motion:** P. Parsons moved to adjourn at 7:02 p.m. and D. Knox seconded. All voted aye and the motion carried.

Leo Paul, Jr., First Selectman