

REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN  
TUESDAY, AUGUST 2, 2016  
TOWN OFFICE BUILDING - 5:30 P.M.

Call to Order: First Selectman Leo Paul, Jr. called the meeting to order at 5:30 p.m. All Selectmen were present: Diane Knox, Jonathan Tarrant, Paul Parsons and Jeffrey Zullo.

Approval of Minutes: **Motion:** J. Tarrant moved and D. Knox seconded a motion to approve the regular July 19, 2016 meeting minutes. L. Paul, J. Tarrant and D. Knox voted aye, and J. Zullo and P. Parsons abstained because of absence, and the motion carried.

Public Requests/Comments: None

Selectmen's Requests: L. Paul again mentioned that Kevin Corrado, 203-789-4600, at the New Haven Register should be called directly if anyone is still getting unwanted Foothills Trader deliveries.

Mr. Paul then passed out the proposed addendum to the Memorandum of Understanding relating to the School Maintenance Agreement in 2012. Our labor attorney asked why we would want to get into an agreement that ties our hands with specifics and timetables. Mr. Paul said the last discussion indicated we are not interested in changing the MOU. Mr. Zullo proposed having someone from the BOE come and explained its rationale in wanting to change. Mr. Paul asked the Board to review the addendum and said BOE Chairman Frank Simone wants to talk to him.

Interviews, Appointments & Reappointments

a) **Interview Pamela Orde for Economic Development Commission:** Ms Orde said she has served on the Park and Recreation Commission and has been involved in the Litchfield Education Foundation. She is part of the East Litchfield Volunteer Improvement Society.

b) **Interview Anne Haas for Economic Development Commission:** Ms Haas said she was interested in representing the Bantam section of town, as she serves on the Bantam Borough P&Z.

**Motion:** J. Zullo moved to appoint Pamela Orde to the EDC as a regular member, with term expiration of 6/2019. J. Tarrant seconded, all voted aye and the motion carried.

**Motion:** J. Zullo moved to appoint Anne Haas to the EDC as an alternate member, with term expiration of 6/2019. J. Tarrant seconded, all voted aye and the motion carried.

Liaison Reports/Commission-Committee Minutes: 6/29/16 EDC minutes; 7/14/16 WPCA minutes; 7/13/16 Inland Wetlands Commission minutes; 6/28/16 & 7/26/16 Conservation Commission minutes; 7/21/16 Sandy Beach Commission minutes

Green Team Update: J. Zullo said there has not been a meeting in a couple month, but they plan to meet by the end of this month.

Town Facilities Committee Update: J. Zullo said the draft report from the architect has been finalized with consideration of all enrollment projections and class sizes. The numbers showed less students but still not enough space to close areas or look for re-use for municipal offices. The next meeting is 8/31/16. They then plan to hold a public hearing for input from the public. Mr. Paul said in addition to figures on building a new town hall, there will be figures done for upgrading the current Town Hall and Annex. J. Zullo asked about closing sections of the Annex to save money, and Public Works Director Raz Alexe

said the areas are only segregated into two zones and do not lend the building to closing areas off without a lot of expense. P. Parsons said it does not seem feasible for the building to operate with only a few employees if the other areas cannot be rented. Mr. Paul said it is zoned residential and makes alternatives difficult unless the Bantam P&Z will change the zoning designation. It will cost about a quarter million dollars each year to maintain the building without the courthouse.

Vacancies: The list of current appointed vacancies with term expirations is as follows:

Bantam Lake Authority: 1 member 12/2016  
Beautification Commission: 2 alternates 2/2019  
Board of Ethics: 2 alternate members 6/2017, 6/2019  
Cable TV Advisory Council: 1 member 6/2017  
Capital Improvements Committee: 1 PW Dir, 2 citizens at large  
Conservation Commission: 1 regular members 12/2016; 2 alternate members 12/2018  
Economic Development Commission: 2 alt. members 6/2018, 6/2017  
Inland Wetlands: 1 alternate member 6/2017  
Interlocal Advisory Board (Jambs): PW Dir/Eng./Construction, and 1 BLA member  
Litchfield Prevention Council: 2 regular members 6/2017, 6/2018  
Milton Historic District Commission: 3 alternate members 1/2018, 1/2018, 1/2019  
Northwest CT Convention & Visitors Bureau: 1 member 9/2018  
Park & Recreation: 1 regular member; 2 alternate members: 6/2017, 6/2018  
Pension Commission: 1 alternate member 3/2019  
Recycling Committee: 5 members: two 2/2016, one 2/2017, two 2/2018  
Veteran's Advisory Committee: 2 regular members 8/2016, 8/2018; 2 alternate members 8/2018  
Water Pollution Control Authority: 1 alternate member 1/2016  
Zoning Board of Appeals: 1 regular member 3/2021; 2 alternate members 3/2020

Tax Refunds: Motion: J. Tarrant moved to approve two tax refunds, for a total of \$1,278.12. D. Knox seconded, all voted aye and the motion carried.

Transfers

a) **Transfer #5 (F/Y 2015/16) - \$73,950.00 for Year-End Budget Adjustments:** Motion: J. Zullo moved to table Transfer #5 for F/Y 2015/16 until the next agenda. J. Tarrant seconded, all voted aye and the motion carried.

b) **Transfer #1 (F/Y 2016/17) - \$19,640.00 for Municipal Parking Lot Wall:** Mr. Paul said they will need to wait to award the bid until the Board of Finance approves the transfer. Mr. Zullo questioned the funds coming from Contingency and not coming from Capital Non-Recurring. The balance of the funds are coming from the operating budget per Mr. Alexe. Since the \$1,900 left in Contingency is from 2015/16, Mr. Zullo said they are mixing budget years.

Motion: J. Tarrant moved to approve Transfer #1 of \$19,640 from Contingency 01-1903-51703 to Building Improvements Large 01-3105-55204. D. Knox seconded, all voted aye and the motion carried.

Old Business: None

New Business

a) **Approve Easement between Eversource and Towns of Litchfield and Morris:** Eversource wants to make approval of this agreement contingent upon ability for the First Selectman to approve minor adjustments in the agreement. Mr. Paul said he is not completely comfortable agreeing to this, but the progress has been so arduous, he felt the Board needs to approve it to move on before Eversource presents

more stumbling blocks. Town Counsel Mike Rybak explained the history of this project and the difficulty of working with CL&P/Eversource that has taken two years. He recommended approving this before they lose ground again. Whatever Litchfield does, Morris also has to do.

**Motion:** J. Zullo moved to approve the easement between Eversource and the Towns of Litchfield and Morris, subject to a Town Meeting and authorization that the First Selectman would have the ability to approve minor changes to the easement with approval by the Board of Selectmen. J. Tarrant seconded. P. Parsons thought the easement was very safe for the Town to enter into. Mr. Paul said environmental liability insurance has to be provided by the contractor to the Town because the Town guarantees to Eversource that if there is disturbance of environmental nature on the rail bed, it will be the Town's problem. Upon voting all voted aye and the motion carried.

**b) Approve Dime Oil Fuel Contract:** R. Alexe said they are \$.20 under last year if they lock in this price and can shave off the loss from last year. He lowered the quantities based on last year. **Motion:** P. Parsons moved to approve the Dime Oil Co. fuel contract as recommended. D. Knox seconded, all voted aye and the motion carried.

**c) Award Bid for Litchfield Community Field Drainage:** Raz Alexe said they did an engineering design and bid it out. **Motion:** J. Zullo moved to approve the Community Field drainage project to Deacon Excavating in the amount of \$16,470.00. J. Tarrant seconded, all voted aye and the motion carried.

**d) Award Bid for East Litchfield Fire Co. Drainage & Other Improvements:** P. Parsons recommended tabling this item because the Fire Commission should approve these bids prior to the Board of Selectmen. He moved to table this item until the next meeting, and J. Tarrant seconded. Raz explained details of the job with money available for drainage. In the bid of \$197,000 there will not be money left for the elevator, so they will have to do that later. J. Zullo said the Capital Improvements Committee needs to be more diligent on this project. Upon voting on tabling, all voted aye and the motion carried.

**e) Award Bid for Northfield Playing Field Regrading:** Raz said this is a Capital project with four bidders. He recommended the third lowest, Towne & Aurell, as they are a local business and have the expertise in working on these types of sports fields. **Motion:** J. Zullo moved to award this contract to Towne & Aurell at \$73,026.00. D. Knox seconded, all voted aye and the motion carried. All money is in Capital.

**f) Award Bid for SCBA (Fire Commission):** Fireman Ryan Litwin explained the history of this project, forming a committee with members from each of the four fire departments to study requirements and develop the specifications. They also built in a fit tester and warranties. They have chosen to go with Shipman's Fire Equipment at \$597,167.44. **Motion:** J. Tarrant moved to award the SCBA bid to Shipman's for \$597,167.44. D. Knox seconded. P. Parsons commended the fire companies in getting everything together and under budget was a great piece of work. Upon voting all voted aye and the motion carried.

**g) Adopt Resolution for Preservation Construction Projects for Four Bridges:** **Motion:** J. Zullo moved to waive the reading of the resolution, and J. Tarrant seconded. All voted aye and the motion carried. Raz Alexe explained the improvements to four bridges under a DOT program where they are not critical, but improvements will improve the life span at less money from 7 - 10 years. This is an 80% Federal and 20% between Federal and local. He can apply for the funding after the resolution is adopted. **Motion:** J. Zullo moved to adopt the resolution for the preservation construction of four bridges and authorize the First Selectman to sign the resolution. J. Tarrant seconded, all voted aye and the motion carried. The resolution appears as follows:

## RESOLUTION

### *Municipal Support of Preservation Construction Projects of Four (4) Bridges*

Preservation construction projects of the following four (4) bridges located in Litchfield Connecticut: East Litchfield Road (Bridge #05181) over Spruce Brook, Wheeler Road (Bridge #05182) over Spruce Brook, Sawmill Road (Bridge #05183) over Marshepaug River, and Duck Pond Road (Bridge #06167) over Butternut Brook.

WHEREAS, the Town of Litchfield has published a news release, mailed a copy of the news release to the required officials and agencies, and mailed a preliminary notification letter to abutting property and business owners and tenants, announcing the proposed four (4) bridge projects eligible for preservation funding known as East Litchfield Road (Bridge #05181) over Spruce Brook, Wheeler Road (Bridge #05182) over Spruce Brook, Sawmill Road (Bridge #05183) over Marshepaug River, and Duck Pond Road (Bridge #06167) over Butternut Brook; and

WHEREAS, a public comment period was given from July 15, 2016 to July 29, 2016, which allowed interested parties to voice their concerns; and

WHEREAS, the preliminary engineering phase will be funded exclusively by the Town of Litchfield and the construction phase will be funded utilizing 80% Federal funds, and 20% Municipal funds, which are budgeted for; and

WHEREAS, the Connecticut Department of Transportation has selected these projects as a regional priority and to utilize Federal funds for construction activities; and

WHEREAS, the First Selectman, Leo Paul, Jr., has considered the concerns of the residents from the public comment period and finds that the proposed four (4) bridges preservation construction for East Litchfield Road (Bridge #05181) over Spruce Brook, Wheeler Road (Bridge #05182) over Spruce Brook, Sawmill Road (Bridge #05183) over Marshepaug River, and Duck Pond Road (Bridge #06167) over Butternut Brook is in the best interest of the Town of Litchfield, and will promote the health, safety and general welfare of its residents and provide for convenience and safety of the traveling public.

WHEREAS the Town of Litchfield, based on the above information, and by virtue of this resolution, hereby fully supports the proposed project;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Litchfield hereby supports the Federal Local Bridge Program for State Projects titled East Litchfield Road (Bridge #05181) over Spruce Brook, Wheeler Road (Bridge #05182) over Spruce Brook, Sawmill Road (Bridge #05183) over Marshepaug River, and Duck Pond Road (Bridge #06167) over Butternut Brook and hereby commits to funding the municipal share.

h) Adopt Resolution for Beach Street Pavement Project: Motion: J. Zullo moved to waive the reading of the resolution, and J. Torrant seconded. All voted aye and the motion carried. Raz then explained that the NHCOG offered to fund two projects every two years. One project was designated for Beach Street, which connects Litchfield to Goshen. They will need to do a complete rehabilitation. This will include 80% Federal, 10% State and 10% Municipal funds. Upon approval he can start the process with DOT. Motion: J. Zullo moved to adopt the resolution for Beach Street Pavement Project and authorize the First

Selectman to sign it. J. Torrant seconded, all voted aye and the motion carried. The resolution appears as follows:

## RESOLUTION

### *Municipal Support of Beach Street Pavement Project*

Pavement reclamation and resurfacing of approximately 4,100 linear feet of Beach Street in Litchfield, Connecticut from the intersection of Butternut Road north to the Goshen Town line.

WHEREAS, the Town of Litchfield has published a news release, mailed a copy of the news release to the required officials and agencies, and mailed a preliminary notification letter to abutting property and business owners and tenants, announcing a proposed transportation project known as Beach Street pavement reclamation and resurfacing from Butternut Road north to the Goshen Town line; and

WHEREAS, a public comment period was given from July 15, 2016 to July 29, 2016, which allowed interested parties to voice their concerns; and

WHEREAS, the preliminary engineering phase will be funded exclusively by the Town of Litchfield and the construction phase will be funded utilizing 80% Federal funds, 10% State funds and 10% Municipal funds, which are budgeted for; and

WHEREAS, the Northwest Hills Council of Governments has selected this project as a regional priority and to utilize Federal funds for construction activities; and

WHEREAS, the First Selectman, Leo Paul, Jr., has considered the concerns of the residents from the public comment period and finds that the proposed Beach Street pavement reclamation and resurfacing from Butternut Road north to the Goshen Town line is in the best interest of the Town of Litchfield, and will promote the health, safety and general welfare of its residents and provide for convenience and safety of the traveling public.

WHEREAS the Town of Litchfield, based on the above information, and by virtue of this resolution, hereby fully supports the proposed project;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Litchfield hereby supports the STP Rural Transportation Project titled Beach Street pavement reclamation and resurfacing from Butternut Road north to the Goshen Town line and hereby commits to funding the municipal share.

i) Adopt Resolution for Litchfield Hills Natural Hazard Mitigation Plan: 2016 Update: Mr. Paul said all 11 towns in the NWCOG have to sign this resolution so they can apply for funding from FEMA. Motion: J. Torrant moved to waive the reading of the resolution and D. Knox seconded. All voted aye and the motion carried. Motion: P. Parsons moved to adopt the Natural Hazard Mitigation Plan: 2016 Update, and D. Knox seconded. Mr. Parsons said it was a good document, but it needs some follow-up

actions and possible funding. Upon voting all voted aye and the motion carried. The resolution appears as follows:

Town of Litchfield  
Resolution Adopting the Litchfield Hills Natural Hazard Mitigation Plan: 2016 Update

WHEREAS, the Town of Litchfield Board of Selectmen recognizes the threats that natural hazards pose to people and property with the Town of Litchfield; and

WHEREAS, the Town of Litchfield, in collaboration with the Northwest Hills Council of Governments (NHCOC) has prepared a multi-jurisdictional multi-hazard mitigation plan known as the Litchfield Hills Natural Hazard Mitigation Plan: 2016 Update in accordance with the disaster Mitigation Act of 2000; and

WHEREAS, the Litchfield Hills Natural Hazard Mitigation Plan: 2016 Update has identified mitigation goals and actions to reduce or eliminate long-term risk to people and property from the impacts of future natural hazards and disasters that affect the Town of Litchfield and the region; and

WHEREAS, the Federal Emergency Management Agency/ Department of Homeland Security has approved the Litchfield Hills Natural Hazard Mitigation Plan: 2016 Update, on condition of local adoption, enabling the Town of Litchfield to apply for Hazard Mitigation grant funding; and

WHEREAS, adoption by the Town of Litchfield Board of Selectmen demonstrates their commitment to achieving the hazard mitigation goals outlined in the Town of Litchfield's section of the Litchfield Hills Natural Hazard Mitigation Plan: 2016 Update,

NOW, THEREFORE, BE IT RESOLVED, that the Town of Litchfield Board of Selectmen hereby adopts the Litchfield Hills Natural Hazard Mitigation Plan: 2016 Update.

j) **"Hillacious Half" Half Marathon 11/12/16 – Beth Murphy:** Ms Murphy explained this new race in town and presented a map of the course, 13.1 miles. She is doing this to support the military. She is sanctioned by the USA Track and Field and has insurance. She has ridden the course with Resident Trooper Jim Holm who has no concerns. She has listed the Town as additional insured. She is planning it for Saturday, November 12<sup>th</sup>. She will have spotters on the course. She has met with the American Legion and hopes they can make a little money. They entry fee will be \$50, and she has set up an account at Litchfield Bancorp. **Motion:** J. Zullo moved to endorse and support the inaugural "Hillacious Half" half marathon scheduled for November 12, 2016. J. Torrant seconded, all voted aye and the motion carried.

**Adjournment:** **Motion:** P. Parsons moved to adjourn at 6:59 p.m. and J. Zullo seconded. All voted aye and the motion passed.

Leo Paul, Jr., First Selectman