

REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN
TUESDAY, JULY 3, 2012
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. Also attending were all Selectmen Paul Parsons, Jeffrey Zullo and Diane Knox.

Approval of Minutes: Motion: J. Zullo moved to approve the regular June 19, 2012 meeting minutes and D. Knox seconded. All voted aye except Mr. Parsons who abstained because of absence, and the motion carried.

Public Requests/Comments: None

Selectmen's Requests: Mr. Paul reminded the group about its rejection of the proposed rental agreement with the U.S. Postal Service and said he has received a subsequent second offer from CBRE as well as a call from the real estate specialist who said she would negotiate directly with him and the Board. He will study the proposal and prepare to discuss with the Board at the 7/17/12 meeting.

Secondly, Mr. Paul said he has spoken with a real estate agent who has shared an idea related to the Bantam Annex. There are two groups that are interested in investing in it, and he and an additional selectman will meet with both groups. Both uses he feels would be a good match with the Borough's wishes.

Motion: P. Parsons moved to place Item a) of New Business directly following Selectmen's Requests. J. Zullo seconded, all voted aye and the motion carried.

Fill Vacancy on Board of Selectmen: L. Paul said he had recommended Republic Town Committee-endorsed Jon Tarrant to fill the vacancy left by the resignation of R. Christopher Blake. Motion: J. Zullo moved to appoint Jon Tarrant to fill the open seat on the Board of Selectmen. P. Parsons seconded the motion. In discussion Mr. Tarrant said he felt that he would be happy to serve the town and make it a seamless transition. Upon voting all voted aye and the motion carried.

Interviews, Appointments & Reappointments

a) Appoint David Pavlick to Bridge Committee, indefinite term: L. Paul described the work of the Bridge Committee and said Mr. Pavlick has been recommended to the P&Z Liaison position. Motion: J. Zullo moved to appoint David Pavlick to the Bridge Committee as the P&Z Liaison. D. Knox seconded, all voted aye and motion carried.

Liaison Reports/Commission-Committee Minutes: 6/6/12 Board of Education minutes; 4/5/12 Design Review Advisory Committee minutes; 5/30/12 Economic Development Commission minutes; 6/12/12 Board of Finance minutes

In reading the Board of Education minutes and from results of last night's meeting, J. Zullo said he was very concerned about the Board of Education voting to authorize purchase orders for technology without a funding source instead of relinquishing surplus funds to the General Fund for Fund Balance. Actions with funds from Fund Balance would have to go through the normal transfer request process if it exceeds a \$20,000 threshold. Mr. Paul said he has spoken to the Board of Education about this and found that technically they have the authority to encumber these funds. D. Knox said that because they do not have a Contingency fund, they transfer money for other uses. P. Parsons said there is a moral obligation by mutual agreement at the end of the year to turn the money over to discuss what to do with it. J. Zullo asked that they follow the process of establishing a transfer request. L. Paul agreed to send a letter to the Board of Education and the administration saying that the Board of Selectmen encourages them to follow the normal process with surplus funding.

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: 1 regular member 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

Old Business

a) **Town Hall Building Committee Update – J. Zullo:** Mr. Zullo said he missed the last meeting but relayed that there were some additional revisions by John Martin based on recommendations. They are working on an ordinance change for the street line and how it can be built in the Borough district. J. Healy is working on the cost and placement of relocating employees while construction is going on. There was also a question as to whether the new town hall should be moved back from its present location, and Mr. Martin is looking into that. The current plan size is 18,200 square feet, about 10% less than the old plan that was about 20,000 square feet. It is an appropriate sized location with potential room for expansion. Also, the emergency operations center could function as it does now in a conference room, with space on site for a generator. They should be able to get some estimates in August. *[Jon Torrant, having been sworn by the Town Clerk, joined the Board at 5:45 p.m. as a full member.]*

New Business

b) **Award Northfield Volunteer Fire Company Stairwell Bid:** L. Paul directed the Board to the memo from the Northfield Volunteer Fire Company recommending Henry Osowiecki & Sons, Inc. as the contractor at a cost of \$24,872.00. **Motion:** P. Parsons moved to award the bid to Henry Osowiecki & Sons, Inc. as recommended. D. Knox seconded the motion. Northfield fireman Ryan Crichton was present to say the contractor would be available to start right away. Mr. Healy said everything was correct with the bid process. Upon voting all voted aye and the motion carried.

c) **Award 2013 Complete Revaluation Bid:** Assessor Kathy Brown recommended using Vision Government Solutions Inc. with a new system installed. Ms Brown said they are in the process of installing the new software now. The cost of \$157,000 plus option of \$2.00/building image will be on budget as it has been budgeted over three years. She assured Mr. Paul this system will provide the information on the internet within the next couple of months. **Motion:** J. Zullo moved to approve Vision Government Solution Inc. as the revaluation company for the town revaluation, at \$157,000 including option of \$2.00/image. All voted aye and the motion carried.

Motion: P. Parsons moved to adjourn at 6:15 p.m. and J. Zullo seconded. Mr. Paul welcomed Jon Torrant to the board. All voted aye and the motion carried.



Leo Paul, Jr., First Selectman