

**REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN  
TUESDAY, JULY 7, 2015  
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. Also attending were Selectmen Jonathan Torrant and Diane Knox. Jeffrey Zullo and Paul Parsons were excused.

**Approval of Minutes:** **Motion:** J. Torrant moved to adopt the minutes of the regular 6/16/15 meeting and D. Knox seconded. The motion was approved unanimously.

**Public Requests/Comments:** None

**Selectmen's Requests:** L. Paul said he would have a proposal at the next meeting for appointing members to do the facilities research.

**Resignations**

a) **Jessica Lunan from Conservation Commission, effective 7/24/15:** received and noted.

**Interviews, Appointments & Reappointments**

a) **Appoint Philip G. Sampanaro to Beautification Commission, term 2/2018:** **Motion:** J. Torrant moved to appoint Philip G. Sampanaro to the Beautification Commission with term ending in February, 2018, and D. Knox seconded. Mr. Paul said because of Mr. Sampanaro's longstanding previous membership on this commission, he did not feel it necessary to call him in for an interview. Upon voting, the motion was approved unanimously.

**Commission-Committee Minutes:** 5/28/15 Economic Development Commission minutes; 4/28/15 & 6/23/15 Conservation Commission minutes (drafts); 4/9/15 Fire & EMS Commission minutes; 5/13/15 & 6/10/15 Inland Wetlands Commission minutes; 6/11/15 WPCA minutes; 6/3/15 Board of Education minutes (draft); 6/8/15 Special Board of Education minutes (draft)

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

Beautification Commission: 5 regular members: three 2/2016, 1 2/2017, 1 2/2018; 2 alt. 2/2016  
Cable TV Advisory Council: 1 member 6/2017  
Conservation Commission: 1 regular member 12/2016; 2 alternate members 12/2015  
Economic Development Commission: 2 alternate members 6/2016  
Litchfield Prevention Council: 3 alternate members: one 6/17, two 6/2016  
Milton Historic District Commission: 3 alternate members 1/2015, 1/2015, 1/2019  
Park & Recreation: 1 regular member; 2 alternate members: 6/2017, 6/2018  
Recycling Committee: 5 members: two 2/2016, one 2/2017, two 2/2018  
Town Hall Building Committee: 1 member, 3/2018; one alternate 3/2018  
Veteran's Advisory Committee: 2 regular members 8/2016, 8/2015; 2 alternate members 8/2015  
Water Pollution Control Authority: 1 alternate member 1/2015  
Zoning Board of Appeals: 2 alternate member 3/2015

**Tax Refunds**

a) **3 Refunds, Total of \$204.38:** **Motion:** J. Torrant moved to approve the three refunds totaling \$204.38 as provided by Nancy Southard, Tax Collector. D. Knox seconded, all voted aye and the motion carried.

**b) Year-End Small Over/Underpayments (tabled from 6/16/15):** Tax Collector Nancy Southard said there are four accounts from the 2010 grand list totaling \$50.21 for which she has not been able to get the people to sign refund applications. Since the three-year statutory deadline has expired, she would like to transfer this amount to Misc. Revenue. **Motion:** J. Tarrant moved to adjust the credit balances to zero on these four overpayments and approve transfer of \$50.21 to Miscellaneous Revenue 01-1001-45001. D. Knox seconded, all voted aye and the motion carried. Then, Ms Southard continued, there are the small overpayments under \$5.00, 33 in all, which total \$69.14. She is requesting they be transferred to the Misc. Revenue account as well. **Motion:** J. Tarrant moved to approve the transfer of \$69.14 of 33 overpayments to Miscellaneous Revenue 01-1001-45001, and D. Knox seconded. All voted aye and the motion carried. All three Selectmen signed the two documents which are attached hereto as Attachments I and II, respectively.

**Old Business:** None

### **New Business**

**a) Award Bid for Gym Floor Replacement:** Mr. Paul explained that the recommendation gives the bid to low and sole bidder J and J Gym Floors for \$142,900. There are adequate funds in the capital budget for this project. **Motion:** J. Tarrant moved to award the gym floor replacement bid to J and J Gym Floors in the amount of \$142,900, and D. Knox seconded. J. Healy said their references checked out well. Upon voting all voted aye and the motion carried.

**b) Award Bid for Salt Sheds:** Mr. Paul summarized that the recommended award go to low and sole bidder Deacon Excavating for \$480,000. There is adequate funding in the capital budget for this project. **Motion:** J. Tarrant moved to award the salt shed replacement bid to Deacon Excavating in the total amount of \$480,000, and D. Knox seconded. J. Healy said Deacon is a local contractor and has done very good work for the Town in the past. He said that once this project is complete there will be a restricted area for sand/salt for residents. Upon voting, the motion was approved unanimously.

**c) Award Bid for Custodial Services:** J. Healy explained that there were two bidders and he has recommended the overall lower bidder, our current vendor, who does a satisfactory job. He said they also provide a backup for custodial work at the schools. **Motion:** D. Knox moved to award the bid for custodial services to the current vendor, Preferred Building Maintenance, for a two-year period. J. Tarrant seconded, all voted aye and the motion carried.

**d) Subdivision Regulations Review:** Land Use Administrator Dennis Tobin explained that all departments received copies of this update for review before it goes to public hearing. There were no changes to the Selectmen's area, but the regulations were reformatted and the new language from the CT Statutes was incorporated. Under No. 3 "Waiver," Mr. Paul said *The Land Use Office...* should be changed to *The applicant...*, and D. Tobin agreed. Under No. 11 "Submission of the Subdivision Application," Mr. Paul asked that the application be reviewed for completeness by the Land Use Office prior to the meeting to help prevent it from being denied at the meeting for that reason. Mr. Paul then said the Town has no interest in conservation easements, and Mr. Tobin said these items (22, 24 and 25) are a checks and balance system so that the Selectmen do not have to acquire these easements. L. Paul explained the existence of the "payment of fee in lieu of open space" ordinance that was enacted in 2003. J. Tarrant pointed out a couple of technical errors. D. Knox she noticed a good hierarchy of responsibility to insure a smooth process. After learning that the new Aquifer Protection Regulations have already been approved, Mr. Paul asked D. Tobin to be

sure to allow the Board of Selectmen a review any changes to any regulations in the future before they are approved by the appropriate agencies.

**Correspondence:** None

**Adjournment:** **Motion:** J. Tarrant moved to adjourn at 6:16 p.m. and D. Knox seconded. All voted aye and the motion carried.

Leo Paul, Jr., First Selectman