

REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN  
TUESDAY, MARCH 1, 2016  
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 in attendance were Selectmen Jonathan Tarrant, Diane Knox, Paul Parsons and Jeffrey Zullo.

Approval of Minutes: Mr. Paul noted an amendment to be added to the end of Interviews a): "J. Tarrant seconded, all voted aye and the motion carried." Motion: J. Tarrant moved to adopt the regular February 16, 2016 meeting minutes with the noted addition. J. Zullo seconded, all voted aye and the motion carried.

Selectmen's Requests: Mr. Paul reported meeting at the CCM Day on the Hill in Hartford today. Yesterday he was there testifying against the Governor's proposal to allow people to be able to register their motor vehicles at DMV without paying outstanding taxes. The intent is to decrease the lines at the DMV, but it should not be done at the expense of residents who pay their taxes. There are a number of other bills of concern that CCM is working on as well.

J. Tarrant asked about the Foothills Trader and why they have not yet gone back to mailing the newspapers. Mr. Paul said he will meet with the Torrington Mayor and collectively send them a letter. He then asked for an update on the School Building Committee's close-out. J. Zullo said everything has been submitted to the State and the Committee is waiting for the approvals. He will ask Dave Fiorillo.

Public Requests/Comments: None

Resignations: None

Interviews, Appointments & Reappointments: None

Liaison Reports/Commission-Committee Minutes: 2/10/16 Inland Wetlands minutes; 1/14/16 Fire Commission minutes; 1/23/16 Conservation Commission minutes; 1/27/16 Economic Development minutes; 12/1/15 ZBA minutes; 2/11/16 WPCA minutes; 2/3/16 Board of Ed minutes; 2/17/16 Special Board of Ed minutes

Green Team Update: J. Zullo said they plan to present at the Selectmen's March 15<sup>th</sup> meeting.

Town Facilities Committee Update: Mr. Paul said only one firm, Fletcher-Thompson, attended the mandatory walk-through on the school space study, and the Committee was not comfortable with consideration of only one possible bid. They will go out to bid again and have gathered possible qualified bidders from architect John Martin, Supt. Lynn McMullin, and Gary Waugh from C.A.B.E. There are now at least six firms that will be contacted and invited to bid. Rax Alexe said that there is now also the capability to download the bid specs from the website. The Committee may consider holding two meetings a month to move the process along efficiently. J. Zullo said he thought the Town needs to decide what it will do with the Annex over the short term when the court vacates in order to lessen expenses.

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

Bantam Lake Authority: 1 member 12/2016

Beautification Commission: 1 regular member 2/2019; 2 alternates 2/2016

Cable TV Advisory Council: 1 member 6/2017

Capital Improvements Committee: 1 PW Dir, 2 citizens at large  
Conservation Commission: 2 regular members 12/2016, 12/2018; 2 alternate members 12/2015  
Economic Development Commission: 2 alternate members 6/2016, 6/2018  
Interlocal Advisory Board (Jambs): PW Dir/Eng./Construction, and 1 BLA member  
Litchfield Prevention Council: 3 alternate members: one 6/17, two 6/2016  
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  
Recycling Committee: 5 members: two 2/2016, one 2/2017, two 2/2018  
Torrington Area Health District: 1 member 12/2018 (resident)  
Veteran's Advisory Committee: 2 regular members 8/2016, 8/2015; 2 alternate members 8/2015  
Water Pollution Control Authority: 1 alternate member 1/2016  
Zoning Board of Appeals: 2 alternate member 3/2015

**Tax Refunds:** Motion: P. Parsons moved to approve the three tax refunds, for a total of \$681.51, per the Tax Collector's memo. D. Knox seconded, all voted aye and the motion carried.

### **Transfers**

a) Transfer #3 - \$4,000 from Contingency to 01-8101-56108: Mr. Paul explained they used to have money in the budget for employee incentive awards, and he would again like to be able to re-energize this program. Motion: J. Tarrant moved to approve Transfer #3 for \$4,000 from 01-1903-51703 Contingency to 01-8101-56108 Incentive Award. D. Knox seconded, all voted aye and the motion carried.

### **Old Business**

a) Town Clerk Request for Wide-Format Imaging System – tabled 2/16/16: Mr. Paul said there were some issues with the A&A Office Systems' contract that have been resolved and resulted in a lower monthly lease rate. Town Clerk Lisa Losee said she has secured three quotes that would provide a machine to suit both Public Works and the Clerk's office. She said this is critical for scanning maps and will save money and storage space for the Town. With digitizing capability, she will not have to laminate and create books to store. Rax Alexe, Public Works Director, said that this will be invaluable to scan and send a PDF without having to go to Staples. They will start with the oldest maps and scan as much as they can for a digital library. They will also have another public access monitor provided in the Clerk's office. There is money in the operating budget that will be spent at the new fiscal year after Town Meeting approval. The Town Clerk and Public Works Director both preferred the fair market value as opposed to the dollar buyout. J. Zullo wanted to know the buyout price on the fair market value. J. Zullo said he had done the buyout in order to have a machine as a backup at his business. Raz and Lisa both recommended going with the FMV and not buying the machine.

Motion: J. Zullo moved to endorse the purchase of the Savin 3406WD under the FMV lease plan from A&A Office System, Inc. at the rate of \$316.90 per month over four years. J. Tarrant seconded. P. Parsons asked for clarification on the price, and J. Zullo asked Lisa to get the cost of the buyout at the end of the FMV. Upon voting all voted aye and the motion carried.

### **New Business**

a) Award Bid for SPCC Plans: Raz Alexe explained that Spill Prevention Control Countermeasures provides requirements for heating oil, gasoline and diesel fuels to prevent oil discharges to waters. This Federal rule requires facilities to prepare and implement SPCC plans within six months of when the tanks (over 1,320 gallons) are installed. They need to create a plan specific to each location with procedures in place to handle a spill. Motion: J. Zullo moved to award the SPCC plans bid to Tom Mitchell Engineering in the amount of \$10,000 as requested by the Public Works Director. D. Knox seconded. All voted aye and the motion carried.

b) **Adopt Proclamation for Girl Scout Day – 3/12/16:** Motion: J. Tarrant moved to waive the reading of the entire proclamation and P. Parsons seconded. All voted aye and the motion carried. Motion: J. Tarrant moved to adopt the proclamation and P. Parsons seconded. All voted aye and the motion carried.

c) **Selectmen's Budget:** Mr. Paul said the budget currently stands at a 2.75% increase. Stacey Dionne passed out changes to be incorporated. J. Zullo said that instead of adding 30-40% for a full-time finance director, they should consider the School Business Manager doing both jobs. Mr. Paul said they have tried to merge the positions, but the Board of Education is not willing to discuss it unless the position stays with and is managed by the Board of Education. Stacey will move \$16,780 from Land Use Admin. (1405) to Engineering (3107) to put all the Public Works Director's salary in one area. Legal budgets were removed from Land Use boards and put into Contingency. The overall Public Works budget increase is less than 2%.

**Motion:** J. Tarrant moved to approve the Selectmen's budget for 2016-17 as submitted. J. Zullo asked about reviewing for reductions and questioned such a high boost in salary for a part-time Finance position. Mr. Paul said the Town needs to boost the salary to keep a director. J. Zullo then suggested reaching out to the NHCOC to join forces with another town's finance director.

**Second:** P. Parsons seconded the motion.

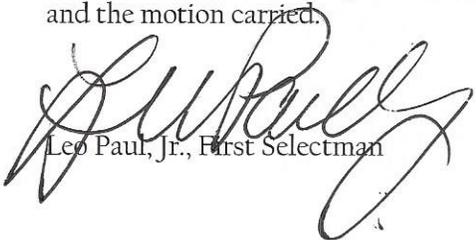
**Discussion:** D. Knox said she was uncomfortable approving the budget, as she has not yet been able to study it well. J. Zullo said he was concerned about the trends we are forcing. They discussed further the plans for changes to the Director of Finance position. Mr. Zullo said this is a reasonable budget but suggested reviewing it for discussion at the next meeting.

**Rescission:** J. Tarrant rescinded his motion, and P. Parsons rescinded his second.

Discussion continued on the Police budget and Resident State Troopers and constables vs using only the Troop L services. J. Zullo said at some point we may need to keep our Resident Trooper and reduce the constables.

Correspondence: None

Adjournment: Motion: J. Tarrant moved to adjourn at 7:17 p.m. and D. Knox seconded. All voted aye and the motion carried.



Leo Paul, Jr., First Selectman