

**BOARD OF SELECTMEN MEETING
MINUTES
June 3, 2013 – 7:30 P.M.
BROOKFIELD HIGH SCHOOL MEDIA CENTER**

CALL TO ORDER: First Selectman William R. Davidson called the meeting to order at 7:30 PM.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

PRESENT: William R. Davidson, First Selectman; Howard Lassser, Selectman; George Walker, Selectman; William Leverage, Controller; members of the public; Emily Cole Prescott, Recording Secretary

MONTHLY AGENDA ITEMS

PUBLIC COMMENT(S): There was no public comment at this time.

ANNOUNCEMENTS: Mr. Davidson made the following announcements:

- Brookfield Matters Newsletter has been published.
- The referendum for the municipal and education budget passed on its first vote. Mr. Davidson noted that this is the fourth consecutive year that the budget passed on its first vote. Mr. Davidson reported that 34% of town residents voted; he encouraged residents to vote in the future.
- Mr. Davidson reported that the Candlewood Fire Company and the Brookfield Volunteer Fire Department have received a FEMA grant for the purchase of fire packs.
- Commemorative Mugs – Mr. Davidson reported that there are commemorative mugs available for purchase in the Town Clerk's Office for \$5.00 a mug to celebrate Brookfield's 225th birthday.

CORRESPONDENCE: Mr. Davidson noted the WPCA's budget has been received.

MONTHLY FINANCIAL RESULTS: Controller Leverage reported the monthly financial results.

Mr. Lassser made a motion to move agenda item 2c which is the Commerce Drive WPCA request to the next agenda item. Mr. Walker seconded the motion, and it carried unanimously.

NEW ITEMS

COMMERCE DRIVE – Nelson Malwitz, Chairman of the WPCA, presented some of the details of this system. Mr. Malwitz stated that this association ends at a cul-de-sac and the properties on this Town road have a private sewer system. Mr. Malwitz noted that the system was built according to WPCA specifications in the late 1980s. Mr. Malwitz noted that there would be no change in the pre-existing flows with this adoption. Mr. Lassser asked what the benefit to the WPCA is to take over this system. Mr. Malwitz noted that there are ten properties that are part of an association that work and pay to maintain this sewer system, which is outside of the normal duties of these owners' jobs. Mr. Malwitz also mentioned that this system really should be part of the public system, as it is part of the WPCA's duties to oversee the sewer system. Mr. Walker asked if the system has been maintained in a professional way, and Mr. Malwitz responded that the system is inspected twice a month, and whenever there have been issues in the past, the association has made the necessary changes. **Mr. Walker made a motion to support an 8-24 referral to the Planning Commission to authorize the WPCA to accept the private sewer system serving Commerce Road into the public sewer system. Mr. Lassser seconded the motion; motion carried unanimously.**

Mr. Davidson made a motion to move agenda item 2a, wetlands mitigation discussion, to the end of new items, below agenda item 2f. Mr. Lasser seconded the motion, and it carried unanimously.

PARKS REVITALIZATION PROGRAM –Richard Zini of Doyle Coffin Architecture presented some information about the progress of the planning phase and process. Mr. Zini stated that he was asked by the Town to create a Parks Revitalization Program for improvements to Cadigan Park and the Town Beach. Mr. Zini explained that Doyle Coffin Architecture has teamed with CCA, LLC to analyze the current sites. Mr. Zini reviewed the items that have been revised by Doyle Coffin Architecture after comments had been received regarding the project. Mr. Zini mentioned that there is pending funding of \$750,000 for the proposed Town Beach building. Mr. Zini noted the issues with the sites, such as unusable playing fields and courts, inadequate parking layout, and outdated buildings and facilities. Mr. Zini explained that the current proposal is to add one synthetic and one grass field to Cadigan Park, to add a basketball court and to re-build the tennis courts and the buildings on site. Mr. Zini stated that parking improvements and a continuous walking trail are just some of the additional proposed improvements. Mr. Zini explained that on the Town Beach side there is currently no on-site marked parking, and the primary access way is for the boat ramp. Mr. Zini noted the poor handicapped accessibility due to the steep slopes on the beach side; the restroom facilities are also more than twenty-five years old and are in need of an update. Mr. Zini reported that the current basketball court on the Town Beach side is not in usable condition. Mr. Zini also noted issues with drainage and seawall control on the beach. Mr. Zini also noted that the poor handicapped-accessibility poses a problem. Mr. Zini reviewed the proposal amount. Mr. Davidson noted that much of the current proposal has to do with underground work, such as drainage.

Mr. Lasser motioned to move agenda item 3a to the next item on the agenda. Mr. Walker seconded the motion, and it carried unanimously.

UPDATES

SOUTHERN FEDERAL ROAD WATERLINE PHASE III – Mr. Handsy, Water Consultant to the Board of Selectmen, reported the progress of the water line. He noted that Phase I of the Southern Waterline Project was approximately \$75,000 under budget, and phase two was \$2,500,000 under budget, and the Del Mar Drive water line was also under budget. Mr. Handsy stated that therefore the project has thus far remained \$2.7 million total under budget. Mr. Handsy stated that this request for an additional \$380,000 increase from the previously approved amount was due to the bid results received. He reported that four contractors had bid for the project, but all projected higher budget amounts, ranging from \$223 a linear foot to \$387 a linear foot. Mr. Handsy stated that now the route for the line needs to go under the box culvert, which is the largest cost increase. The initial approximation for going under the box culvert was \$70,000, but the bid results reflected that the amount would actually range from \$86,000 to \$183,000. Mr. Handsy stated that the box culvert is in the middle of Federal Road, and a thirteen-feet excavation needs to be done. Mr. Handsy noted that he had started to research the possibility of value engineering, but that does not seem to be a viable option. Mr. Handsy stated that there is still one other option that may involve moving the line to the shoulder of the road, but that an easement from one of the property owners would need to be obtained to make this option viable. Mr. Handsy noted that this box culvert, he believes belongs to the DOT. Mr. Handsy stated that at that depth de-watering may be a problem, and this project is much more in-depth than the prior phases of the project. **Mr. Lasser made a motion to recommend to the Board of Finance the additional appropriation of \$380,000 for a total cost of \$875,000 to be bonded for the completion of the Southern Waterline Federal Road Phase III and to set a Town meeting contingent upon the Board of Finance's approval at a date that the First Selectman determines is appropriate. Mr. Walker seconded the motion, and it carried unanimously.**

NEW ITEMS

C-PACE AGREEMENT: Mr. Davidson noted that this item is on the agenda for discussion purposes only. Mr. Davidson asked Mr. Lasser and Mr. Walker to send their thoughts about this agreement in an email to him.

HIGH SCHOOL A-2 SURVEY: Mr. Davidson noted that he has been working with the Municipal Building Committee for this project. Mr. Davidson noted that the cost for the survey is \$4,800. Mr. Davidson clarified that this A-2 survey will allow the high school to be issued a permanent Certificate of Occupancy by the Building Department and also will allow the final request for reimbursement of funding for the high school renovations to be submitted to the State. **Mr. Lasser made a motion to authorize Mr. Davidson to sign the contract. Mr. Walker seconded the motion, and it carried unanimously.**

INVESTMENT POLICY STATEMENT: Mr. Lasser noted that there were very minor adjustments made to the document. Mr. Walker stated that he has a great admiration for the committee, who has started to help the Town meet some of its long-term goals. Mr. Davidson noted that historically there had been difficulty getting the timely pension statements out to the employees, but for the past three years these statements have been done in a very timely manner. **Mr. Walker made a motion to adopt the investment policy statement dated June 3, 2013. Mr. Lasser seconded the motion, and it carried unanimously.**

WETLANDS MITIGATION FUND: Mr. Davidson summarized that there are some times where a developer has a piece of wetlands that is not easily mitigated, and the wetlands applicant would then pay into the fund the amount what it would cost to mitigate rather than actually mitigating that wetland. Mr. Davidson noted that this fund would be utilized only to help mitigate publicly owned lands. Mr. Lasser stated that rather require a developer to mitigate a wetland that is not necessarily useful, that amount of money could be used for mitigation work to be done on public lands. Mr. Walker stated that other towns have similar types of funds. Mr. Davidson stated that these funds could not be used for other commercial properties, but for only publicly owned lands. **Mr. Davidson made motion that the Selectmen move to establish a wetlands mitigation fund to be controlled by the Town of Brookfield Inland Wetlands Commission and subject to the development of an appropriate set of policies and procedures. Mr. Lasser seconded the motion, and it carried unanimously.**

Mr. Lasser made a motion to add to the agenda the audit engagement letter to authorize the First Selectman to sign the audit engagement letter. Mr. Walker seconded the motion, and it carried unanimously.

AUDIT ENGAGEMENT LETTER: Mr. Walker made a motion to authorize the First Selectman to sign the audit engagement letter for the one-year agreement. **Mr. Lasser seconded the motion, and it carried unanimously.** Mr. Lasser stated that he would like to encourage the Board of Finance to review other auditing services for future years rather than signing with the company for an additional future year. Mr. Lasser suggested that Request for Proposals could be sent out. Mr. Walker and Mr. Davidson also agreed. Mr. Davidson stated that the Town should be reviewing all of their proposals and professional services. Mr. Lasser suggested that the one-year renewal is signed, and to recommend the Board of Finance rethink their position about renewing the contract with the auditors for the second year, and encourage them to send Request for Proposals for the next year. Mr. Davidson noted that there is a currently one-year contract, and this recommendation says nothing about the performance of the current auditors.

Mr. Lasser made a motion to add to the agenda a discussion to consider funding the ten percent required match for the FEMA Assistance to Fire Fighters Grant. Mr. Walker seconded the motion, and it carried unanimously.

FEMA ASSISTANCE TO FIRE FIGHTERS GRANT: Mr. Davidson suggested that the Town consider funding the ten percent match of \$14,000 for the FEMA Fire Grant for the Candlewood Fire Company. Mr. Lasser made a motion to recommend to the Board of Finance to re-allocate \$14,000 from budget line item in utilities to capital. Mr. Walker seconded the motion, and it carried unanimously.

Mr. Lasser made a motion that \$14,000 be allocated from capital to fund the Town's ten percent match for the FEMA Assistance to Fire Fighters Grant. Mr. Walker seconded the motion, and it carried unanimously.

UPDATES

WATER ORDINANCE: Mr. Davidson stated that there was no negative public comment to the recommendation of the change to the water ordinance at this evening's earlier public hearing. Mr. Davidson reviewed the revision. Mr. Walker moved to modify the water ordinance accordingly. Mr. Lasser seconded the motion, and it carried unanimously.

PARKING APPEALS ORDINANCE: Mr. Davidson mentioned that there was no negative public comment at this evening's earlier public hearing for this revision to the parking appeals ordinance. Mr. Davidson reviewed the proposed revision. Mr. Lasser moved to approve the amended parking appeals ordinance. Mr. Walker seconded the motion, and it carried unanimously.

2013 CONNECTICUT NEIGHBORHOOD ASSISTANCE ACT (NAA) PROPOSAL: Mr. Davidson stated that the Town was asked to endorse this grant for the YMCA to apply for funding. Mr. Lasser moved to endorse the agreement for the YMCA. Mr. Davidson seconded the motion. Mr. Walker recused himself from the vote, as he is a trustee of the YMCA. Motion carried, 2-0-1.

WPCA FY 2014 BUDGET AND SEWER AD-HOC COMMITTEE: Mr. Davidson noted that there has been some difficulty trying to schedule a date when all parties are available to meet to discuss this matter. A date will soon be set.

GURSKI HOMESTEAD PROPERTY: Mr. Davidson noted that the grant has been awarded for this property, and the Conservation Commission is now working with the State Historical Society.

CELL TOWER: Mr. Davidson stated that he has been working with the correspondent at Homeland Towers. Mr. Davidson mentioned that the Town had asked for fencing in the contract, but he did not receive their lawyer's final review until this evening around 4 PM.

MEADOW BROOK MANOR UPDATE: Mr. Davidson stated that the Town is continuing to work on the current project to receive the final permitting from the Department of Transportation.

LIBRARY COTTAGE UPDATE: Mr. Davidson mentioned that survey work and a topography map will be completed to identify location for a septic system. Mr. Davidson noted that this septic system will need to be reviewed and approved by the Town Sanitarian and possibly by the Historic District Commission.

CONSENT AGENDA

BOARD OF SELECTMEN MEETING MINUTES: 5/6/13, 5/23/13

NEW HIRE REPORT: Staffing Changes: Eli Gonzalez, Termination as part-time custodian

BOND RELEASES:

Excavation Bonds:

- 15 Deerfield Road #05-23-12-3
- 17 Cover Road #05-23-12-4
- 5 Lyndenwood Drive #08-29-12
- 2 Cover Road #05-23-12-1

CONSENT AGENDA MOTION: Mr. Walker made a motion to approve the consent agenda as presented. Mr. Lasser seconded the motion, and it carried unanimously.

ADDITIONAL MONTHLY AGNDA ITEMS

PERSONNEL MATTERS

APPOINTMENTS:

- **TAX COLLECTOR:** Mr. Davidson explained that Ms. Giovanniello has determined that Roberta Sinatra was probably never appointed by the Board of Selectmen. **Mr. Lasser made a motion to appoint Roberta Sinatra as the Tax Collector. Mr. Walker seconded the motion, and it carried unanimously.**
- **POLICE COMMISSION AS HEARING OFFICERS:** Mr. Davidson noted that this item is on the agenda to appoint the Police Commission as hearing officers for the parking appeals. **Mr. Lasser made a motion to appoint as hearing officers for the parking appeals the following: Mr. Robert Marconi, Mr. Raymond Murphy, Ms. Nancy Power, Mr. Alexander Sparaco, and Mr. John Voris. Mr. Walker seconded the motion, and it carried unanimously.**

ADJOURN: Mr. Lasser made a motion to adjourn at 8:55 PM. Mr. Walker seconded the motion, and it carried unanimously.

William R. Davidson
First Selectman

Howard Lasser
Selectman

George F. Walker
Selectman