

**BOARD OF SELECTMEN MEETING  
MINUTES  
NOVEMBER 3, 2014 – 7:30 P.M.  
BROOKFIELD TOWN HALL – MEETING ROOM 133**

**CALL TO ORDER:** First Selectman William Tinsley called the meeting to order at 7:32 PM.

**PRESENT:** First Selectman William Tinsley; Selectman Martin Flynn; Selectman William Davidson; Controller William Leverage; Town Attorney Thomas Beecher; members of the public; Recording Secretary Emily Cole Prescott

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.

**MONTHLY AGENDA ITEMS**

**PUBLIC COMMENT:** The following residents addressed the Selectmen:

- Katharine Vuille of 28 Dorset Lane
- Rich Saluga of 32 Great Heron Lane

**ANNOUNCEMENTS:** Mr. Tinsley made the following announcements:

- November *Brookfield Matters* was published on November 1<sup>st</sup>.
- Mr. Tinsley reminded residents to vote on Tuesday, November 4<sup>th</sup> in the Statewide General Election. Mr. Tinsley noted that questions two, three and four are questions relative to the Town's Charter.
- Recently, the Board of Education and the Brookfield Education Association entered into an agreement for new contract from July 1, 2015 to June 30, 2017, and a copy of the contract is on file in the Town Clerk's Office.

**CORRESPONDENCE ADDRESSED TO BOS:** Mr. Tinsley noted the following piece of correspondence:

a.) Planning Commission Approval of 8-24 referral for replacement of Brooks Quarry Sewer Line at 126A Laurel Hill Road

**MONTHLY FINANCIAL RESULTS:** Controller Leverage reported the monthly financial results. Mr. Davidson stated that he will send a memo with his detailed questions to Controller Leverage. Mr. Davidson asked about travel expense by some of the Jumpstart team members, and received clarification from Controller Leverage that travel expense had been paid by an Economic Development Commission fund, as per the request of the First Selectman. Mr. Davidson stated that this fund had been granted for very specific purposes, and asked if an appropriation is needed to spend money from this fund. Mr. Davidson mentioned that an appropriation had been approved for the Economic Development website. Mr. Tinsley replied that he believes an appropriation had been done for both the website and the travel expense, and he stated he will confirm this detail and get back to Mr. Davidson. Mr. Davidson asked Mr. Tinsley if he will be planning out-of-town trips during the month of November, and Mr. Tinsley replied that a trip is still a possibility, but is not yet confirmed. Mr. Davidson asked the purpose of the proposed trip, and Mr. Tinsley replied that it would be for an economic development trip for a couple of companies who are considering the potential for a site decision that might include Brookfield.

**Motion:** Mr. Davidson moved that out-of-state trips by the First Selectman and expenses for those trips be approved by the Selectmen before the expenses incur. There was no second to the motion.

**NEW ITEMS**

**NORTH OBTUSE ROAD PROPERTY TRESPASS SETTLEMENT:** Mr. Tinsley stated that the Board has heard this evening from the residents at 28 Dorset Lane, in regard to their complaint. **Mr. Tinsley recommended that the Selectmen approve reimbursement of expenses for a survey, title search and legal fees in the amount of \$5,138. Mr. Flynn seconded the motion. The motion carried unanimously.** Mr. Tinsley apologized for the trouble caused to the residents.

**LIBRARY CONSTRUCTION GRANT:** Mr. Tinsley explained that the Town had been awarded a grant in the amount of \$1 million to help with the construction of a Library. Mr. Tinsley stated that this grant is now close to expiration, but the Town has been given the opportunity to re-apply for the grant, with a due date of March 2, 2015. **Mr. Flynn made a motion to**

authorize the submission of the amended grant application to the Connecticut State Library. Mr. Davidson seconded the motion, and it carried unanimously.

**RETIREMENT BENEFITS ADVISORY ORDINANCE:** Mr. Tinsley recommended that a modification to the ordinance be made relative to the representation from the Board of Education. Currently, the ordinance specifically calls for the Director of Business and Technology Operations to be the Board of Education's representative, but this position no longer exists. Mr. Tinsley recommended that the ordinance be modified to allow the Board of Education to have a representative of their choosing. Mr. Davidson suggested that a public hearing be scheduled for 7:15 PM on December 1<sup>st</sup>. **Mr. Flynn made a motion to set a date for the public hearing to amend the ordinance [Retirement Benefits Advisory Ordinance] to allow a member of the Board of Education's choice to be a member of the Retirement Benefits Advisory Committee (RBAC) for Monday, December 1<sup>st</sup> at 7:15 PM, and to allow Atty. Beecher to craft the language that is necessary to do so. Mr. Davidson seconded the motion, and it carried unanimously.**

**TOWN OF BROOKFIELD HAZARD MITIGATION PLAN:** Dave Hannon with the HVCEO (Housatonic Valley Council of Elected Officials), 162 Whisconier Road, was present to discuss this matter. Mr. Hannon stated that several years ago several towns had come together to ask HVCEO to prepare Hazard Mitigation Plans for the ten municipalities in the region. In order for the community to apply for a grant from FEMA to help pay for the cost of major hazard mitigation that might exist, it was necessary to have an approved Hazard Mitigation Plan as described by FEMA. HVCEO started the task of applying for grant money from FEMA and being awarded money by the Department of Emergency Management and Homeland Security to pay for part of the cost of the project; the balance of the price of the Hazard Mitigation Plan preparation project came from HVCEO funds. Mr. Hannon stated that HVCEO has been working on this plan in Brookfield for over a year, and Brookfield was the first town to initiate work on the plan. Mr. Hannon explained that input had been received from both residents and town staff about issues in the Town. The plan is over 400 pages long, and meets the requirements as prescribed by FEMA. This plan is here this evening for consideration of adoption by the Town. Mr. Hannon explained that once this document has been adopted by the Town, it would enable the Town to apply for grants that might be available through FEMA for Hazard Mitigation projects. **Mr. Flynn made a motion that the Selectmen approve the adoption of the Town of Brookfield Hazard Mitigation Plan. Mr. Davidson seconded the motion, and it carried unanimously.**

**Mr. Flynn made a motion to amend the agenda to add item 2e under new items, to consider the approval of a grant application(s) under the UCOA (Uniform Chart of Accounts) Conversion Grant Program, and if applicable, the Small Localities Financial Accounting System Collaboration Grant Program (SLFASC). Mr. Davidson seconded the motion, and it carried unanimously.**

**UCOA (Uniform Chart of Accounts):** Mr. Tinsley explained that the Office of Policy and Management is offering a potential for some grants to help towns convert to the Uniform Chart of Accounts which is being proposed by the State. There may also be the potential for system collaboration within this conversion that would make it potentially possible for different entities within the town to apply for a collaboration grant. These grant applications are due by December 31, 2014. **Mr. Davidson made a motion to authorize the First Selectman to approve the application(s) for the UCOA Conversion Grant Program, and if applicable, the SLFASC Grant Program. Mr. Flynn seconded the motion, and it carried unanimously.**

#### **UPDATES**

**PTAK HOUSE/108 POCONO ROAD:** Mr. Tinsley stated that this was a topic of conversation at one of the workshop meetings weeks ago. Mr. Tinsley asked the Selectmen if they would like to form a committee to review the building's potential uses. The cost of converting what is now residential space to public or municipal space would be quite high. Mr. Tinsley stated that he would not object to the decision of demolishing the building to have a contiguous piece of property with Town Hall for some future use. Mr. Davidson stated that there should be a method of receiving some input from residents. Mr. Tinsley mentioned that a public hearing could be held. He suggested that any public hearing be advertised on the Town's website, and an email blast be done to inform residents about the public hearing. **Mr. Davidson motioned to**

**schedule the public hearing to talk about the potential use or disposition with respect to 108 Pocono Road at 6:30 PM on December 1<sup>st</sup>. Mr. Flynn seconded the motion, and it carried unanimously.**

**PARKS REVITALIZATION PROJECT:** Mr. Tinsley stated that the tennis courts and the basketball court have not yet been accepted. The surface of all of these courts is defective. The surfaces will be replaced in the Spring at the contractor's cost, but in the interim, the surfaces will be used. Advertisement for the submission of bids has been done for the other side of the road.

**BROOKFIELD VILLAGE LLC:** Mr. Tinsley explained that in the meeting packet is the original assessment deferral application, and an addendum to the original application previously discussed. After discussion with the developer and an agreement in principle with the developer, the Town Attorney has drafted the document which reflects the addendum and the covenants. Mr. Davidson asked Town Atty. Beecher if this addendum and agreement require the work to be done as approved by the Zoning Commission. Atty. Beecher responded that this agreement would require the project to be built as specified in the application and as set forth in the draft agreement. Mr. Davidson asked if this agreement would be violated if residences were to be constructed that followed the State's affordable statutes. Town Atty. Beecher noted that this agreement requires the developer to build according to the terms of this agreement. **Mr. Davidson made a motion to authorize the First Selectman to move forward with the proposed Agreement with the developers, inserting clarifying language, if needed, to insure that the Agreement will in no way provide an incentive for an 8-30g project. Mr. Flynn seconded the motion, and it carried unanimously.**

**CHARTER REVISION:** No discussion/no motions.

**MEADOWBROOK MANOR:** Mr. Tinsley stated that the Town is now officially in the position of accepting grant monies, if awarded, because of the adoption of the Hazard Mitigation Plan.

**SOUTHERN FEDERAL WATERLINE:** Mr. Tinsley reported that the road resurfacing will most likely be finished in the next week and a half, before Thanksgiving.

**Mr. Davidson made a motion to amend the agenda to discuss the library credit card. Mr. Flynn seconded the motion, and it carried unanimously.**

**LIBRARY CREDIT CARD REQUEST:** Mr. Tinsley stated that he had met with the Library Board, which Board has been able to achieve purchase order status with Amazon. The Library will be applying for a credit card under the Library's name, and will be also using a blanket purchase order for the purchase of items on the credit card.

### **CONSENT AGENDA**

**BOARD OF SELECTMEN MEETING MINUTES:** 10/6/14; 10/7/14; 10/14/14; 10/15/14

**10/06/14** – On page 2, in the third sentence, the minutes state “. . . to authorize the Housing Authority . . .”, and this part of the motion should state “. . . to authorize the Town of Brookfield to apply . . .” **Mr. Davidson made a motion to approve the minutes accordingly. Mr. Flynn seconded the motion. Please refer to consent agenda motion, below.**

**10/14/14** – Mr. Davidson asked that the phrase “. . . workshop with Human Resources Director Fern Smenyack . . .” be removed, as Fern Smenyack did not attend this meeting.

**10/15/14** – Mr. Davidson asked that the phrase “. . . with Human Resources Director Fern Smenyack . . .” be removed, as Fern Smenyack did not attend the meeting. Mr. Davidson also mentioned that under the discussion of Brookfield Village LLC, Bill Davidson made the motion, and he is listed as the person who also seconded the motion. Mr. Tinsley noted that Mr. Flynn had seconded the motion made. The minutes are to be revised to indicate that Mr. Flynn seconded the first motion of the meeting, regarding the discussion of Brookfield Village LLC.

### **NEW HIRE REPORT:**

**Leaving:** Tom Tibolla, Facility Manager – 10/15/14

**Hires:** Sheldon Conn, left position of Building Maintainer to fill Facility Manager position, began 10/27/14;

Francis Lollie, left position PT Assistant Enforcement Officer to fill Building Maintainer position, begins 11/03/14;

Amy Diezemann, Temporary PT Senior Center/Social Services Program Coordinator – 10/20/14

Abbey Lynch, PT Children's Programming Assistant – 10/27/14

**SELECTMEN APPROVALS FOR ROUTINE MATTERS:** Approve and authorize the First Selectman to sign the following:

- a.) Residential Lease Agreement for 28 Obtuse Hill Road;
- b.) State of CT and Town of Brookfield Master Municipal Agreement for Rights of Way Projects;
- c.) Acceptance of Deed for strip of land located at 167 Vale Road;
- d.) Final two phases of the Town Hall Window Project

**DRIVEWAY BOND RELEASES - \$750:**

- 56 Flax Hill Road
- 8 Secor Road
- 33 Sunset Hill Road
- 31 Arapaho Road
- 4 Manor Road
- 49 Pocono Ridge Road
- 2 Stony Brook Road
- 2 Bonny Road
- 100 Long Meadow Hill Road

**CONSENT AGENDA MOTION:** Mr. Davidson moved that the Selectmen approve the consent agenda, all items A-D, as amended. Mr. Flynn seconded the motion, and it carried unanimously.

**ADDITIONAL MONTHLY AGENDA ITEMS**

**APPOINTMENTS:**

- a.) Jeffrey Bronn, Alternate – Inland Wetlands Commission – Mr. Davidson moved that the Selectmen appoint Mr. Bronn as an alternate to the Inland Wetlands Commission. Mr. Flynn seconded the motion, and it carried unanimously.
- b.) Larry Ruschmeyer, Alternate – Zoning Board of Appeals – Mr. Flynn made a motion to appoint Larry Ruschmeyer as an alternate to the Zoning Board of Appeals. Mr. Davidson seconded the motion, and it carried unanimously.

**PUBLIC COMMENT:** The following person addressed the Board:

- Irv Agard of 3 Cedar Hill Road

**ADJOURN:** Mr. Flynn made a motion to adjourn at 8:30 PM, and Mr. Davidson seconded the motion. The motion carried unanimously.