

**MINUTES**  
**BOARD OF SELECTMEN MEETING**  
**MONDAY, MAY 2, 2016 – ROOM 133**  
**7:30 PM**

**CALL TO ORDER:** First Selectman Steve Dunn called the meeting to order at 7:36 PM.

**PRESENT:** First Selectman Steve Dunn; Selectman Sue Slater; Selectman Marty Flynn; Budget Consultant Jay Wahlberg; IT Technician Dan Secore; Town Attorney Tom Beecher; members of the public; Recording Secretary Emily Cole Prescott

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

- Jane Miller of 115 Obtuse Hill Road
- Michael DeValle of 6 Apache Drive
- Rich Saluga of 32 Great Heron Lane

**ANNOUNCEMENTS:**

1. Mr. Dunn stated the Annual Town Meeting is on Tuesday, May 3<sup>rd</sup> at 7:00 PM in the Brookfield High School Auditorium. The date of the Budget Referendum for FY 2016-2017 Town and School Operating Budget is recommended for May 17<sup>th</sup> and will be set at the Annual Town Meeting tomorrow night. First Selectman Dunn explained that although the agenda lists that the date of the referendum for FY 2016-2017 Town and School Capital items is recommended for June 21<sup>st</sup> and will be set at the Annual Town Meeting, The Town will not yet be able to set this meeting date as the Board of Finance has not yet approved the resolution for the referendum for capital. Also, the May 17, 2016 ballot will include the remedial bond project. That remedial bond project is the outcome of the \$3.3 million general fund matter discovered in December.

**CORRESPONDENCE ADDRESSED TO THE BOARD OF SELECTMEN:** First Selectman Dunn noted receipt of the following pieces of correspondence:

1. WPCA Budget FYE 06/30/17
2. Thomas Dunkerton letter dated 04/15/16

**MONTHLY FINANCIAL RESULTS:** Budget Consultant Jay Wahlberg presented the monthly financial results.

**NEW ITEMS**

**MAIN STREET INVESTMENT FUND GRANT APPLICATION:** *Greg Dembowski, Project Manager, gave a short presentation on the proposed grant application.* Mr. Dembowski began his presentation with a brief history of the grant applications for the streetscape project. Mr. Dembowski stated that there have been seven grants written, with the names of the sponsoring agencies or departments, and the grant amounts indicated in the presentation. The connectivity grant submitted in February has been awarded, and although the project is listed as part of phase two, the Town will be completing this study with the CT DOT on May 10<sup>th</sup>. A member of the community – Angelo Dacunha – and Major Purcell, First Selectman Steve Dunn, Greg Dembowski, and several members of the Land Use Office and Public Works Department will be present on site for this study. The connectivity grant only allows modes of transportation to be connected or ways of pedestrian or bicycle travel to be connected. A study will be done of the connection between the Still River Greenway and the Streetscape project. The hope is to install a pedestrian crosswalk over Route 202 at the northern terminus of the Greenway Trail. This study will allow the Town to move forward to obtain DOT approval and funding. Uses of the grant funds may include connection of the bike path and/or temporary parking, as parking may be an issue when the trail opens.

Mr. Dembowski also explained that the Town has applied for the LoCip grant. The Town is entitled up to \$95,000 and the Board of Education, as part of the grant entitlement funds, has received \$8,000 to be used toward Common Core capital improvements.

Mr. Dembowski stated that the grant for which he is currently here tonight is administered by the Department of Housing, and is due on May 30<sup>th</sup>. Much work with the CT DOT is ongoing to answer the application questions, as the application itself is quite complex. The Town is applying for up to a maximum of \$500,000 and as part of this application, the Town will be asked to commit to a \$500,000 town match. Mr. Dembowski stated that the grant application documentation notes that a town match will give the applicant a better chance of having the application approved. If this funding is awarded, the Town will have enough money to totally fund phase one with over-head utilities, which phase is estimated at \$3.2 million. Selectman Flynn questioned if the current expenses have been considered against phase one funding, and Mr. Dembowski replied in the affirmative. Greg Dembowski stated that the Town has thus far spent on the streetscape project: engineering contracts with ACOMM, Greg Dembowski's salary, and other work totaling \$190,000, (the ACOMM work was approximately \$160,000). Since that time, there is approval to spend \$281,000 for three more engineering studies – \$196,000 for the Eversource contract; \$25,000 borings test needed for ledge, water table and contamination, and an estimate of approximately \$40,000 to re-do the engineering information before moving forward to go out to bid. First Selectman Dunn stated that after the agreement had been signed with Eversource based on the information given, the Town found out that Madison, CT had done their own plan. Mr. Dembowski stated that he ascertains it will be three months to obtain Eversource's estimate. First Selectman Dunn noted that at the same time, the sidewalk amenities will need to be installed. The closer the underground vaults are installed to the intersection, the lower the cost of the job will be. A location very near the intersection has been found, and a meeting is scheduled with the property owner. There will be two vaults totaling 30 square feet, 12 feet deep with some equipment aboveground. Mr. Dembowski noted that work is also underway to revise current plans so lighting poles do not need to be moved, in the event the Town only pursues above-ground utilities.

Selectman Flynn asked if these funds could be used for underground utilities, and Mr. Dembowski replied that he has written the grant application for the project of streetscape phase one with overhead utilities. Selectman Flynn stated that the Town should get started on the streetscape right away. Mr. Dembowski stated that showing that the grant application is consistent with the Town's Plan of Conservation and Development [POCD] makes a stronger application. Every Town that is STEAP-eligible may apply for this grant application, provided there are under 30,000 residents in the Town. Mr. Dembowski noted the resolution as well as a certified statement, both for review by the Board of Selectmen. Mr. Dembowski stated that the Town will be able to set its start date, and he has indicated on this application a start date of April 2017. Selectman Slater thanked Mr. Dembowski for his work.

The resolution does not require a matching grant, but the application does reference the match. If either of the Boards of Finance or Selectmen do not agree to the Town's proposed match, Mr. Dembowski stated that he will remove the matching portion of the grant application.

**Selectman Flynn made a motion to make a recommendation to the Board of Finance with the idea of setting a town meeting, that the Board of Selectmen approves the resolution including a \$500,000 match for this grant [Main Street Investment Fund Grant Application]. Selectman Slater seconded the motion, and it carried unanimously.**

**2016 NEIGHBORHOOD ASSISTANCE ACT:** The NAA Program is a State program whereby those proposals judged to be eligible to receive donations from various persons or organizations. Persons making a donation are able to receive a tax credit. As a municipal agent, the Town oversees implementation of the program and is required to hold a public hearing. **First Selectman Dunn made a motion that the Selectmen schedule a public hearing on Monday, June 6<sup>th</sup> at 7:15 PM in Meeting Room 133 for the purpose of receiving public comment on a proposal submitted by the Regional YMCA of Western CT for their Annual Support Campaign for NAA funding in the amount of \$150,000. Selectman Slater seconded the motion.** Selectman Flynn asked if there are any other organizations that take part in this program. First Selectman Dunn noted that the YMCA is the only organization that completes the application. **The motion carried unanimously.**

**OLD TOWN HALL:** Discussion of Old Town Hall located at 162 Whisconier Road – Mr. Dunn stated that the Old Town Hall is now currently rented by WestCOG. WestCOG has two offices, and has decided to now consolidate both of those offices to a location in Sandy Hook. Currently, WestCOG rents the facility from the Town of Brookfield for \$1,000 a month and sub-leases to HRRA (Housatonic Resource Recovery Authority) for \$500 a month. The Town will now have 2/3<sup>rd</sup>s of an empty building. Mr. Dunn stated that he thinks this is a good opportunity to move the Parks and Recreation Department to that location. Mr. Flynn also mentioned the possibility of moving the food pantry. The Town is now in negotiations with HRRA regarding the price of the lease. This move would free up space on the second floor of the Town Hall Building to move other departments within that building. The Director of Parks and Recreation Dennis DiPinto has reviewed the building, and HRRA has agreed to move within that space toward the rear of the building. Mr. Dunn noted that there is limited parking, but HRRA does not take many parking spots, and residents going to the Parks and Recreation Department will be entering and exiting the property. Mr. Flynn mentioned that public comment should be encouraged.

### UPDATES

**SIDEWALK SNOW REMOVAL & ASSESSMENT OF BENEFITS FOR SIDEWALK IMPROVEMENTS ORDINANCE:** The BOS held a public hearing prior to the May 2<sup>nd</sup> meeting for public comment on the proposed ordinance. **Selectman Flynn made a motion that the Selectmen approve the Snow Removal and Assessment of Benefits for Sidewalk Improvements Ordinance. Selectman Slater seconded the motion, and it carried unanimously.**

**HIGH SCHOOL CONSTRUCTION AUDIT:** Update by First Selectman – *Greg Dembowski, Project Manager for the Town Center District, who has also been hired to review the Town's records for this matter, gave a brief update about the progress of the work.* Mr. Dunn stated that Greg Dembowski has been working on this project, and asked Mr. Dembowski to give an update of his progress. He has written an interim report dated April 26<sup>th</sup> to First Selectman Dunn. Mr. Dembowski stated that it is his opinion that, based on information from the Department of Administrative Services, that the Town should be able to recuperate 33.7%, or \$320,000 of the \$950,000. He believes that if the project moves forward, more documentation may be found which will fulfill the requirements to receive the funding. If fully successful, the work will get another 22% of the \$950,000, for the category of un-submitted change orders or change orders on the final invoice not reconciled by the lead education authority. There are hundreds of change orders, and there is not full record of all of the documentation. Work is now being done to gather the information. The next two categories, the audit has indicated the Town is ineligible to receive reimbursement – contingencies (15%) and pro-rated architectural and engineering costs (9%). After this, there are another twelve categories of primarily small items. Mr. Dembowski stated that his question is how much more time there should be to work on resolving this issue. Mr. Flynn noted that this does not seem reasonable for an approved project. Mr. Dembowski has spoken to State Senator Clark Chapin, who has entered a bill in the Legislature, that would absolve Brookfield of the full \$950,000 amount. Mr. Dembowski has spent 26 hours of research on this project thus far. First Selectman Dunn stated that he has asked Mr. Dembowski to continue on this project. Mr. Dembowski stated that the lesson for the streetscape project is to keep copies of all documents, and to be in consistent contact with the State and the funding entities.

**BROOKFIELD VILLAGE LLC:** Update provided by the First Selectman – Mr. Dunn stated that he and Atty. Beecher have met with the developers, and there is now a better understanding of what the developers have been asking. Mr. Flynn asked that at some point the Board of Selectmen enter into executive session to discuss the results of the conversation with the developers.

**CHARTER REVISION COMMISSION:** Mr. Dunn asked that anyone who would like to be on the Charter Revision Committee request to be added. Mr. Dunn stated that he has asked the Chairs of both the Democratic and Republican Town Committees for the names of people to be added to the Charter Revision Committee's list. First Selectman Dunn is proposing that at the next Board of Selectmen meeting, the Board may pass a resolution confirming the Charter Revision Committee, and name the people who will be appointed to the Commission. First Selectman Dunn stated that he thinks the Board should consist of five to seven members. Mr. Dunn stated that he would like to have some new volunteers. Mr. Flynn stated that he would look to people who have some knowledge of the Town and the running of the Town. Mr. Dunn stated that he would like to have a mix of people.

Mr. Flynn stated that he has been opposed to hosting another Charter Revision Committee, but the questions in 2014 may warrant consideration again, such as eliminating offices that no longer exist (Gurski Homestead Commission & Youth Commission), clarifying the Town Attorney as the parliamentarian at all town meetings, updating the special appropriation levels and time requirements for construction projects because 1975 data is currently used, state law incorporation of reference to ethics, modifying the Library Board of Trustees to nine regular members, and making grammatical changes as needed for clarification. Mr. Flynn stated that he thinks the matters of the five selectmen should not be considered (as it had failed the past three times), and he would be opposed to a town manager which failed in 2012. Mr Flynn stated that he is also opposed to eliminating the loser of the first selectman race being in the poll for the Board of Selectmen race (which has failed twice).

#### **CONSENT AGENDA**

**CONSENT AGENDA MOTION:** Selectman Slater made a motion that the Selectmen approve all items on the Consent Agenda. Mr. Flynn seconded the motion. *Formal vote below.*

**BOARD OF SELECTMEN MEETING MINUTES:** 03/30/16; 04/11/16; 04/18/16 – Selectman Slater made a motion to revise the minutes of the 03/30/16 meeting, to indicate that Selectman Slater had made the motion regarding Cadigan Park, which motion was then seconded by Martin Flynn. Mr. Flynn seconded the motion [to revise the minutes as noted], and it carried unanimously. Mr. Flynn made a motion to approve the minutes of that same meeting. Selectman Slater seconded the motion, and it carried unanimously.

**DRIVEWAY BOND RELEASES:** Greenway Industries -15 Blackwood Road; 3 Sycamore Lane; 25 High Ridge Road; 19 Brookfield Meadows

**STAFFING CHANGES FOR THE MONTH OF APRIL:** Rick Lamparelli has left his employment with the Town.

**SELECTMEN APPROVALS FOR ROUTINE MATTERS:** 2016 E-Waste Collection and Recycling Agreement

#### **ADDITIONAL MONTHLY AGENDA ITEMS**

First Selectman Dunn made a motion to add the appointment of Henry Pietras to the Energy Ad Hoc Committee to the agenda. Selectman Slater seconded the motion, and it carried unanimously.

**APPOINTMENT – ENERGY AD HOC COMMISSION:** Selectman Slater made a motion to appoint Henry Pietras to the Energy Ad Hoc Commission. Selectman Flynn seconded the motion, and it carried unanimously.

*Upon question from Recording Secretary Cole Prescott, Selectman Flynn asked for clarification on whether the consent agenda motion had carried.*

**The motion to approve the consent agenda [motion made above] carried unanimously.**

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

- Jane Miller of 115 Obtuse Hill Road
- Jim Fisher of 12 Aramon Circle

**ADJOURNMENT:** At 8:59 PM, Selectman Flynn made a motion to adjourn the meeting. Selectman Slater seconded the motion, and it carried unanimously.