

MINUTES
REGULAR BOARD OF SELECTMEN MEETING
BROOKFIELD TOWN HALL – MEETING ROOM #133
WEDNESDAY, OCTOBER 5, 2016
7:30 P.M.

CALL TO ORDER: First Selectman Steve Dunn called the meeting to order at 7:34 p.m.

PRESENT: First Selectman Steve Dunn; Selectman Sue Slater; Selectman Marty Flynn; Town Attorney Tom Beecher; Controller Kimberly Siegrist; Video Recording Secretary Nina Mack; Meeting Recording Secretary Virginia Giovanniello; and members of the public.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

MONTHLY AGENDA ITEMS

PUBLIC COMMENT: The following residents addressed the Selectmen:
Jennifer Doyan, Information Technology Technician/Teen Librarian, Brookfield Library, gave an update on a grant that has allowed the Library to purchase sewing machine, MacBooks, micro-computers, 3-D printer, and more classes are scheduled.

ANNOUNCEMENTS: First Selectman Dunn made the following announcements:

1. "Meet the Selectmen" will be held on Saturday, October 29 from 9:00 a.m. – 10:30 a.m. at Jester Coffee.
2. As of Monday, October 3rd, the Parks & Recreation Department has relocated to the Old Town Hall building located at 162 Whisconier Road.
3. The Brookfield Open Space & Trail Guide book is available for purchase (\$5.00) at the Land Use Office, the Library and Parks & Rec. The new Guide was created by the Conservation Commission through a recently awarded grant.

CORRESPONDENCE ADDRESSED TO BOARD OF SELECTMEN

No correspondence for this meeting.

MONTHLY FINANCIAL RESULTS: Controller Siegrist presented the September monthly financial results and discussed some updates in the report.

NEW ITEMS

ADDED ITEMS FOR THE AGENDA

Sue Slater made motion that the Selectmen add the following two agenda items: 1) HRRRA LEASE Agreement with the Town; 2) Town Garage Tank Removal, Installation and Canopy. Motion seconded by Martin Flynn, and carried unanimously.

UPDATE ON FOUR CORNERS: Greg Dembowski, Project Manager, distributed copies of a 19-page document regarding the Streetscape Project, Phase 1 Update. Mr. Dembowski reviewed the document and answered questions. He reviewed the project management, project update, defining and achieving success of the project. Copies of the document are available at the First Selectman's office.

TAP FUNDING GRANT OPPORTUNITY FOR STREETScape PROJECT:

Re: 2016-2020 Transportation Alternatives Program (TAP) Solicitation

On Page 17 of the Streetscape Project, Phase I handout, Mr. Dembowski updated the Selectmen on a new grant opportunity. This grant is from the Western CT Council of Governments (WestCOG) and the grant funds comes from legislation signed by the President in 2015 Fixing America's Surface Transportation Act, starting in 2016 for five years and funded from the FAST Act. All of the regional ten towns can compete for the \$1.3 Million over five years. Mr. Dembowski noted that this application requires four things in order to be eligible in this competitive process. One of them is to be flexible in the amount requested and give a range when writing the application. There is minimum 20% town match and the higher you go the better chance to get the grant. A letter of support and a project proposal summary is required at this time. Mr. Dembowski and the Selectmen noted that they believed the Streetscape Project fits perfectly for the requirements of this grant and meets the criteria. The Selectmen discussed the range and the match that they were comfortable with committing to for the application. Any referral is contingent upon the Board of Finance and other approvals necessary. The grant deadline for applying is Thursday, October 13. The Selectmen will have a special meeting on Friday, October 7 to discuss details and how they will propose and fund it. At conclusion of discussion, Steve Dunn made motion that the Selectmen table this item and further discuss on Friday, October 7th. Motion seconded by Martin Flynn, and carried unanimously.

LIBRARY BOARD OF TRUSTEES – NEW LIBRARY DIRECTOR: Library Board of Trustee members Maizie Jaffee and Ilga Parris spoke concerning a request from the Library Board to consider a special appropriation to cover the expenses of a search firm to assist in the hiring of a new Library Director. They noted the important role the Library Director has for the town and library. They noted that consultant costs at a very initial calling to some well recommended firms was between \$12-15,000 and maybe a percentage of salary would come with negotiation. Mr. Dunn noted that the town has procedures in place, and suggested first to try the traditional search criteria method of hiring through the town's Human Resources Department. The Library Board was concerned with the timeliness of a search and asked for consideration a going beyond traditional hiring methods would be very helpful in their goal to find the best qualified person. Have less than six months before the retirement of the present Library Director, and the time required for the hiring process, and if they are set back in trying traditional hiring process, they may end up where the present library director is ready to retire. Library members stated they need a visionary not just a librarian who can see them through a building phase. Mr. Dunn suggested that the Library Board put together job qualifications and return back to the BOS.

MODIFIED URANIUM ORDINANCE: Sue Slater made motion that the Selectmen schedule a Public Hearing on Monday, November 7 at 7:00 p.m. for public comment and opinion on the proposed modified Ordinance. Motion seconded by Martin Flynn. Mr. Flynn stated that he feel strongly that this

would place a burden on homeowners when they are trying to sell. Sellers and/or homeowners can test and treat presently, but to enforce is unfair and a disadvantage to the town. The Selectmen agreed on a public hearing for gathering more information and collecting input from homeowners and/or real estate agents. **The Motion carried unanimously.**

BEQUEST FROM ESTATE OF KENNETH GLESZER TO THE PD K-9 UNIT: Steve Dunn made motion that the Selectmen approve the \$40,000 bequest from the Estate of Kenneth M. Gleszer for the purposes of funding a K-9 Unit as specifically outlined in the stipulations. Motion seconded by Martin Flynn. The Selectmen discussed the extra costs involved for a second K-9. Mr. Dunn thought it a reasonable expense and suggested that the Police Department possibly wait a period of time to honor the bequest. **The Motion carried unanimously.**

2015 PLAN OF CONSERVATION AND DEVELOPMENT (POCD): A letter dated 9/16/16 addressed to the Board of Selectmen was received from the Planning Commission regarding designated goals and recommended strategies and they requested a response in writing and/or would welcome a representative from the BOF to deliver its feedback and assessment in person at one of their meetings. Mr. Dunn will attend a future Planning Commission Meeting to discuss a plan to start implementing the recommendations in the plan of development. The town's new Manager of Community and Economic Development will be involved in this process. Mr. Dunn would like to work a little more closely with the Planning Commission on a quarterly or every six month basis and come back to the town with a report.

POLICE SETTLEMENT AGREEMENT: Martin Flynn made motion that the Selectmen approve the Settlement Agreement and Side Letter Agreement as stated between the Town and Brookfield Police Department Employees Union. Motion seconded by Sue Slater. The Town and Police Department Employees Union, Council #4, AFSCME, AFL-CIO, Local 1544 contract is to succeed the one that expired on June 30, 2015. **The Motion carried unanimously.**

DEPARTMENT OF PUBLIC WORKS NEW POLICY: Martin Flynn made motion that the Selectmen approve the Excess Bank Run Fill and Other Materials Distribution Policy. Motion seconded by Sue Slater. At conclusion of brief discussion, **the Motion carried unanimously.**

TOWN HALL AED'S: Sue Slater made motion that the Selectmen forward a request to the Board of Finance to approve the funds for the replacement of the Town Hall AED in the amount of \$2,135.75. Motion seconded by Martin Flynn. Mr. Dunn stated that the town's new Purchasing Agent will also review his resources for future replacement of the AED's located in Town Hall. **The Motion carried unanimously.**

UPDATES

ASHA FOR EDUCATION: Sue Slater made motion that the Selectmen consider a donation to ASHA for Education. Motion seconded by Martin Flynn. At conclusion of discussion, the Selectmen stated that

this request is outside the Town's normal budget cycle, and any donation at this time sets the wrong precedent. **The Motion was unanimously opposed.**

CHARTER REVISION COMMISSION: Sue Slater made motion that the Selectmen allow the Charter Revision Commission's to extend their date to March 2017 to respond back to the Board of Selectmen. **Motion seconded by Martin Flynn.** The Selectmen discussed and clarified the two on the CRC memo dated September 22, 2016. Mr. Dunn stated he will contact the Chairman of the CRC clarifying their two questions. 1) Item #7 concerning permanent appointment of the Town Attorney as Parliamentarian. Answer: Request that the CRC review if there are any questions about procedure and process that the Town Attorney can weigh in and assist the Moderator with the town meeting process. 2) Item #8 concerning Special appropriations and time requirements on construction projects. Answer: Request that the CRC review the amount of funds that the BOS and BOF can transfer between town departments, and request consider increasing both numbers to 20,000 and 40,000, and consider allowing the BOS also to move inter-department up to \$20,000, the same abilities for BOF and BOS with different limits.

HRRA LEASE AGREEMENT WITH THE TOWN: Sue Slater made motion that the Selectmen approve the Lease Agreement between the Town and HRRA. **Motion seconded by Martin Flynn, and approved unanimously.**

TOWN GARAGE TANK REMOVAL, INSTALLATION AND CANOPY: Sue Slater made motion that the Selectmen forward a request to the Board of Finance to approve a supplemental appropriation in the amount of \$72,600 for the removal and replacement of the Town Garage Underground Storage Tank. **Motion seconded by Martin Flynn.** At conclusion of brief discussion, the Selectmen noted that the removal and installation should include a lighted canopy that would protect the tanks, pumps and people using the tanks during inclement weather. **The Motion was approved unanimously.**

SOUTHERN FEDERAL ROAD WATERLINE PHASE I-III AND DEL MAR DRIVE: A Public Hearing was held at 6:15pm prior to the BOS Meeting to receive public comment and answer questions relative to the waterline assessments pursuant to Ordinance Chapter 215. This item was tabled and a Special Board of Selectmen Meeting will be scheduled to approve the water line assessments.

FIREFIGHTERS/AMBULANCE STIPEND: Martin Flynn made motion that the Selectmen approve the proposed Ordinance Chapter 122 Emergency Services Article I. Benefit for Certain Emergency Services Volunteers and REPEAL the current Ordinance Chapter 197 Taxation Article IV Tax Abatement for Certain Emergency Services Volunteers. **Motion seconded by Sue Slater.** A Public Hearing was held at 7:15pm prior to the BOS Meeting to receive public comment and answer questions relative to the proposed Ordinance. **The Motion carried unanimously.**

RECYCLING REWARDS GRANT: Sue Slater made motion that the Selectmen approve the executing of the Recycling Rewards Grant by the First Selectman in the total amount of \$7,020 as approved by the Board of Finance. **Motion seconded by Martin Flynn.** This grant may be applied to the purchase of a

recycling truck to be used for waste reduction, recycling, composting and reuse efforts. **The Motion carried unanimously.**

ASSISTANT FIRE MARSHAL: Sue Slater made motion that the Selectmen forward a request to the Board of finance to increase the Assistant Fire Marshal budget line item in the amount of \$40,000 that will be covered by the new Fire Marshal Fees Ordinance. Motion seconded by Martin Flynn. Mr. Dunn stated before coming to this decision, he did get input and discussed previously the need for some help in facilitating the duties of the Fire Marshal. **The Motion carried unanimously.**

CONSENT AGENDA

SELECTMEN APPROVALS FOR ROUTINE MATTERS

1. Residential Lease Agreement for 8 Nabby Road (Eriksen Farm Open Space) and Tenant, Peter Robb.

BOARD OF SELECTMEN MEETING MINUTES: 9/12/16 & 9/15/16

STAFFING CHANGES FOR THE MONTH OF OCTOBER

1. Jerry Gay, Purchasing Agent for the Town and Board of Education.
2. Donna Korb from Parks & Recreation to Tax Assessor's Office.
3. Liz Burandt from Tax Collector's Office to Parks & Recreation.

DRIVEWAY BOND RELEASES

- 4 Woodland Hills Terrace posted by Greenway Industries.
- 8 Stony Brook Road posted by Greenway Industries
- 445 Commerce Drive posted by Greenway Industries
- 8 Squire Court posted by Greenway Industries
- 25 Greenridge Drive posted by A Silverio Asphalt Paving Inc.
- 34 Greenridge Drive posted by A Silverio Asphalt Paving Inc.
- 36 Greenridge Drive posted by A Silverio Asphalt Paving Inc.
- 38 Greenridge Drive posted by A Silverio Asphalt Paving Inc.
- 22 Deerfield Road posted by A Silverio Asphalt Paving Inc.
- 35 Obtuse Road South posted by A Silverio Asphalt Paving Inc.
- 1 Fox Tail Lane posted by DaCosta Construction
- 3 Belden Hill Road posted by DaCosta Construction

ZONING COMMISSION BOND RELEASE

140 Federal Road (Chick-fil-A) #201300192 release in the amount of \$70,000 (leaving \$5,000 remaining).

CONSENT AGENDA MOTION: Martin Flynn made motion that the Selectmen approve all items on the Consent Agenda, seconded by Sue Slater. Mr. Dunn reviewed the items listed on the consent agenda. The Motion carried unanimously.

ADDITIONAL MONTHLY AGENDA ITEMS

APPOINTMENTS: Sue Slater made motion that the Selectmen appoint Susan Queenan, Executive Director of the Brookfield Chamber of Commerce, to the Western CT Convention & Visitor's Center. Motion seconded by Martin Flynn, and carried unanimously.

PUBLIC COMMENT: No public comment.

ADJOURN: Martin Flynn made motion to adjourn at 9:28 p.m. Motion seconded by Sue Slater, and carried unanimously.

DRAFT