

REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN
TUESDAY, AUGUST 16, 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. with Selectmen Diane Knox, Jonathan Torrant and Paul Parsons in attendance. Selectman Jeffrey Zullo was away on business.

Approval of Minutes: **Motion:** J. Torrant moved and P. Parsons seconded a motion to approve the regular August 2, 2016 meeting minutes. All voted aye and the motion carried.

Public Requests/Comments: Ron Glander spoke about the sidewalk project at the Intermediate and Middle Schools. He said he was alerted to a possible situation regarding the construction of the sidewalks being out of compliance with the specifications. He investigated and found it not to be in compliance with the specs. After he spoke with Mr. Paul, he found substantial improvements. He complained to Raz Alexe about the sidewalk dimension not being 20 inches in at least 20% of the work and accused him of not being truthful. He said the project was grossly inadequate and substandard. He said the Town should call the contractor's bond and get the work done properly.

Selectmen's Requests: **Motion:** Paul Parsons moved to add to the agenda under New Business c) Adopt Resolution for "Master Municipal Agreement for Preliminary Engineering Projects" with the State. Jonathan Torrant seconded, all voted aye and the motion carried. Mr. Paul then said there is a meeting set with the Mayor of Torrington and surrounding town officials regarding the Foothills Trader deliveries. Again, he urged the Selectmen to call Kevin Corrado of the New Haven Register at 203-789-4600 with any complaints. Mr. Paul then said the recent \$6 million bond issue got a rate set at 1.74% with a premium payment of \$175,000. This is due to our bond rating and how well our finances are managed in the community.

Resignations

- a) Cindy Birkins from Beautification Commission, effective 7/28/16: Received and noted
- b) Jill Johnson from Prevention Council, alternate member: Received and noted

Interviews, Appointments & Reappointments

- a) Appoint Jill Johnson to Prevention Council, regular member, term expiration 6/2017: **Motion:** D. Knox moved to appoint Jill Johnson to the Prevention Council as a regular member, with term expiration of 6/2017. J. Torrant seconded, all voted aye and the motion carried.

Liaison Reports/Commission-Committee Minutes: 8/8/16 Board of Finance minutes; 6/29/16 & 7/27/16 Economic Development Commission minutes; 5/2/16 & 6/9/16 Board of Fire & EMS Commission minutes; 6/2/16 Design Review Advisory Committee minutes; 7/13/16 Board of Education minutes (draft)

Green Team Update: No report

Town Facilities Committee Update: No report

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 2/2019
- Board of Ethics: 2 alternate members 6/2017, 6/2019
- Cable TV Advisory Council: 1 member 6/2017
- Capital Improvements Committee: 1 PW Dir, 2 citizens at large
- Conservation Commission: 1 regular members 12/2016; 2 alternate members 12/2018

Economic Development Commission: 2 alt. members 6/2018, 6/2017
Inland Wetlands: 1 alternate member 6/2017
Interlocal Advisory Board (Jambs): PW Dir/Eng./Construction, and 1 BLA member
Litchfield Prevention Council: 1 regular member 6/2018; 1 alt. member 6/2017
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
Pension Commission: 1 alternate member 3/2019
Recycling Committee: 5 members: two 2/2016, one 2/2017, two 2/2018
Veteran's Advisory Committee: 2 regular members 8/2016, 8/2018; 2 alternate members 8/2018
Water Pollution Control Authority: 1 alternate member 1/2016
Zoning Board of Appeals: 1 regular member 3/2021; 2 alternate members 3/2020

Tax Refunds: **Motion:** J. Torrant moved to approve the 5 tax refunds, in the amount of \$792.70 as proposed by the Tax Collector. D. Knox seconded, all voted aye and the motion carried.

Transfers

a) **Rescind Vote on F/Y 2016/17 Transfer #1 for \$19,640 – Municipal Parking Lot:** Mr. Paul said this vote needs to be rescinded, as it was done reluctantly at the last meeting with funds taken mistakenly from this year's contingency. **Motion:** J. Torrant moved to rescind the motion made at the 8/2/16 meeting to approve this transfer for \$19,640. P. Parsons seconded, all voted aye and the motion carried.

b) **Approve F/Y 2015/16 Transfer #6 for \$19,640 – Municipal Parking Lot Wall:** Mr. Paul explained this \$19,640 is coming from last year's contingency and will go into Building Improvements Large. **Motion:** D. Knox moved to approve Transfer #6 for \$19,640 to come from F/Y 2015/16 Contingency, 01-1903-51703, and go into Building Improvements Large, 01-3105-55204. J. Torrant seconded, all voted aye and the motion carried.

c) **Transfer #1 for \$145,257.47 – Closed out Capital Projects:** Mr. Paul explained there were several projects with left-over funds. They want to close out the completed projects and transfer remaining funds into Capital Non-Recurring. There will then be a CapNR balance of \$302,462.18 after the transfer. **Motion:** D. Knox moved to approve Transfer #1 for \$145,257.47 and J. Torrant seconded. All voted aye and the motion carried. Mr. Paul said this will go on to Town Meeting.

d) **Transfer #2 for \$95,000.00 – Pay-down for School Expansion and Renovation Projects:** Mr. Paul said that rather than borrow money, we will use this money to pay down debt on the school project, which will leave \$207,462.18 in CapNR. This is recommended by Bond Counsel, our Treasurer, our Finance Director and our Financial Advisor from IBIC. **Motion:** P. Parsons moved to accept Transfer #2 for \$95,000 coming from Capital Non-Recurring, 56-9501-58101 and going into Capital Projects, 01-9501-58101. J. Torrant seconded, all voted aye and the motion carried.

Old Business

a) **East Litchfield Fire Co. Drainage & Other Improvements Bid Update – tabled from 8/2/16:** Mr. Paul said the Fire Commission is evaluating the work and will make a recommendation to the Board at a later date.

New Business

a) **Update on School Maintenance Agreement:** Mr. Paul passed out sheets showing savings over five years of over \$250,000. The second page shows 16 projects completed, updated now to 18. The third sheet described what the PWD does and what our custodians and building technicians do for the Board of Education. He and Raz met with the Board of Ed representatives yesterday and agreed to go through items identified in the proposed addendum to the agreement and work out any communication problems. D. Knox said she was concerned by the Board of Ed's dissatisfaction with the agreement to the point where they discussed terminating the agreement. Mr. Alexe explained details of the complaints and

said we will now have a better communication system. This does not seem to be a large problem to correct. Ms Knox said she has been unhappy with the Board of Ed doing projects outside its realm and hopes we can go forward with a positive outlook to maintain a good working relationship. Mr. Paul said that is exactly what this plan will promote.

b) Review Intermediate School Sidewalk Project: Mr. Paul introduced the contractor, Scott Sambrook from CT Sealcoating, who is doing the sidewalk job and summarized the oversight on the specifications that called for 20" curbing. Mr. Alexe explained that Ken Hrica, the engineer of record, was not hired to do inspections. During inspections they noted the pour was not at 20" and the contractor was questioned about certain elements. In discussions with the contractor and engineer, Mr. Alexe agreed it was not the best job but should not be redone. Mr. Sambrook clarified that the depth of concrete varied, but he still poured 90 yds. when the spec called for 58.5 yds. He maintained they are well built sidewalks that will stand up to trucks driving over them. Engineer Ken Hrica noticed they added the extra material to even the two surfaces below between the curb and the sidewalk to prevent heaving, and said this was an approved method and did not need the height of 20". He said in the worst case scenario they should last 10 - 15 years; however, it depends largely on maintenance and quality control. D. Knox said she felt it is important for the contractor to follow the bid specifications. The contractor said they have made a concession of \$2,500 to appease the situation and maintain a relationship in good faith. Mr. Paul said from now on we will have the engineer of record help with the inspections. **Motion:** J. Torrant moved to accept the project as completed, based on approval by the Engineer of Record and Public Works Director. P. Parsons seconded. D. Knox said we have to insure we maintain the integrity of the bidding process. Upon voting all voted aye and the motion carried.

c) Adopt Resolution for "Master Municipal Agreement for Preliminary Engineering Projects" with the State: Raz Alexe, Public Works Director, explained that this is a new process initiated by the CT Dept. of Transportation for all projects funded by the Federal or State/Local programs. This process lists the municipality as a continuous entity and proofed without having to go through the process of getting a project accepted every time. The project would be accepted on a parallel process with funding approval and remain in the system for upcoming projects. This streamlines the process to get the projects done faster. Mr. Paul said it is one more layer of State approval that is not necessary and felt it would not speed up the processes, as he has been through this similar exercise in the past with rights of way agreements. Mr. Parsons noted, however, that the State is making it necessary for them to sign the agreement to move forward, and Mr. Paul agreed.

Motion: Jonathan Torrant moved to adopt the resolution for the "Master Municipal Agreement for Preliminary Engineering Projects" as presented by the State of Connecticut. Diane Knox seconded, all voted aye and the motion carried. The resolution reads as follows:

RESOLUTION

RESOLVED, that The Honorable Leo Paul, Jr., First Selectman, is hereby authorized to sign the Agreement entitled "Master Municipal Agreement for Preliminary Engineering Projects."

Correspondence: None

Adjournment: **Motion:** J. Torrant moved to adjourn at 5:29 p.m. and D. Knox seconded. All voted aye and the motion carried.

Leo Paul, Jr., First Selectman