

**REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN
TUESDAY, SEPTEMBER 21, 2021 ~ 5:30 P.M.
IN-PERSON AT LITCHFIELD FIREHOUSE, 258 WEST ST. AND
REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE**

Call to Order: First Selectman Denise Raap called the meeting to order at 5:31 p.m. with the following Selectmen present: Jeffrey Zullo, Jodiann Tenney, and Thomas Waterhouse. Selectman Jonathan Tarrant attended via Zoom. Also attending via Zoom were Raz Alexe, Public Works Director, Chris Leone, Superintendent of Schools, and members of the public.

Approval of Minutes

a) 9/7/21 Special: Motion: T. Waterhouse moved to approve the special meeting minutes of 9/7/21, and J. Zullo seconded the motion. All voted aye except T. Waterhouse, who abstained because of absence, and the motion carried.

b) 9/7/21 Regular (C. Honan requests that her 9/3/21 letter be attached to these minutes): J. Tenney moved to approve the regular 9/7/21 meeting minutes with the requested attachment thereto of the 9/3/21 letter from Cate Honan. J. Zullo seconded, all voted aye and the motion carried.

Selectmen's Requests: J. Zullo announced a groundbreaking ceremony at Gagarin Place on October 6th at 11:00 a.m. The State Commissioner of Housing will be on hand for the event. All are welcome to attend this affordable housing project of the Litchfield Housing Trust with a Federal and State grant of \$2.1 million.

T. Waterhouse received a letter today from Angela Odonnell that he read expressing a desire for a solution to excessive noise stemming from residents of Camp Hill Road with vehicles traveling and speeding on that road. D. Raap said she is aware of this and has had the Police gather data, with monitoring by cruisers on Camp Hill and on the Northfield Green. J. Tenney will share the letter with the Traffic Safety Committee. J. Zullo added his neighbor had similar complaints on East Chestnut Hill about speeding and noise. He requested the "your speed" sign on that street. D. Raap said she and Raz Alexe meet each month to decide where to place the sign.

J. Tenney updated the work of the Traffic Safety Committee. They got a grant and have funded a road safety audit including a crosswalk survey focusing on the center of town. The DOT and a consulting group will be sending a finalized report from which the Committee will put together a 5-7 year plan for road safety to be presented to the Boards of Selectmen and Finance. In the meantime they are starting the "Slow Down and Enjoy Our Town" campaign with lawn signs and increased publicity. They will be presenting a budget request at the next meeting.

J. Tarrant referred to placement of cameras on speed signs and asked if some pressure could be put on State officials to allow this practice to be legal so that cameras could be used to write tickets. D. Raap said that the State does capture license plate data on some of its signs, but they cannot use it at this point. J. Tenney said she would ask the Traffic Safety Committee if it would like to write such a letter to the State.

First Selectman's Update Report: D. Raap said she has put together an affordable housing plan steering committee, with ten members agreeing to serve: Jill Musselman (Litchfield Housing Trust), Jim Simoncelli (Litchfield Housing Authority), Cleve Fuessenich (Realtor and EDC Liaison), Ted Murphy (Realtor), Margaret Hunt and Dean Birdsall (Sustainable Litchfield), Peter Losee (P&Z), Michael Lynne Cappello (Social Service Coordinator), Will Neary (EDC Chairman) and Jeff Zullo (BOS Liaison). She also brought in Diane Field, who worked with the affordable housing issue when drafting the Equity Statement. The plan is due to the State in July of 2022.

D. Raap announced that our bonding rating is still AA++ with a 1.53 interest rate. Total bond is \$2.1 million. She has been planning the Korean and Vietnam War veterans luncheon and ceremony for 9/29/21 at the Litchfield Community Center. This is Lt. Governor Susan Bysiewicz' initiative along with the Commissioner of Veteran Affairs, State of Connecticut, Thomas Saadi, and they will conduct the ceremony.

The Bantam Lake Jambs permit should be put out to bid early next week, with work beginning on the jambs in mid-October.

D. Raap reported that the only town that Little Guild services now for animal control is Cornwall. They agreed to lower their fee to \$20,000/yr. instead of \$40,000. We would have to hire a part-time animal control officer. As another prospect, she also said she toured the former Tail Waggers property today and will need to see if the State would approve it as a regional animal control facility. The bank owns it as a foreclosure and are bringing in realtors to get an idea of price, maybe listed at \$500,000 - \$700,000. There is plenty of space for a regional facility, with 38 kennels.

Establishment of a Temporary Regional School District Study Committee with Region 6: Town Counsel Mike Rybak explained the wording for the town meeting call and said the Board of Selectmen can suggest a slate of members, and the Moderator would have to entertain nominations from the floor, as the Town Meeting chooses the committee members, including two members from the Litchfield Board of Education. There will also be a consultant chosen by the State Board of Education once both Litchfield and Region 6 have chosen their five members. D. Raap read the names of those who have served on the preliminary work group: Caroline Wilcox Ugurlu, Deanna Marchand, Gianni Perugini, Kara Cruoglio, David Foss, Kathleen Tranquillo, Brenda Barnes, Margaret Hunt, Julia Hrica, Bill Davenport, Cindy Blazek, Michael Pascento (LIS Principal), Lynn Rice Scozzafava (LEA President and teacher) and Roe Cook (AFSCME President and non-certified staff), and Jodi Tenney (Board of Selectmen Liaison). J. Tenney suggested that some new members be considered that may bring a fresh perspective and new ideas to the group. C. Leone said he would forward some names of those who would have expressed interest. The Board of Selectmen will discuss its recommendations further at the next meeting. The town meeting call will also be set then for October 13th. M. Rybak noted that both electors and taxpayers owning \$1,000 or more of assessed property are eligible to vote on both questions, per Sec. 7-6 of the CT General Statutes.

Upon question on an American Rescue Plan Act (ARPA) joint special meeting with the Selectmen and the Borough by J. Tenney, M. Rybak explained that each constituent body needs to warn the meeting and file its own agenda and minutes. He emphasized that the Boroughs have to file their agendas with the Town Clerk as well as with the Borough Clerk. The HDC should do the same. If there is not an office maintained with regular business hours where the public can inspect its public documents, then the Town Clerk, by default, becomes a second repository of those public documents.

Interviews, Appointments & Reappointments

a) Interview Jonathan Zwick for Zoning Board of Appeals, alternate member, term 3/2025: J. Zwick said he was an applicant before the ZBA and is interested in why things are done a certain way and not evenly enforced across the Town. **Motion:** J. Zullo moved that Jonathan Zwick be appointed to the ZBA as an alternate member for a term ending 3/2025. J. Tenney seconded, all voted aye and the motion carried.

b) Interview Lelah Campo for Economic Development Commission, alternate member, term 6/2023: L. Campo said she has served on the EDC in Cheshire, has run Cozy Hills Campground for 8 years, and would like to now serve the community. **Motion:** J. Zullo moved to appoint Lelah Campo to the EDC as an alternate member for a term ending 6/2023. T. Waterhouse seconded, all voted aye and the motion carried.

c) Interview Carlyle Kloter for Beautification Commission, alternate member, term 2/2022: Mr. Kloter said he has lived in Northfield for 14 years and has been a flower designer and would like to be part of the group. **Motion:** J. Zullo moved to appoint Carlyle Kloter to the Beautification Commission as an alternate member for a term ending 2/2022. J. Tenney seconded, all voted aye and the motion carried.

Liaison Reports/Commission-Committee Minutes: 9/13/21 Board of Finance; 9/9/21 WPCA; 8/19/21 Board of Education

Sustainable Litchfield Update: J. Zullo said they have not established a budget for 2022, but have some funds left from their \$5,000 from 2021. They have some pending and potential expenses and would like to request that the Board of Selectmen fund \$2,500 for this fiscal year. **Motion:** J. Torrant moved to give the Sustainable Litchfield account a 2021/22 budget of \$2,500, the source of which should come from Contingency. J. Zullo seconded, all voted aye and the motion carried.

J. Zullo said there is one electric vehicle charger that has two ports available that has a faster charge time, and he confirmed with R. Alexe that the preliminary work can be done. They then discussed electric DPW vehicles.

WPCA Liaison Update - Tom Waterhouse: T. Waterhouse reported that David Wilson met with Mike Head, Program Manager for Woodard and Curran. They discussed the scope of work and hope to have a written plan ready for the October 14th WPCA meeting. It was agreed that D. Wilson would bring up the potential conflict of interest with one engineer working on this who also worked for DPC in its work for Woodridge Lake Sewer District.

Vacancies: The list of current appointed vacancies with term expirations is as follows:

Beautification Commission: 2 alternate members 2/2022
Broadband Commission: 1 alternate member 1/2023
Cable TV Advisory Council: 1 BOE members 6/2023
Conservation Commission: 2 alternate members 12/2021
Litchfield Arts Council: 1 alternate member 8/2024
Litchfield Prevention Council: 2 reg. members 6/23, 6/24; 4 alt. members: 2-6/22, 2-6/23
Milton Historic District Commission: 3 alternates; 2-1/2024, 1-1/2022
Northwestern CT Transit District: 2 members, both 5/2022
Pension Commission: 1 regular member 2/23; 1 alternate member 3/2022
Social Services Board: one regular member 2/2022
Sustainable Litchfield Committee: 1 alternate 3/2022
Traffic Safety Community Action Group: 2 alt. members 1/2023
Veteran's Advisory Committee: 1 regular member 8/2023; 1 alternate member 8/2021
Western CT Coalition, CAC #22 (formerly NW Regional Mental Health Board): 1 member 5/2023
Zoning Board of Appeals: 2 regular members 3/2023, 3/2025

Tax Refunds: Motion: J. Tenney moved to approve the 2 tax refunds, for a total of \$197.72. J. Zullo seconded, all voted aye the motion carried.

Old Business

a) American Rescue Plan Act Discussion: D. Raap asked the Board if they wanted to vote to support the three WPCA projects now for ARPA funding, but J. Zullo asked if the committee should consider that first. J. Tenney also mentioned the community listening session on October 2nd that should come first. They both support the WPCA projects, however. They agreed to wait until the public has had an opportunity to understand the guidelines and make suggestions. They will share the guidelines and hold a listening session with the public on October 2nd and then meet on October 5th to designate some projects for funding.

b) LCS Marble Facade Update - Raz Alexe: R. Alexe said the first phase has been finalized, but there is more work to be done at about \$110,000 by next summer in the back of the building. They will do an investigation of ceilings where there is penetration in the walls from the marble. Electrical is estimated at \$2,000. He is considering going to Seherr-Thoss, the State Historic Preservation Office (SHPO) or requesting from our Capital Committee for funds. J. Tenney suggested asking C. Leone to see if the schools have ARPA money that could help, and the Board agreed. R. Alexe said the SHPO application is complicated, involves five years of monitoring, and they probably could not get the grant in time.

New Business

a) Full-time Fire Marshal Discussion - Sam Kinkade: Sam Kinkade explained a lawsuit in Bridgeport that occurred because of lack of inspections or missing something in an inspection on the Fire Marshal's part. The State Supreme Court said the Fire Marshal does not have immunity because he has an obligation to inspect the property. He considered the town's liability and his personal liability if he could not get everything done that is required by statute. There are 287 inspections that need to occur yearly, and he knew he could not comply with the Statute, the Fire Safety Code and the Fire Prevention Code on a part-time basis, even with the limited availability of the deputies. With all the other duties required, the position requires a full-time Fire Marshal and should never be

coupled with Emergency Management. In view of this he submitted his resignation effective June 30, 2022 and asked that the Town consider making this a full-time position. He agreed to serve as a Deputy Fire Marshal if the Town and Board of Fire and EMS Commission wishes. Other towns are having trouble as well in meeting the requirements. Many questions and answers ensued to help the Selectmen move forward. Mr. Kinkade will work with the Fire Commission to develop a full-time position description. The Board expressed its appreciation and thanked him for his diligence in listing in his letter a thorough compilation of information and advice to help the Town successfully move forward.

b)Award Bid for Fern Avenue STP Rural Project #73-195: R. Alexe explained the rural grant that we received from the LHCOG that is 80%, 10%, 10% (Federal/State/Town). There was only one bidder, but the State instructed him to open it, and the bid was under the engineer's estimate. He would like to award the bid to B&W Paving & Landscaping, LLC, for \$498,471.50. This project covers a rehabilitation of about half the pavement on Fern Avenue between Rt. 118 and Rt. 202. They are hoping to present the notice to proceed next week at the preconstruction meeting. **Motion:** J. Zullo moved that the Board of Selectmen approve and award the bid for the Fern Ave. STP Rural Project #73-195 to B&W Paving & Landscaping, LLC in the amount of \$498,471.50. T. Waterhouse seconded the motion. Our funding portion is coming from two accounts in Capital. Upon voting, all voted aye and the motion carried.

Correspondence: None

Public Requests/Comments: None

Adjournment: J. Torrant moved to adjourn at 7:08 p.m. and J. Zullo seconded. All voted aye and the motion carried.


Denise Raap, First Selectman