

**REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN
TUESDAY, JULY 18, 2023 ~ 5:30 P.M.
IN-PERSON AT TOWN HALL ANNEX, 80 DOYLE RD., BANTAM, AND
REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE**

Call to Order: First Selectman Denise Raap called the hybrid meeting to order at 5:30 p.m. with Selectmen Jonathan Tarrant also present. Via Zoom were Jodiann Tenney and Jeffrey Zullo (5:35 p.m.). Christine Harding was absent.

Approval of Minutes: **Motion:** J. Tarrant moved and D. Raap seconded a motion to approve the regular meeting minutes of June 20, 2023. All voted aye except J. Tenney, who abstained because of absence, and the motion carried. Once J. Zullo arrived at 5:35 p.m. to provide a quorum of those attending the 6/20/23 meeting, the minutes were revoted. **Motion:** J. Tarrant moved and J. Zullo seconded a motion to approve the regular meeting minutes of June 20, 2023. Upon voting all voted aye except J. Tenney, who abstained because of absence, and the motion carried.

Public Requests/Comments: None

Selectmen's Requests: J. Tarrant noted the minutes above should be revoted when J. Zullo arrives.

First Selectman's Update Report: D. Raap reviewed the visit by the DOT engineers, followed by a meeting with the DOT Commissioner Eucalitto. The Chair Share meeting has been rescheduled to July 27th. We have received the VW settlement of \$138,000 for the EV car chargers and have until 11/2024 to spend the money. There was minimal rain damage and minimal flooding to our roads after the storms. *[J. Zullo joined the meeting here at 5:35 p.m.]* The 6/20/23 minutes were revisited above at this point. We have received 6 architect firm responses to our RFQ for future uses of the Town Hall and Bantam Annex. The courthouse building has been closed on last week by Lex Litchfield, and they have started to do some work. Tomorrow D. Raap will be participating in a phone call with Standard & Poors, trying to get Litchfield the A3 bond rating that we deserve. The NHCOC's Economic Development group is working on a CEDS (comprehensive economic development) charette on July 26th at EdAdvance to brainstorm economic development ideas. All are welcome.

Resignations

a) Fire Marshal Chris Wilcox: received and noted

b) Carol Powers from Town Facilities Review Committee, alternate member, effective 7/14/23: received and noted

Liaison Reports/Commission-Committee Minutes: 5/18/23 Sandy Beach

Sustainable Litchfield Update: J. Zullo said they have gone through goals and actions they need to initiate for the new gold certification. They are targeting for an August submission for favorable bronze, silver and climate leadership designations. They now have 615 points of the 750 required for gold. They will be working more with community partners to develop the required actions.

WPCA Liaison Update: No report

Townwide First Responder Recruiting/Retention Discussion: D. Raap felt there should be a subcommittee to have a more in-depth conversation about the issues. J. Zullo said he would be a part of

getting it started, and J. Torrant agreed to join him. They both agreed that Dan Morosani's report was very well done.

Vacancies: The list of current appointed vacancies updated as of the end of this meeting:

Beautification Commission: 1 regular member 2/2025; 2 alternate members 2/2025
Broadband Commission: 1 alternate member 1/2025
Cable TV Advisory Council: 2 members, 1 BOE rep, both 6/2023
Capital Improvements Committee: 1 Citizen at Large 11/2023
Conservation Commission: 1 alternate member 12/2024
Economic Development Commission: 2 regulars 6/2025, 6/2026
Inland Wetlands Commission: 2 alternate members 6/2024
Litchfield Arts Council: 1 regular member 8/2024
Litchfield Housing Authority: 2 members 8/2023, 8/2024
Litchfield Prevention Council: 1 regular member 6/2024; 2 alternate members 6/2023
Milton Historic District Commission: 1 regular 1/2023; 3 alternates; 2-1/2024, 1-1/2025
Park & Recreation Commission: 1 alternate member 6/2025
Pension Commission: 1 alternate member 3/2025
Sandy Beach Commission: 1 regular member 12/2022
Social Services Board: 2 regular members 2/2024, 2/2025
Sustainable Litchfield Committee: 1 alternate 3/2024
Town Facilities Review Committee: 1 BOF Member 3/2026; 1 BOE Member 3/2026; 3- 3/2026; 1 alternate 3/2026
Traffic Safety Community Action Group: 1 regular member 1/2025
Veterans' Advisory Committee: 2 regular members 8/2023, 8/2025
Western CT Coalition, CAC #22 (formerly NW Regional Mental Health Board): 1 member 5/2023
Zoning Board of Appeals: 3 alternate members 3/2025

Tax Refunds: None

Old Business: None

New Business

a) Proposed Ten-Year Unimproved Road Management Plan - R. Alexe: R. Alexe gave a summary overview of the last couple years of work. This covers 20 miles of unimproved roads as they use the software purchased a while ago to evaluate the condition of the roads (PASER ratings). With the \$120,000 they have from ARPA, they are targeting studying work on the Milton/Headquarters/Potash Roads area. They are also working on Old Mt. Tom/Goslee/Old Forge Hollow Roads with stormwater drainage measures lacking. Other areas need to be addressed as well. The need for money will also drive progress. This will be the first year they have \$375,000 in their maintenance budget. He recommended software database updates annually and revisiting the roadway ratings and management strategies every two years.

b) Fire Marshal Position: D. Raap shared that our fire marshal is moving on to another town that can offer better wages and more opportunity for him. In the interim, Dave Rogers is stepping in as the Acting Fire Marshal and will be working with Chris Wilcox until his departure.

c) Access Easement Agreement with Litchfield Land Trust: R. Alexe showed the mylar that will be filed with the Town Clerk. It shows the access easement with rights for the Town to access and dump into the bins from the top. Safety barriers will be in place during dumping. They will improve the access with no issues created, and have a good agreement. **Motion:** J. Zullo moved that the Board of Selectmen approve the Access Easement Agreement between the Town of Litchfield and the Litchfield Land Trust.

J. Torrant seconded, all voted aye and the motion carried. There are prescriptive rights and no need for town meeting approval.

d) Award Bid for Heating System Pipe Fittings Replacement at Bantam Fire Co: R. Alexe said there was a lone bidder who is reliable and the bid is under budget. Jane Golding of Bantam Fire recommended the materials and has confidence in West State Mechanical, having worked with them previously. **Motion:** J. Torrant moved to award the bid to West State Mechanical in the amount of \$222,300.00, with funding included in the 23/24 Capital budget of \$242,250.00. J. Tenney seconded, all voted aye and the motion carried.

e) Award Bid for Marsh Road and Reder Road Drainage Improvements: R. Alexe said this is one mile from School House Rd. to Campville Rd. on Marsh Road and on Reder Rd. from Marsh to Newton. They are doing drainage only with no asphalt. **Motion:** J. Zullo moved that the Board of Selectmen award the bid to low bidder Towne & Aurell at \$339,000, with project funding from the 23/24 Capital budget. J. Torrant seconded, all voted aye and the motion carried.

f) Award Bid for East Litchfield Road Drainage Improvements: R. Alexe said this bid came in higher than budget, but they will use leftover funds from Marsh and Reder Road projects. He will apply for a STEAP grant for asphalt. This is a complicated road that has not been touched in 42 years. They will also do drainage on Naser Road to alleviate flooding. **Motion:** J. Torrant moved to award the bid to lowest bidder Green & Sons LLC in the amount of \$738,417.00, with funding from 23/24 Capital. J. Zullo seconded, all voted aye and the motion carried.

g) Award Bid for Public Works Grader Bay Roof Side Replacement: R. Alexe explained this is the roof on the west side over the grader bay, the oldest part of the building. **Motion:** J. Torrant moved to award the bid to low bidder New Britain Roofing Co. in the amount of \$63,000. J. Tenney seconded, all voted in favor and the motion passed.

h) Town Hall HVAC Funding Discussion: R. Alexe did some more research and found reimbursement for 30% of money put in, so he is seeking \$77,400 for upstairs and downstairs, using the current duct system upstairs and downstairs would be ductless. We would get a rebate of \$24,800, so the net cost would be \$52,600. D. Raap hopes the money will come after a town meeting to move ARPA money from sidewalks to Town Hall HVAC, to be discussed further at the next meeting.

i) Revised Construction Easement Area for Courthouse Hotel: J. Zullo explained that the modified drawing shows pushing the easement area in the back to the west so as not to infringe on the area used by the Post Office. The developer is in contact with the Post Office through our State legislators to see if they can revise the easement with the Post Office. Until then this is the proposed easement area. R. Alexe said the new plan will reduce ease of tractor trailer movement. We are also going to lose an area where we can stockpile snow, but that is doable. They must continue discussions with the Post Office. J. Zullo said the new request to the Post Office asks for only 3 out of the 6 parking spaces. He felt we should work with Lex Litchfield with the amended plan to help them along. R. Alexe felt that once the deal is in place with the Post Office, it should revert back to the originally approved plan to alleviate the traffic conflicts. **Motion:** J. Zullo moved that the Board of Selectmen approve the revised construction easement for the courthouse hotel with the caveat that once the developer and the Post Office work out a new easement arrangement, that it reverts to the original approved easement area. J. Torrant seconded. R. Alexe asked that both plans be filed with the Clerk. D. Raap questioned the need for the extra yellow area on the map, but R. Alexe said they may need it for stockpiling. J. Zullo then withdrew his motion, and J. Torrant, his second. **Motion:** J. Zullo moved that the Board of Selectmen approve the amended temporary construction easement for the courthouse project with the deletion of the rectangular drop zone area between the immediately adjacent to the courthouse area and the southeastern wall of the parking lot, and

to revert to the original plan once they achieve the USPS easement. J. Torrant seconded the motion. Upon voting, all voted aye and the motion carried.

j) Borough Sidewalk Bonding Discussion: D. Raap said Stephan Krucker is submitting a connectivity grant on behalf of the Borough. He needs the Town LTA to sign off on it. The complete job is \$3.9 million. Phasing it over the five years would be \$4.8 million, and they would need bonding. The Borough has asked if the Town would help with this. Dirk Patterson said the Borough can bond money if not for court settlements. J. Torrant and J. Zullo were both in favor, as the whole Town benefits from improvements in the center. J. Zullo said he would need more detail on the scope and work proposed. D. Raap said there is a large pre-engineering document from Cardinal Engineering and much preliminary work done by Stephan Krucker. The connectivity grant of \$800,000 will cover most of the Phase I cost of \$880,000, and the DOT should look favorably on the "shovel readiness" of the project. He felt the Borough could fund the balance. J. Zullo said they could evaluate further after submitting the grant. D. Raap and local State representatives will write letters of support for the grant application, and Stephan will submit it.

k) RFP for Broadband Commission: John Bongiorno and John Morosani were present. J. Morosani submitted four FRP's and only needed three. They are not including East Litchfield. They are set up in separate zones: Litchfield, Bantam and Northfield. People in the area can use the public network without a password. A short review by Town Counsel wouldn't hurt. **Motion:** J. Zullo moved that the Board of Selectmen approve the RFP from the Broadband Commission for Phase II of our broadband wifi rollout, thanking the Commissioners, especially J. Bongiorno and J. Morosani for the yeoman's share of the work. This is a big step forward for public safety, ease and convenience for residents. J. Torrant seconded the motion. J. Morosani said the total amount of Phase II is \$62,150.71, with \$50,000 from Phase I. All voted aye and the motion carried.

l) Police Activity Update: D. Raap said this report covers January - July, 2023. J. Zullo asked for a summary of July 2022 through June 2023, and D. Raap said she could put that data together.

m) Sandy Beach - Lease with White Memorial Foundation: D. Raap reminded the Board of the lease extension. We now want to make sure our insurance carrier rules on whether Sandy Beach can permit a sub-contractor to operate there. The lease does not speak to that. **Motion:** J. Zullo moved to table approval of the lease with White Memorial for Sandy Beach until we get an update from the insurer. J. Torrant seconded, all voted in favor, and the motion carried.

Correspondence

a) Letters Requesting WPCA Action on Woodridge Lake Sewer District Tie-In and Bantam Lake Hookups: D. Raap said most of these are form letters concerned about Bantam Lake water quality and requesting to get tied into our sewer system. R. Alexe said this was discussed at the last WPCA meeting, and they recommended sending letters back offering to do a study to identify the source of the pollution and not take it at face value that it is coming from Woodridge Lake. Then they would offer lake residents to connect after the results are in. This would be the right time for all this, with a consultant in place.

Interviews, Appointments & Reappointments

a) Interview Marcia Fowler for Conservation Commission, alternate, term 12/2024: Ms Fowler said she has joined Litchfield Land Trust and is conservation minded. She has been to three Conservation meetings. **Motion:** J. Zullo moved to appoint Marcia Fowler as above and J. Torrant seconded. All voted aye and the motion carried.

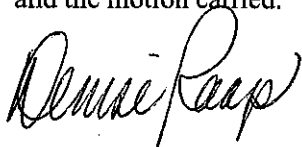
b) Interview Shellane Dyer for Economic Development Commission, alternate, term 6/2026: Ms Dyer said she works at Brandywine in sales and marketing and would love to be part of the EDC.

Motion: J. Torrant moved to appoint Ms Dyer as above and J. Zullo seconded. All voted aye and the motion carried.

c) Reappoint Steve Ardussi to Veterans' Advisory Committee, term 8/2026: Motion: J. Torrant moved to reappoint Steve Ardussi as above, and J. Tenney seconded. All voted in favor and the motion carried.

d) Appoint Carol Powers to Town Facilities Review Committee, regular member, term 3/2026: Motion: J. Torrant moved to appoint Carol Powers as above and J. Tenney seconded. All voted aye and the motion passed.

Adjournment: Motion: J. Torrant moved to adjourn at 7:28 p.m. and J. Zullo seconded. All voted aye and the motion carried.

A handwritten signature in black ink, appearing to read "Denise Raap". The signature is written in a cursive, flowing style.

Denise Raap, First Selectman