

Board of Selectmen
Town Office Annex
March 19, 2008
Regular Meeting Minutes

Selectmen present: Mark Walter, Peter Govert, and Emmett Lyman
Also present: Ernie Malavasi, Stephanie Tatro, Sharon Wheeler

1. First Selectman Walter called the meeting to order at 7:30 p.m. and the attendees said the Pledge of Allegiance.
2. Approval of Agenda: Motion made by Mr. Govert, seconded by Mr. Lyman, to approve the meeting agenda as written. Unanimous aye.
3. Approval of Minutes: Special Meeting of February 26, 2008, Regular Meeting of March 5, 2008 and Special Meeting of March 17, 2008.

Motion made by Mr. Govert, seconded by Mr. Lyman, to approve the minutes of the Special Meeting of February 26, 2008 as written. Unanimous aye.

Motion made by Mr. Govert, seconded by Mr. Lyman, to approve the minutes of the Regular Meeting of March 5, 2008 as written. Unanimous aye.

Motion made by Mr. Govert, seconded by Mr. Lyman, to approve the minutes of the Special Meeting of March 17, 2008 as written. Unanimous aye.

4. Correspondence: Mr. Walter called the Selectmen's attention to the following correspondence:
 - A letter from the Fire Chief of the Town of Monroe, MA, dated February 16, 2008, requesting "*consideration for a used fire truck*". Mr. Govert stated that the Town should get a trade-in value for the fire truck it is replacing before agreeing to donate it to the town of Monroe. In response to a question raised by Mr. Walter, Ms. Tatro advised that since municipalities are non-profits, no tax deduction would be applicable. She further noted that the trade-in value is most likely between \$10-20,000. Mr. Walter stated he would confirm that estimate with Ed Smith.
 - A letter from Fire Chief Don Angersola, dated March 11, 2008, explaining the circumstances of an accident that occurred at Company 2 Firehouse On March 7th. The letter stated that accident occurred because the Marcus Communications employee did not follow Firefighter Scholes instructions to properly support the ladder he had borrowed from the Fire Department. It was noted that it appears from the letter that no legal action would be taken against the Town. At Mr. Govert's suggestion, Mr. Walter agreed to send a copy of the letter to Attorney Bennett. He also advised that Ms. Zemienieski will inform the Town's insurance company (CIRMA) of the accident.
 - A letter from Paul Stuhlman, dated March 6, 2008, with an attachment of a copy of a letter he and Ms. Stuhlman sent to Michael Price of the Goodspeed on March 5th expressing their concern over the noise emission from the collector/blower in one of the Goodspeed's buildings at the Industrial

Park. Mr. Walter advised that he had inspected the site with Mr. Price and Mr. Parady and that Mr. Price agreed to shroud the collector/blower to reduce the noise.

5. First Selectmen's Report:

A. Website Review Committee Presentation: Mr. Walter invited Ms. Tatro to give her presentation regarding the findings of the Website Review Committee. Ms. Tatro distributed copies of the Committee's charge and findings and reported that the Committee had conducted informational meetings with three companies who specialize in designing municipal websites. She noted that the Committee had discussed the option of creating the new website in-house, however, agreed that it was not a feasible option due to timing and quality concerns.

Ms. Tatro reported that the anticipated cost to implement the Committee's recommendations outlined in her handout was a one time fee of \$10-12,000 to design, build, provide training and implement a new municipal website. She noted that a one year fee for hosting the site was included in that estimate. She stated that on-going hosting fees were estimated between \$1,500 to \$2,500 annually which included e-mail service for Town employees. She advised that those expenses were included in the 2008-09 budget.

Ms. Tatro advised that the Committee was prepared to draft a Request for Proposal and would also like to interview several web-design companies whose focus was not municipalities; however, they would like direction from the Selectmen as to whether or not they should continue working on this project. Ms. Tatro stated that it should take 6-8 week to build and implement the new website.

In response to a question from Mr. Govert, Ms. Tatro advised that the website could be built to accept payments from residents. Mr. Lyman expressed concern about accepting payments over the internet and there was a general discussion about security on-line. Mr. Govert asked if there would be any cost-savings or economies of scale realized from a new website. Ms. Tatro advised that she expected that the paper process required to do a lot of Town business could be streamlined. Mr. Malavasi stated that they expect to have the ability to monitor and track whether visitors to the site were coming from in-state or out-of-state. He noted that could help with tourism projections.

Mr. Walter asked Ms. Tatro to thank the Committee for their efforts and advised they should continue moving forward with their work.

B. Other: Mr. Walter reported that there have been a number of robberies in Town that appear to be drug-related. Mr. Govert advised that the issue had been discussed at a recent Local Prevention Council meeting.

Mr. Walter also advised that there were incidents of vandalism at the new and existing Middle Schools. He stated that someone had driven a quad through the fields at the new Middle School and individuals had spray-painted equipment in the shed at the existing Middle School.

6. Citizen's Concerns: There were no citizen's concerns discussed at the meeting.

7. Unfinished Business:

A. 4 - 8 Middle School Discussion: Mr. Walter reported that the Building Committee discussed the increase in expenditures on furnishings. He noted that a good portion of the contingency funds were being used for this purpose and that the Committee members were working with the Board of Education to find an

appropriate balance on the level of furnishings to purchase in order to take advantage of the State's 50% reimbursement.

B. East Haddam Village Revitalization Committee: Mr. Walter stated that he had discussed this issue with Attorney Bennet who advised that the Town approach the Village projects in two Phases. He recommended setting up an ad hoc advisory committee to recommend and implement mobility improvements in the Village that would be funded by the remaining \$250,000 grant funds. Mr. Walter noted that the advisory committee would not require approval by a Town Meeting.

Phase II would require establishment of a larger Village Revitalization Committee at a Town Meeting. The Revitalization Committee would be responsible for making recommendations on and coordinating several larger projects in the Village. They would select a developer for the Town Office Site, manage the project and other related projects, as well as the State's parking grant and other grant funds.

In response to a question from Mr. Govert, Mr. Walter confirmed that the ad hoc advisory committee would work on projects that support the Village revitalization projects. Mr. Walter also confirmed that, in discussions with the CT DOT, it was recommended that the Town use the remaining funds on mobility, signage and traffic calming projects.

C. Goodspeed Update: Mr. Walter noted his report, earlier in the meeting, of the resolution on the noise issue at the Goodspeed space in the Industrial Park. He further reported that he had attended the Historical District Commission's meeting the previous evening where the actors' housing project was discussed. He advised that the Commissioners were pleased that their recommendations had been considered and liked what they have seen so far. He noted that the Historic District Commission was looking for new Commissioners and the Selectmen had a brief discussion concerning several potential candidates.

D. Clean Energy 20% by 2010 Campaign: Mr. Walter advised that he had sent Attorney Bennet the draft charge for a Clean Energy Task Force. He advised that the next steps were to draft a resolution to set-up the Task Force and have Attorney Bennet review it.

E. Green Committee Resolution: Mr. Walter provided Mr. Govert with a copy of Attorney Bennet's March 6, 2008 letter recommending a change in section 5 of the draft charge for the Green Committee and Mr. Govert agreed to update the charge.

Motion made by Mr. Walter, seconded by Mr. Lyman, to approve the charge for the Green Committee as amended. Unanimous aye.

Mr. Govert agreed to bring the names of the Committee volunteers to the Selectmen's next regular meeting. He noted that Mr. Ken Simon has volunteered to chair the Committee.

F. Food Bank Transportation & Bus: Mr. Walter reported that it was determined that the Senior bus was under the size limit that required the driver to hold a CDL license, however, the driver(s) would have to be certified as passenger driver(s). He advised that the current volunteer was scheduled for certification training next month. Mr. Lyman stated that there was a second person who would like to volunteer as a back-up driver.

G. Signage Discussion: Mr. Walter advised that he has been unable to find a suitable resource to manage the design and maintenance of the Schools' Sports Championship sign. Mr. Govert suggested that the Little Noises Athletic Booster Club would be an appropriate organization to handle the task and Mr. Walter

H. Acceptance of Conservation Easement & Restrictive Covenants – Oak Ridge Farms
Subdivision: In response to a question raised by Mr. Govert, Mr. Walter confirmed that this issue has been approved by all of the appropriate Town Boards and Commissions.

Motion made by Mr. Govert, seconded by Mr. Lyman, to adopt the following resolutions to be referred to Town Meeting for approval:

RESOLVED, that in regard to a certain subdivision known as Oak Ridge Farms, Phase I as shown on a certain map entitled: “Record Subdivision Map ‘Oak Ridge Farms’ Phase One Sheepskin Hollow Road Tax Map 21 Lots #5 & #6 East Haddam, Connecticut Scale 1”=100’ Dated Jan. 15, 2005 revised through 6-12-05 Robert R. Weaver, L.S. Connecticut Registered Land Surveyor Sheets 1 and 2” said map being recorded in the East Haddam Land Records, the Town hereby accepts, as recommended by the Board of Selectmen and the Planning and Zoning Commission pursuant to Connecticut General Statutes Section 8-24, the following:

1. A Conservation Easement and Conveyance of Development Rights associated with said subdivision, dated April, 2008, the First Selectman being hereby authorized to sign said Conservation Easement and Restrictions on behalf of the Town for recording in the Land Records.

RESOLVED, that in regard to a certain subdivision known as Oak Ridge Farms, Phase II as shown on a certain map entitled: “Record Subdivision Map ‘Oak Ridge Farms’ Phase II Sheepskin Hollow Road Tax Map 21 Lots #5 & #6 East Haddam, Connecticut Scale 1”=100’ Dated Jan. 15, 2005 revised through 9-07-07 Robert R. Weaver, L.S. Connecticut Registered Land Surveyor Sheets 1 and 2” said map being recorded in the East Haddam Land Records, the Town hereby accepts, as recommended by the Board of Selectmen and the Planning and Zoning Commission pursuant to Connecticut General Statutes Section 8-24, the following:

1. A Conservation Easement and Conveyance of Development Rights associated with said subdivision, dated April, 2008, the First Selectman being hereby authorized to sign said Conservation Easement and Restrictions on behalf of the Town for recording in the Land Records.

Unanimous aye.

I. O’Connell Road Extension Discussion: Mr. Walter called the Selectmen’s attention to a letter in their meeting packets from Shirley and Jack Judge, dated March 17, 2008 and also referenced a previous letter on the same subject from Richard and Roxanne Roy. He advised that he had attended a meeting of the SOLAR Group and stated that they have a particular interest in maintaining dirt roads.

Mr. Walter stated that Mr. Thumm was putting together an estimate of the cost to pave the road, however, he would like the Town to hire an independent engineer to provide a second opinion on the pros and cons of fixing and maintaining the road as a dirt road versus paving it. The Selectmen discussed the need to do a temporary upgrade to the road until a decision could be made.

J. Budget Discussion: Mr. Walter noted that the increase in several line items, such as energy and heating oil costs, had a significant impact on the budget. He also stated that this year \$1M was added to the budget for loan payments on the new Middle School and advised that, without that expense, there was a budget increase of 2-3%. Mr. Govert discussed studies that have been done comparing East Haddam’s mil

Mr. Walter pointed out that \$100,000 was added to the capital improvements line item for the Board of Education. He stated that, in previous years, no funds were allocated to that line item, although approximately \$185,000 was spent annually on capital improvement. Mr. Govert noted that the line item has always been vigorously debated with the Board of Finance. Mr. Walter stated that the \$100,000 could be added by givebacks from the Board of Education year end unspent funds.

Mr. Walter advised that the funding request from the Ambulance Association for an additional EMT had been resolved by increasing the maintenance salary line by one full-time employee with the stipulation that the new hire must be EMT certified. The Selectmen discussed the flexibility the new employee would need to respond to emergency calls and the impact on work hours, pay, and insurance coverage. They agreed that appropriate guidelines should be established and that the subject would have to be discussed further.

Mr. Walter reported that Attorney Bennet had recommended that \$75,000 for Elderly Tax Relief should be included in the budget calculations. He noted that it would not increase the budget, but would have an impact on the mil rate. Mr. Govert expressed concern that the proposed income cut-off for applying to the Program may be too high and stated that he would like to revisit the discussions with the Committee. Mr. Lyman indicated that he too had concerns about some of the qualifying factors. Mr. Walter advised that the Program has not yet been approved and the proposal could still be revised.

Mr. Govert confirmed with Mr. Walter that several items had been addressed in the final budget recommendation and asked about the reduction of \$167,000 in the Public Works budget for materials. Mr. Walter advised that poor accounting practices under that line item during the previous year resulted in the decision to reduce the budgeted amount to what was determined to be an appropriate level. Both he and Mr. Lyman confirmed that they were comfortable with the new figure.

Motion made by Mr. Walter, seconded by Mr. Lyman, to recommend to the Board of Finance a budget of \$28,642,391 for fiscal year 2008-2009; which is an increase of 7.38% over the current fiscal year. Unanimous aye.

8. New Business

A. Call for Town Meeting: Mr. Govert stated that he has a conflict of interest with Item 1 in the Call.

Motion made by Mr. Walter, seconded by Mr. Lyman to accept the following call for a Town Meeting:

The Electors and citizens of the Town of East Haddam, Connecticut qualified to vote in Town Meeting are hereby warned and notified that a Special Town Meeting will be held in the Grange Hall on Town Street in the said Town of East Haddam at 8:00 p.m. on Monday, March 31, 2008 for the following purposes, to wit:

Item 1: To consider and act upon the recommendation of the Planning and Zoning Commission and Board of Selectmen to accept the following resolution:

RESOLVED, that the Town Meeting authorize the Board of Selectmen to accept and acquire a certain drainage easement over land of Peter Govert and June Plecan, or current owner know generally #60 Bashan

Road, East Haddam, Connecticut, together with the right to drain water and to install and maintain drainage facilities and appurtenances all as more particularly described in the proposed drainage easement and shown on a survey map of the same, copies of which are on file with the office of the Town Clerk.

Item 2: To consider and act upon the recommendation of the Board of Selectmen and Board of Finance to accept a grant in the amount of \$3,000.00 from the State of Connecticut, Department of Emergency Management and Homeland Security, entitled “FY 2008 Emergency Management Performance Grant”.

Item 3: To consider and act upon the recommendation of the Board of Selectmen and the Board of Finance to accept the following resolution:

RESOLVED: That an Athletic Field Improvement grant in the amount of \$50,000.00 is hereby accepted upon the terms and conditions set forth in a certain Personal Services Agreement between the Town of East Haddam and the Department of Environmental Protection of the State of Connecticut, and the First Selectman, Mark B. Walter, is empowered to execute and deliver all documents necessary to said grant in the name and on behalf of the Town of East Haddam with the Department of Environmental Protection of the State of Connecticut for the fulfillment of the Athletic Field Improvement grant, and is authorized to affix the corporate seal of the municipality.

BE IT FURTHER KNOWN: That Mark B. Walter was elected as First Selectman and his term of office began on November 7, 2007 and will continue until November 3, 2009. As the First Selectman, Mark B. Walter serves as the Chief Executive Officer for the Town of East Haddam and is duly authorized to enter into agreements and contracts on behalf of the Town of East Haddam.

Item 4: To consider and act upon the recommendation of the Board of Selectmen to approve an ordinance entitled “Code of Ethical Conduct” which establishes a Municipal Ethics Commission and which creates a Code of Ethical Conduct for town elected and appointed officials and town employees. Copies of said ordinance are on file in the Town Clerk’s Office during normal business hours.

Item 5: To consider and act upon the following resolutions:

RESOLVED, that in regard to a certain subdivision known as Oak Ridge Farms, Phase I as shown on a certain map entitled: “Record Subdivision Map ‘Oak Ridge Farms’ Phase One Sheepskin Hollow Road Tax Map 21 Lots #5 & #6 East Haddam, Connecticut Scale 1”=100’ Dated Jan. 15, 2005 revised through 6-12-05 Robert R. Weaver, L.S. Connecticut Registered Land Surveyor Sheets 1 and 2” said map being recorded in the East Haddam Land Records, the Town hereby accepts, as recommended by the Board of Selectmen and the Planning and Zoning Commission pursuant to Connecticut General Statutes Section 8-24, the following:

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RESOLVED, that in regard to a certain subdivision known as Oak Ridge Farms, Phase II as shown on a certain map entitled: “Record Subdivision Map ‘Oak Ridge Farms’ Phase II Sheepskin Hollow Road Tax Map 21 Lots #5 & #6 East Haddam, Connecticut Scale 1”=100’ Dated Jan. 15, 2005 revised through 9-07-07 Robert R. Weaver, L.S. Connecticut Registered Land Surveyor Sheets 1 and 2” said map being recorded in the East Haddam Land Records, the Town hereby accepts, as recommended by the Board of Selectmen and the Planning and Zoning Commission pursuant to Connecticut General Statutes Section 8-24, the following:

1. A Conservation Easement and Conveyance of Development Rights associated with said subdivision, dated April, 2008, the First Selectman being hereby authorized to sign said Conservation Easement and Restrictions on behalf of the Town for recording in the Land Records.

Mr. Govert abstained from the vote due to a conflict of interest with Item 1 in the Call. Motion passed with a majority of aye votes.

B. Volunteer of the Month: Mr. Walter called the Selectmen's attention to a letter in their meeting packets from Sophie Soja, Manager of the East Haddam Food Bank, dated April, 2007. He noted that Ms. Soja had nominated Howie and Angie Borgnine for Volunteers of the Month for the "...many years committing their time and service to the families of East Haddam".

Motion made by Mr. Walter, seconded by Mr. Lyman to name Howie and Angie Borgnine as volunteers of the month for March 2008. Mr. Govert expressed gratitude to the Borgnines for their service to the Town. Unanimous aye.

C. Tax Refunds: Mr. Walter called the Selectmen's attention to the following tax refund.

Motion made by Mr. Walter, seconded by Mr. Lyman, to award a tax refund in the amount of \$59.19 to Robert J. Garrity II. Unanimous aye.

9. Public Comment: There was no public comment.

10. Selectmen's Discussion: Mr. Govert advised that Ms. McCabe, of Youth and Family Services, was looking for volunteers to work on the skateboard park.

In response to a question from Mr. Govert, Mr. Walter stated the Town has not yet locked in on the price for its gas and oil needs, but both he and Ms. Tatro were tracking the prices on a daily basis.

Mr. Govert advised that the Local Prevention Council was hosting a speaker from the State Narcotics Division tomorrow evening at the High School. He also noted that he has heard citizens' concerns that the Town Police were not fully enforcing the underage drinking regulations. He stated that citizens have informed him that the Police break-up drinking parties but do not issue any fines. Mr. Walter stated he would follow-up on this concern.

Mr. Lyman noted that there were a number of Town meetings on the calendar for the following evening and the Selectmen coordinated their calendars accordingly.

11. Adjournment: There being no additional business to discuss, a motion was made by Mr. Walter, seconded by Mr. Govert, to adjourn the meeting at 9:00 p.m. Unanimous aye.

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551A

Respectfully submitted,

Emmett Lyman, Secretary