

Selectmen's Meeting - April 6, 2016

Milardo called the meeting to order at 7:00 P.M. at the TH. Duval and Donlan were present.

The Pledge of Allegiance was recited.

Approval of Minutes – Special Meeting – March 2, 2016, Regular Meeting – March 2, 2016, Special Meeting – March 15, 2016 and Special Meeting – March 30, 2016: Donlan moved to approve the minutes as submitted. It was mentioned there were two Special Meetings on the 30th, but only one was put on this agenda for Charter Revision. The other meeting for March 30th will be approved at the next BOS Meeting. Approved unanimously.

Public Comments: None at this time.

Connecticut River Area Health District (CRAHD): Milardo asked Jim Monopoli, Health Director for CRAHD, to come to this meeting and give a brief presentation about CRAHD. Milardo stated she would like to join CRAHD for the Town of Haddam's Health District. In order for the town to do this, there must be a Town Meeting to vote and that meeting will be held on April 21, 2016 at 7:00 P.M. at the Station #1 Firehouse on Saybrook Road in Higganum. Donlan moved to approve setting up the town meeting. Milardo stated she has a memorandum of agreement that will need to be signed. Monopoli stated the health office is in Old Saybrook. This is a three town district with Clinton, Deep River and Old Saybrook. The local per capita rate will be \$9.60. They also receive grants and federal monies to help subsidize this program. Monopoli stated he feels this is a win-win situation for both the Town of Haddam and CRAHD. Milardo stated a representative of CRAHD will be working 8 hours a week and those hours will be set. Donlan stated he has several questions, but will ask them at the Town Meeting. Duval asked Milardo if she feels going with CRAHD would alleviate the problems we had with Chatham. Milardo said yes. This will be a two-year contract, and the town would not be able to leave this program until after two years if they so choose. Milardo will make copies of the financials for the BOS to review. After further discussion, the board voted unanimously to go to a Town Meeting. Approved unanimously.

Reports – Animal Control Officer – March: The ACO stated that being on facebook is working well to communicate with people. Milardo stated that with the warm weather approaching, and more people being out walking their animals, to respect property lines of neighbors.

Senior Center Manager – March: There were several eating events in March, a roast pork carving station, an Italian Fest, corned beef and cabbage and a traditional Easter dinner. On April 13th a Haddam Chorus takes place. Anyone interested in singing, please come and enjoy. There are several events to take place in April as well.

Resident Troopers – March: There was a bank robbery at the Tylerville Liberty Bank. A suspect was developed and an arrest warrant was recently served on the suspect. In January there were five car break-ins on New Year's Day. An arrest warrant is pending. There was an attempted robbery at the American Oil on Saybrook road. However, the suspect was caught before he attempted it because citizens noticed him acting suspiciously. No fatal accidents in March.

Tax Refunds: Donlan moved to approve the following tax refunds.

Nissan Infiniti LT - \$278.00 motor vehicle – excess payment.

James Oktavec - \$9.23 motor vehicle – excess payment.

Katie Cavenagh - \$103.17 motor vehicle – excess payment.

Ronald Z. Kokoszka - \$14.16 motor vehicle – excess payment.
Walter A. Zilahy - \$7.61 motor vehicle – excess payment.
Scott Martin - \$70.73 motor vehicle – excess payment.
Energy Tech LLC - \$30.89 motor vehicle – excess payment.
Shawn Stamand - \$6.89 motor vehicle – excess payment.
David C. Petersen & Lauren Cundick - \$65.57 real estate – excess payment.
Ellen & Leonard Nicholas - \$48.62 real estate – excess payment.
Ellen & Leonard Nicholas - \$47.17 real estate – excess payment.
Ellen & Leonard Nicholas - \$49.92 real estate – excess payment.
Allison or Samuel Fresher - \$119.03 motor vehicle supplement – excess payment.
Valerie Sandin & Daniel Ballek - \$2,754.81 – real estate – excess payment.
Joyce Santoro - \$42.40 motor vehicle supplement – excess payment.
All of the above approved unanimously.

Resignations – First Selectman’s Asst.: The BOS received a letter of retirement from Alice Zanelli, effective June 30, 2016.

Appointments – Tree Warden and Deputy Tree Warden: Milardo stated she received a letter from the State stating a tree warden must be certified. Our current tree warden is not certified and chooses not to take the courses. Therefore, Milardo moved to appoint Jim Puska as the Town of Haddam’s Tree Warden, effective immediately. Puska and Glidden will be going to classes in September. Approved unanimously.

Milardo also moved to appoint Liz Glidden as the Deputy Tree Warden, effective immediately. Approved unanimously.

New Business – Award RFQ for the Jail: Liz Glidden, Town Planner, was present to discuss this issue. In January of 2015, the town received a \$300,000 grant from DECD for the jail. After Milardo was elected First Selectman, a building committee was formed for the jail. The next step in the process is to hire a consultant to do a reuse plan, a remedial action plan, and an assessment of the jail, which would be paid for by the grant. An RFQ went out and the closing date is May 2, 2016.

Award RFQ for the Plan of Conservation and Development: Liz Glidden, Town Planner, was present and stated every 10 years the Town’s Plan of Conservation and Development needs to be reviewed. There is a Planning Advisory Committee that will be reviewing the POCD and have put out an RFQ for \$50,000 to update the POCD and have received three proposals. They have been interviewed and the committee is recommending Horsley Witten Group, Inc. of Rhode Island. The search committee felt that they were the best for community engagement. A contract must be signed and this money is paid for by the town. Milardo stated funds have been put in the capitol plan to help pay for this. This is a State Statute. If the plan is not done by January 2018, the town could lose funding for various grants. Donlan questioned why this process did not go out to bid. According to charter, it says that anything over \$2,500 must go out to bid and Donlan wants to make sure we are not violating the Charter. Glidden explained this is a Request for Qualifications (RFQ). Meaning we have \$50,000 to work with and they send in their qualifications to let us know what they can do with the \$50,000. It was decided that Glidden and Milardo will check into the process further and report back. No action taken.

Lease for HP Designjet T2530 – Land Use Office: Milardo explained we need to lease a designjet to continue work that was scanned and for maps that have to be done and printed on an on-going-basis. The money is already in the budget. Milardo stated the down payment amount is \$4,300. This lease is a 48 month lease, and will be paid at the rate of \$82.00 a month and a quarterly maintenance fee of \$100

and a one- time process fee of \$95.00. Milardo moved to lease the Designjet T2530 for the Land Use Office from A&A Office Supply. Approved unanimously.

Town Clerk Grant: Milardo moved to add Town Clerk Grant to the Agenda. Approved unanimously. Scott Brookes, Town Clerk, stated each year the town is given approximately \$4,000 from the State Library. Brookes is requesting to take some of that money and hire a part-time temporary person to work on one project. Brookes stated his department is back filing older volumes. They rented a scanner last year and scanned a lot of the volumes. Now they have to list the grantee and grantor on each volume which means looking at every document that was scanned, which is tedious work. There are 35 – 40 volumes that have to be looked at. Also, the Town Clerk’s Office is working on indexing 3,500 maps. Brookes and his assistant work on this intermittently when they have time. Brookes stated he interviewed a former Town Clerk in another town and she is familiar with what to look for and she is willing to do this remotely from her home. Brookes is asking the BOS for authorization to apply for this grant. Donlan moved to allow Brookes to apply for this grant. Approved unanimously.

Dish Mill Road Bridge over Ponset Brook: Milardo stated bids went out for this project and received six bids and the lowest bidder is Machnik Brothers, Inc. of Old Lyme, CT in the amount of \$329,256. The work will begin June 1, 2016. Duval asked who the project manager will be. Who is directing the day to day operations for this project? Milardo stated she would find out and call a special meeting if need be to award the bid. No action taken.

Public Comments: Melissa Schlag stated that the project manager for the Dish Mill Road Project would be Jacobson and Associates to make sure Machnik is doing what the specs read. Schlag stated she is concerned about someone taking the documents from the Town Clerk’s Office and the vault to their home. The town is not insured for that. She stated bigger companies have insurance to cover that, car accidents, fire, etc. The board thanked her for her comment.

Duval made a motion to adjourn the meeting at 8:00 P.M. Approved unanimously.

Minutes taken by – Alice Zanelli