

**REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN
TUESDAY, JANUARY 15, 2008
TOWN OFFICE BUILDING ~ 4:30 P.M.**

Call To Order: Leo Paul, Jr. called the meeting to order at 4:31 p.m. Also present were Ernest Bunnell, Martha Bernstein, Jack Healy and William Dranginis.

Approval Of Minutes: **Motion:** W. Dranginis moved to approve the regular January 2, 2008 meeting minutes, and J. Healy seconded. All voted aye and the motion carried.

Public Requests/Comments: None

Selectmen's Requests

First Selectman's Update: L. Paul reported on the conference call with the bond rating agency, Moody's. It was a very good call with accolades from Moody's on the Town's management of its finances over the past four years, saying that the AAA3 bond rating seems secure this year. He then asked to add under New Business g), "Discussion on Town-Owned Schwartz Property", and under New Business h), "Audit Presentation". **Motion:** J. Healy moved to add the two items to the agenda as listed, and E. Bunnell seconded. All voted aye and the motion carried. Mr. Paul then requested moving Item g) ahead of Item a) so Mr. Petricone would not be detained. **Motion:** Mr. Dranginis moved to place New Business Item g) before Item a) on the agenda and J. Healy seconded. All voted aye and the motion passed.

M. Bernstein offered an update on the job description for Social Services Coordinator. The draft will be sent to the Social Service Board members for their review. She then said it is not possible to leave a message on the Social Service phone if that line is in use. As it is budget time, she suggested considering updating the phone service. W. Dranginis asked Mr. Paul if he has looked into the problem, and Mr. Paul said yes, but it would require a whole new phone system and a great expense. M. Bernstein requested Mr. Paul explore other alternatives to provide better phone service for Social Services and the Park and Recreation offices. Ms Bernstein then asked for the budget meeting dates for departments and Mr. Paul said they have not yet been determined. She then asked if the Selectmen would be able to see the original budget requests from the committees and commissions, and he said yes.

Northfield Firehouse Update: Mr. Dranginis was not in attendance, so Mr. Paul reported. He said LaRosa may have their numbers by the Building Committee's next meeting, January 23rd. They will have pricing and specifications needed from the subs to John Worthington, so he can work on getting the permits that are required. The next step will be negotiating the contract. By the time the Selectman have the contract to vote on, the permits should be approved or in the process of being approved.

School Building Committee Update – Jack Healy: J. Healy said they have not met since the last meeting, but the FF&E package was approved by the State. The Board of Education is planning to attend the next meeting.

Town Hall Building Committee Update: J. Healy said there is no report, as the Committee has not met.

Resignations: Thomas I. McClintock from Litchfield Housing Authority, effective 12/27/07: Received and noted.

Declining Reappointment: Laura M. Rubino from Milton Historic District Commission: Received and noted.

Interviews, Appointments & Reappointments

a) Reappoint James Koser to Tree Warden until February, 2009: Motion: W. Dranginis moved to reappoint James Koser as above and E. Bunnell seconded. All voted aye and the motion carried.

Liaison Reports/Commission-Committee Minutes: 12/12/07 Capital Improvements Committee minutes; 11/14/07 Inland Wetlands Commission minutes; 11/27/07 Conservation Commission minutes; 1/15/08 Special Conservation Commission agenda; 1/9/08 Northfield Firehouse Building Committee minutes

Vacancies: The list of current appointed vacancies is as follows:

Bantam Lake Authority: One member, 12/2008
Bantam District Committee: Three members, two 3/2007, 1 3/2007
Beautification Commission: One regular member, 2/2008
Capital Improvements Committee: One member 11/2007
Conservation Commission: One member 12/2010
Economic Development Commission: Two alternate members 3/2008, 6/2008
Board of Ethics: One regular member 6/2008 and two alternate members 6/2007, 6/2008
Inland Wetlands Commission: One regular member, 6/2008; one alternate 6/2008
Litchfield Housing Authority: One member, 8/2011
Litchfield Housing Partnership: Six regular members, indefinite term
Litchfield Prevention Council: Five regular members: one 6/2007, three 6/2008, one 6/2006 and four alternate members: two 6/2007, and two 6/2008
Milton Historic District Commission: 3 regular members, 1/2011, 1/2012, 1/2013
Northwest Regional Tourism District: 1 member, 9/2009
Northwest Regional Transit District: 1 alternate member 5/2010
Northwest Regional Mental Health Board, Catchment Area council #22: One member, 5/2009
Pension Committee: Two alternate members, both 3/2010
Recycling Committee: Three regular members, two 2/2009, one 2/2008
Sandy Beach Commission: Two regular members, 12/2006
Town Hall Building Committee: Two alternate members 10/09
Veteran's Advisory Committee: Two regular members; one 8/2009, one 8/2007; Two alternate members 8/2009
Water Pollution Control Authority: Two alternate members; 1/2010, 1/2011

Tax Refunds: None

Transfers

a) Transfer #7 - \$19,900 Registrars: C. Politano explained the need for additional funds because of the new optical scanning machines and dedicated phone lines as well as additional labor, meals and training costs. They are in need of funds for the February primaries, spring canvass and possible referendum. The source of funding will be Contingency. **Motion:** M. Bernstein moved to approve Transfer #7 and J. Healy seconded. All voted aye and the motion carried.

Old Business

a) Capital Improvements Budget 2008/09: This item had been tabled from the previous meeting. L. Paul said that since the last meeting the Bantam Fire Co. has had a heating system

failure which needs to be replaced, and Litchfield Fire Co. needed to replace some water lines that had burst. This increases the Fire & EMS Commission's 08-09 capital budget by \$79,199.00. The Capital Budget bottom line total increases to \$1,970,411.00. E. Bunnell then explained the Sentralock Master Key Retention item. **Motion:** W. Dranginis moved to approve the 2008-2009 Capital Budget of \$1,970,411.00. M. Bernstein seconded, all voted aye and the motion passed.

New Business

g) Discussion on Town-Owned Schwartz Property: L. Paul said the Town has submitted an application to the State for \$290,000 for affordable housing units on the property, but it must either give or lease the property to the Housing Trust. The Town Attorney says the cleanest way is to give the property to them. The Board of Selectmen must decide, then it would go to the Board of Finance and then to Town meeting. Bob Petricone said that the Housing Trust's plan would be to build five affordable units, with the potential expansion of another three, for a total of eight. In the plan they are set back from the road and away from the wetlands near the road. **Motion:** E. Bunnell moved to give the Town property known as the Schwartz property to the Litchfield Housing Trust. J. Healy seconded. **Amendment:** E. Bunnell moved to amend the motion to say that if the property is not useable or used for affordable housing, it reverts back to ownership by the Town. J. Healy seconded, all voted aye and the motion carried. Voting on the original motion as amended, all voted aye and the motion carried.

a) Waive Fees for Installation of Boiler/Heating System for Bantam Firehouse: Motion: W. Dranginis moved to waive the fees of \$345 for the installation of the new heating system for the Bantam Firehouse. J. Healy seconded, all voted aye and the motion carried.

b) Approve STEAP Application of \$120,000 for New Playscape: L. Paul explained that the Town is allowed to apply for up to \$500,000 in STEAP money. It has applied for \$290,000 for the affordable housing grant and \$90,000 for the boathouse and upgrade of the Town Beach, with \$120,000 of available funding to apply for. **Motion:** W. Dranginis moved to approve the STEAP application of \$120,000 for a new playscape at Community Field. E. Bunnell seconded. Brent Hawkins of Park and Recreation made a presentation. Also present were Daniel Parsons from the Park and Recreation Commission and Sarah Carr, representing the Playscape Reconstruction Committee. The project can be completed with the additional STEAP money. Bark mulch will be raked in by the Committee and fundraising will provide landscaping and fencing. J. Healy suggested he check with Land Use to make sure no permits are needed. **Vote:** Upon voting, all voted aye and the motion carried.

c) Proclamation – May 4, 2008 as National Multiple Sclerosis Day in Litchfield: Motion: W. Dranginis moved to dispense with the reading of the proclamation and J. Healy seconded. All voted aye and the motion carried. **Motion:** W. Dranginis moved to approve the proclamation designating May 4, 2008 as National Multiple Sclerosis Day in Litchfield. J. Healy seconded, all voted aye and the motion passed.

d) Adopt 2008 Farm Viability Grant: Motion: J. Healy moved to dispense with the reading of the resolution, and W. Dranginis seconded. All voted aye and the motion carried. **Motion:** W. Dranginis moved to adopt the resolution for the 2008 Farm Viability Grant. E. Bunnell seconded the motion, all voted aye and the motion carried. The resolution follows.

RESOLUTION

Farm Viability Grant

Be it resolved by the Board of Selectmen of the Town of Litchfield: That as of January 15, 2008, Leo Paul, Jr., First Selectman, or William A. Burgess, Executive Director of Litchfield Hills Food Systems, Inc., as his designee is

empowered to execute and deliver in the name of, and on behalf of the Town of Litchfield, a contract with the **State of Connecticut Department of Agriculture** for a *Farm Viability Grant*.

The First Selectman or William A. Burgess, Executive Director of Litchfield Hills Food Systems, Inc., as his designee is further authorized, as of January 15, 2008 to provide such additional information and execute such other documents as may be required by the state government in connection to said contracts and to execute any amendments, recisions, and revisions thereto.

e) Adopt Nondiscrimination Resolution on Behalf of Litchfield Hills Food Systems, Inc:

Motion: W. Dranginis moved to dispense with the reading of the resolution, and J. Healy seconded. All voted aye and the motion carried. **Motion:** M. Bernstein move to adopt the resolution on behalf of the Litchfield Hills Food Systems, Inc., and W. Dranginis seconded. All voted aye and the motion passed. The nondiscrimination resolution follows.

NONDISCRIMINATION RESOLUTION

RESOLVED: That the Litchfield Hills Food Systems, Inc. hereby adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

f) Approve Extension for Façade Improvement Project: L. Paul explained that Chris Korn is making improvements to his building on Baldwin Hill Road and needs an extension of time. The extension is not a problem for the regional façade group. Since the Board of Selectmen has control of the local façade program, approval is required. **Motion:** W. Dranginis moved to approve the extension for Chris Korn and J. Healy seconded. All voted aye and the motion carried.

h) Audit Presentation: Cynthia Politano, Finance Director, made a presentation on the findings from the audit. She explained to the Board the management statements, the goal of the audit, and how they look at grant money usage. They also audit different departments within the Town. This year they looked at the Social Services Department and brought to our attention that there was no documentation supporting food card distribution, which is against the Town policy. There was also no documentation with supporting justification on distribution of food. The auditors provided a management letter for recommendations to act upon. J. Healy questioned whether records were being maintained for cash donations. C. Politano said they were not. L. Paul explained they have known about these problems for some time, and Roxanne Carroll has been working on mitigating the issues. Roxanne now manages the Social Services Department. She reported there were no tracking mechanisms or accountability of funds in place. There were no files in place. They instituted corrective action including creating individual files in June, creating referral forms in August, food bank forms with a disclaimer in July, and creating application and asset guidelines, as there was nothing in place for that. She is working with C. Politano and L. Paul to initiate corrective procedures.

W. Dranginis asked who picks up the phone when it rings in the Social Service office. Ms Carroll said the answering machine directs people to call her at the Selectman's office. The problem with the phone noted at the last meeting was checked and the phone line was dead. Had someone

notified here that a message could not be left, she could have had it repaired sooner. Since calls have been received at the Town Hall, she said there have not been very many calls.

Correspondence: None.

Motion: W. Dranginis moved to adjourn at 5:29 p.m. and J. Healy seconded. All voted aye and the motion carried.

Leo Paul, Jr., First Selectman