



# Town of Griswold

28 Main Street  
Griswold, CT 06351  
Board of Selectmen

Regular Meeting  
Downstairs Meeting Room  
Tuesday, February 8, 2011  
6:30 pm  
APPROVED MINUTES



**1. Call to Order:** P. Anthony called the meeting to order at 6:32 PM

**Members Present:** Philip Anthony, First Selectman  
Steve Mikutel, Second Selectman, Theresa Madonna, Third Selectwoman

**Also Present:**

Lisa Wood, Executive Assistant  
5 interested citizens

**2. Approval of Minutes**

**a. January 25, 2011 Special Meeting Minutes**

**MOTION:** Motion was made by T. Madonna, seconded by S. Mikutel, to approve the special meeting minutes of January 25, 2011 as submitted. **Motion carried unanimously.**

**b. January 25, 2011 Regular Meeting Minutes**

**MOTION:** Motion was made by T. Madonna, seconded by S. Mikutel, to approve the regular meeting minutes of January 25, 2011 as submitted. **Motion carried unanimously.**

**c. January 27, 2011 Special Meeting Minutes**

**MOTION:** Motion was made by S. Mikutel, seconded by P. Anthony, to approve the special meeting minutes of January 27, 2011 as submitted. **Motion carried.** P. Anthony and S. Mikutel in favor, T. Madonna abstained.

**3. Correspondence: Sent/Received - None**

**MOTION:** Motion was made by S. Mikutel, seconded by T. Madonna, to add under Old Business the discussion and possible action on choosing an Insurance Broker. **Motion carried unanimously.**

**4. New Business**

- a. Executive Session** – Personnel issue requested by Lisa M. Wood, Executive Assistant

**MOTION:** Motion was made by S. Mikutel, seconded by T Madonna to move Executive Session after Public Forum. **Motion carried unanimously.**

**b. Discussion and possible action for request of Change Order No. 6 – additional asbestos abatement in phase B of the existing Phase II Griswold Elementary School resulting in an increase in the Guaranteed Maximum Price of \$149,671.**

Atty. Stuart Norman Jr. represented the School Building Committee. He commented the change is an increase and not a decrease and that has been crossed out on the cover sheet to be corrected. There has been asbestos in the building in areas they did not expect there to be. He also commented the committee truly believes this should be the last hidden thing, unless they run into unfavorable soils under this part of the Elementary School. He commented the committee and FIP worked to negotiate with the testing company for a better price, because they did not find all the asbestos when they were there testing originally. There was a list supplied of the additional findings of asbestos. The increased amount still keeps the project within budget. There was a previous change order which included an increased amount of the Photovoltaic going on the roof. The thought that went into increasing the amount of photovoltaic was because the state agreed this would qualify for a 70% reimbursement from the state only if done at this time. We did not qualify through CL&P because the school uses Jewett City Electric. If more energy is produced in the sunny months, then the electric meter would run the other way. It is a projected \$5,000 to \$6,000 savings in electricity a year. S. Mikutel asked how much the cost of the whole project is. B. Crouch commented the total cost cannot exceed \$70 million between town and state money combined. Atty. Norman commented the demolition costs regarding the asbestos are 70% reimbursable. S. Mikutel asked whether the costs of this project should come out of the contingency fund rather than changing the guaranteed maximum price. Atty. Norman commented it is the feeling of the School Building Committee you are not being transparent to the public regarding your real cost if you take it out of the contingency instead of bringing it before the board. B. Crouch commented the contractor's contingency is more for quantity overrun. S. Mikutel commented his thought is that the owner's contingency fund should be used for unexpected costs. Atty. Norman commented that by increasing the guaranteed maximum price, the contingency fund is not touched. P. Anthony confirmed that adding the additional costs to the guaranteed maximum price, it is eligible for reimbursement. B. Crouch commented the line item was budgeted for \$36 million and the total cost of the project has not exceeded the budgeted line item. The building committee can also move between line items as long as they don't go over the budgeted amount. S. Mikutel commented he feels we should be trying to adhere to the guaranteed maximum price that was given by the contractor and he would like more time to consider this increase. P. Anthony commented he does not have a problem with the increase as proposed, however, understands Mr. Mikutel's frustrations, as well as his own, in the amount of change orders that come forward. T. Madonna commented that given the magnitude of the project, she does not find the number of change orders to be unsuitable. It was confirmed by Atty. Norman that it will not hold up the project up if this is not acted on tonight. It was agreed to table action

on this item until the February 22<sup>nd</sup> meeting.

**c. Discussion and possible action on seeking an employee for the full time position of custodian**

P. Anthony commented he has spoken with Atty. David Ryan and he has confirmed that the town is now ready to move on with permanently filling the full time position of custodian.

**MOTION:** Motion was made by S. Mikutel, seconded by T. Madonna, that we advertise the position of full time custodian in accordance with the guide lines of the union contract as suggested in writing by the town attorney. **Motion carried unanimously.**

**5. Old Business**

**a. Discussion and possible action and setting of town meeting date for Town Sidewalk Ordinance and Public Health & Safety Ordinance**

T. Madonna suggested getting language in the new ordinance to repeal any existing ordinance. P. Anthony commented the language will be in the call of the meeting. S. Mikutel wanted to make sure there was no additional fine in the language. L. Wood commented the copy received tonight includes the changes proposed by the selectmen and offers three minor changes proposed by the attorney. It was agreed by the selectmen to incorporate the three proposed changes by the attorney in order to clean up the language. S. Mikutel commented the call of the meeting should reflect the repeal of the existing ordinance with the replacement of this one. P. Zvingilas was recognized and his comment was will the proposed ordinance also include the borough. It was agreed to have Attorney Branse review all the ordinance. B. Crouch commented that town aid money requires we have ordinances that govern the adjacent sidewalks in the borough because the borough's town aid road money comes to us. The Public Health & Safety Ordinance is fine, but we will wait to bring to town meeting until Sidewalk Ordinance is all set.

**MOTION:** Motion was made by S. Mikutel, seconded by T. Madonna, to table action on setting a meeting date for the Sidewalk Ordinance and Public Health & Safety Ordinance until the next regular meeting. **Motion carried unanimously.**

**b. Discussion and possible action on choosing an Insurance Broker**

T. Madonna asked B. Crouch who place us with MIRMA. B. Crouch commented it was Roy Ivans who was our consultant. P. Anthony commented we did interview all three agencies. T. Madonna commented the three brokers were ranked by the subcommittee in the order of H.D. Segur, USI then Waitte. B. Crouch commented the contract is a year to year based on funding of a one year guarantee, but have two more years of option, meaning that after the first year the Board of Finance may opt to not fund the broker. T. Madonna commented she

would take the recommendation of the committee of H.D. Segur. P. Anthony commented that once the broker is selected he would be willing to negotiate before the signing contract. B. Crouch commented getting a legal opinion before negotiating since we did go out to bid.

**MOTION:** Motion was made by S. Mikutel, seconded by T. Madonna to select H.D. Segur as the insurance broker and authorize the First Selectman negotiate the contract and to have town counsel draft a contract. **Motion carried unanimously.**

## **6. Any Other Business that may properly come before the Board**

S. Mikutel mentioned his concern about the abuse of using the sand for public use that is provided at the town garage. There have been people filling their trucks and it is his feeling that contractors and non-residents may be abusing the situation. He suggests moving the sand box inside the gate and allow people to get the sand during transfer station hours on Wednesdays and Saturdays. P. Anthony acknowledged the problem but then it is restricting people from getting the sand when there is an event on the weekend. P. Anthony suggested letting him talk it over with Todd Babbitt and see if there is a better option. P. Anthony suggested restricting the amount left out and allowing them to get more on Wednesdays and Saturdays. It was discussed perhaps trying a limitation and putting the word out about the restrictions as a trial basis. T. Madonna commented she received four phone calls on Sunday saying there was no sand out and when she contacted Todd he stated it was filled on Saturday night and would be filled again on Monday morning. She commented she is not in agreement with shutting off the sand.

## **7. Public Forum**

Peter Zvingilas – Expressed his concern that the custodial position be posted with the union first. He also suggested putting a sign out for sand with a limit and if the limited is exceeded a fine be imposed.

\*S. Mikutel commented back on the sand and asked the First Selectman along with the Road Superintendent at least make a sign and post a sign limiting the amount of sand.

Bob Hanson – Assistant Chief of JCFD asked if there was something in the snow and ice removal in the sidewalk ordinance that addressed having to clean out in front of fire hydrants. P. Anthony commented he believes there is something in the existing borough ordinance that addresses the hydrants. Mr. Hanson also suggested putting a lock on the box for sand and limiting getting the sand when no one is around.

Norm Higgins – Suggested sign for the sand also should state must be a resident. In Lisbon students bring sand to the elderly as a community service and he does not know why anyone needs more than a five gallon bucket. He also spoke to Dr. Freeman, his neighbor and the DOT about making Pleasant View one way to Anne Street and no one had a problem with that and it would also eliminate the sight line issue that exists in the summer and encourages the board to consider it. He also suggested the sidewalk ordinance be specific as to clearing so people do not just make a path.

Ransom Young – Wanted to know if there has been any new information on Rixtown Cemetery. P. Anthony commented there has been no new information received.

#### 4. New Business

- a. **Executive Session** – Personnel issue requested by Lisa M. Wood, Executive Assistant (**cont'd**)

**MOTION:** Motion was made by S. Mikutel, seconded by T. Madonna, to enter into executive session at 7:55 PM to discuss a personnel issue of the Executive Assistant to the First Selectman and to invite in Lisa Wood.

Executive session ended at 8:12 PM

**MOTION:** Motion was made by S. Mikutel seconded by T. Madonna, to approve immediately, retroactive to September 14, 2010 upon successful completion of her probationary period, a raise in the amount of \$1.58/hour for Lisa Wood, Executive Assistant.

#### 8. Adjournment

**MOTION:** Motion was made by T. Madonna, seconded by S. Mikutel, to adjourn the meeting at 8:14 PM. **Motion carried unanimously.**

*Respectfully submitted,*

*Lisa M. Wood,  
Recording Secretary*