



# Town of Griswold

28 Main Street  
Griswold, CT 06351

## Board of Selectman Special Meeting

Downstairs Meeting Room, Griswold Town Hall

Thursday, May 19, 2011

9:00 AM

## APPROVED MINUTES



1. **Call to Order/Roll Call:** Meeting was called to order at 9:00 AM by First Selectman, Philip Anthony.

**Members Present:** Philip Anthony, First Selectman  
Steve Mikutel, Second Selectman  
Theresa Madonna, Third Selectwoman  
Lisa M. Wood, Executive Assistant  
Todd Babbitt, Road Superintendent, Griswold Fire Chief

2. **Discussion and possible action on waiving building permit fees for the Griswold Fire Department to construct a storage shed at 2 Old Bethel Rd.** – S. Mikutel asked about the size of the shed to be constructed. Todd Babbitt responded the shed is to be 30' x 40' and it has been passed by the zoning department and wetlands. T. Babbitt commented the fire company is building the shed themselves to keep the costs down and have already purchased the materials. S. Mikutel confirmed there have been no objections by neighbors before proceeding to make a motion.

**MOTION:** Motion was made by S. Mikutel, seconded by T. Madonna, to waive the building permit fees for the fire department to construct a storage shed at 2 old Bethel Road. **Motion carried unanimously.**

3. **Discussion and possible action authorizing the First Selectman to sign an agreement with Kent and Frost for Consulting Services for the Main Street Corridor Streetscape Improvement Plan** – P. Anthony commented that town attorney has reviewed the document. T. Madonna had a question on Section 2(c) relating to the town being responsible for travel costs for consultants to and from the site. P. Anthony commented that based on agreements and discussions he has had with the consultants the town will not be responsible for that travel. T. Madonna commented that Section 5 references an Exhibit E for insurance coverage and there is no Exhibit E attached. P. Anthony suggested when making a motion for approval that it be contingent upon attachment of such Exhibit E. T. Madonna also referred to Exhibit A and the scope of services for the first task, wants to clarify that the \$120,000 is for the plan only and the purchase and the installation of anything that gets put in will be extra. P. Anthony confirmed. T. Madonna

also inquired as to Exhibit B for supplemental services and how much soil testing and surveying may be required which may be an extra charge. P. Anthony commented at this point they are at a search finding stage and it is difficult to know at this time how much soil testing or surveying may be required. T. Madonna commented if there are prior surveys done by the town, we should be able to use them first.

**MOTION:** Motion was made by T. Madonna, seconded by S. Mikutel, to authorize the First Selectman to sign an agreement with Kent and Frost for Consulting for the Main Street Corridor Streetscape Improvement Plan contingent upon evidence of insurance as required by Exhibit E of the contract. **Motion carried unanimously.**

4. **Executive Session - Discussion and possible negotiations and actions on hiring a Finance Director**

**MOTION:** Motion was made by S. Mikutel, seconded by T. Madonna, to enter into executive session at 9:10 AM for the purpose of discussion and possible negotiations and actions on hiring a Finance Director and invite in Lisa Wood, Executive Secretary. **Motion carried unanimously.**

**MOTION:** Motion was made by S. Mikutel, seconded by T. Madonna, to come out of executive session at 9:14 AM. **Motion carried unanimously.**

**MOTION:** Motion was made by T. Madonna, seconded by P. Anthony, to hire Erik Christensen as Finance Director for the Town of Griswold in accordance with the compensation, terms and benefits agreement that has been proposed. **Motion carried T. Madonna and P. Anthony in favor, S. Mikutel opposed.**

5. **Adjournment**

**MOTION:** Motion was made by S. Mikutel, seconded by T. Madonna, to adjourn the meeting at 9:16 AM. **Motion carried unanimously.**

*Respectfully submitted,*

*Lisa M. Wood,  
Executive Assistant*