



**Town of Griswold
Board of Selectmen
Regular Meeting
June 24, 2014
6:30 PM
Griswold Senior Center
Soule Street, Griswold**



APPROVED MINUTES

1. **Call to Order/Roll Call** – Meeting was called to order at 6:31 PM by First Selectman, Kevin Skulczyck

Members Present: Kevin Skulczyck, First Selectman
Steve Mikutel, Second Selectman
Philip Anthony, Third Selectman (left at 7:38 PM)

2. **Approval of Minutes**

- a. **June 10, 2014 – Regular Meeting Minutes**
- b. **June 19, 2014 – Special Meeting Minutes**

MOTION: Motion was made by P. Anthony, seconded by S. Mikutel, to approve the June 10, 2014 regular meeting minutes and the June 19, 2014 special meeting minutes. **Motion carried unanimously.**

3. **Correspondence** - None

4. **New Business**

- a. **Discussion and possible action on tax refunds as presented by Rich Grabowski, Tax Collector** – None

- b. **Discussion and possible action on recommendation of the School Building Committee to hire Erik's Design-Build Associates, Inc. as Clerk of the Works for the Griswold High School Roof Replacement project in accordance with Chapter 92 of the Town of Griswold Code of Ordinance and authorization for the First Selectman to execute the contract for such services** – Frank Everett, Chairman of the School Building Committee, noted Chapter 92 requires the town to have a Clerk of the Works to protect the Town's interest. The first time the bid went out there was only one bid received. The second time the bid went out there were three bids received, all from local residents. The bid sheet lists the fees for each bid received. F. Everett noted for P. Anthony that the bid was advertised each time, twice in both the Norwich Bulletin and the Hartford Courant. F. Everett also noted the clerk of the works is there for the town to make sure all specifications are met; no corners are cut and keep the town aware of any problems with the project. S. Mikutel asked how much is budgeted for the Clerk of the Works. F. Everett noted

The amount figured was on an estimate of \$5000 a week for 10 weeks in the amount of \$50,000 budgeted. It is an 8-10 week project and at the low bidder rate should come to about \$34,000. The only problem may be the kitchen exhaust. P. Anthony asked what would happen if the project is delayed and the cost exceeds \$50,000. F. Everett comment it would not happen. S. Mikutel asked what amount of the Clerk of the Works expense is reimbursable by the state. F. Everett stated it is about 73.5% reimbursable. F. Everett noted it is common to get a daily rate for the Clerk of the Works. He also noted the RFP was put together by the architect.

MOTION: Motion was made by S. Mikutel, seconded by P. Anthony, that the Board of Selectmen hire Erik's Design-Build Associates Inc, as Clerk of the Works for the Griswold High School Roof Replacement Project and authorize the First Selectman to execute the contract for such services. **Motion carried unanimously.**

- c. **Discussion and possible action on formalizing ordinance for the Griswold Housing Authority** – Atty. John Fitzgerald spoke representing the Housing Authority. Atty. Fitzgerald noted that in 1966 the Town of Griswold passed a resolution to create a Housing Authority. There are more requirements necessary to actually form a Housing Authority and there is nothing in the town records other than the resolution. The idea is to create the ordinance, which should have been done about 50 years ago, to properly establish the Housing Authority. The ordinance being presented has been reviewed and approved by the town attorney Ray Baribeault. Atty. Fitzgerald noted for P. Anthony that the changes Atty. Baribeault did make were minimal. Atty. Fitzgerald confirmed for P. Anthony, that what currently exists on the books is not complete as it was not in 1966. S. Mikutel noted he is ready to move forward and send to town meeting.

MOTION: Motion was made by P. Anthony, seconded by S. Mikutel, to approve the ratified ordinance as presented for establishment of the Town of Griswold Housing Authority. **Motion carried unanimously.**

A town meeting date was discussed along with other upcoming ordinance changes.

MOTION: Motion was made by S. Mikutel, seconded by P. Anthony, to set a town meeting date to adopt the Griswold Housing Authority Ordinance for July 8, 2014 at 6 PM. **Motion carried unanimously.**

- d. **Executive Session - Discussion on future need for expansion of the Housing Authority and acquisition of land** - P. Brycki noted the following people as those he would like to be invited into the executive session: Demian Sorrentino of Boundaries, Atty. John Fitzgerald, Gary Rodina, Leona Minski, Joan Hoar, Don Walsh and himself, Paul Brycki.

MOTION: Motion was made by P. Anthony, seconded by S. Mikutel, to enter into executive session at 6:50 PM to discuss the future need for expansion of the Housing Authority and acquisition of land and to invite in the people previously named by Paul Brycki. **Motion carried unanimously.**

MOTION: Motion was made by P. Anthony, seconded by S. Mikutel, to come out of executive session at 7:15 PM. **Motion carried unanimously.**

e. Discussion and possible action on future need for expansion of the Housing Authority and acquisition of land

MOTION: Motion was made by P. Anthony, seconded by S. Mikutel, to authorize and transfer of parcel B of the town owned property adjacent to McCluggage Manor, to the Housing Authority for expansion purposes and to authorize an 8-24 review to be initiated with the Planning & Zoning Commission for their approval, property to be transferred for one dollar. **Motion carried unanimously.**

f. Discussion and possible action on an ordinance to consider preference for town based businesses – S. Mikutel noted he has no problem with Section A and B other than changing First Selectman to Board of Selectmen. He would like time to review the section dealing with subcontractors and town workers. The attorney is gathering the information he used for that section and will be forwarding it to us soon.

MOTION: Motion was made by S. Mikutel, seconded by P. Anthony, to table this item. **Motion carried unanimously.**

g. Discussion and possible action on proposed RFP for ambulance services – S. Mikutel noted the RFP needs to be clear if we are requesting Basic or Advanced Life Support Service. K. Skulczyck noted the RFP provides the provision for ALS. S. Mikutel noted as long as they are going to be specific as to what they are providing in the proposal. P. Anthony noted we want to be able to compare the bids received as apples to apples. P. Anthony asked if any other updates have been received because it is noted the attorney has not been able to locate the new law changes. K. Skulczyck commented we have received none at this point. The draft references Code 5-2(A). It was agreed to get in touch with Atty. Branse and provide them with the upcoming law changes if they have not yet obtained them. It was agreed to set up a conference call with the BOS and Atty. Branse, executive session, to resolve any questions with the RFP and move forward.

MOTION: Motion was made by P. Anthony, seconded by S. Mikutel, to table this item at this time. **Motion carried unanimously.**

5. Old Business - None

6. Any Other Business that may properly come before the Board - None

7. Public Forum

Ransom Young – R. Young suggested that members of the Board of Education should be mandated to undergo training. Teachers are required to be recertified every five years. R. Young noted that BOE members should complete 40 hours of training every three to five years for compliance to what the people want.

James Barnie – J. Barnie noted that in some of the meetings he attends there are a lot of executive sessions called. He noted it is important for the town residents to have access to as much information as reasonably possible. It was noted for Mr. Barnie there are many reasons for executive session and they will be provided for him.

Peter Dorff – P. Dorff noted that he encouraged people at the last town meeting to use the website to find out what's going on. He noticed when on the website today, there are some committees, such as the BOF, which are a couple of months behind. K. Skulczyck noted he will check into that. P. Dorff also wanted to know how item D on the agenda qualified for executive session. It was noted for him that real estate transactions are a valid reason for real estate transactions.

* P. Anthony left at this time (7:38 PM).

Norm Higgins – N. Higgins noted that at the town meeting the other night, he did not have to provide his address and was given ten minutes to speak. He also noted the flag out front needs to be replaced. N. Higgins commented the point about executive session was cool and said it would be neat if they could be taped.

Thomas Bruner – T. Bruner asked how the process would work for the ambulance RFP. K. Skulczyck noted, as informed by the town attorney, it would be sent to businesses that specialize in that service and would also be published in the newspaper. There would be a set time for receipt and opening of bids. The bids would then be reviewed by the BOS and a decision would be made. The contracts, once received, become public record. Discussion regarding contracts does not need to be held in public.

David Vieaux – D. Vieaux noted that a cease and desist order was issued to the Fellows at 61 Leha Ave. prior to May 12th. They are continuing to process and ship wood out of there. Peter Zvingilas, Zoning Enforcement Officer, says he has not had time to get out there. Is there any way to expedite investigation and resolution of the issue? K. Skulczyck asked him to send a reminder email to him in the morning so he may address it. S. Mikutel asked for K. Skulczyck to look into what the fines are and what the process is for instituting the fines. K. Skulczyck noted Steve Way is our Blight Enforcement Officer, so we will review this with him and Peter.

8. Adjournment

MOTION: Motion was made by S. Mikutel, seconded by K. Skulczyck, to adjourn the meeting at 7:45 PM. **Motion carried unanimously.**

Respectfully Submitted,

**Lisa M. Wood,
Executive Assistant**