



Town of Griswold

28 Main Street
Griswold, CT 06351
Board of Selectman
Regular Meeting



Downstairs Meeting Room, Griswold Town Hall
Tuesday, July 27, 2010
6:30 pm
APPROVED MINUTES

1. Call to Order: P. Anthony called the meeting to order at 6:33 PM

Members Present: Philip Anthony, First Selectman
Theresa Madonna, Third Selectwoman

Members Absent: Steve Mikutel, Second Selectman, due to a death in the family

Also Present:

Lisa Wood, Executive Assistant
Barbara Richardson-Crouch, Finance Director
Carl Fontneau, Town Planner
7 interested citizens and 1 member of the press

2. Approval of Minutes

MOTION: T. Madonna made a motion that was seconded by P. Anthony to approve the minutes from the July 13, 2010 regular Meeting as presented. **Motion carried unanimously.**

3. Correspondence: Sent/Received

P. Anthony reviewed e-mail message confirming the desire of the Uncas Health Dept. to purchase 2004 truck from the town in the proposed amount of \$7,000. He will move forward with the paperwork.

4. New Business

- a. **Nutmeg System Services Proposal** – P. Anthony reviewed two proposals from Nutmeg. One was for maintenance of the town hall system in the amount of \$1,755 and one proposal was for repair and improvement of the town hall system in the amount of \$9,500. The boiler is fairly new, however, the rest of the system is older and over the years, we have had several service calls on it. We would be able to use energy grant money for the improvements. We did receive one proposal from an engineering firm and called another company that never showed up. Nutmeg has been servicing us for a number of years and has the knowledge of our existing service. T. Madonna wanted to know how the \$9,500 fits with our bidding ordinance. P. Anthony responded we would have to request a waiver of bid. T. Madonna does not mind approving the service agreement but would like the

proposal for repair to go out to bid.

MOTION: T. Madonna made a motion that was seconded by P. Anthony to approve the Nutmeg Services System Maintenance plan for the services to Griswold Town Hall in the amount of \$1,755 for two visits per year for a one year contract. **Motion carried unanimously.**

Barbara Richardson Crouch commented that \$1,755 is not in the budget and routine maintenance agreements are not covered by the energy grant. P. Anthony noted we will look into it further.

MOTION: T. Madonna made an amendment to her previous motion, seconded by P. Anthony, to add wording to the motion, if the funds are covered by the energy grant. **Motion carried unanimously.**

- b. **Discussion and possible action on authorizing the First Selectman to accept bids for HVAC repair of 68 Ashland Street (former VNA Building).** B. Richardson-Crouch stated that this repair is 75% refundable by FEMA. It is not covered by our insurance company because the total cost is below our deductible. The insurance company estimate was \$31,000. P. Anthony commented it should be somewhat lower with some of the work being done by our public works department.
- MOTION:** T. Madonna made a motion that was seconded by P. Anthony to authorize the First Selectman to accept bids for the HVAC repair of 68 Ashland Street. **Motion carried unanimously.**
- c. **Discussion and possible formation of space needs committee.** P. Anthony commented the last space needs committee was in 2004 when the school was being proposed. Now the selectman would like a space needs committee to guide the Board of Selectmen in forming a community center, comprising possible a recreation center and senior center and whatever needs the town may need. The committee should be comprised of citizens and town board representatives. T. Madonna would like some thought put into what should go into a true community center.
- MOTION:** T. Madonna made a motion that was seconded by P. Anthony that the Board of Selectmen appoint a space needs committee for the purposes of giving advisory opinions to the Board of Selectmen the need for a community center and that the Board of Selectmen solicit interest from members of the community that want to participate on that committee and that they direct their correspondence to the Board. The committee should also consist of a representative from the Board of Finance, Planning & Zoning Commission, Board of Selectmen and the Sr. Center Director and Youth Center Director. **Motion carried unanimously.**
- d. **Discuss possibility of having a combined public hearing and special meeting of Board of Selectmen and Economic Development Commission on August 18, 2010 at 7 PM to discuss and possibly enact the Municipal Development Plan with its Priority Project List and with a Possible Initial Project Submittal to the Department of Economic and Community.** Carl Fontneau, Town Planner, commented this plan has been worked on over a number of years. The meeting

would be a joint public hearing with individual special meetings by each committee after the public hearing. The Economic Development Commission may decide to approve the plan that night.

MOTION: T. Madonna made a motion that was seconded by P. Anthony to hold a combined public hearing and special meeting of the Board of Selectman and Economic Development Commission on August 18th 2010 at 7 PM to discuss and possibly enact a Municipal Development Plan with possible initial project submittal to the Department of Economic and Community. **Motion carried unanimously.**

- e. **Discuss support services to MS4 Stormwater Plan in 2010 contract from Paul Burgess LLC for \$4,000 and consider authorizing the First Selectman to sign the same.** Carl Fontneau commented this is the second of two interim years, and I understand there will be a third interim year before major increases and changes in the monitoring requirement by the DEP. T. Madonna questioned if any of our staff goes along with Mr. Burgess when the samples are done. She asked mainly because of the disclaimer in their contract regarding buried utilities or underground structures. C. Fontneau commented no staff goes along with him, but no work is done underground.

MOTION: T. Madonna made a motion that was seconded by P. Anthony to authorize the First Selectman to sign the Paul Burgess LLC contract for \$4,000 to have us participate in the MS4 Stormwater Plan in 2010. **Motion carried unanimously.**

- f. **Executive Session – MIRIMA.**

MOTION: T. Madonna made a motion, seconded by P. Anthony, to go into executive session for the purposes of discussing MIRMA and to invite in Barbara Richardson-Crouch, Finance Director. **Motion carried unanimously.**

Executive Session ended at 7:07 PM and the regular meeting reconvened.

- g. **Executive Session – Haven Health, Jonathan Veniar**

MOTION: T. Madonna made a motion, seconded by P. Anthony, to go into executive session for the purposes of discussing Haven Health and to invite in Jonathan Veniar and Carl Fontneau, Town Planner. **Motion carried unanimously.**

Executive Session ended at 7:47 PM and the regular meeting reconvened.

5. Old Business

- a. **Update and discussion on bridge proposal MacFarland & Johnson.** P. Anthony commented that last week he spoke to Ed Walsh from the state and Mr. Walsh confirmed that MacFarland & Johnson are on tract and sees no reason why bridge proposals should not be ready to go out to bid in September. He did caution, however, that the Army Corps of Engineers could come up with some other issues. T. Madonna commented she would like to see something in writing. P. Anthony commented the other two bridges are still looped in and are at about 45% complete. He will provide T. Madonna with written materials.

- b. **Discussion and award of contract with Tyler Industries.** P. Anthony commented that the town attorney has advised them to award the contract to Tyler Industries in accordance with the revised agreement. We are still waiting for Vision to sign the amendment to the software license agreement. Should not go any further with Tyler until that signed agreement software license amendment has been received. Then we can sign the Tyler agreement. T. Madonna took a minute to look over the last copy of the contract from the Town Attorney and confirmed that the attorney was agreeable to the twelve proposed changes by the Board of Selectman.

MOTION: T. Madonna made a motion that was seconded by P. Anthony to award the contract to Tyler Industries for revaluation. **Motion carried unanimously.**

6. Any other business that may come before the Board

- a. **MOTION:** T. Madonna made a motion seconded by P. Anthony to bring onto the agenda for discussion and possible action to go out to bid for cold process asphalt, chip sealing and crack sealing. **Motion carried unanimously.**

P. Anthony commented because we are late in the season and the work to be done is time sensitive, the item is being discussed strictly to go out to bid.

MOTION: T. Madonna made a motion that was seconded by P. Anthony that the First Selectman accept bids for cold process asphalt, chip sealing and crack sealing. **Motion carried unanimously.**

- b. **MOTION:** T. Madonna made a motion, seconded by P. Anthony, to bring onto the agenda just for discussion the STEAP grant. **Motion carried unanimously.**

T. Madonna commented that in the STEAP grant application created by Ryan Aubin it indicates that the Board of Selectmen approved the STEAP grant in July 2010. She would like clarification to that as she does not remember doing that and would like it added to the next agenda under old business for clarification. P. Anthony also wants clarification and he will be speaking to Ryan about it.

7. Public Forum

- a. Ransom Young, citizen – inquired as to whether or not the Town would consider reimbursement for the upkeep he has been doing at Rixtown cemetery. It amounts to about \$400. P. Anthony commented he would not endorse the reimbursement as he has not been authorized by the Town to do the work and the money is not budgeted. Mr. Young also suggested if there was any interested in forming a cemetery committee that they hold off until the fall. P. Anthony deferred to Mr. Joe whom has been doing some work on the cemetery associations. He informed Mr. Anthony that he would have a letter and a copy of the state laws for him in about three weeks regarding his findings and would provide Mr. Young with a copy also.
- b. Gregory Mitchell – had a complaint of non-payment for services rendered to Jewett

City Fire Department as an Emergency Services Instructor. Barbara Richardson-Crouch commented there was no purchase order generated to encumber the funds from the last fiscal year and she has not had time to speak with anyone at the Fire Department about the bill. Mr. Mitchell did state he mailed it twice to Jewett City Fire Department and documentation that he faxed it twice. P. Anthony commented he will look into the matter starting tomorrow morning. Mr. Mitchell expressed his discontent in having had to wait three months already. T. Madonna addressed Mr. Mitchell's frustration but assured him that now they are aware of the matter, it will be investigated and she apologized for his feeling of being put off.

- c. Mr. Sylvestre, citizen – Again expressed his concern regarding the damaged sidewalk at Rite Aid. P. Anthony commented that Mr. Zvingilas has been there and has received a verbal commitment from them that Rite Aid will fix the sidewalk and if they don't he has been instructed to get the land-use attorney to send a violation letter to Rite-Aid. Mr. Sylvestre commented he will contact Rite-Aid headquarters and try to find out the status of the agreeing to repair the sidewalk.
- d. Norm Higgins, citizen – Appreciates the fact the selectmen have agreed to have the HVAC system here at the town hall looked at by means of a maintenance agreement and by spending the money may save money in the future.

8. Adjournment

MOTION: T. Madonna made a motion that was seconded by P. Anthony to adjourn the meeting at 8:15 PM. **Motion carried unanimously.**

Respectfully submitted,

*Lisa M. Wood,
Recording Secretary*