



# Town of Griswold

Board of Selectmen  
Regular Meeting  
August 9, 2011  
6:30 PM

Downstairs Meeting Room, Town Hall  
28 Main St., Jewett City, CT



## APPROVED MINUTES

1. **Call to Order/Roll Call:** First Selectman, P. Anthony, called the meeting to order at 6:35 PM.

**Members Present:** P. Anthony, First Selectman  
Steven Mikutel, Second Selectman  
Theresa Madonna, Third Selectwoman

**Also Present:** Lisa M. Wood, Executive Assistant  
Carl Fontneau, Town Planner  
Brian Kent, Kent & Frost Architects  
1 member of the press  
6 interested citizens

2. **Approval of Minutes**

- a. **July 26, 2011 – Regular Meeting Minutes**

**MOTION:** Motion was made by T. Madonna, seconded by S. Mikutel, to accept the Regular Meeting Minutes of July 26, 2011 with a modification to item 4b showing the 5 minute recess was requested by Steve Mikutel. **Motion carried unanimously.**

3. **Correspondence** – P. Anthony commented a correspondence from Norm Sylvestre was received at the beginning of the meeting and the Board chose to review the correspondence independently.

4. **New Business**

- a. **Discussion and possible action on tax refunds as presented by Rich Grabowski, Tax Collector, three for Edward MCall in the amounts of \$12.64, \$10.06 and \$5.34, one for Don and Judy Bryant in the amount of \$208.01, and one for Martin Watt in the amount of \$48.28**

**MOTION:** Motion was made by T. Madonna to add the request for refund for Mildred Button in the amount of \$112.38 and the one for Patricia and Blaine Musser for \$32.78 to the agenda under item 4a . **Motion carried unanimously.**

**MOTION:** Motion was made by T. Madonna, seconded by S. Mikutel, that all the tax refunds articulated in 4a be approved. **Motion carried unanimously.**

- b. Appointment of following residents to the Griswold Recycling Committee**
- **Todd Babbitt as regular member for a term of 9/1/2011 – 8/31/2015**
  - **Ina Macko as regular member for a term of 9/1/2011 – 8/31/2015**
  - **Pat Collins as regular member for a term of 9/1/2011 – 8/31/2015**
  - **John Charron as regular member for an unexpired portion of a two year term from 6/1/2010 – 5/31/2012**

**MOTION:** Motion was made by S. Mikutel, seconded by T. Madonna to approve all the residents to be appointed to the Recycling Committee as listed in agenda item 4b. **Motion carried unanimously.**

- c. Discussion and possible action for specification and ordering of several types of streetscape enhancements for Main Street –** C. Fontneau, Town Planner, commented the sub-committee has reviewed the types of equipment and placing of such items and Mr. Kent from Kent and Frost will go over them in more detail. Brian Kent presented the Board with pictures of the items selected such as planter boxes, trash receptacles and benches. They also discussed flags, banners, news rack and bike racks. He commented trash receptacles and planter boxes would be bolted down and bike racks would probably not be installed until the second phase of the project. He addressed the concern of Mr. Mikutel about bolting down the planters by using a metal angle. B. Kent explained the existing flags on the utility poles would be replaced with uniform, high-quality larger flags and would run from the old American Legion building to the entrance of Veteran's Memorial Park and would turn down Ashland Street. It was discussed that banners were being planned to be hung from poles at main roadways into Main Street. The banners would say something welcoming or some logo about Jewett City. Some towns do offer businesses to sponsor banners which allow the business to place their logo on the banner in a fashion approved by the committee. S. Mikutel expressed his concern for having input into what the banners look like and also stressed it has to be decided who is going to maintain all the things being added to Main Street. P. Anthony commented that the Griswold Now Association has already agreed to maintain the planters. P. Anthony also mentioned all materials hung from utility poles is correlated with Ken Sullivan at the DPUC as we do now with the seasonal items that are hung from time to time. S. Mikutel commented on the placement of the planters and would like some coming in and out of the Borough such as coming over the bridge. B. Kent commented flower boxes would be spaced along Main Street with significant plantings in soil at the entrances to Main Street. B. Kent addressed S. Mikutel's concern about people loitering on benches and stated there will only be only four benches on actual Main Street and two in front of Town Hall and are placed strategically and not placed where businesses do not want people to be loitering. T. Madonna questioned if at least a couple of bike racks could be installed in phase one rather than phase two to encourage bike traffic to Main Street. B. Kent commented the racks are very economical and he would look into putting a couple of bolted down type into phase one. T. Madonna also mentioned she is concerned about the twenty four planter boxes. Is there an opportunity for businesses to adopt a planter, with an advertisement stating such,

so that the business has an incentive to maintain the planters. B. Kent commented the planters are right up against the buildings to keep the sidewalks clear, so the planters will be mainly associated with the buildings they are attached to. T. Madonna commented there has to be a plan for maintenance and the First Selectman's office may need to be involved. P. Anthony commented at this point Griswold Now has committed to maintaining the planters, but if the Selectman's office needs to be involved than certainly it would. It was confirmed that Public Works would be responsible for emptying the trash receptacles.

The logo of "Heritage River Community" was discussed. The EDC has given endorsement of something along the idea of "Heritage River Community" and C. Fontneau explained it was discussed possibly using the logo as a trial run on the banners first. S. Mikutel does not want to see that on banners as he does not feel it justifies what Jewett City is about. P. Anthony did confirm the Borough has been involved and was okay with the idea, but they also had no other idea. P. Anthony suggested the Board think about the logo and bring forward their suggestions as soon as possible. P. Anthony suggested holding up on the bike racks at this point because there is concern about not having enough room on the sidewalks at this time and holding up on the banners until the suggestions come in from the Board.

**MOTION:** Motion was made by S. Mikutel, seconded by T. Madonna, to approve the benches, planters, trash receptacles and flags. **Motion carried unanimously.**

- d. **Discussion and possible action authorizing the First Selectman to sign the letter for contract modification to Kent and Frost contract for Supplemental Task 1, Façade Design Assistance** – C. Fontneau explained the master contract competitive bid price was \$73,050 and the state price was \$80,000. The difference was potentially for special projects that arise that were not in the original statement and could be funded by the this increment and a letter proposal. The contract with Kent and Frost is also structured to allow for this. The DECD would reimburse the town for the money submitted through the supplement. The façade improvement money provides architect support for the property owner who wants to use his own money to actually make the improvements to the property. The supplement would cover the costs for Kent and Frost to provide the architectural design for the property owner and then it would match the forthcoming renovations that are planned for the downtown. It was mentioned that Kent and Frost were also contacted by another interested property owner. T. Madonna wanted to know if it would be better to lower the amount per property owner to \$1500, and have the property owner partially fund the façade drawings, in an effort to be able to involve more property owners. C. Fontneau commented we have already applied for a STEAP Grant (that if successful), would start a revolving loan fund that would be available to anyone who wanted to be involved. C. Fontneau also commented within the same Streetscape grant it is possible he may be able to go to state and ask them for the \$100,000 grant to allow \$20,000 for façade improvement. P. Anthony commented there has been, and currently exists a revolving loan fund for the Borough, not necessarily earmarked for façade improvement but has been very successful for other projects, so there are other funding opportunities available.

**MOTION:** Motion was made by S. Mikutel, seconded by T. Madonna, to authorize the First Selectman to sign a letter agreement for Kent and Frost to provide supplemental services for a pilot façade design at 108 Main Street for a cost not to exceed \$3,500. **Motion carried unanimously.**

- e. **Further discussion and possible action for the need for and possibility of a zero-percent interest loan for funds to demolish 226 East Mani Street** - C. Fontneau

commented the loan is actually for demolition of the property and required testing of the building materials. We have \$80,000 toward this effort but roughly \$230,000 is needed. The loan is zero percent and requires no payments until the property is sold or developed. The property becomes more attractive to a new business if it is cleared and the new owner is responsible for satisfying the loan as a condition of the sale. C. Fontneau commented for S. Mikutel that the \$200,000 EPA Grant is for clean-up of the soil only and cannot use it for demolition. S. Mikutel suggested trying Courtney's office. C. Fontneau commented we will lose the EPA clean-up money at the end of fiscal year 2013 and the clean up money cannot be used until the demolition is done. If we had the money in place for the demolition we could do a coordinated program for demolition and clean up and save some money on the total. We could keep in escrow to pay back, any money that we received that is not needed for the cleanup. C. Fontneau answered for S. Mikutel the amount of the demolition was estimated for us by Tighe and Bond our consultant. S. Mikutel commented he may reconsider it if an actual estimate for the demolition could be made available. He agrees it needs to be done and would rather see a grant than a loan, but that may not be possible. P. Anthony agreed with S. Mikutel and would like C. Fontneau to get three or four estimates for demolition. P. Anthony also asked if we took the loan and the cost of the project ended up being less, can we give that money back to the state. C. Fontneau commented he could ask DECD. T. Madonna asked C. Fontneau why he feels the loan will have little or no influence on the credit posture of the Town. C. Fontneau stated it was the opinion of the Finance Director that it would not have a dramatic effect. P. Anthony suggested that C. Fontneau get a more formal reply from the Finance Director. T. Madonna also asked if there were any conditions under which the loan can be called by the State. C. Fontneau will ask the DECD. S. Mikutel asked if there was a program from the EPA for demolition. C. Fontneau stated there is not. It was suggested that C. Fontneau also try to see if there was any federal economic development money for demolition and also make inquiries to Courtney's office to see if there is any other money available for demolition. P. Anthony commented he would call Mr. Courtney's office.

- f. **Discussion and possible action authorizing the First Selectman to sign the letter contract to Paul Burgess LLC for collection, processing, and report of MS4 Stormwater samples for calendar 2011** – C. Fontneau commented this is a mandated program that the Town has to do and it has been done for several years. Paul Burgess has been involved in the program from the beginning and he will collect the stormwater samples and forward them through the steps as he has in the past. The Board of Selectman had no issues with this and it is already funded in the budget.

**MOTION:** Motion was made by S. Mikutel, seconded by T. Madonna, to authorize the First Selectman to sign a letter contract to Paul Burgess for collection, processing, and reporting of MS4 Stormwater samples for calendar 2011. **Motion carried unanimously.**

- g. **Initial discussion and possible action on the possible formation of an Open Space Land Acquisition Committee using existing ordinance 60** – C. Fontneau commented the Planning and Zoning Commission is getting ready to do a partial review of their Plan of Conservation and Development. One of the items within the review is a better open space, recreational trail, parcel prioritization scheme update into the plan. The formation by the Board of Selectmen of the Open Space Acquisition Committee would further develop that part of the town's Plan of Conservation and Development. The Recreation Commission has some questions on the use of an actual \$60,000 that was taken and put aside in lieu of Open Space as part of past subdivisions, that money is put aside. The request is for the Board of Selectman to consider formation of such Open Space Land Acquisition

Committee according to the existing ordinance 60 to utilize for current and future planning. P. Anthony likes the idea of creating the committee. T. Madonna commented she interprets the responsibility of the committee to manage the fund and not planning of open space. C. Fontneau commented the committee would definitely have input to the Planning & Zoning Commission on the areas and use for open space. Jamie Caporaso spoke on behalf of the Recreation Commission stated the Commission went to C. Fontneau with an interest in maintaining active recreation for the children and the question if any funds from the Open Space Fund could be used for those activities. P. Anthony commented that 60-1 of the ordinance provides the use of the funds for such purpose but does not limit it to that use. T. Madonna commented it was her opinion the committee, if created, would help decide how to appropriately spend the funds, once planning came up with a more detailed Plan of Conservation and Development. S. Mikutel commented he feels the Board of Selectmen must approve the use of the funds. The Open Space Land Acquisition would make a suggestion to the Board of Selectmen and how they would like to see the funds used.

**MOTION:** Motion was made by T. Madonna, seconded by S. Mikutel, to form an Open Space Land Acquisition Committee in accordance with the Open Space Land Acquisition Ordinance chapter 60 in our town ordinances. **Motion carried unanimously.**

## 5. Old Business

- a. **Continued discussion and possible action on putting out an RFP for legal services –**  
The Board confirmed the RFP is for all inclusive legal services required by the town. The Board then reviewed the proposed changes to the RFP the town had used in the past. It was discussed there would be a fee agreement and no contract. T. Madonna and S. Mikutel agreed they were fine with the language in the Griswold RFP that was previously used.

**MOTION:** Motion was made by T. Madonna, seconded by S. Mikutel, that the Town put out an RFP for legal services in accordance with the RFP that the Town used the last time it went out to bid, in accordance with bid number 08-08.

P. Anthony had a question on whether the changes he proposed, which he thought were previously agreed upon, would be incorporated into the RFP. It was agreed to go with what was in the original RFP other than changing Town Council to Board of Selectmen. The other proposed changes would take effect when a contract is actually negotiated.

**The above motion carried unanimously.**

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

- a. P. Anthony commented the project with DCS for the solar panels is ready to begin this week. The project has been previously approved, however, he is asking the Board to consider waiving any town permit fees associated with the project and to authorize the Town to pay any state fees associated with the project. State fees are figured at roughly 26 cents/thousand.

**MOTION:** Motion was made by S. Mikutel, seconded by T. Madonna to add to the agenda discussion and possible action on waiving fees for town permits needed in association with the solar panel project with DCS and authorizing the town to pay any state permit feed. **Motion carried unanimously.**

**MOTION:** Motion was made by S. Mikutel, seconded by T. Madonna to waive town permit fees associated with the installation of the solar panels. **Motion carried unanimously.**

**MOTION:** Motion was made by T. Madonna, seconded by S. Mikutel, that the Town shall agree to pay the state fees incurred for the solar panels through DCS corporation. **Motion carried unanimously.**

## 7. Public Forum

**Norm Sylvestre** – commented the letter under correspondence was from him and he understands the Board has not had time to read it. He then showed a photo of property on Tracy Ave. with a truck loaded with garbage, the ZEO comments it is construction debris. Mr. Sylvestre commented there is more than construction debris on the truck and it has been loaded on the truck for two years and the vehicle has not moved.

**Norm Higgins** – suggested looking at what happened to the flower pots in New London that were on the street, they are now elevated and actually have a contract for the maintenance of them. He also suggested a competition at the school to come up with a logo. He lastly commented the improvement made at the intersection of Pleasant View and Route 138 looks good.

**Joseph Foye** – expressed his concern for the Borough having input in the downtown improvement planning and inquired if anyone is checking with compliance of the Borough zoning regulations and ordinances.

**Bill Czmyr** – President of the American Legion Community Ambulance stated the ambulance service is going to run out of money. He urged the Board to again look at the possibility of a contract to secure the funding of the ambulance service. The capital account is all donation money and is not to be used for general operation. All the money received in now is what insurance companies send in.

## 8. Adjournment

**MOTION:** Motion was made by S. Mikutel, seconded by T. Madonna, to adjourn the meeting at 8:28 PM. **Motion carried unanimously.**

Respectfully Submitted,

Lisa M. Wood,  
Executive Assistant