



Town of Griswold

28 Main Street
Griswold, CT 06351
Board of Selectman

Regular Meeting
Downstairs Meeting Room
Tuesday, December 14, 2010
6:30 pm

APPROVED MINUTES



1. **Call to Order:** P. Anthony called the meeting to order at 6:35 PM (a moment of silence was observed for the loss of four Griswold teenagers)

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

Also Present:

Lisa Wood, Executive Assistant
Todd Babbitt, Superintendent of Public Works
Ryan Aubin, Director of Youth Services
Barbara Richardson-Crouch, Finance Director (joined the BOS at 8:16 PM)
24 interested citizens

2. **Approval of Minutes**

- a. **November 23, 2010 Regular Meeting Minutes**

MOTION: Motion was made by S. Mikutel, seconded by T. Madonna, to approve the regular meeting minutes of November 23, 2010 as submitted. **Motion carried unanimously.**

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

4. **New Business**

- a. **Discussion regarding Glasgo Park project and insurance liability concerns and recommendations** – Ryan Aubin, Director of Youth Services mentioned he did a walk through with current insurance provider H.D. Segur and has a list of recommendations for safety and liability concerns. Some things that will be done soon as recommended are signs for the playground, a wood carpet mulch for the drop zone of the playground area, Public Works has fixed the foundation around the fence and removed all deteriorated wood pieces, youth center donated three picnic tables and recreation department will purchase a new seatbelt swing and natural douglas fir wood beams for playground perimeter. Eagle Scouts painted the bus sign, made a garden area and raked and leveled the soil for the playground. Ryan asked if the Board of Selectmen could write a thank you for the Eagle Scouts. When all items are completed; a second walkthrough with H.D. Segur will be requested. The Board asked when a final report is done by H.D. Segur that a copy be submitted

to the Board.

- b. Discussion and possible action on request by Youth Service Bureau to transfer \$5,000 from a received SDE Enhancement Grant, to Youth Services Department Fund – 5032 for part-time payroll staff** – Ryan Aubin, Director of Youth Services commented that this is a competitive grant that was awarded this year and is available only when the funds are available. This would be used to pay part-time staff to work weekends for services provided at the youth center and to hire part-time student workers that attend Griswold High School and have been identified as high risk students. Any funds left over at the end of the fiscal year would be put into the Youth & Family Service Committee and Local Prevention Council and would be used for town events. The funds need to be used for juvenile justice, mental health services or child welfare which we don't have, teen pregnancy, teen parent education, positive youth development or community outreach. This use would fall under community outreach. P. Anthony commented he would like indication from the Finance Director to identify where the money is going to go and the guide lines. Ryan confirmed for T. Madonna that the teens to be employed are from Griswold or Jewett City only.

MOTION: Motion was made by S. Mikutel, seconded by T. Madonna, to approve the request to transfer \$5,000 from a received SDE Enhancement Grant, to Youth Services Department Fund – 5032 for part-time payroll staff, providing everything is on the up and up with the Finance Director regarding the grant. **Motion carried unanimously.**

- c. Discussion and possible action to transfer \$581,183 from the Griswold Middle School building account to the owner's contingency fund in the Griswold Elementary School building account** – Stuart Norman, School Building Committee, commented that two change orders were approved back in May which resulted in a savings of \$581,183. When that was done, the money never actually got changed over to the Elementary School Building Project and now that project is over budget by \$581,183. It is within the means of the Board of Selectmen to authorize the transfer to the Elementary School project.

MOTION: Motion was made by S. Mikutel, seconded by T. Madonna, to transfer \$581,183 from the Griswold Middle School building account to the owner's contingency fund in the Griswold Elementary School building account. **Motion carried unanimously.**

- d. Update report by Director of Public Works on status of road projects** – Todd Babbitt, Director of Public Works handed out a spreadsheet on the status of road projects. All work needs to be completed, and will be completed by October 23, 2011 or we forfeit the money allotted by FEMA. Public Works was commended on getting the work done so quickly.

- e. Reappointment of following members to the Ethics Commission**

J.R. Normand Sylvestre – 3 year term – 10/9/2010 – 10/8/2013

Elizabeth Scannell – 3 year term – 10/9/2010 – 10/8/2013

Joseph Foy – 3 year term – 3/6/2010 – 3/5/2013

Todd Gudeahn – 3 year term – 3/6/2010 – 3/5/2013

S. Mikutel commented he had no problem appointing any of the listed members to serving another term on the Ethics Commission. T. Madonna would like to see a letter from Todd Gudeahn, requesting to be appointed for another term.

MOTION: Motion was made by T. Madonna, seconded by S. Mikutel, to appoint J.R. Norm Sylvestre for a term of three years (10/9/2010-10/8/2013) to the Ethics Commission, Elizabeth Scannell for a term of three years (10/9/2010-10/8/2013) to the Ethics Commission and Joseph Foy for a term of three years (3/6/2010-3/5/2013) to the Ethics Commission. **Motion carried unanimously.**

- f. **Executive Session:** Discussion of letter to Board of Selectmen regarding reduction of hours for the position of building secretary

MOTION: Motion was made by T. Madonna, seconded by S. Mikutel, to enter into executive session at 6:55 PM to discuss the letter to Board of Selectmen regarding reduction of hours for the position of building secretary. **Motion carried unanimously.**

Executive session ended at 7:06 PM.

MOTION: Motion was made by S. Mikutel, seconded by T. Madonna, to recess the regular meeting at 7:06 PM for presentation of town audit. **Motion carried unanimously.**

MOTION: Motion was made by S. Mikutel, seconded by T. Madonna to reconvene the regular meeting of the Board of Selectmen at 8:06 PM. **Motion carried unanimously.**

5. Old Business

- a. **Discussion and possible action on proposal from Public Works Director on hiring a temporary full-time heavy truck driver** - T. Babbitt commented there is a driver out on worker's compensation waiting to have back surgery and will not be back for the winter months. It would be very costly to pay our contracted service provider to plow full time. There is money in the wages account, because we are currently not paying wages while the other driver is being paid by workers compensation. A letter has been supplied by the Finance Director explaining that in detail. S. Mikutel wants it made very clear that this is a seasonal temp job with no benefits and whoever is selected must sign off that this is understood. T. Babbitt commented it is stated that the position cannot go beyond March 31st due to a continuous 90 day clause and then having to provide benefits. S. Mikutel commented the starting rate should be no higher than what he would make if brought on as a full-time union employee down the road.

MOTION: Motion was made by S. Mikutel, seconded by T. Madonna, to approve the proposal to allow the Public Works Director to hire a temporary full-time truck driver with the condition that the rate being paid is at the entry rate according to the union contract and that the person hired knows it is a temporary position for less than 90 days. **Motion carried unanimously.**

MOTION: Motion was made by T. Madonna, seconded by S. Mikutel, to move the item of 5c in front of item 5b. **Motion carried unanimously.**

- c. **Discussion and possible action on November 23, 2010 letter from Ransom Young** – B. Richardson-Crouch commented that a cemetery committee is supposed to register with the Probate Court the members of the committee. B. Richardson-Crouch has not verified this with probate at this time. The passbook we have from 1996 for Rixtown cemetery is for capital and not general maintenance of the cemetery. When the town accepted the money it did not come through the Board of Selectmen, so there was no motion with backup documentation. There were two other passbooks accepted at about the same time which was used for capital, which would make sense that the Rixtown cemetery passbook was accepted for the same purpose. The other two funds have been exhausted. P. Anthony verified it would be the committee that would decide whether or not to pay Mr. Young for maintenance. B. Richardson-Crouch commented the other two passbooks were actually exhausted for capital uses. R Young asked if he could get the names of the people on the committee. Joy Foy commented he has checked with Probate Court and there has never been any committee reported. J. Foy also commented the law states there needs to be three to seven members to make a committee. Mr. Wolinski has not verified anyone else is on the committee, but he states he is the treasurer and has money for five perpetual cares, but makes no mention to a committee. The town can be responsible at the same time as a committee. R. Young started reading from a new letter to the Board of Selectmen. T. Madonna made a point of order that the agenda called for discussion on a letter to the Board of Selectmen dated November 23, 2010. Mr. Young did receive an additional letter from Mr. Wolinski today. It was noted that Mr. Young did receive one check in the amount of \$250 from Mr. Wolinski for the past five years. P. Anthony asked Mr. Young to submit to his office a copy of the new letter.
- b. **Discussion and possible action on proposed Town Sidewalk Ordinance** – T. Madonna commented in certain cases, the town may put a sidewalk in, if so who is responsible for the maintenance of the sidewalk. T. Babbitt commented that in the Borough when the sidewalk is installed it becomes the responsibility of the adjoining property owner. T. Madonna commented there should be some disclaimer for the town in case of injury. T. Madonna noted her support for something similar to the Town of Montville's ordinance. Other Board members were also in favor of the Montville example, with some minor changes. S. Mikutel commented the enforcement person should be the Public Works Director and we should include the appeal process as Montville does. It was also discussed only billing people in violation and not fining them.

MOTION: Motion was made by S. Mikutel, seconded by T. Madonna, that we

use the sidewalk ordinance from the Town of Montville as the framework for our sidewalk ordinance with the exception that we remove the fine. **Motion carried unanimously.**

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

7. Public Forum

Joseph Foy – Suggested the Board of Selectmen send a letter to Mr. Wolinski, by certified mail return receipt requested, requesting a list of the committee members.

James Barney – In the business section of town, does the town or property owner remove the snow for sidewalks. P. Anthony commented the adjoining property owner is responsible for removing the snow.

Al Geer – Commented that when the town finalizes their sidewalk ordinance, he will have the Borough revisit theirs so it mirrors the town ordinance.

Norm Higgins – Commented that perhaps the sidewalk ordinance should address objects hanging over the sidewalk causing obstructions and maybe there should be a height clearance. He also commented that, even at his business out of town, there has been a lot of support for the community in reference to the tragic loss of four Griswold teenagers.

Ransom Young – Commented that section 19a-308 calls for the town to be on call to care for neglected cemeteries. P. Anthony said we will be sending a letter to Mr. Wolinski to ask for names of the committee. The funds in the passbook are for capital. S. Mikutel asked who has control over that passbook. Joe Foye mentioned the passbook is in the name of the finance director of the Town of Griswold. Bill Czmyr commented there is a treasurer.

Brian Ayers – Griswold Ambulance, wanted to know if CCM had provided any additional information. He was given a copy of the information the Board received from CCCM and is reviewing. P. Anthony commented the item may possibly be on the next meeting agenda.

8. Adjournment

MOTION: S. Mikutel made a motion, seconded by T. Madonna, to adjourn the meeting at 8:52 PM. **Motion carried unanimously.**

Respectfully submitted,

*Lisa M. Wood,
Recording Secretary*