Board of Selectmen
Municipal Office Complex
Meeting Rooms 1 & 2
November 6, 2024
Regular Meeting Minutes

Selectmen Present: I. Haines; T. Bourgoin; E. Dill

Also Present: Public Works Director M. Velez; L. Zemienieski and other members of the public

1. First Selectman Haines called the Board of Selectmen's meeting to order at 8:00 a.m. and the attendees said the Pledge of Allegiance.

2. Approval of Agenda

   Motion made by Mr. Dill seconded by Ms. Bourgoin, to approve the agenda as presented. Unanimous aye.

3. Approval of Minutes – Regular Meeting of October 16, 2024 & Special Meeting of October 22, 2024

   Motion made by Ms. Bourgoin, seconded by Mr. Dill, to approve the minutes of the Regular Meeting of October 16, 2024 as written. Unanimous aye.

   Motion made by Ms. Bourgoin, seconded by Mr. Dill, to approve the minutes of the Special Meeting of October 22, 2024 as written. Unanimous aye.

4. Correspondence: There was no correspondence discussed at the meeting.

5. First Selectmen's Report

   Ms. Haines provided the following report:

   - Bridge Update - Deterioration/damage to one pier is being addressed; however, it will not delay the projected February, 2025 completion date.

   - The automated traffic safety devices have been installed for the 3-week test period and are functional; no tickets will be issued during the testing period. Ms. Haines responded to questions about the test.

   - She is currently in discussions with the owner of the Banner golf course about selling the property to the Town. Land Use Administrator Ventres recommended including the existing conservation easements in those discussions.

6. Public Comment: There was no public comment brought up at the meeting.

7. Unfinished Business: There was no unfinished business discussed at the meeting.

8. New Business

A. Neighborhood Assistance Act – 2022 Goodspeed Project Proposal Revision: Ms. Haines noted that any program receiving $25,000 or more in NAA funding is required to provide a post-project audit prepared by a certified public accounting firm, to the municipality overseeing the program. She reviewed the items the post-project audit must include and provided additional background information regarding the Goodspeed Opera House Foundation's request to revise their 2022 project proposal..

   Motion made by Mr. Dill, seconded by Ms. Bourgoin, to approve, and forward to the State for their approval, the revisions to the 2022 Neighborhood Assistance Act Program Proposal from Goodspeed Opera House Foundation reducing their request for funding from $84,804 to $51,900 by removing their parking lot project and including administrative costs for their staff. Unanimous aye.

B. RFP Award – Town-Wide Pavement Condition Assessment: Public Works Director Velez reviewed the criteria she used to evaluate the proposals to do a Town-wide assessment of pavement conditions. She advised that she recommends the Beta Group be awarded the project and noted that the organization did the Town's 2011 road assessment and can pull information from that report. Ms. Velez stated that Beta Group's proposal was well under the budget of $80k set aside for this project.

   Ms. Velez responded to questions from the Board. She stated that the Beta Group was not the lowest bidder; however, the lowest bidder did not include the full scope of the project in their proposal.

   Motion made by Mr. Dill, seconded by Ms. Bourgoin, to award the contract for a Town-Wide Pavement Condition Assessment project to Beta Group, Inc. in the amount of $46,420.00. Unanimous aye.

C. RFP Award – Preliminary Design of a Trail Along Town Street/Route 82: Ms. Haines called the Board's attention to a copy of an email in their packets from Land Use Administrator, James Ventres, with a recommendation for contract award.

   Motion made by Mr. Dill, seconded by Ms. Bourgoin, to award the contract for a Preliminary Design of a Trail Along Town Street/Route 82 project to Freeman Companies. in the amount of $40,000.00 for base work and a bid alternative of $6,000.00 for additional survey work in critical areas for a total project award of $46,000.00. Unanimous aye.

D. Fee Schedule for Contracted Snow Plowing : Ms. Haines called the Board's attention to a copy of a memo in their meeting packets from Michele Velez, Public Works Director dated

November 1, 2024, regarding her summary of fees received and her recommendation for snowplowing prices for the winter.

Ms. Haines explained that this was the process used to set the fee schedule for different size trucks for contracted snow removal. She noted that if the Town uses contractors other than the ones who submitted prices, they will be paid at the set rates.

Public Works Director Velez stated that she only received one bid to the Town's RFQ and reviewed the details of the quote she received. Ms. Zemienieski confirmed that over 30 solicitation invitations had been sent out.

Motion made by Mr. Dill, seconded by Ms. Bourgoin, to accept the recommendation of the Public Works Director and set the snow plowing rates as follows: Up to 10,000 GVW with plow and sander-$220.00; Between 10,000 and 25,999 GVW with plow and sander-$250.00 per hour; over 26,000 GVW with plow and sander-$250.00 per hour and over 26,000 GVW with plow and V-Jet sander-$330.00 per hour. Unanimous aye.

E. Long Range Capital Improvements Committee Charge Amendment: Ms. Haines provided background information on this agenda item.

Motion made by Mr. Dill, seconded by Ms. Bourgoin, to recommend an amendment to the Long Range Capital Improvements Committee charge resolution adopted at a meeting of the Board of Selectmen held on December 18, 2019 and amended at a meeting of the Board of Selectmen held on December 15, 2021 to include the Emergency Management Director (or designee) in an advisory capacity.

Committee Charge

RESOLVED: That a Long Range Capital Improvement Committee (formerly Financial Needs Roundtable Committee) of seven (7) members be appointed for the purpose of identifying, researching, analyzing and evaluating the Town's long and short-term capital needs. Capital by definition includes major maintenance, repairs and replacements, as well as refurbishments of major equipment, acquisitions and improvements of buildings, land, roads and equipment. The Committee shall carry out its duties in accordance with the Board of Finance Capital Improvement Program Policy.

The Committee shall be composed of the First Selectman; the Chairman of the Board of Finance (or designee) and one other member of the Board of Finance not of the same political party; the Chairman of the Board of Education (or designee) and two other members of the Board of Education from a different political party and the Chairman of the Planning and Zoning Commission (or designee). This shall be a standing committee, and members shall be appointed by the Board of Selectmen every two years coinciding with the Municipal election cycle. Members shall serve with no compensation. The First Selectman (or designee) shall Chair the Committee. The Committee shall meet quarterly or as needed and their meetings shall be open to the public.

The Committee shall invite advisory participants to their meetings as needed to include the

Land Use Administrator, Director of Operations, Finance Director, Public Works Director, Economic Development Administrator, the Superintendent of Schools, **Emergency Management Director (or designee)** and any others as needed.

Unanimous aye.

F. Board/Commission/Committee Changes (SUSCT, BIC)

Sustainability Committee
Ms. Haines called the Board's attention to a copy of an email in their meeting packets from Adam Bristol, dated October 23, 2024, advising of his resignation from the Sustainability Committee "…*due to other obligations*".

Motion made by Ms. Bourgoin, seconded by Mr. Dill, to accept, with deep regret, the resignation of Adam Bristol from the Sustainability Team. Unanimous aye.

Broadband Implementation Committee
Ms. Haines called the Board's attention to a copy of an application in their meeting packets from Peter Govert for the Broadband Implementation Committee, dated October 25, 2024.

Motion made by Ms. Bourgoin, seconded by Mr. Dill, to appoint Peter Govert to fill a vacancy on the Broadband Implementation Committee to serve until their charge is completed. Unanimous aye.

G. Tax Refunds: Two tax refunds were considered at the meeting:

Motion made by Mr. Dill, seconded by Ms. Bourgoin, to award tax refunds in the amounts presented:

- $245.50 to Honda Lease Trust, and
- $422.96 to Lynn Eimutis.

Unanimous aye.

9. Selectmen's Discussion

A. Liaison's Reports: Ms. Bourgoin advised that she and Ms. Shaltiel will be attending the Sustainable CT's award ceremony on November 13th. She reiterated that the Sustainability Team's energy assessment program is going well.

B. 2025 Board of Selectmen Meeting Schedule Review: Ms. Haines called the Board's attention to a copy of the Board of Selectmen's 2025 meeting schedule in their meeting packets. She asked them to review the schedule and advise her of any scheduling conflicts they have.

C. Other: Ms. Haines reminded those present of the following events:

1. Town Meeting (11/6/2024)
2. Referendum Reminder (11/19/2024)
3. Christmas in the Village (12/3/2024)
4. Kids Night on Moodus Green (12/6/2024)

10. Adjournment: There being no additional business to discuss, a motion was made by Mr. Dill, seconded by Ms. Bourgoin, to adjourn the meeting 8:29 a.m.

Recorded

Respectfully submitted,
Erik Dill, Secretary