Board of Selectmen
Municipal Office Complex
Meeting Rooms 1 & 2
April 2, 2025
Regular Meeting Minutes

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

Ms. Haines stated that she would like to add the following items to the agenda under New Business:

- (8.F.) RFP Award – Copiers
- (8.G.) Wine Tasting Approval – East Haddam Senior Center

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

3. Approval of Minutes – Regular Meeting of March 19, 2025

Ms. Haines called the Board's attention to the minutes of their March 19th meeting.

Motion made by Mr. Dill, seconded by Ms. Bourgoin to approve the minutes of the Regular Meeting of March 19, 2025 as written. Unanimous aye.

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

5. First Selectmen's Report

Ms. Haines advised that the Board of Finance had passed a Resolution on the FY2025-2026 budget. She stated that they requested cuts in the Town's budget ($75k) and the BOE budget ($600k) and recommended $1.3M be allocated for capital projects. Ms. Haines noted that the BOF asked the Town and the BOE to collaborate on which capital projects should be funded. In response to questions from Ms. Bourgoin, she confirmed that the capital projects funding, recommended by the BOF for FY2025-2026, is $1.3M for both the Town's and BOE's projects.

A. Camoin Associates – Tax Increment Financing Policy Discussion: Ms. Haines provided background on this agenda item and noted that the presentation will be rescheduled.

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

7. Unfinished Business

A. Three Bridges Cemetery Discussion and Potential Resolution: Ms. Haines reported that the resolution and quitclaim deed for this agenda item is in the process of being drafted.

8. New Business

A. Renewal of Agreement with Middlesex Hospital for Paramedic Services: Ms. Haines called the Board's attention to a letter in their meeting packets from Middlesex Hospital's EMS Manager Santacroce, dated March 21, 2025, regarding the per capita charge for Paramedic Services to the Town She noted that there is no change to the charge and the Amendment to the Agreement extends the term of the Agreement by one year.

Motion made by Mr. Dill, seconded by Ms. Bourgoin, that Irene M. Haines, First Selectman, is hereby authorized to sign a one-year renewal of the Agreement with Middlesex Hospital for Paramedic Services with a term from July 1, 2025 to June 30, 2026. Unanimous aye.

B. Blue Earth Municipal Compost Service Discussion: Ms. Bourgoin stated that the Sustainability Team had received numerous emails expressing their disappointment that the Town is eliminating the Blue Earth composting contract at the Transfer Station. She stated that she too is disappointed and expressed her concerns that the alternative, a composting program at Cold Spring Farm, would not be able to accommodate all of the recycling currently brought to the Transfer Station.

Ms. Bourgoin stated that the Sustainability Team is working hard to reduce the municipality's solid waste and noted that she believes the funding that the Town receives from the state's NIPs program is more than sufficient to cover the cost of the Blue Earth contract. She encouraged Ms. Haines to resume the Blue Earth contract until an acceptable alternative that can accommodate all of the composting materials that Blue Earth currently accepts can be put in place.

Ms. Haines stated that Ms. Stone had confirmed that Cold Spring Farm could accept all of the composting materials currently accepted at the Transfer Station with the exception of soiled paper (i.e. pizza and other food containers) and citrus. She advised that the Town will also be participating in a Household Hazardous Waste program and the NIPs funding will not be adequate to cover both programs.

Ms. Haines provided Ms. Bourgoin with information about a program offered by Blue Earth to partner with the Town in constructing a composting facility that will accommodate 10-20 tons of materials annually. She suggested that the Sustainability Team might consider working with Blue Earth on this project as a long-term solution for municipal composting.

Mr. Dill stated that the composting program had been initiated on a trial basis and, since it had failed to be financially sustainable, he is in support of cancelling the Blue Earth contract in favor of the solution offered by Ms. Haines.

C. Moodus Firehouse Building Committee Appointments and Charge Amendment: Ms. Haines advised that the Moodus Firehouse Building Committee charge was approved at Town Meeting on March 19, 2025 and the Board of Selectmen were charged with populating the committee. She noted that four applicants have applied to be on this committee.

Motion made by Mr. Dill, seconded by Ms. Bourgoin, to appoint Irene Haines, Kevin Rutty and Craig Mansfield as regular members and Walter Parkus as an alternate member to the Moodus Firehouse Building Committee to serve until the completion of the project. Unanimous aye.

Ms. Zemienieski stated that it had been suggested at the Town Meeting to change the membership of the new Committee from three to five regular members and from one to two alternate members. There was a general discussion regarding the appropriate number of people to appoint to the committee and the Board agreed to two new regular members but no additional alternate.

Motion made by Ms. Bourgoin, seconded by Mr. Dill, to accept the Moodus Firehouse Building Committee charge amending the Committee membership in Section 1 and send to Town Meeting for approval. Unanimous aye.

RESOLVED: That a Moodus Firehouse Building Committee is hereby established for the purpose of the design and construction of the Moodus Firehouse. The committee is charged with (1) the demolition of the current firehouse and planning/design and construction of a new facility, of the current Moodus Firehouse also known as Company #2 Firehouse located at 44 William F. Palmer Road, Moodus, Connecticut, which shall without limitation include, (i) the demolition of approximately 7000 square feet constituting the current building, (ii) the design and construction of a firehouse to include the expansion of existing size, including vehicle bays, sleeping quarters, kitchens, bathrooms, offices, training space, storage and other designated areas as needed or required, (iii) the installation of new building electrical service, building generator, well and septic (if required), and vehicle exhaust system, (iv) code compliance work, including handicapped accessibility code, (v) hazardous material and asbestos abatement. (2) the purchase of furniture, fixtures, equipment, IT infrastructure, and other materials for the foregoing project; (3) site improvements, including parking, lighting, regrading and improved site lines where possible; (4) the preparation and printing of bid documents, cost estimate reports, traffic and other studies, environmental reports, informational materials and other preliminary materials, studies and reports related to the project; and (5) all permit fees, engineering, construction management, architectural, insurance, testing and inspections, legal, administration, temporary and permanent financing, costs of issuance, printing, capitalized interest and any other costs and expenses related to the project.

Section 1. The Committee shall consist of five (5) members and one (1) alternate, to be appointed by the Board of Selectmen. The term of office of said members shall continue until the project is complete and accepted by the town and the committee is discharged, except that any member may resign or be removed by a vote of the Board of Selectmen for just cause. Any vacancy on the Committee shall be filled by the Board of Selectmen.

The Committee shall select its own chairman, secretary and treasurer. This committee shall answer to the Board of Selectmen and shall make quarterly progress reports to the Board of Selectmen.

Section 2. The members of the Committee shall not receive any compensation for their services. The necessary expenses of the committee shall be included in the estimated project cost and any appropriation to be requested by the Committee from the Town. All records of the Committee shall be filed with the Town Clerk and open to public inspection in accordance with applicable state statutes.

Section 3. The Town of East Haddam Land Use Administrator and Facilities and Finance Directors will serve as advisory staff to the committee.

Section 4. The Committee shall have the following powers and duties:

(a) To consult with the Fire Department, Office of the Fire Marshal, Emergency Management and its administrators concerning the plans for said project and its construction and the schedule therefore;

(b) To develop required drawings and outline specifications for the project and to review and approve all plans for said project, and to supervise and/or provide for the proper supervision of the project in the Town's best interest;

(c) To assist in the application and filing for any grants or federal loan that may be available to the Town for said project, and provide or execute any necessary documentation for such a grant or loans;

(d) Within the future approved appropriations, to contract with architects, engineers, contractors and others in the name of and on behalf of the town to design, build and complete the project, and approve all design and construction expenditures for the project.

Section 5. Upon completion of the Moodus Firehouse project, the Committee shall make a complete report and accounting to the Board of Selectmen.

D. Board/Commission/Committee Changes: There were no Board, Commission, or Committee changes considered at the meeting.

E. Tax Refunds: Ms. Haines called the Board's attention to one tax refund.

Motion made by Mr. Dill, seconded by Ms. Bourgoin, to award a tax refund in the amount as presented:

- $369.29 to Enterprise FM Trust

Unanimous aye.

F. RFP Award – Copiers: Ms. Haines advised that the Town and the Board of Education issued a joint Request for Proposals for copiers. She stated that copiers for Town buildings included the East Haddam Free Public Library, Rathbun Library, Company #2 Firehouse, Senior Center, Police Office, Finance/Selectman office, Assessor/Tax Collector office and Town Clerk map copier.

Ms. Haines called the Selectmen's attention to materials related to this agenda item in their meeting packets and stated that the proposals that had been received had been reviewed by the BOE Business Manager, the Finance Director and the IT Manager, all who recommend contracting with Office Works.

Motion made by Mr. Dill, seconded by Ms. Bourgoin, to award the contract for copiers for East Haddam Free Public Library, Rathbun Library, Company #2 Firehouse, Senior Center, Police Office, Finance/Selectman office, Assessor/Tax Collector office and Town Clerk map copier to Office Works. Unanimous aye.

G. Wine Tasting Approval-East Haddam Senior Center: Ms. Haines called the Board's attention to a request from Senior Center Director Brad Parker for permission to host a wine tasting at the Senior Center.

Motion made by Mr. Dill, seconded by Ms. Bourgoin, to approve and permit the Senior Center to host a wine tasting event at the Senior Center on May 2, 2025 at 6:00 p.m. Unanimous aye.

9. Selectmen's Discussion

A. Liaison's Reports: There were no liaison's reports provided at the meeting.

B. <u>Other</u>

1. Budget Public Hearing (4/8/2025 at 7:00 p.m. – High School Auditorium: Ms. Haines reminded the Board of the April 8th Budget Public Hearing. Ms. Zemienieski reviewed the procedure that will be followed by the Board of Finance and the Board of Selectmen immediately following the Public Hearing. She stated that the Selectmen's attendance would be needed both at and following the Budget Public Hearing.

10. Adjournment: There being no additional business to discuss, a motion was made by Mr. Dill, seconded by Ms. Bourgoin, to adjourn the meeting at 8:33 a.m.

Recorded

Respectfully submitted,
Erik Dill, Secretary