



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## 2014 Complete Board of Selectmen Minutes

Scroll down to view complete collection of 2014 Board of Selectmen minutes  
or to go to specific meeting click date below

<a href="#">January 6, 2014</a>	<a href="#">February 3, 2014</a>
<a href="#">February 17, 2014</a>	<a href="#">March 3, 2014</a>
<a href="#">March 13, 2014</a>	<a href="#">March 17, 2014</a>
<a href="#">April 7, 2014</a>	<a href="#">May 5, 2014</a>
<a href="#">May 28, 2014</a>	<a href="#">June 2, 2014</a>
<a href="#">July 7, 2014</a>	<a href="#">July 8, 2014</a>
<a href="#">August 4, 2014</a>	<a href="#">September 2, 2014</a>
<a href="#">October 6, 2014</a>	<a href="#">November 3, 2014</a>
<a href="#">December 1, 2014</a>	



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF SELECTMEN SPECIAL MEETING JANUARY 6, 2014

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 PM.

Present: Barbara Henry, First Selectman; James Conway and Russell Dirienzo, Selectmen

Others: Peter Filous and Arlene Kershner

#### APPROVAL OF MINUTES

Regular Meeting of November 4, 2013 and December 2, 2013

Motion by Russell Dirienzo to approve of the minutes of the Regular meetings of November 4, 2013 and December 2, 2013. The motion was seconded by James Conway and carried unanimously.

#### TAX REFUNDS

Motion by Russell Dirienzo to approve the tax refunds to:

- Roxbury Property LLC - \$891.57 (to ratify judge's stipulation)
- Kathleen E. Wadman - \$177.56
- Brian Rossiter - \$102.68
- Rich Ditullio - \$13.25

The motion was seconded by James Conway and carried unanimously.

#### COMMUNICATIONS FROM THE PUBLIC

Barbara Henry spoke on the loss of beloved community member Alice Hurlburt. Ms. Hurlburt was a huge supporter and very generous to the town even after she moved to West Hartford 15 years ago. Her legacy lives on throughout our community.

#### COMMISSIONS & BOARDS APPOINTMENTS

Western Tourism District – Vacancy Exp. 11/30/2016

Motion by Russell Dirienzo to table the appointment to Western Tourism District – Vacancy Exp. 11/30/2016, the motion was seconded by James Conway and carried unanimously.

Library Director/Trustee – Vacancy Exp. 11/17/2015

Motion by Russell Dirienzo to appoint Kerri Arsenault to the Library Director/Trustee – replacing Pat Lowe's Vacancy Exp. 11/17/2015, the motion was seconded by James Conway and carried unanimously.

Library Trustee – Vacancy Exp. 11/17/2015

Barbara Henry noted that this vacancy is to fill the seat of David Sherman who stepped down due to time constraints. He was thanked for his time on the board.

Motion by Russell Dirienzo to appoint Jeffrey Krizan to the Library Trustee – vacancy exp. 11/17/2015. The motion was seconded by James Conway and carried unanimously.

## **BUSINESS**

### Presentation to Arlene Kershner for Volunteer Service on the Planning Commission

The BOS thanked and presented an engraved plate to Arlene Kershner for her 16 years of service as a Planning Commissioner. Arlene commented that she enjoyed her long term on the Commission and that she loves the Town of Roxbury and feels that the BOS is doing a great job.

### Smart Growth Committee Update

Peter Filous, Smart Committee and Planning Commission Chairman, came forward and reviewed the work the Committee has been doing to prepare a proposal to increase density by creating villages to achieve a level of available home valuations between \$250,000 and \$350,000. The Committee is working on amending the Conservation Subdivision regulations to create a proposed Common Interest Ownership Subdivision regulation. Mr. Filous reviewed the details of the proposal and noted that these permits would be by Special Exception. The Selectmen would like the Committee to have a Town Informational Meeting where the public can be presented with this information and give their opinion.

James Conway reported that the Zoning Commission would like to understand the townspeople's opinion before going forward with the proposed regulation amendment.

Russell Dirienzo suggested that the conceptual details be available at this informational meeting so that the public's specific questions can be answered. B. Henry agreed that something visual needs to be shown to the public and hoped it could be done sooner than later and suggested January 30<sup>th</sup>.

James Conway explained that the Smart Committee is more than prepared to take this to the townspeople. The Committee will know how to go forward based on the public's opinion. Peter Filous noted that they expect to have a presentation ready to take to the public by the end of the month.

It was agreed that an informational meeting would be scheduled for Thursday, January 30, 2014. At this meeting the concept would be explained by the Smart Growth Committee. The BOS and Land Use chairmen should be present and the public invited.

### Mileage Reimbursement effective January 1, 2014

Barbara Henry reported that the IRS is reducing their mileage reimbursement from \$.565 to \$.560 effective January 1, 2014.

Motion by Russell Dirienzo to reduce the mileage reimbursement given by the Town of Roxbury from \$.565 to \$.560 effective January 1, 2014. The motion was seconded by James Conway and carried unanimously.

### COST Annual Meeting – February 19<sup>th</sup>

It was agreed that all three BOS members would attend this meeting of February 19th.

### School Resource Officer

Barbara Henry reported that Mark Raimo was sworn in as a Town Constable on 12/19/13 and is now officially the Region 12 Resource Officer. His salary is paid by Region 12 and he will report to the Washington Resident Trooper.

### Public Works Garage

Barbara Henry explained that there is an issue with the water line going from Town Hall to the Public Works Garage. Another pipe will be run from the well to the garage and at the same time a conduit will be run to allow for hook up to Town Hall's generator. An additional conduit will be placed in the trench for future Nutmeg Network internet hook up. The cost for this project will be under \$5,000 as the Town crew will be doing the work.

### Prescription Drug Program

Barbara Henry gladly reported that the townspeople who are in need of insurance have been using this program. In 2013 \$6,833 was saved on prescription drugs. The program was used 148 times.

### Budget Process

Each department head will receive a copy of the budget and capital expenditure requests to be returned to the Selectmen's Office by 2/7/14. It was agreed that the First Selectman will review the submissions and bring forward any changes or issues to the BOS.

### BOS Goals for 2014

The Board discussed their goals for 2014 which include:

- Participate and push along the elementary school consolidation issue
- Continue exploration of housing options to attract young families as well as for residents wishing to downsize
- Continue to improve on communications with the townspeople
- Apply for available STEAP Grants
- Present a solid, lean budget to the BOF
- Continue to address dirt road drainage
- Work to make the town/emergency service providers relationship better

### Hazard Mitigation Plan

Barbara Henry explained that it was necessary to have a Hazard Mitigation Plan in order to apply for and receive Hazard Mitigation Grants. Milone and MacBroom has been working on this plan for several towns through a grant applied for through our COG. A draft was made available for review along with a list of strategies and actions recommended. She reported that Milone and MacBroom are looking for comments for additions or changes by 1/15/14. Once the plan has been reviewed and revised the BOS will make a resolution to adopt the plan. Barbara Henry said she would like to apply for a Hazard Mitigation Grant to repair the Botsford Hill Road/Rt. 67 Culvert.

### STEAP Grants

It was agreed that the grant request for drainage and repaving Minor Bridge Road should be resubmitted and if any other infrastructure needs arise, they should be added.

### Fire Department & EMS Worker's Comp Review

Barbara Henry reported that she attended a meeting at NM FD for FD's hosted by CIRMA, our insurance carrier, regarding what is covered by Worker's Comp for emergency service volunteers. When the BOS and RVFD meet this information will be reviewed as well as with the RAA.

### Hazardous Waste Collection Day

There is nothing new to report at this time regarding the consolidation of Hazardous Waste Collection Day but Barbara Henry will continue to look at consolidation with New Milford.

### Blight Ordinance

A report from the legislature on this topic is expected to be available on February 5, 2014. Once the report is reviewed, the BOS will decide how to move forward with this issue.

### Fire Marshal's Report – November 2013

A Fire Marshal's Report was not available.

### **ADJOURNMENT**

Motion by James Conway to adjourn at 9:10 PM, the motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,

*Tai Kern*

Tai Kern, Secretary

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen*



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF SELECTMEN REGULAR MEETING FEBRUARY 3, 2014

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 PM.  
Present: Barbara Henry, First Selectman; and James Conway, Selectman

#### APPROVAL OF MINUTES

##### Regular Meeting - January 6, 2014

Motion by James Conway to approve of the minutes of the Special Meeting of January 6, 2014. The motion was seconded by Barbara Henry and carried unanimously.

#### TAX REFUNDS

Motion by James Conway to approve the tax refunds for:

- BAC Tax Services Corp - \$40.96
- Ford Credit Personal Property Tax - \$154.88
- Margaret Miner & Hugh Rawson - \$496.45

The motion was seconded by Barbara Henry and carried unanimously.

#### COMMUNICATIONS FROM THE PUBLIC

On behalf of the BOS, Barbara Henry congratulated Lindsey Jacobellis on her wonderful accomplishment of making it to the Olympics for the third time. On behalf of the Town they wished her the best of luck in Sochi, Russia, in her Snowboard Cross event. There is a banner hanging outside the Town Hall in her honor.

#### COMMISSIONS AND BOARDS APPOINTMENTS

##### Western Tourism District - vacancy expiring 11/30/2016

Motion by James Conway to table the appointment to Western Tourism District - vacancy expiring 11/30/2016. The motion was seconded by Barbara Henry and carried unanimously.

##### Conservation Commission, Alt - vacancy expiring 6/30/2015

Motion by James Conway to appoint Glenn Van Moffaert to the Conservation Commission, Alt - vacancy expiring 6/30/2015. The motion was seconded by James Conway and carried unanimously.

#### BUSINESS

##### Nutmeg Network Update & Resolution

The Nutmeg Network is a fiber optics internet network supported by the state. There are two components - 1) Education and Non-Public Safety related and 2) Public Safety related. All firehouses were equipped with equipment, through the state, to benefit from this through the Dept. of Public Safety. There is an educational component of this service (CEN) CT Education Network whereby schools and libraries have been connected to the network. With much pressure from municipalities, the network is being connected to Town Halls and other town buildings through CEN with a grant from the state. Since we already have a conduit from the firehouse to the Town Hall, it wouldn't take much to run the fiber optics through it to hook up the Town Hall. With the latest PW garage project that ran water and a conduit for hookup from the Town Hall generator to the Public Works Garage, since a trench was already dug, an extra conduit was laid so the fiber optics can also be run to the garage. A grant is available to have the Nutmeg Network hooked up to the Town Hall and PW Garage with no obligation to have the

Network be the Town internet carrier. We have Charter now. However, it would be foolish to not take advantage of the grant available to have the Network in place for the future because our connections would be underground. Barbara Henry needs to evaluate whether the monthly fee will be less expensive than Charter. The Network is being promoted as improving connectivity at light speed. All the legwork has been done and to move forward, a resolution needs to be adopted.

Motion by James Conway to adopt a resolution endorsing the Regional Performance Incentive Grant for the Nutmeg Network. The motion was seconded by Barbara Henry and carried unanimously.

#### Clean Energy Finance & Investment Authority MOU & Solarize Roxbury

The Conservation Commission, acting as an ad hoc energy task force, applied for a grant through CEFIA to fund costs related to Solarize Roxbury, which the Town of Washington later joined with us. Roxbury will be administering this grant money in the amount of \$2,306. It was to fund the workshops, open houses, signs and supplies, advertising needed etc., to get this project off the ground. The BOS asked the Conservation Commission to take this endeavor on.

Motion by James Conway to authorize Barbara Henry to sign a MOU between Clean Energy Finance & Investment Authority (CEFIA) and the Town of Roxbury regarding participation in the community clean innovations grants program. The motion was seconded by Barbara Henry and carried unanimously.

#### Stockwell Easement

This property is being subdivided and the easement identified was offered to the Land Trust who advised that they were not interested in taking it. The easement was then offered to the Town through the Conservation Commission who would like the Town to accept it. It is on an interior lot off Apple Lane. Acceptance of easements is normally part of the subdivision approval through Planning as part of their regulations. This is the first time one has come to the Selectmen for acceptance. Barbara Henry consulted with the Town Attorney who advised a title search would need to be done, an 8-24 referral would be needed and it would have to be accepted by the Town at a public meeting. The Town would have the right but not necessarily an obligation to oversee the easement management, which is an obligation the BOS is reluctant to take on. After discussion, it was agreed that the BOS would decline to accept this easement on behalf of the Town.

#### Household Hazardous Waste Collection Day

Due to continually rising costs, the Towns of Roxbury and Bridgewater have approached the Town of New Milford to see if it would be feasible to join in with them for this annual event, which would be held in New Milford on a day in September of every year. The cost to both towns would decrease by almost half from 2013 - Roxbury from \$7,470 to \$3,432 and Bridgewater from \$6,028 to \$3,003.

Motion by James Conway to approve the Town of Roxbury joining with the Towns of Bridgewater and New Milford for our Household Hazardous Waste Collection Day to be held annually in New Milford in September. The motion was seconded by Barbara Henry and carried unanimously.

#### Resident Trooper Sharing

Roxbury and Bridgewater have each sent in letters to the new Commissioner of Public Safety requesting sharing a Resident State Trooper enabled by a Bill passed in the legislature allowing a pilot program for this purpose. It states that there can be the assignment of one State Trooper to be shared by small communities where a police force does not exist. Our State Senator and State Representative have been asked to support our requests.

#### Senior Bus

The #2 concern brought up during the Town's Conversation on Aging last year was transportation. The Town then purchased the bus formerly owned by Bridgewater, which is being used often and runs well. However, it does have some age, the bottom is rusted and there are problems with the air conditioning. There is a grant available to fund 80% of a new bus up to \$40,000. The Town can then budget for the other 20% or look into other options for funding; possibly LOCIP or STEAP. Bridgewater purchased a new 10-seat bus that cost @ \$55,000. The Board agreed that Barbara Henry should go forward with the application for this grant while it is available.

### Health Insurance

The Town has two Constables that currently do not get any benefits. It was discussed about having a policy that would give them one paid sick day for every year that they work, retroactive. It would be retroactive to help one of them who will be out for an extended period of time due to an illness. It was noted that this would be inconsistent with current Town Hall part-time employees who also get no benefits with the exception of paid time off for Holidays that occur on their regular work day. Barbara Henry was asked to look into it more before a decision was made.

Information from our attorney's office regarding a Medicare Reimbursement Plan was reviewed. This can be used for Town employees and their spouses who move onto Medicare when eligible and the Town will absorb the expense. It is a huge savings from current health insurance the Town pays for employees and spouses.

A motion was made by James Conway that the BOS of the Town of Roxbury adopt the Supplemental Medicare Insurance Reimbursement Plan as described. The plan shall be effective as of January 1, 2014. The motion was seconded by Barbara Henry and carried unanimously.

### Grand List

The Assessor reported that the 2013 Grand List decreased to \$6,946,550, which is a difference of \$827,000 from 2012.

### Smart Growth Committee Meeting Follow Up

Barbara Henry thought the Town Information meeting on the subject went well, was well attended and the Committee did a good job answering the questions asked. The purpose was to generate discussion and it accomplished that goal. Concerns with an architectural review were expressed as well as offering smaller individual homes along with condos. It was agreed a visual presentation would be very well received. The Committee is having a follow up meeting to discuss that meeting.

### Public Works Garage Issue Follow Up

The broken water pipe replacement has been completed. Conduits were also run in the trench for power hook up from the Town Hall generator to the PW Garage; for future power hook up of the Fuel Master system so reports can be run in the Town Hall easier than they are now; and for the Nutmeg Network hook up between Town Hall and the garage. The PW crew did an outstanding job getting this done in unseasonable weather. Because we decided to take advantage of the open trench to lay the extra conduit, the project cost about \$6,000.

### Region 12 Town Information Meeting, February 5 in Town Hall

This meeting will be held Wednesday at 7:00 PM, The architectural firm will present their concepts and discussion will take place with our BOE reps regarding the proposed referendum on the elementary school consolidation and repairs to Shepaug M/HS.

### Town & FD Risk Management Award from CIRMA

Both the Town and the Fire Department are being recognized by our insurance carrier, CIRMA for sustained risk management. A recognition award ceremony will be held on May 16th. Barbara Henry noted that it is nice to be recognized by the Town's insurance company after all the work that has been done with regard to FD risk management and workshops hosted by the Town. She will attend and will hopefully have a fireman attend with her to accept the award.

### No Cash Policy

Barbara Henry noted Southbury's new no cash policy and said that some employees have expressed concerns with taking cash as a form of payment. It will be a topic of discussion at the February staff meeting. It was noted that there are people that only use cash; therefore, it would be difficult to eliminate this option. Additionally, the Town would like to continue to be service oriented. The \$2 suggested donation for trips on the Senior Bus will be eliminated. It may not be a good idea to inconvenience the townspeople at the Transfer Station; however, having more debit/credit options to pay available in Town Hall would be useful.

#### Donations to Fuel Assistance

Barbara Henry wanted to publicly thank the many generous people within the community who have donated to the Fuel Assistance fund over the winter. It is most appreciated and has helped many residents maintain oil during these frigid months and trying times.

#### Budget Process

Barbara Henry reported that the budget requests are out and they will begin reviewing them soon. They are due back by the 11th of February. How the new health insurance laws will affect the cost of insurance is unknown at this time.

#### STEAP Grant - Generator for Bernhardt Meadow

A proposal is being put together. It is thought that the best way to go is for each cluster unit to have its own a generator. A STEAP Grant can be applied for, once the details are decided on. Having these generators would lessen the burden on the Fire Department because they have to be on site if the alarms do not operate because of a power outage.

#### Blight Ordinance

A one page report with recommendations from the State's task force regarding blight is available. This will be on next month's agenda for further review.

#### Fire Marshal's Report

November 2013, December 2013 and January 2014 The Fire Marshal's Report for all three months were reviewed and accepted.

### **EXECUTIVE SESSION**

#### Real Estate

Motion by Barbara Henry at 9:50 PM to enter into executive session to discuss real estate. The motion was seconded by James Conway and carried unanimously.

Motion by Barbara Henry to exit executive session at 10:20 PM with no action taken. The motion was seconded by James Conway and carried unanimously.

### **ADJOURNMENT**

Motion by James Conway to adjourn at 10:20 PM. The motion was seconded by Barbara Henry and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen.*



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF SELECTMEN SPECIAL MEETING FEBRUARY 17, 2014

### MINUTES

#### CALL TO ORDER

The meeting was called to order by B. Henry at 7:30 PM at the Fire House.

Present: Barbara Henry, First Selectman; Russell Dirienzo & James Conway, Selectmen;  
Kyle Szymanski, RVFD Chief; Todd Wheeler, 1<sup>st</sup> Asst. Chief; 1<sup>st</sup> Lt. Brandon McGuinn; 2<sup>nd</sup> Lt. Jeremy Johnson;  
Captain Michael Josefson.

#### BUSINESS

##### General Discussion with Fire Department Officers

B. Henry and the Selectmen thanked the Officers on behalf of the community for their volunteer service. Several items were discussed:

- CIRMA Sustained Risk Management Award – The BOS congratulated the department on being named a recipient of this award and reminded them that it brings with it a necessity for a continued culture in which safety and loss control is not an afterthought but a part of every activity. A breakfast will be held in May hosted by CIRMA for all recipients. A photo was taken of the Officers and BOS for the CIRMA flyer.
- General discussion took place regarding keeping up on necessary paperwork, worker's compensation and congratulated those who recently received their CDL licenses. The Officers filled in the BOS on their procedures dealing with worker's compensation, training completed, number of members who are active and those who are "fire ready" and invited the BOS to a live burn being held on March 29. B. Henry brought up the Solarize Roxbury initiative and asked how that would impact training in the future. The Officers were aware of it and asked for a list of addresses where the solar panels would be installed.
- The Nutmeg Network was discussed as well as the opportunity for grants through Sen. Blumenthal's office. B. Henry will forward the letter to the Chief.
- The BOS thanked them for not increasing their budget request and a walk through the firehouse took place so the BOS could see the fire equipment and why the future budget requests for air bottles and compressor, etc.

#### ADJOURNMENT

Motion by R. Dirienzo to adjourn at 8:45 AM, second by J. Conway. Motion carried.

Respectfully submitted,

*Barbara Henry*

Barbara Henry, Acting Clerk

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen*



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF SELECTMEN REGULAR MEETING MARCH 3, 2014

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 PM.

Present: Barbara Henry, First Selectman; Russell Dirienzo and James Conway, Selectmen

#### APPROVAL OF MINUTES

##### Regular Meeting - February 6, 2014

Motion by Russell Dirienzo to approve of the minutes of the Regular Meeting of February 6, 2014. The motion was seconded by James Conway and carried unanimously.

##### Special Meeting - February 17, 2014

Motion by Russell Dirienzo to approve of the minutes of the Special Meeting of February 17, 2014. The motion was seconded by James Conway and carried unanimously.

#### TAX REFUNDS

Motion by Russell Dirienzo to approve the tax refunds for:

- James Scott - \$2,002.78
- John Bickel & Margaret Ytuarte - \$359.90
- Thomas Knox - \$3,262.56

The motion was seconded by James Conway and carried unanimously.

#### COMMUNICATIONS FROM THE PUBLIC

N/A

#### COMMISSIONS AND BOARDS APPOINTMENTS

##### Western Tourism District - vacancy expiring 11/30/2016

Barbara Henry reported that a letter was received from the Western CT Convention & Visitors Bureau that states this appointment, as mandated by state statute, is for a three-year term. As no one has stepped forward to serve, Russell Dirienzo agreed to fill this opening until someone else steps forward. It was noted that the BOD meets four times a year.

Motion by James Conway to appoint Russell Dirienzo to Western Tourism District - vacancy expiring 11/30/2016. The motion was seconded by Barbara Henry and carried unanimously.

##### Roxbury Museum – vacancy expiring 11/30/2015

Motion by Russell Dirienzo to table the appointment to the Roxbury Museum – vacancy expiring 11/30/2015. The motion was seconded by James Conway and carried unanimously.

##### Historic District Comm., Alt. – vacancy expiring 12/31/2014

Barbara Henry reported that Mr. Stevenson had to step down as he unable to attend these meetings. The BOS thanked him for his time on the Commission.

Motion by Russell Dirienzo to appoint Elizabeth Lacy to the Historic District Comm., Alt. – vacancy expiring

12/31/2014. The motion was seconded by James Conway and carried unanimously.

Motion by Russell Dirienzo to add to the agenda the appointment to the Senior Center Board of Directors - no term. The motion was seconded by James Conway and carried unanimously.

Senior Center Board of Directors - no term

Motion by Russell Dirienzo to appoint Richard Burmann to the Senior Center Board of Directors to fill the current vacancy. There is no term limit and members are appointed at the pleasure of the BOS. The motion was seconded by James Conway and carried unanimously.

**BUSINESS**

Resolution with DOT for the Hart Bus

Barbara Henry reported that the Hart Bus is used for the seniors every Wednesday as well as special trips.

Motion by Russell Dirienzo to adopt the following resolution:

“Resolution authorizing the First Selectman, Barbara Henry to negotiate and execute all necessary Agreement / Contract documents on behalf of the Town of Roxbury with the Department of Transportation of the State of Connecticut and to affix the corporate seal.”

The motion was seconded by James Conway and carried unanimously.

Elementary School Lease with Region 12 Amendment

Barbara Henry reported that she met with the Region's Superintendent to review an Amendment to the Master Lease Agreement for the Elementary Schools. It is to amend the provisions in the lease for Booth Free School related to the process for consultation on maintenance, repairs and/or replacement outlined in the present lease agreement of 2010 with a new Section 6.04. A review of the present list of items scheduled for repair showed that most of the items have been completed.

Motion by Russell Dirienzo to approve the amendment to Section 6.04 of the Booth Free School Lease Agreement with Region 12. The motion was seconded by James Conway and carried unanimously. Barbara Henry relayed that since the lease was approved at a Town Meeting, this amendment will be an item on the Annual Meeting in May.

Barbara Henry noted that she will be present at the Region 12 public hearing March 4th. The Board discussed their thoughts regarding consolidation.

Sharing Resident Trooper

Barbara Henry reported that she has a meeting scheduled for March 11th with the Commissioner of DESPP, along with First Selectman Curtis Read of Bridgewater regarding the sharing of a Resident Trooper. She noted that there is legislation regarding this issue. She will also be testifying tomorrow in Hartford regarding an Act Concerning Overtime & Fringe Benefits for Resident Troopers. The new State Trooper budget, received today, is estimated to increase from \$111,700 to \$123,700, which does not include overtime or possible increase in fringe benefits.

Conservation Commission/Clean Energy Task Force

Barbara Henry had asked the Conservation Commission if they'd be interested in taking on the charge of also acting as the Town's Clean Energy Task Force. The Board of Selectmen agreed that this is a good idea and noted all the hard work this Commission has always taken on. About 19 people in Roxbury have signed up for solar energy through the Solarize Roxbury-Washington program. The BOS again thanked the Conservation Commission's efforts in seeing this project through.

A motion was made by Barbara Henry to re-nominate the Roxbury Conservation Commission for a recognition award through Aquarion Water Company. The motion was seconded by Russell Dirienzo and carried unanimously.

Conservation Commission and Conservation Easements

It was noted that the Conservation Commission was disappointed that the Board decided not to accept the Stockwell easement. The Conservation Commission has requested the authority to accept future easements.

Russell Dirienzo explained that the Conservation Commission has no legal authority to take this on as it is an advisory Commission only.

#### STEAP Grant Applications

Barbara Henry noted that she can apply for \$500,000 in STEAP Grant funds. The Board agreed that she should resubmit an application for Minor Bridge Road drainage and repaving from South Street to the Bridgewater town-line for \$440,000. Additionally, she could apply for \$60,000 for generators for Bernhardt Meadow because whenever the power goes out, the Fire Department has to stand guard as the fire alarm is also inoperable.

#### Senior Bus

The Board was reminded that the Senior Bus was purchased from Bridgewater for \$1,900 and has been utilized for senior trips quite often. However, the underside is rusting and will not last forever. The Department of Revenue and Department of Transportation have grants available for a new bus with 80/20 matching funds. The BOS agreed that this should be pursued.

#### Town Pond Lease with RLT

The Town Pond Lease from the Roxbury Land Trust, which expires 9/16/14, was reviewed. It was noted that Town is responsible for the pond's upkeep during the summer months and is used by the townspeople.

A motion was made by Russell Dirienzo to approve an additional 10-year lease for the Town Pond from the Roxbury Land Trust. The motion was seconded by James Conway and carried unanimously.

#### Smile.amazon.com

Barbara Henry explained that if you shop on Amazon, sign into [smile.amazon.com](http://smile.amazon.com) and you can choose from a list of non-profits listed to which Amazon will donate 5% of your total order. She urged Roxbury residents to spread the word and encouraged all Roxbury non-profits to sign up. She is on the Board of Shepaug Student Project Foundation and she recently signed that Foundation up.

#### Smart Growth Committee

James Conway reported on the Smart Growth Committee status. Zoning is to amend the Conservation Subdivision Regulations. The Smart Growth Committee will complete their suggestions at their next meeting and Zoning will review these in March. The proposed amendment will be sent for the Town Attorney's approval and then a public hearing will be scheduled. He expects, if approved, new regulations will be in place by July.

#### Budget Workshop

The Library's budget requests were distributed to the Board. Barbara Henry will further review with the Library their requests for Capital Expenditures.

Barbara Henry is working on scheduling a meeting with the Teamster's Union. She noted that the Teamster's Other Personal Employee Benefits requirement is underfunded by approximately \$30,000 and this needs to be addressed.

The 6-yr Mack truck (#8) had some problems this winter. It could get an overhaul for @\$30,000. This was unexpected; however, better than the alternative of replacing the truck. This was done on #10 a couple of years ago and was well worth the money.

#### Blight Ordinance

The State Task Force's recommendations regarding a statewide Blight Ordinance were distributed. The Roxbury Historic District Commission has volunteered to draft a Blight Ordinance. The Board of Selectmen agreed to allow them to give it a shot; however, the ordinance should be very simple and approximately one page.

#### Fire Marshal's Report – February 2014

The February Fire Marshal's Report was reviewed. Nine calls were reported in February.

**OTHER BUSINESS**

Motion by Russell Dirienzo to add to the agenda Girl Scout Proclamation and Local Bridge Program. The motion was seconded by James Conway and carried unanimously.

Girl Scout Proclamation

The BOS applauded the Girl Scouts not only in the U.S. but here in Roxbury as the voice for and of girls and proclaimed March 12, 2014 as Girl Scout Day in the Town of Roxbury.

Local Bridge Program

This is a Federal program for which Levenig Brook bridge on Judds Bridge Road qualifies. The Board agreed that the town crew should inspect this bridge to determine if work is needed. The program allows for an 80/20 match in funding if repairs are needed.

Executive Session – Real Estate

Motion by Russell Dirienzo to enter into Executive Session at 8:35 PM regarding real estate. The motion was seconded by James Conway and carried unanimously.

Russ Dirienzo made a motion to exit Executive Session at 8:45 p.m. The motion was seconded by James Conway and carried unanimously.

No action was taken.

**ADJOURNMENT**

Motion by Russell Dirienzo to adjourn at 8:45 PM, the motion was seconded by James Conway and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen*



# TOWN OF ROXBURY CONNECTICUT

---

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF SELECTMEN SPECIAL MEETING MARCH 13, 2014

### MINUTES

#### CALL TO ORDER

The meeting was called to order at 7:00 AM by B. Henry

Present: Barbara Henry, First Selectman; Russell Dirienzo and James Conway, Selectmen

#### BUSINESS

##### Budget Workshop

Budget review and discussions. The BOS agreed to meet again to review changes.

#### ADJOURNMENT

Motion by R. Dirienzo, second by J. Conway adjourn at 9:20 AM, Motion carried.

Respectfully Submitted,

*Barbara Henry*

Barbara Henry, First Selectman

Acting Clerk

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen.*

03/13/2014



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## BOARD OF SELECTMEN SPECIAL MEETING MARCH 17, 2014

### MINUTES

#### CALL TO ORDER

The meeting was called to order at 7:00 AM by B. Henry

Present: Barbara Henry, First Selectman; Russell Dirienzo and James Conway, Selectmen

#### BUSINESS

##### Budget Workshop

Budget review and discussion of revisions. Operating Budget, Capital Projects and Revenue Projections were discussed and finalized. Final proposed Town Operating Budget is \$2,892,628 and Capital Projects Budget is \$213,346, totaling \$3,105,973. This reflects a 1.47% increase or \$44,920 over fiscal year 2013-2014.

The proposed Region 12 budget increase to Roxbury is \$175,160 which is a 2.55% increase over 2013-2014.

The total Town and Region 12 budget proposal equals \$10,159,336 which is a \$220,080 increase or 2.21%.

The Board has shown the Revenue Projection to include a .1 mill rate increase from 13.3 to 13.4, for the Board of Finance to take into consideration. The BOF sets the mill rate.

Motion by R. Dirienzo to send proposed Town operating budget of \$2,892,628 and Capital Projects budget of \$213,346, totaling \$3,105,973 to the Board of Finance. Second by Jim Conway. Motion carried.

#### ADJOURNMENT

Motion by R. Dirienzo, second by J. Conway adjourn at 8:30 AM, Motion carried.

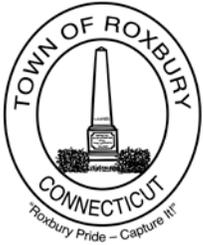
Respectfully submitted,

*Barbara Henry*

Barbara Henry, First Selectman  
Acting Clerk

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen.*

03/21/2014



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF SELECTMEN REGULAR MEETING APRIL 7, 2014

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:32 PM.

Present: Barbara Henry, First Selectman; Russell Dirienzo and James Conway, Selectmen

Others present: Mark Lowe of the Recreation Commission

#### APPROVAL OF MINUTES

##### Regular Meeting - March 6, 2014

Motion by James Conway to approve of the minutes of the Regular Meeting of March 6, 2014. The motion was seconded by Russell Dirienzo and carried unanimously.

##### Budget Workshops of March 13, 2014 and March 17, 2014

Motion by James Conway to approve of the minutes of the Budget Workshops of March 13, 2014 and March 17, 2014. The motion was seconded by Russell Dirienzo and carried unanimously.

#### TAX REFUNDS

N/A

#### COMMUNICATIONS FROM THE PUBLIC

N/A

#### COMMISSIONS AND BOARDS APPOINTMENTS

##### Roxbury Museum – vacancy expiring 11/30/2015

Motion by Russell Dirienzo to table the appointment to the Roxbury Museum – vacancy expiring 11/30/2015. The motion was seconded by James Conway and carried unanimously.

##### Fire Marshal

Barbara Henry reported that Jim Pierpont has submitted his resignation as Fire Marshal and he will be retiring after 17 years of service to this town. She is not ready to present a replacement yet. The Fire Marshal is also an item on the agenda.

Motion by Russell Dirienzo to table the appointment of the Fire Marshal. The motion was seconded by James Conway and carried unanimously.

Barbara Henry noted that are also searching for three volunteers to appoint to the newly formed Energy Task Force.

#### BUSINESS

##### Recreation Commission

Mark Lowe of the Recreation Commission came forward to discuss a kitchen / bathroom proposal at Hurlburt Park as well as a maintenance plan as requested by the previous Board of Selectmen. Barbara Henry reported that the Town has received the approval to move the remaining STEAP grant funds in the amount of \$28,185 to this project; however, the funds are to be used by June, 2015. The Town is budgeting \$40,000 for this project which

includes this grant. This was using the amount on the Capital Expenditures request but was not enough.

Mark Lowe reviewed the estimated costs of this project totaling about \$200,000 which does not include any donations of time. He advised that the project can be done in phases. The cost for the first phase including framing would be \$75,000 which he spoke about with the BOF Chairman. He reviewed the plans entitled Roxbury Pavilion Apple Lane. The size of the building was discussed. Mr. Lowe advised that the proposed size will allow for additional rental opportunities.

Barbara Henry confirmed that a Town Meeting was not held regarding the future development of Hurlburt Park as previously questioned by the BOF Chairman; however, it had been included as a question on a town survey in 1998.

Mr. Lowe researched how the Town of Washington operates their similar building and found that it is open between April 15 and November 15 each year and then winterized for the cold months. The cost to open, close and clean the facility is \$11,000 per year and \$1,800 to \$2,500 is included in their budget per year for maintenance. The use of an alarm company for the cost of \$25 per month has deterred vandalism.

The Board of Selectmen agreed that they are in favor of this project but have concerns about the cost to the Town. Russell Dirienzo suggested that the \$40,000 remain in the budget for this project. James Conway agreed and asked that the Recreation Commission work towards donations and fundraisers to alleviate the cost.

#### Hurlburt Park STEAP Resolution & 8-24 Referral

Barbara Henry explained that a Resolution is needed to move the \$28,185 remaining STEAP funds, from what was originally applied for as improvements to the park's soccer field, to the Hurlburt Park bathroom / kitchen project. She just received word that OPM approved the change but a new Resolution is needed.

#### **RESOLUTION:**

RESOLVED, that Barbara Henry, First Selectman of the Town of Roxbury be and is hereby authorized to execute on behalf of this municipal corporation a personal services agreement with the State of Connecticut for financial assistance to complete improvements to a municipally owned, operated and maintained recreational resource associated with and known as "Hurlburt Park Bathrooms & Kitchen." This reflects a change in the use of remaining funds from STEAP 2011-05 known as "Town Hall Field."

Motion by Russell Dirienzo to approve the Hurlburt Park STEAP Resolution and forward the kitchen/bathroom proposal to Planning for an 8-24 Referral. The motion was seconded by James Conway and carried unanimously.

#### Town Information Meeting – April 22nd 7:00 PM

Barbara Henry reminded the Board that a Town Informational Meeting will be held April 22nd at 7 p.m. regarding the Region 12 Referendum on the elementary schools. She expects a good discussion at this meeting and is hoping for a large voter turnout for this decision as it equates to almost 70% of the townspeople's taxes.

#### Lead Town for Multi-town STEAP Grant Request for Signage

Barbara Henry explained that the Northwest Hills Council of Governments is applying for a STEAP grant for signage for several towns within the COG including Roxbury. A lead town is required to handle the funds and they have asked Roxbury to be this town.

Motion by Russell Dirienzo to act as the lead town for the multi-town STEAP grant request for signage through the Northwest Hills COG. The motion was seconded by James Conway and carried unanimously.

#### Fire Marshal

Barbara Henry again reported that Jim Pierpont has submitted his resignation as Fire Marshal and he will be retiring after 17 years of service to the town. Barbara Henry publicly thanked Jim for his years of service to our community and noted he also previously served as ZEO for a time. She has spoken briefly with two of our Deputy Fire Marshals, Janet Morgan and Brien Cartagena, and will follow up with both of them.

The Board read and accepted James Pierpont's resignation as Fire Marshal as of 4/30/14. They thanked him for his long service of 17 years and wished him well in his retirement.

#### Smart Growth Committee

James Conway reported that a Smart Growth Committee meeting was not held this month as they are waiting on the Town Attorney's response to their proposed regulation amendments.

#### Local Bridge Program – Levenig Brook Bridge

The Town has been advised that the culvert on Judge Bridge Road requires that gravel be 26 inches above the bolted arch. The town crew has added this gravel and are now waiting for the State to inspect and confirm that weight limit signs are not required. This brook is also known as Moosehorn Brook.

#### Budget

It was found that both communication and transportation were priorities during the Town's Conservation on Aging meeting. Municipal Agent, Jerrilynn Tiso has applied for and was awarded a grant in the amount of \$2,100 to cover the costs of an informational flyer in the Senior Newsletters and to help with salary for a driver for the senior bus. These costs will be incorporated in the budget both under revenue and expenditures. Jerrilynn was thanked for applying to the CT Community Foundation through their Pathways Grant process.

The Board of Finance has determined that they would like to have both \$500 for legal fees and \$2,000 for consultant fees be included in the budget. It was noted that the \$10,750 still remains available for the accounting procedure manual. James Conway asked that it be explained why these fees are needed and noted that the consultant fee has not been used in the past.

Barbara Henry reported that the Region 12 budget voted on by the BOE and will presented to the towns is \$7,001,759 to Roxbury, which is a \$51,604 decrease from what had been estimated.

Barbara Henry agreed to rework the budget with the discussed figures for review.

#### Blight Ordinance

Copies of the Historic District Commission's recommendations for the Blight Ordinance were distributed. The Board agreed to review and further discuss as well as reference the State's Blight Ordinance Guidelines.

#### Fire Marshal's Report – March 2014

The Fire Marshal's Report for March was reviewed, which included 9 calls.

#### **OTHER BUSINESS**

Barbara Henry updated the BoS regarding the following:

A secondary containment for the oil tank will be installed as required at the transfer station.

As of 7/1/14 the current employee health plan will be dropped. More information is to follow regarding new plans.

This has now become an unknown item in the proposed budget.

CL&P has agreed to return to clean up trees left on the roadsides from the town-wide tree cutting.

Still awaiting word from the State regarding approval of our Hazard Mitigation Plan.

The Don Conway field schedule was reviewed. It was agreed that games should be scheduled around town meetings due to the shortage in parking. Concerns were expressed that the State Wide Tournament will have too many games in a row here. Barbara Henry will speak with those organizing the games.

#### Executive Session – Personnel-Fire Marshal/Building Clerk/Teamsters

Motion by James Conway to enter into Executive Session at 8:36 p.m. to discuss Personnel-Fire Marshal/Building Clerk/Teamsters. The motion was seconded by Russell Dirienzo and carried unanimously.

Motion by Russell Dirienzo to exit Executive Session at 9:02 p.m. The motion was seconded by James Conway and carried unanimously.

Motion by Russell Dirienzo to accept the resignation of Nancy Lord effective April 21<sup>st</sup> and to thank her for her service to the Town for 13 years. The motion was seconded by James Conway and carried unanimously.

**ADJOURNMENT**

Motion by James Conway to adjourn at 9:02 PM, the motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen*



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF SELECTMEN REGULAR MEETING MAY 5, 2014

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 PM.

Present: Barbara Henry, First Selectman; Russell Dirienzo and James Conway, Selectmen

Others present: Mr. & Mrs. Morgan and Mr. & Mrs. Pierpont

#### APPROVAL OF MINUTES

##### Regular Meeting - April 7, 2014

Motion by James Conway to approve of the minutes of the Regular Meeting of April 7, 2014. The motion was seconded by Russell Dirienzo and carried unanimously.

#### TAX REFUNDS

N/A

#### COMMUNICATIONS FROM THE PUBLIC

N/A

#### COMMISSIONS AND BOARDS APPOINTMENTS

##### Roxbury Museum – vacancy expiring 11/30/2015

Motion by Russell Dirienzo to table the appointment to the Roxbury Museum – vacancy expiring 11/30/2015. The motion was seconded by James Conway and carried unanimously.

##### Fire Marshal

Motion by Russell Dirienzo to appoint Janet Morgan as the Fire Marshal, replacing Jim Pierpont who retired effective April 30<sup>th</sup>. The motion was seconded by James Conway and carried unanimously.

The BoS thanked Jim Pierpont for his service to our community and welcomed Janet Morgan. The Selectmen look forward to working with her.

##### Inland-Wetlands, Alt. - vacancy expiring 08/31/2015

The BoS thanked Mat Roush for his time on the IWC and accepted his resignation effective immediately. Russell Dirienzo noted that Randy Ketchum has been asked if he would like to return to the Commission.

Motion by James Conway to table the appointment to the Inland-Wetlands, Alt. - vacancy expiring 08/31/2015. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained.

#### BUSINESS

##### Fire Marshal

James Pierpont was presented with an Appreciation Award making him an "Honorary Roxbury Citizen." Barbara Henry read the award, presented Jim with an engraved plate and the Board expressed their gratitude for his 16+ years of service as Fire Marshal.

#### Bequest of Alice Hurlburt

Barbara Henry reported that Alice Hurlburt left a generous bequest of \$50,000 to be added to the Apple Lane Development Fund. She noted that several other community organizations benefited from Alice Hurlburt's extreme generosity as well including the Minor Memorial Library and Roxbury Ambulance Association.

#### Hurlburt Park Kitchen / Bathroom

The BoF agreed to keep the \$40,000 in the budget toward this project. This includes the \$29,000 in already approved grant funds.

Russell Dirienzo noted that he thinks this proposal is too big and too expensive for this town. The facility that Bridgewater has is perfect. The park should not become an enterprise. It should be kept for the people.

James Conway suggested that the 50 x 30 footprint be staked out. He does not feel that the cost of \$200,000 is accurate.

Russell Dirienzo reminded the group that with Alice Hurlburt's generous gift, the town now has \$90,000 for which a bathroom can be built this summer. The kitchen can be added on in the future. James Conway agreed that he would like to see the Recreation Commission raise some funds towards the kitchen portion of the project.

#### Neighborhood Assistance Act Grant - Senior Bus

Barbara Henry explained that she would like the Selectmen to apply for this grant to be used for the matching 20% required for the applied-for senior bus grant. A requirement of this application is to hold a public hearing. The Board agreed to hold a public hearing on 5/20/14 at 7 p.m. to be immediately followed by the Annual Town Meeting. This grant application approval will be included on the Annual Town Meeting agenda if required.

#### Emergency Services Tax Annuity Plan

One member of the RAA has qualified to receive a tax abatement or annuity with his prior-year of service on RAA. He has moved from town; therefore, can no longer take the tax abatement as he did in the past. The Town Attorney has advised that a cash payment is acceptable to avoid the process of setting up an annuity account for this one necessary payout.

#### Transfer Station Permits & Haulers Fees

Effective May 1st, throughout May and June, the transfer station permits can be purchased for \$35. After July 1st, the cost will be \$40. All volunteers get one free permit. The cost of 2 or more permits is \$10 each. Permits are available for sale at the Town Hall Tuesday through Friday in the Town Clerk's office. The haulers fee will remain \$10,000 for FY 2014-2015.

#### Conservation Commission

The Subcommittee on Energy is working on solar for the municipality and energy conservation options. The goals outlined by the committee are: 1) municipal solar; 2) Fulfillment of Clean Energy Communities obligation; 3) Completion and informal continuation of Solarize Roxbury and 4) Identification of opportunities to obtain energy-related grants and subsidies, as appropriate. The BoS agreed with these goals of the Committee and thanked them for pursuing them on the Town's behalf. A nomination for the Conservation Commission on behalf of the BoS was made for the 2014 Aquarian Environmental Champion Award.

#### Smart Growth Committee

James Conway reported that the Committee met with the Town Attorney to review the concept the Committee has drafted. It was suggested that traffic concerns may be best addressed by creating regulations for a floating zone. The BoS agreed that this is a good idea, which will also address concerns that such developments will proliferate within Roxbury.

#### Region 12

The group discussed voter feedback regarding the recent referendum and a copy of a letter was distributed that was sent to the BoE from some Booth Free School parents regarding the voter decision. Barbara Henry reported

that the letter states many of those families with children in Booth Free School were in favor of the elementary school consolidation however, those without children voted the proposal down due to cost concerns or misunderstanding of the costs. While the BoS agreed with most comments in the letter, not all agreed that there was a misunderstanding of the costs. Barbara Henry noted that she is not in favor of the K-2/3-5 proposal as it stands now due to the further decline in students for Booth Free that it would produce.

Russell Dirienzo explained that he does not feel Roxbury has a problem. Small classes equate to a great education. He feels that this is going in the wrong direction. The BoE should be selling the schools, instead of selling them out. This is one reason Smart Growth is important to this town.

James Conway noted that he agrees with the letter and feels that the BoE should get back to work.

#### Budget and Annual Town Meeting

Barbara Henry reported that she is still working with the Teamsters regarding the PW contract. The Teamsters have advised that they hold the liability for a Defined Benefit Pension Plan, which they are trying to move the members to. She would like this stated in writing and has requested a full copy of the Plan, not just the summary to read. She is still waiting for it.

Russell Dirienzo agreed to attend the next meeting with the Teamsters. He noted that many towns are now subcontracting their town crew and Roxbury should consider preparing for this.

#### Blight Ordinance Update

Russell Dirienzo reported that he read the Blight Ordinance forwarded by the Historic District Commission, which was taken from New Milford's Ordinance. He finds it simple and to the point and is in favor of it. Barbara Henry will resend the draft to James Conway.

#### Fire Marshal's Report – April 2014

No report

### **OTHER BUSINESS**

Motion by Russell Dirienzo to add to the agenda 1) Memorandum of Agreement between Roxbury and Bridgewater regarding Mutual Town Assistance and 2) Driveway Bond Interest. The motion was seconded by James Conway and carried unanimously.

#### Memorandum of Agreement between Roxbury and Bridgewater regarding Mutual Town Assistance

Barbara Henry shared a draft memorandum of agreement regarding mutual police assistance for constables. The Memorandum has been given to the Town Attorney for review. Barbara Henry also discussed the ongoing sharing of resident troopers. The State agreed that a Resident State Trooper can be shared; however, it is being proposed that the two current town troopers be shared with rotating time with the Troop. Barbara Henry explained that this is not what was originally discussed and she would only be willing to agree to this concept for one year. The Board agreed that they are also not in favor.

#### Driveway Bond Discussion

The \$10,000 in accumulated interest in the Driveway Bond fund was discussed at the last BoF meeting. Rico Melaragno has confirmed that the interest belongs to the town as well as any unclaimed funds, which are forfeitable after one year if the job is not complete. The auditor also advised that the BoS should vote the transfer of the interest to the General Fund.

Motion by James Conway to transfer the accumulated Driveway Bond fund interest in the amount \$10,000 to the General Fund. The motion was seconded by Russell Dirienzo and carried unanimously.

### **ADJOURNMENT**

Motion by James Conway to adjourn at 9:20 PM, the motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,  
***Tai Kern***  
Tai Kern, Secretary

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen*



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF SELECTMEN SPECIAL MEETING MAY 28, 2014

### MINUTES

#### CALL TO ORDER

The meeting was called to order at 7:10 PM by B. Henry

Present: Barbara Henry, First Selectman and James Conway, Selectman

RVFD: Chief Todd Wheeler, Paul Swanson, Albert Pokrywka

RAA: Kim Baron, John Butler, Aaron Hodge, Sarah Lauriat, Jennifer Luna, Sharon McGuinn, Gaila Rossiter, Russ Wheeler

Members of the Public

#### DISCUSSION

##### Discussion with Fire Department Building Committee

The future building needs of the Roxbury Volunteer Fire Department and the Roxbury Ambulance Association were discussed. In conclusion, both building committees agreed to go back to their respective memberships with information from this meeting to vote on re-exploring keeping both organizations housed at 27 North Street.

It was agreed that all would meet again on Wednesday July 23, 2014 at 7:00 PM at the Firehouse.

#### ADJOURNMENT

Motion to adjourn by B. Henry, second by J. Conway at 8:20 PM, motion carried.

Respectfully submitted,

*Barbara Henry*

Barbara Henry, First Selectman  
Acting Clerk

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen.*

05/29/2014



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF SELECTMEN REGULAR MEETING JUNE 2, 2014

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 PM.

Present: Barbara Henry, First Selectman; Russell Dirienzo and James Conway, Selectmen

#### APPROVAL OF MINUTES

##### Regular Meeting - May 5, 2014

Motion by James Conway to approve of the minutes of the Regular Meeting of May 5, 2014. The motion was seconded by Russell Dirienzo and carried unanimously.

##### Special Meeting - May 28, 2014

Motion by James Conway to approve of the minutes of the Special Meeting of May 28, 2014. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained.

#### TAX REFUNDS

N/A

#### COMMUNICATIONS FROM THE PUBLIC

N/A

#### COMMISSIONS AND BOARDS APPOINTMENTS

##### Roxbury Museum – vacancy expiring 11/30/2015

Motion by Russell Dirienzo to table the appointment to the Roxbury Museum – vacancy expiring 11/30/2015. The motion was seconded by James Conway and carried unanimously.

##### Inland-Wetlands, Alt. - vacancy expiring 08/31/2015

Motion by James Conway to table the appointment to the Inland-Wetlands, Alt. - vacancy expiring 08/31/2015. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained.

##### Deputy Fire Marshal – effective May 6, 2014

Motion by James Conway to appoint James Pierpont as a Deputy Fire Marshal – effective May 6, 2014. The motion was seconded by Russell Dirienzo.

Discussion: This appointment shall be effective until Mr. Pierpont's certification expires in January 2016. The Board agreed that the position of Deputy Fire Marshal should continue to be unpaid. Motion carried unanimously.

##### Special Constable RC88 – 06/01/2014 - 09/08/2014

It was confirmed that Dave Coyle will continue to patrol the town's parks this season.

Motion by Russell Dirienzo to appoint Kurt Yovan as Special Constable RC88 – 06/01/2013 – 09/03/2013. The motion was seconded by James Conway and carried unanimously.

Special Constable RC90 – 06/01/2014 - 09/08/2014

Motion by Russell Dirienzo to appoint Barbara Henry as Special Constable RC90. The motion was seconded by James Conway and carried unanimously.

Special Constable RC91 – 06/01/2014 - 09/08/2014

Motion by Barbara Henry to appoint Russell Dirienzo as Special Constable RC91. The motion was seconded by James Conway and carried unanimously.

Special Constable RC93 – 06/01/2014 - 09/08/2014

Motion by Russell Dirienzo to appoint Rose Garbien as Special Constable RC93. The motion was seconded by James Conway and carried unanimously.

**BUSINESS**

Storm Update

Barbara Henry reported that Roxbury was hit hard by the most recent storm. Her office received many water-related complaints and the Town Crew is addressing them as well as picking up tree debris.

STEAP Grants

Roxbury was not awarded any STEAP Grants this round; however, it was noted that Roxbury has received several in the past. A STEAP Grant had been requested for Minor Bridge Road repair. The drainage for this road was budgeted; therefore, it was agreed that the town would move forward with the drainage. They will work on this road in stages and reapply for this grant in the next round along with the generator request for Bernhardt Meadow.

Neighborhood Assistance Act Grant – Senior Bus

It was confirmed that the required Public Hearing on this grant request was held at the Annual Town Meeting and now the Selectmen need to approve the application as there was no negative feedback at the Hearing. This is for the 20% match by the Town for the grant already requested for the Senior Bus.

Motion by Russell Dirienzo to approve the application for the Neighborhood Assistance Act Grant as the 20% Town match for the Senior Bus. The motion was seconded by James Conway and carried unanimously.

Electronic Waste Recycling Contract with ECOvanta

There is no charge for this service; however, a contract for one calendar year is required.

Motion by Russell Dirienzo to renew the Electronic Waste Recycling Contract with ECOvanta for one calendar year. The motion was seconded by James Conway and carried unanimously.

Town Clerk Ct State Library Resolution

Motion by Russell Dirienzo to accept the following resolution:

RESOLVED: That Barbara Henry, First Selectman, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for an Historic Documents Preservation Grant. The motion was seconded by James Conway and carried unanimously.

Resident Trooper Contract

It has been agreed as part of a one year contract that Bridgewater and Roxbury will participate in a pilot program to share their two current Resident Troopers who will alternate every other month. Roxbury's Trooper will take July and every Tuesday and Thursday he will work out of the Roxbury office and every Wednesday and Friday he will work out of the Bridgewater office while working in both towns every other Monday. The Bridgewater Trooper will begin in August with the same schedule as stated above. This arrangement does not include the sharing of each town's constables.

Region 12 & Referendum June 17

The First Selectmen of each town along with the Superintendent discussed how to move forward after the most

recent vote. Sharing K thru 2 in Booth and 3 thru 5 in Burnham was discussed. Barbara Henry noted that she feels that they should respect the vote and leave the configuration as it is for now because that arrangement takes the student population in Booth down to about 49 and raises Burnham's population to the mid-80's.

The next referendum scheduled for Tuesday, June 17, is for \$8M for middle/high school improvements. More information is to follow regarding specifics. The BOS agreed that there needs to be better communication between the BoE and the public regarding this referendum. It was questioned why this information has not been published in the newspaper.

#### Credit Cards & E-Checks – July 1<sup>st</sup>

As of July 1<sup>st</sup> the public will be able to pay online for items such as a dog license, a transfer station permit, and Recreation activities.

#### Rec Commission - Hurlburt Park Kitchen/Bathroom

Barbara Henry reported that she viewed the kitchen in Washington's park. The Board agreed that the proposed site at Hurlburt Park should be staked so the Board can view.

#### FD & RAA

The BOS met with the Fire Department and Ambulance Association building committees to once again discuss possibly expanding the fire house so that the Ambulance Association can stay in that building. Members of the FD wanted the BOS to see what they have come up with. The BOS wanted all parties at the table for the conversation. The Roxbury Ambulance Association was asked to once again take a vote to see if the organization will take this new plan into consideration.

#### Nasturwich Property

The Board agreed that Russ Wheeler would be permitted to continue to hay fields on this property. The Town will maintain what cannot be hayed. The Garden Club will be invited to continue to beautify the property in front of the stone wall look out. Barbara Henry will get a sign made for the site in the Hallock name.

#### Electric Charging Port

It was agreed to ask the Conservation Commission to see what has to be done to pursue getting an electric charging port for the Town. The port can possibly be located at the Library.

#### Blight Ordinance Update

Motion by Barbara Henry to table Blight Ordinance Update. The motion was seconded by Russell Dirienzo.

Discussion: It was agreed that the draft ordinance submitted will be reviewed with the intent of sending it to town meeting.

Motion unanimously approved.

#### Fire Marshal's Report – April 2014, May 2014

No reports. New Fire Marshal, Janet Morgan, will get these reports.

#### Door-to-Door Solicitations

Barbara Henry reported that there have been several complaints about a door-to-door solicitation of educational material by a young man who did register with the Selectmen's Office, however, he is going to doors after 9 pm and is very aggressive. The Board agreed that his company should be contacted and asked that this activity be stopped.

Barbara Henry noted that she received a letter from a legal group representing the Watchtower explaining it is unconstitutional to require a permit for their door-to-door ministry. Barbara Henry stated she is not aware that anyone said they could not go door-to-door as no one came to the Selectmen's Office to request permission.

#### **OTHER BUSINESS**

Motion by Russell Dirienzo to add to the agenda Speeding Cars on South St. The motion was seconded by James

Conway and carried unanimously.

Speeding Cars on South St

Barbara Henry reported that she has received complaints regarding cars speeding on South St. When the Resident Trooper or Constables are sent to run radar on the road the speeding subsides; but, they cannot sit there at all times. A request for a speed hump was not a favorable solution by the Board, however, the installation of a solar speed sign will be considered. It was agreed that posts will be placed on South Street to hang a solar "Your Speed" sign.

**ADJOURNMENT**

Motion by James Conway to adjourn at 8:45 PM, the motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,

*Tai Kern*

Tai Kern, Secretary

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen*



# TOWN OF ROXBURY CONNECTICUT

---

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF SELECTMEN REGULAR MEETING JULY 7, 2014

### CANCELLATION NOTICE

The regularly scheduled meeting of the Roxbury Board of Selectmen has been postponed until Tuesday July 8<sup>th</sup>.

Respectfully submitted,

*Barbara Henry*

Barbara Henry  
First Selectman



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF SELECTMEN SPECIAL MEETING JULY 8, 2014

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 PM.

Present: Barbara Henry, First Selectman; Russell Dirienzo and James Conway, Selectmen

#### APPROVAL OF MINUTES

Regular Meeting - June 2, 2014

Motion by James Conway to approve the minutes of the Regular Meeting of June 2, 2014. The motion was seconded by Russell Dirienzo and carried unanimously.

#### TAX REFUNDS

N/A

#### COMMUNICATIONS FROM THE PUBLIC

N/A

#### COMMISSIONS AND BOARDS APPOINTMENTS

Roxbury Museum – vacancy expiring 11/30/2015

Motion by Russell Dirienzo to appoint Kerri Arsenault to the Roxbury Museum – vacancy expiring 11/30/2015. The motion was seconded by James Conway and carried unanimously.

Inland-Wetlands, Alt. - vacancy expiring 08/31/2015

Motion by James Conway to appoint Randy Ketchum to the Inland-Wetlands, Alt. - vacancy expiring 08/31/2015. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained.

#### Marine Constables

Barbara Henry explained that the Lake Lillinonah Authority requires that the Marine Patrol Officers be appointed by each town. The Lake Lillinonah Authority has vetted the following six Marine Officers for appointment; Kevin A. Brooks, Brian R. Flanagan, John G. Puglisi, Christopher Rosado, Kevin J. Seeley, and Patrick C. Seeley.

Motion by James Conway to appoint Kevin A. Brooks, Brian R. Flanagan, John G. Puglisi, Christopher Rosado, Kevin J. Seeley, and Patrick C. Seeley as Marine Constables. The motion was seconded by Russell Dirienzo and carried unanimously.

#### BUSINESS

Joey Awlasewicz

Barbara Henry thanked and commended the police, ambulance, and fire personnel as well the volunteers that helped in the search for Joey Awlasewicz the end of June. Sadly, the outcome was not as hoped. In the aftermath of Joey's death an account has been set up through the Town's Facebook page to help the family with expenses. The withdrawal goes directly to the family. A "Joey Fund" has been set up in the Town for donated funds that have been sent in via mail. Joey's mother has asked that a bench be placed at Hurlburt Park near the basketball court in his memory because he loved the park and loved playing basketball there. The Board members were all in favor of moving forward with the bench for Joey using the "Joey Fund."

MOA Between Roxbury & Bridgewater/Mutual Police Assistance

A Memorandum of Agreement for mutual police assistance between Roxbury and Bridgewater has been drafted by the Town of Bridgewater and reviewed by the Town Attorney who has no issues with it. Now that we are sharing a Resident Trooper, this MOA will cover our Town Police.

Motion by Russell Dirienzo to approve the MOA Between Roxbury & Bridgewater/Mutual Police Assistance. The motion was seconded by James Conway and carried unanimously.

Resident Trooper Contract

Barbara Henry reported that a one-year contract has been signed regarding the sharing of both current Resident Troopers for Roxbury and Bridgewater. She reviewed the Troopers' schedules with the Board and noted that there will always be two Troopers available to Roxbury, as there is now when the Resident is working, one in Town and another from Troop A on Patrol 6.

Teamsters Contract

Barbara Henry reviewed with the Board a new four-year contract that has been signed with the Teamsters.

AFLAC Cafeteria Plan for Employees

AFLAC offers many insurance options to employees who work 19 hours or more. This is an out-of-pocket expense, but can be paid with pre-tax dollars. In order to take advantage of this, the Town must endorse an expanded Cafeteria 125 Plan, which was written by AFLAC free of charge.

Motion by Russell Dirienzo to endorse the expanded Cafeteria 125 Plan to allow employees deductions pre-tax. The motion was seconded by James Conway and carried unanimously.

PW MOU for Equipment Cooperative Northwest Hills COG

Barbara Henry explained that through this Public Works Memorandum of Understanding the Northwest Hills COG can share equipment such as a basin cleaner or street sweeper.

Motion by Russell Dirienzo to approve the PW MOU for Equipment Cooperative Northwest Hills COG. The motion was seconded by James Conway and carried unanimously.

Proposed AT&T Cell Tower – 1071 Washington-Woodbury Road

Barbara Henry reported that she received notification of this 124-foot cell tower proposal on private property in Roxbury. Another monopole of 160 feet is proposed in Washington on Rte. 199.

The Board agreed that these towers are very difficult to successfully oppose and noted that the proposed poles are much shorter than those previously approved. The information regarding the proposal is available in the Selectmen's Office for those interested in reviewing. Barbara Henry will call AT&T's attorney to inquire about the status of the monopole in Roxbury.

DOT Grant for Speed Enforcement

The Resident Trooper has applied for this speed enforcement grant. If awarded the town will receive a radar gun as well as money to pay for overtime for speed enforcement for a total of up to \$20,000.

DOT Grant for Senior Bus & Fundraiser

The DOT Grant for the Senior Bus has been awarded. In an effort to help raise funds for the additional 20% of the cost of the bus, which the town must provide, tickets will be sold for an event on Lou Gehrig being sponsored by the Council on Aging at 3pm on 7/20 in Town Hall. The grant application for this matching part of the grant through the Neighborhood Assistance Act is still being reviewed and may be awarded as well. Barbara Henry thanked Municipal Agent, Jerrilynn Tiso for pulling all the information together for the grant.

Search & Rescue Presentation

Barbara Henry shared an e-mail sent from Mike Tiberio inviting the BOS to a Search and Rescue Presentation for

emergency services on 7/24 at 7 p.m. at the Town Hall as well as an exercise they will be having in the fall. The BOS will try to attend.

#### FD & RAA Building Committees

Barbara Henry reminded the Board that after the two building departments met, at the BOS request, to look at the viability of expanding the FD for the RAA one more time because the Fire Chief had another suggestion, the BOS asked the two departments to take a vote if they would be amenable at looking at this option one last time. The votes did not take place and Barbara Henry sent an email to the RAA stating they should continue with their decision to look for their own building.

#### July Events – Pickin’ & Fiddlin’; Honor & Remembrance Presentation

Barbara Henry noted that this is the 40th anniversary of the Pickin & Fiddlin Contest. It was agreed that a letter should be sent from the BOS congratulating the RVFD for putting this event on for 40 years.

An Honor & Remembrance Flag presentation will be held on 7/13 in Town Hall in honor and in memory of Brian Tierney’s sacrifice to our Country when he was killed in Vietnam. The CT Patriot Guard, who saw the information on Brian through a Facebook post by Bernie Meehan, will make the presentation to Brian’s parents, Ed and Jean Tierney. Invites have gone out to all our political representatives as well as family friends.

#### Rec Commission - Hurlburt Park Kitchen/Bathroom

The Rec Commission will stake the proposed site tomorrow. The Board was encouraged to go out and view the area.

#### Building and Land Use Commission Chairmen Meeting

Barbara Henry noted that a meeting between the Building and Land Use Commission Chairmen has not taken place in some time. These meetings help with communication between departments and remind Chairmen to advise applicants to check with each individual department regarding permit requirements. Barbara Henry will send out a blast e-mail advising residents of the same.

#### Veterans Day

The Veterans Day reception held at the Senior Center has grown each year. The Council on Aging and the Museum Commission have been asked to celebrate our WWII Veterans this November.

#### Household Hazardous Waste Day – September 13 – New Milford

The Household Hazardous Waste Day will be held 9/13 from 9-3 PM in New Milford at the Railroad Station. Residents will be asked to bring ID.

#### Blight Ordinance Update

Barbara Henry and James Conway will review the draft based upon New Milford's Blight Ordinance provided by the Historic District Commission.

#### Fire Marshal’s Report – April 2014, May 2014, June 2014

April's Fire Marshal's Report was not available. The May and June Reports provided by Janet Morgan were reviewed and accepted.

#### Executive Session – Property Discussion

Motion made by Russell Dirienzo to enter into Executive Session at 8:35 PM, the motion was seconded by James Conway and carried unanimously.

A motion was made by Russell Dirienzo to exit Executive Session at 9:00 PM, the motion was seconded by James Conway and carried unanimously.

No action was taken.

**ADJOURNMENT**

Motion by James Conway to adjourn at 9:00 PM, the motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,

*Tai Kern*

Tai Kern, Secretary

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen*



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF SELECTMEN REGULAR MEETING AUGUST 4, 2014

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 PM.

Present: Barbara Henry, First Selectman, James Conway, Selectman and a member of the press.

#### APPROVAL OF MINUTES

##### Special Meeting – July 8, 2014

Motion by James Conway to approve the minutes of the Special Meeting of July 8, 2014. The motion was seconded by Barbara Henry and carried unanimously.

#### TAX REFUNDS

Motion by James Conway to approve the following tax refunds:

- Norman Cover, Jr. - \$11.89
- Adams Office, LLC - \$19.98

The motion was seconded by Barbara Henry and carried unanimously

#### COMMUNICATIONS FROM THE PUBLIC

N/A

#### COMMISSIONS & BOARDS APPOINTMENTS

##### Inland-Wetlands – 4 year term – 09/01/2014 – 08/31/2018

Motion by to re-appoint Russell Dirienzo to the Inland Wetlands – 4 year – 09/01/2014 – 08/31/2018. The motion was seconded by James Conway and carried unanimously.

##### Inland Wetlands – 4 year term – 09/01/2014 – 08/31/2018

Barbara Henry explained that she has not had the opportunity to discuss with Rob Horrigan whether or not he would like to be reappointed.

Motion by James Conway to table the appointment to the Inland-Wetlands – 4 Year – 09/01/2014-08/31/2018.

The motion was seconded by Barbara Henry and carried.

##### Inland-Wetlands, Alt – 4 year term – 09/01/2014 – 08/31/2018

Julie Steers has decided not to be re-appointed; therefore, a new alternate member will be sought.

Motion by James Conway to table the appointment to the Inland-Wetlands, Alt – 4 year term – 09/01/2014 – 08/31/2018. The motion was seconded by Russell Dirienzo and carried unanimously.

#### BUSINESS

##### Gino Buzzeo and Roxbury Quarry

The sad passing of Gino Buzzeo was acknowledged. Barbara Henry noted her appreciation for his friendship and his generosity to the town over the years.

### Trail Donation

A gentleman came into the office and stated that he and his friends would like to sponsor having a trail built in town named for Joey Awlasewicz. If this is not possible they would like to set up a scholarship fund in Joey's name. Barbara Henry relayed that a trail from the Senior Center to Hurlbut Park had been discussed in the past by the Conservation Commission, which would also link the school to the park. It was agreed that this would be a nice idea and the Conservation Commission will be asked to further explore this proposal.

### Resident Trooper Program

Our Resident Trooper needs surgery for a knee injury and is expected to return to work September 1st. The mutual agreement for the shared trooper program has been signed as has the mutual agreement regarding Constables with Bridgewater.

### Town Pension Plan Amendment Resolution

Motion by James Conway to accept the Resolution to amend section 1.15 of the Roxbury Municipal Employee Money Purchase Pension Plan effective July 1 as follows by adding the following:

“1.15 (e) Employees whose employment is governed by the terms of a collective bargaining agreement between Employee representatives (within the meaning of Code Section 7701(a)(46)) and the Employer under which retirement benefits were the subject of good faith bargaining between the parties, unless such agreement expressly provides for coverage in this Plan.”

The Resolution States:

“RESOLVED, that the amendment to the Retirement Plan and Trust effective as of July 1, 2014, presented to this meeting is hereby approved and adopted and that the duly authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Trustee of the Plan one or more counterparts of the amendment.

RESOLVED FURTHER, that the duly authorized representative of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of this Amendment to the Plan by delivering to each employee a copy of the summary description of the changes to the Plan in the form of a Summary Plan Description – Material Modification presented to this meeting, which form is hereby approved.”

The motion was seconded by Barbara Henry and carried unanimously.

### SBA Amendment to Communications Site Ground Lease

The cell tower on Lower County Road is leased by SBA. Barbara Henry reported that she consistently receives offers to purchase the ground lease for this tower from other companies. SBA would like to amend their lease to add another 25+ years. The Town Attorney advised not to go forward with the amendment as written because the assignment clause has been eliminated, among other things. The BOS agreed that it is premature to consider this since the lease is not up until 2028.

### Cash Policy

Barbara Henry reported that each town department feels differently about accepting cash.

As of September 1st credit cards will be accepted at Town Hall and on-line. However, it is difficult to turn people away if they have cash, especially small amounts. It was noted that a receipt for cash is necessary and must be followed. James Conway noted that he does not feel there should be a “no cash policy.” Barbara Henry suggested that it be up to each department head to decide, a hard policy not be established by the Selectmen but that a receipt for any cash must be given per the auditor. James Conway agreed.

### Sale of Old Senior Bus

A partial grant for 80% of the cost of a new bus was awarded to the town; however, the town is still waiting to hear about the Neighborhood Assistance Grant which would help with the 20% of the cost the town is responsible for. The Senior Center recently rented Washington's bus for a trip because the air conditioning does not work in the current bus. An inquiry for the purchase of the current bus has been received. James Conway suggested that it

would be nice for the town to donate the bus to a town in need of such a vehicle rather than sell it and that should be looked into first.

#### Grant Application for Vibrant Communities Initiative

This is a grant application for \$40,000 for which a group, under the CT Trust for Historic Preservation's Vibrant Communities Initiative, will examine parcels for preservation in town without the town having to purchase the property i.e., Roxbury Station and the commercial zone. The group will look for grants for the preservation of qualifying properties. The Historic District and Conservation Commission Chairs, along with the First Selectman, for the Board of Selectmen, submitted this grant application in July.

#### Cable Advisory Council & PURA Letter

Barbara Henry explained that by Statute each town has to have a representative on the Cable Advisory Council. Roxbury's representative is Gregory Davis. Free cable had been provided to Town Hall as the Emergency Operation Center; however, a notice from Charter was received that the Town will no longer receive this free service. Mr. Davis wrote a letter to PURA on behalf of the town regarding this matter requesting it remain a free service and is awaiting a response.

#### Town Information Meeting – Alternative Housing, September 9 at 7:30 PM

Jocelyn Ayer, Community & Economic Development Director for the Northwest Hills COG and Barbara Henry will lead this meeting with the Zoning and Planning commissions available for comments, etc. Ideas that have come up through the Smart Growth Committee will be discussed along with what is currently being done for Alternative Housing in the surrounding areas.

#### Ethics Workshop

Town Attorney, Gail McTaggart, and CIRMA have run various workshops for the town in the past and one on ethics should be given also. Woodbury is holding an ethics workshop in the near future that Roxbury can take attend. Barbara Henry is working on making arrangements and will forward the information to James Conway.

#### Rec Commission – Hurlburt Park Kitchen/Bathroom

A plan and brief budget was resubmitted for the BOS review. In a previous BOS meeting it was decided that the bathrooms would be started with available grant money from a prior STEAP grant for the park. Members of the Rec Commission would also like to get started but the BOS will need the project to go out to bid before anything can begin. Barbara Henry to ask the Recreation Commission to provide the specs.

#### Nutmeg Network

Digital BackOffice provided a quote to connect the Roxbury town offices with high bandwidth fiber optic and infrastructure support. This would eliminate the need for Charter and offer many advantages. The one-time cost would be \$35,000. Barbara Henry would like to increase the grant request for the December grant round but the monthly costs still need analysis.

Lower County Road Cell Tower – Amendment to Lease- listed twice in error, see SBA Amendment to Communications Site Ground Lease above.

#### Veterans Day

Barbara Henry asked the Council on Aging to work on making this a special event for our WWII Veterans this year. The yearly ceremony has grown each year and honors all our Veterans. After the Honor & Remember ceremony in memory of Brian Tierney, killed in the Vietnam War, at Town Hall, our Senator Rob Kane and Rep. Arthur O'Neill have agreed to co-sponsor legislation for CT to adopt the Honor and Remember Flag as one to represent those lost in service.

#### Town's Christmas Tree

The Town's Christmas Tree, which we've had for two years has died and will be taken down. Arthur and Joanna Koepfel donated this tree in honor of their family. It was confirmed from UCONN's Agricultural Experiment Station that its demise was due to the stress of not surviving the transplant as there was no fungus, bugs or disease

present. The tree in Munson Meadow will once again be lit this year and it was agreed that another tree should be planted as a replacement on the Green.

Household Hazardous Waste Day – September 13<sup>th</sup> – NM RR Parking Lot 9-3

Barbara Henry reported that she is trying to getting the word out about the Household Hazardous Waste Day to be held 9/13 in New Milford this year in the railroad parking lot 9 am to 3 pm.

Blight Ordinance Update

Motion by James Conway to table the Blight Ordinance. The motion was seconded by Barbara Henry and carried unanimously.

Fire Marshal's Report – April 2014, July 2014

Janet Morgan has done several inspections and is working well with the town's people. The Fire Marshal's Report for July was reviewed. Barbara Henry will ask for April's report to be followed -up upon.

**OTHER BUSINESS**

Motion by Barbara Henry to add to the agenda Fee Schedule, Farming on Town Property, Sexually Oriented Business Ordinance Proposal, and No Texting While Driving. The motion was seconded by James Conway and carried unanimously.

Fee Schedule

Barbara Henry explained that she would like a uniform fee schedule for photocopying in all the departments of Town Hall. Kim Baron was asked to provide a proposal after speaking with each department.

Motion by James Conway to adopt the proposed fee schedule for photocopying at Town Hall. The motion was seconded by Barbara Henry and carried unanimously.

Farming on Town Property

A realtor in town has a client who is interested in farming in Roxbury and questioned whether the town had any property in trust that would allow for this. It was agreed that the property purchased by the town was not intended for that purpose. Additionally, concerns with liability were noted.

Sexually Oriented Business Ordinance Proposal

Barbara Henry reported that she received request from a Berlin, CT, resident about considering an ordinance of this nature, which was provided. The BOS agreed that such an ordinance will not be required.

No Texting While Driving

Barbara Henry suggested that the BOS give out bumper stickers for people's cars reminding drivers not to text. She provided a sample of what she was thinking of as the BOS had previously agreed to support a no texting while driving initiative through AT&T. James Conway agreed this is a good program to sponsor and agreed for her to pursue.

**ADJOURNMENT**

Motion by James Conway to adjourn at 9:00 PM. The motion was seconded by Barbara Henry and carried unanimously.

Respectfully submitted,

*Tai Kern*

Tai Kern, Secretary

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen*



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF SELECTMEN REGULAR MEETING SEPTEMBER 2, 2014

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 PM.

Present: Barbara Henry, First Selectman; James Conway, and Russell Dirienzo, Selectmen.

#### APPROVAL OF MINUTES

Regular Meeting - August 4, 2014

Motion by James Conway to approve the minutes of the Regular Meeting of August 4, 2014. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained.

#### TAX REFUNDS

Motion by Russell Dirienzo to add Jeri Arzooonian - \$34.48 to tax refunds. The motion was seconded by James Conway and carried unanimously.

Motion by Russell Dirienzo to approve the following tax refunds:

- Chase Auto Finance Corp - \$269.39
- Daimler Trust - \$57.54
- Edwin Cady - \$182.48
- Denis M. & Lauren Adiletti - \$866.94
- Peter Filous - \$10.79
- Cynthia Willett - \$9.74
- Mark Anthony Dowling - \$9.89
- Jeri Arzooonian - \$34.48

The motion was seconded by James Conway and carried unanimously.

#### COMMUNICATIONS FROM THE PUBLIC

N/A

#### COMMISSIONS AND BOARDS APPOINTMENTS

Inland-Wetlands – 4 year term – 09/01/2014 – 08/31/2018

Motion by James Conway to re-appoint Rob Horrigan to the Inland-Wetlands – 4 year term – 09/01/2014 – 08/31/2018. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained.

Inland-Wetlands, Alt. – 4 year term – 09/01/2014 – 08/31/2018

Motion by James Conway to table the appointment to the Inland-Wetlands, Alt. – 4 year term – 09/01/2014 – 08/31/2018. The motion was seconded by Barbara Henry and carried. Russell Dirienzo abstained.

#### BUSINESS

MOA – Blanket Resolution for Homeland Security Grant Program

Motion by Russell Dirienzo to accept the following MOA - Blanket Resolution for Homeland Security Grant Program:

RESOLVED, that the Board of Selectman may enter into and deliver to the State of Connecticut Department of

Emergency Services and Public Protection (formerly the Department of Emergency Management and Homeland Security) any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Barbara Henry, as First Selectman of the Town of Roxbury, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Roxbury and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The motion was seconded by James Conway and carried unanimously.

#### Resolution - Historic Document Preservation Grant

Motion by Russell Dirienzo to adopt the following Resolution regarding Historic Document Preservation Grant:

RESOLVED: That Barbara Henry, First Selectman, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for an Historic Documents Preservation grant. The motion was seconded by James Conway and carried unanimously.

#### Roxbury Land Trust – Pond Lease

The 10-year lease with the Land Trust for the pond will expire 9/16/14. This lease has been continued since 1981; however, the Town has not received a renewal request to date. The terms have always been that the Town will assume responsibility for maintenance of the pond and its surroundings as well as pay the Land Trust \$1/year. Many of the townspeople continue to use this pond.

The Board agreed to table this matter until Barbara Henry can contact the Land Trust regarding the status of the renewal.

Motion by James Conway to table Roxbury Land Trust – Pond Lease. The motion was seconded by Russell Dirienzo and carried unanimously.

#### STEAP Grants

Barbara Henry reported that the two grant applications for Minor Bridge Rd. and the generators for Bernhardt Meadow were not awarded as part of the last two rounds of STEAP Grants. The Board agreed that these grant applications should be resubmitted for the next round.

The group discussed having the Town Crew perform the drainage work needed on Minor Bridge Rd.

#### Town Information Meeting – Alternative Housing, September 30th 7:00 PM.

Barbara Henry reported that this meeting has been posted on the Town Facebook page and website. She will also do an e-mail blast and a press release.

#### Household Hazardous Waste Day, September 13th NM RR Parking Lot, 9-3

Signs have been posted regarding the Household Hazardous Waste Day to take place in the New Milford railroad parking lot on 9/13 from 9-3. Dave Coyle will be Roxbury's on-site representative.

#### CCM Convention – October 21<sup>st</sup>

Barbara Henry noted that information regarding this convention and the workshops available were forwarded to the Selectmen. She noted that she always attends this convention, which will be held in Hartford.

#### Hurlburt Park – Bathrooms/Kitchen & Basketball Court

Barbara Henry explained that specs are needed for this project in order for it to go out to bid. She has requested this information several times. It was agreed that Barbara Henry should contact a professional engineer for this information.

#### Consortium Gas/Diesel Prices

Barbara Henry reported that the consortium gas/diesel prices are as follows:

- Diesel \$3.23 lock-in / \$3.21 prepay
- Gas \$3.01 lock-in / \$2.99 prepay
- Oil \$3.17 lock-in / \$3.15 prepay

It was determined that prepay prices were not a value; therefore, the lock-in prices have been set.

#### Visiting Nurse Services/New Milford VNA

The VNS of Southbury has been used in part for years for services such as flu shots and blood pressure screening; however, as of late they have not been reliable. Therefore, the New Milford VNA, who has also been utilized for years, will be in contract with the Town of Roxbury for 100% of their services.

#### Prescription Discount Card Update

The Prescription Discount Card has been used for 276 claims for Roxbury's townspeople with \$13,200 in savings since November 2013. These cards will continue to be made available to residents.

#### Resident Trooper Program Update

Barbara Henry reported that this program has been working very well. She met with the Lieutenant who explained that although the troopers are set up to float on Monday, they do need time to get their paperwork done. It was agreed that there will be a change in the Constable hours from Tuesday and Friday 2 pm to midnight to Wednesday and Friday from 10 am to 8 pm to allow time for paperwork to be completed. Saturday hours will remain the same.

#### Speed Signs

Barbara Henry reported that there have been several complaints on South St. regarding speeding. It was agreed that the solar speed signs that were budgeted for should be purchased and placed initially on South. St. and then moved around to alternate locations throughout town.

#### Senior Bus

Barbara Henry noted that she had nothing new to report. However, it was discussed and agreed that, given the option between a diesel or gas bus, gas would be preferred.

#### Transfer Station Recyclables/Single Stream Recycling

Barbara Henry explained that many towns have switched to single stream recycling. Many haulers refuse to drop their recyclables without single stream capability. The Board agreed that Roxbury would not switch to single stream at this time and haulers will be given the choice to drop all loads at the transfer station or go elsewhere. Haulers will not be required to sort out \$.05 recyclables. However, once decided if they are taking their recyclables elsewhere, they cannot show up with them because it will disrupt the available space for others recyclables as well as the timing of hauling those recyclables to CRRA.

#### Proposed Trail Donation/Senior Project in Memory of Joey Awlasewicz

The Awlasewicz family is in agreement with the creation of a trail between Hurlburt Park and the Booth Free/Senior Center in Joey's memory as discussed at the last BOS meeting. The map of the proposed trail was viewed and it was noted that easements over private property will have to be granted. Cory McGuinn would like to volunteer to organize this trail as his high school Senior Project. The BOS would like Cory to speak to them once he gets the school's approval.

#### AT&T Cell Tower Proposal – Washington-Woodbury Road

A letter dated 8/22/14 was received from Cuddy & Feder advising that their client, AT&T, is no longer pursuing the two tower facilities that bordered both Washington and Roxbury.

#### Ethics Workshop

Barbara Henry will work with Gail McTaggart, Town Attorney, to hold a 1-1/2 hour workshop on FOI and ethics for Roxbury Commission and Boards as well as employees.

Nutmeg Network

Barbara Henry will continue to work toward obtaining grant funds for this project in the December round.

Veterans Day

There was nothing new to report at this time.

Town's Christmas Tree

It was agreed that a cost should be sought to move and replant the offshoot of the original tree to be used as the future Town Christmas Tree and light it this year even though it is quite small. This year the tree in Munson Meadow will also be lit as the Town's Christmas Tree.

Blight Ordinance

Motion by James Conway to table Blight Ordinance. The motion was seconded by Russell Dirienzo and carried unanimously.

Fire Marshal's Report – April 2014, August 2014

It was noted that the reports had not yet been received but when the first Monday of the month is the first day of the month, it's hard to get the report in as it covers the entire prior month. Barbara Henry reported that new Fire Marshal, Janet Morgan, has been well received by the townspeople and will be doing inspections of the Town buildings in September.

**OTHER BUSINESS**

Barbara Henry reported that she was once again disappointed that there was no acknowledgement of the town's nomination of the Conservation Commission for this year's Aquarian Award and nothing about who they chose. She made a call to the President to express her displeasure. She noted that the Energy sub-committee of Conservation Commission is currently looking into geothermal heat for town buildings.

Executive Session

Motion by Russell Dirienzo to enter into executive session at 8:50 PM regarding Town Constable and Consideration of Property Purchase. The motion was seconded by James Conway and carried unanimously.

Motion by James Conway to exit Executive Session at 9:15 PM, the motion was second by Russell Dirienzo. Motion carried.

No vote was taken.

**ADJOURNMENT**

Motion by James Conway to adjourn at 9:15 PM, the motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen*



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF SELECTMEN REGULAR MEETING OCTOBER 6, 2014

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 PM.

Present: Barbara Henry, First Selectman; James Conway, and Russell Dirienzo, Selectmen.

Others Present: Pat O'Conner, Stewart Kellerman, Rob Horrigan, John Smoliga, Bob Munson, Peter Filous

#### APPROVAL OF MINUTES

##### Regular Meeting - September 2, 2014

Motion by James Conway to approve the minutes of the Regular Meeting of September 2, 2014. The motion was seconded by Russell Dirienzo and carried unanimously.

#### TAX REFUNDS

Motion by Russell Dirienzo to approve the following tax refunds:

- Rebekah Nager - \$215.74
- John or Linda Cisek - \$6.94
- Financial Ser Veh Trust - \$189.00
- Penelope G. Nyfenger - \$8.15

The motion was seconded by James Conway and carried unanimously.

#### COMMUNICATIONS FROM THE PUBLIC

Stewart Kellerman suggested that the Smart Growth Committee be disbanded and instead have the Zoning Commission work on Smart Growth with concepts less controversial such as the expansion of the adaptive reuse regulations. They can also explore the concept of smaller homes on smaller lots in Zone A. The approach should be a slow one. Stewart Kellerman explained that a lot of work can be saved by consulting other commissions and departments

Barbara Henry noted that what she took away from the Informational Meeting is that the public did not want one idea presented at a time and the topic was an item on the agenda.

Rob Horrigan questioned why the 25-acre minimum was proposed if no one is in favor of a large condo development. Barbara Henry explained that she was never in favor of a large development and suggested acreage was less than what was proposed in the original study. The group discussed the developers profit as a consideration regarding size which was pointed out during the meeting.

#### COMMISSIONS AND BOARDS APPOINTMENTS

Russell Dirienzo stepped down.

##### Inland-Wetlands – 4 year term – 09/01/2014 – 08/31/2018

Motion by James Conway to appoint Pat O'Conner to the Inland-Wetlands – 4 year term – 09/01/2014 – 08/31/2018. The motion was seconded by Barbara Henry and carried.

Inland-Wetlands, Alt. – 4 year term – 09/01/2014 – 08/31/2018

Motion by James Conway to appoint John Cody to the Inland-Wetlands, Alt. – 4 year term – 09/01/2014 – 08/31/2018. The motion was seconded by Barbara Henry and carried.

Russell Dirienzo was reseated.

## **BUSINESS**

### Town Information Meeting – Alternative Housing

Barbara Henry asked what the Selectmen and Smart Growth members thought was the take-away from the Informational Meeting. A majority of the people arrived at the meeting very angry, mostly due to the postcard that was sent out inferring that condo's was a done deal, which was unfortunate. However, she was pleased with the attendance. She has received emails and calls expressing both sides of the issue to pursue and not pursue alternative housing. Her impression was that even though she felt the condo idea was off the table, even if it was a small development, the people would still like to look into the village zone concept. The idea of a Housing Trust or Housing Authority came up and someone has come forward to look into that. The Town government shouldn't head that up but the Town government could certainly work in concert with it. She felt the Smart Growth Committee should be disbanded and that Planning as a Commission study the ideas still on the table. More information meetings can take place before heading to a Zoning Public Hearing. She was never in favor of a large development but would like to see what would transpire for either the village zone or small lots with 1,400 – 1,800 sq. ft. houses. She recognizes that this is what the SGC began studying and then it morphed into shared wells, septic and then walls.

Russell Dirienzo noted that there is no one answer. People do not want condos. They think the town is fine the way it is. Rural towns are becoming extinct. This town does not control the real estate market. The BOS should remove themselves from this matter. Judith Kelly made a good point that the town does have good conservation subdivision regulations already in place. Also, affordable housing regulations are on the books. There is nothing that can be done to regulate getting young people in town. Many people asked why this proposal was being done and wanted to know what the problem was that was being solved.

Barbara Henry reminded the group that the "why" was because people had come forward during the update of the Plan of Conservation and Development (POCD) which tasked the town with attracting young families and creating downsizing opportunities. During the Town Conversation on Aging, downsizing also came up. Russell Dirienzo agreed that the BOS did do their job in looking into alternative housing as tasked in the POCD.

James Conway explained that as a member of the BOS he feels he must step down from the Smart Growth Committee. He needs to remain neutral along with the other Selectmen. He recommends that the town not give up on researching alternative housing options. He would be in favor of exploring small houses on small lots. He agreed that the town has to look to the future. He would also be interested in considering a housing authority with members' independent from any government agency.

Peter Filous explained that a shell criteria was provided by the Smart Growth Committee and the Zoning Commission could have made adjustments when creating a regulation. He is also in agreement with the small house on a small lot concept. He recommends that this concept be added to the conservation subdivision idea or to rezone for smaller acreage. He noted that the Smart Growth Committee can be eliminated as long as Planning and Zoning agree to communicate with regard to alternative housing.

Bob Munson explained that he is the only multi-generational member of the Planning Commission. He stays on the Commission to try to help Roxbury adapt to changes throughout the years. The town has to grow and cannot freeze around one person's idea of what this town should be.

Peter Filous suggested moving forward with Common Interest Ownership Subdivisions for single detached units. Planning's charge is to work on ideas for the plan for the town and Zoning's charge is to write the regulations. The SGC had the members from each reporting back to their respective Commission.

James Conway agreed that the SGC be disbanded and regrouped. The Planning Commission can refer their concepts to the Zoning Commission or a housing authority can be created. Peter Filous advised that a housing authority might be a mistake. He feels that those involved should know more in order to create a plan and then they should take it to the town.

Barbara Henry agreed that there should be some changes. A gentleman approached her who is interested in researching a Housing Trust. She thinks it's a good idea to learn more about it and see how it can work in concert with the Town's Commissions. She asked him to check out the Litchfield Housing Trust.

Barbara Henry asked the public their opinion:

Pat O'Conner noted that Zoning has all the ideas it needs. Going forward she would like to allow smaller houses on smaller properties in the form of a village in the center of town.

Rob Horrigan noted that he likes the town as it is. Any change should be on a small scale. Barbara Henry agreed, but advised that change will happen and it is best to be able to plan and manage the change.

Russ Dirienzo explained that the people feel that the town wants to expedite growth. He agreed that Rob Horrigan is correct with regard to making small changes. The Planning and Zoning Commission can make small adjustments to the regulations that exist.

John Smoliga warned that once the town is opened to condos the town will be bled dry with appeals to large projects. He agreed that he would like to see diversity in the town.

Tim Segerson stated that he likes the status quo. This has been made too complicated and should be simplified, but he is not against looking into these ideas.

Barbara Henry explained that a housing authority or trust would need to come from the people. Going forward there will be no formal Smart Growth Committee. Planning will work on alternative housing ideas and will forward them to Zoning.

Peter Filous agreed and noted that they can create a study group within Planning. Bob Munson also agreed and noted that Planning and Zoning have been working better together than in the past.

Barbara Henry thanked the Smart Growth Committee for their efforts, hard work and volunteering for all the extra meetings. She noted it was unfortunate that at times remarks got personal, which was unfortunate. The town will continue to consider options going forward.

#### Fire Department Drill RLT

Barbara Henry reported that the Fire Department Search & Rescue training exercise with EMS that was held 10/5 in Mine Hill, along with Bridgewater and Washington, went very well and was a good experience for all involved. Thank you to Asst. Chief Mike Tiberio for planning this extensive training.

#### 8-24 to Planning for Bathrooms/Kitchen at Hurlburt Park

Motion by Russell Dirienzo to request an 8-24 Referral from the Planning Commission regarding Bathrooms / Kitchen at Hurlburt Park. The motion was seconded by James Conway and carried unanimously.

#### Hurlburt Park – Bathrooms/Kitchen & Basketball Court/Bench

Brian Neff has been asked to do the specs for the bathroom / kitchen project at Hurlburt Park. The bench for Joey Awlasewicz has been placed at the basketball court. A trail for Joey is being worked on as a senior project. Gary Steinman is assisting with this.

#### River Road Lease with the Land Trust

The group reviewed the proposed lease.

Motion by Russell Dirienzo to give authorization to the First Selectman to sign the lease with the Land Trust with the following amendments:

- the period shall be June, July and August
- maintenance of growth in pond affecting water quality shall be at the town's discretion
- the change to a 5-year term was agreed upon by the BOS

The motion was seconded by James Conway and carried unanimously.

#### Mattress Recycling

The State of CT passed a law in 2013 requiring the mattress industry to create a recycling program for old mattresses. Two vendors for our area have been selected by the State to provide no-cost collection containers, transportation and mattress recycling at transfer stations. This would be on a volunteer basis for the town as the law does not require a municipality to recycle the mattresses. The BOS agreed they were in favor of making this container available at the transfer station as it will save the townspeople the mattress disposal fee and will save on the town's bulky waste. Barbara Henry will check in to making this available.

#### Ethics Workshop

A 1-1/2 hour Ethics/FOI workshop has been scheduled to be given by Gail McTaggart on October 29 at 7 p.m. in Town Hall. All Commission/Board members and employees will be asked to attend.

#### Veterans Day

The annual Veterans Day celebration will be held at the Senior Center with a special highlight on WWII Veterans this year.

#### Town's Christmas Tree

The Town's Christmas Tree sprout is growing and will be left where it is. An evergreen that was in close proximity has been removed due to a disease. Both the sprout and the tree in Munson Meadow will be lit this year. The tree lighting will take place near the green as it always has as its location is closer to the Senior Center where the festival takes place.

#### Blight Ordinance

It was agreed that the information from the legislature along with other information will be forwarded to those who volunteered to work on a proposed ordinance after the information meeting on this subject.

#### Fire Marshal's Report – April 2014, August & September 2014

The FM Report for April and August were reviewed.

Motion by Russell Dirienzo to add to the agenda SBA Tower Lease, Recycling and Stop Texting Magnets. The motion was seconded by James Conway and carried unanimously.

#### SBA Tower Lease

Barbara Henry reported that she was advised that since this is the second to the last renewal for the tower lease, there may be concerns for those using the tower that its availability may be coming to an end. They will begin to move off the lease if the term is less than 5 years. Barbara Henry agreed to confer with Gail McTaggart regarding this.

#### Recycling

The town has been advised that the insurance for RRR was cancelled. This is a requirement for the permit with the town. The town will follow-up with the business owner.

#### Stop Texting Magnets

To go along with the AT&T program of "It Can Wait" that the BOS supported regarding texting while driving, they reviewed the stop texting magnet samples and chose a preferred style. They agreed to have 250 magnets made up to distribute to residents who want them for their car.

Barbara Henry reported that the Archbishop's Annual Appeal through St. Patrick Catholic Church generously granted the Town \$3,400 for Resident Relief.

**ADJOURNMENT**

Motion by James Conway to adjourn at 9:32 p.m. The motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen*



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF SELECTMEN REGULAR MEETING NOVEMBER 3, 2014

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 PM.

Present: Barbara Henry, First Selectman; James Conway, and Russell Dirienzo, Selectmen.

#### APPROVAL OF MINUTES

##### Regular Meeting - October 6, 2014

Motion by Russell Dirienzo to approve the minutes of the Regular Meeting of October 6, 2014. The motion was seconded by James Conway and carried unanimously.

#### TAX REFUNDS

Motion by Russell Dirienzo to approve the following tax refunds:

- Daimler Trust - \$143.66
- Renee David - \$19.70
- Lawrence Jennings - \$53.26

The motion was seconded by James Conway and carried unanimously.

#### COMMUNICATIONS FROM THE PUBLIC

N/A

#### COMMISSIONS AND BOARDS APPOINTMENTS

##### Municipal Historian – 4 year term 12/01/2014 – 11/30/2018

The Board agreed that long time Municipal Historian, Tim Beard, should be consulted as to whether he would like to be reappointed for another four years. He will also be welcomed to share the work he has done in this capacity.

Motion by Russell Dirienzo to table the appointment of Municipal Historian – 4 year term 12/01/2014 – 11/30/2018. The motion was seconded by James Conway and carried unanimously.

##### Special Constable RC92 – 1 year term 12/01/2014 – 11/30/2015

Motion by Russell Dirienzo to reappoint Mo Clark as Special Constable RC92 – 1 year term 12/01/2014 – 11/30/2015. The motion was seconded by James Conway and carried unanimously.

#### BUSINESS

##### Pension Plan Resolution for Summary Plan Description

It was noted that it will be clarified that employees with less than 35 hours are not eligible.

Motion by Russell Dirienzo to adopt the following resolution:

RESOLVED, that the amendment to the Retirement Plan and Trust effective as of July 1, 2014 presented to this meeting is hereby approved and adopted and that the duly authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Trustee of the Plan one or more counterparts of the amendment.

RESOLVED FURTHER, that the duly authorized representative of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of this Amendment to the Plan by delivering to each

employee a copy of the summary description of the changes to the Plan in the form of the Summary Plan Description - Material Modification presented to this meeting, which form is hereby approved. The motion was seconded by James Conway and carried unanimously.

#### Planning 8-24 for Hurlburt Park Kitchen and Bathrooms

Barbara Henry distributed the 8-24 Referral and read the Planning Commission's positive referral. It was reported that Brian Neff engineered the plans for this proposal and went before the IWC with an application.

Russell Dirienzo discussed comments from the public. The public was unaware of this plan and has concerns that the size of the kitchen is too big, which will encourage the use of the park for large events. Additionally, the bathrooms might be better located closer to the playground. He noted that there is \$29,000 available from a grant and \$50,000 available from a donation. He questioned the proposed cost of the project.

James Conway noted that the proposed kitchen is 400 square feet. He feels the Board is not in a position to second guess the proposal until all the information is available. Costs should be obtained before changing the plans to exclude the kitchen. Russell Dirienzo agreed; however, noted that this has gone to the IWC for a permit without knowing the cost of the project.

Barbara Henry agreed to ask Brian Neff to be present at the December BOS meeting and the Parks & Recreation Commission will be invited as well. A plan to build the bathrooms should be in place or the grant money will be lost; however, the possibility of separating the kitchen from the bathrooms can be discussed.

#### Award of Public Works Backhoe Bid

Barbara Henry reported that \$100,000 was budgeted for a new Public Works Backhoe. Two bids for the backhoe were received. F&W offers a 2015 Case for \$102,852 and will give \$36,000 for a trade in. The attachments the town currently own will be compatible with the Case. Caterpillar's bid was \$101,500 for a 2014 backhoe with \$30,000 for a trade in.

A motion was made by Russell Dirienzo to accept bid of \$66,852 from F&W Equipment for a 2015 Case backhoe. The motion was seconded by James Conway and carried unanimously.

#### Senior Bus Donations & Grant

Barbara Henry reported that an anonymous matching-request-donation was received for \$1,000 towards the senior bus and an additional donation of \$1,000 was received from Mr. & Mrs. Ginsberg, bringing the total amount raised by the Council on Aging towards the bus to \$3,543 in donations and fundraising. A \$5,000 grant from the Derx Foundation was applied for and awarded. It is still unknown whether the grant from Neighborhood Assistance will be awarded. \$65,000 was budgeted for the bus and an 80/20 grant was awarded. Excess budgeted funds will go back to the General Fund.

A motion was made by Russell Dirienzo to accept the \$5,000 grant awarded by the Derx Foundation. The motion was seconded by James Conway and carried unanimously with gratitude and appreciation.

James Conway suggested that the town ask the Shepaug Valley Bible Church if they would accept the donation of the town's current bus. Barbara Henry and Russell Dirienzo agreed that this would be a nice gesture to this very generous church.

#### Private Road Repairs Proposal

Barbara Henry reported that she received a request from a resident that the town pave the private road, High Meadow Lane and place a special assessment on the residents of the road to pay for it.

Russell Dirienzo and James Conway agreed that this is a private / not public road and the town should not get involved with its maintenance.

#### Break Ins and Info Meeting at Senior Center

Barbara Henry reported that both Bridgewater and Roxbury had a couple of break-ins where mostly televisions and jewelry were taken. There has been a request from one of the victims to educate the people as to what to do if they are broken in to. Barbara Henry will request that she and the Resident State Trooper hold an information meeting at the Senior Center to address this issue.

#### Speed Enforcement Grant Results

220 tickets and 89 warnings were given out during the grant period of July 1 - Sept. 30 compared to 41 tickets and 20 warnings the previous year. The Trooper's and Constable's time, and radar gun were paid for through this grant. This grant can be applied for again in the spring, at which time a license plate reader could be requested.

A motion was made by Russell Dirienzo to apply for the Speed Enforcement Grant in the spring. The motion was seconded by James Conway and carried unanimously.

#### Veterans Day Reception

The Veterans Day Reception is scheduled for Tuesday, November 11 between 1-3 p.m. at the Senior Center. The COA sends personal invitations to each veteran in town. Barbara Henry noted that this is a nice reception, which grows with each year and encouraged everyone to attend.

#### Blight Ordinance

Barbara Henry noted that she needs to contact those who expressed an interest in working on the Blight Ordinance to forward the information available to them. Russell Dirienzo explained that he sees no problems with the draft worked on by the HDC; however, he does not think a Blight Ordinance will pass or be enforced. James Conway stated that this should be something that is followed through. The town should be kept clean and should continue to be a place to have pride in.

#### Fire Marshal's Report – September & October 2014

The Fire Marshal Reports for September & October were reviewed.

A motion was made by Russell Dirienzo to add the November, 2014 Fire Marshal Report to the agenda. The motion was seconded by James Conway and carried unanimously.

The Senior Center and Town Hall buildings were inspected. It was found that the exit sign batteries need replacement, the fire alarm system needs to be maintained and the sprinkler system requires regular maintenance. A quote from AAA for \$540 to inspect and \$522 to maintain the system was given. United quoted \$988 to inspect and \$1,240 to maintain.

The investigation of the odor at the bank was discussed. Russell Dirienzo reported that there is a documented gasoline ground water issue in that building. Barbara Henry agreed to advise Janet Morgan of this.

A motion was made by Russell Dirienzo to add to the agenda Local Traffic Authority. The motion was seconded by James Conway and carried unanimously.

#### Local Traffic Authority

Barbara Henry attended a seminar for LTA's and found that the "No Thru Trucks" signs on Squire Rd. are not enforceable unless they are posted through the State. Weller's Bridge Road's "No Thru Trucks" signs were done correctly.

A motion was made by Russell Dirienzo to apply to the State for Squire Rd. "No Thru Truck" signs. The motion was seconded by James Conway and carried unanimously.

Barbara Henry received a request for a Neighborhood Watch sign in the Chalybes Rd. neighborhood. She believes her prior research on that subject showed the neighbors need to get together and agree to all the conditions of a Neighborhood Watch. She asked the Resident Trooper to get her information on the process.

It was noted that there was a good turnout for the FOI / Ethics training with approximately 30 people in attendance.

**ADJOURNMENT**

Motion by James Conway to adjourn at 8:40 PM. the motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen*



# TOWN OF ROXBURY CONNECTICUT

Board of Selectmen

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

## ROXBURY BOARD OF SELECTMEN REGULAR MEETING DECEMBER 1, 2014

### MINUTES

#### CALL TO ORDER

Barbara Henry, First Selectman, called the meeting to order at 7:30 PM.

Present: Barbara Henry, First Selectman; James Conway, and Russell Dirienzo, Selectmen.

#### APPROVAL OF MINUTES

Regular Meeting - November 3, 2014

Motion by Russell Dirienzo to approve the minutes of the Regular Meeting of November 3, 2014. The motion was seconded by James Conway and carried unanimously.

#### TAX REFUNDS

Motion by Russell Dirienzo to approve the following tax refunds:

- Toyota Motor Credit - \$191.66
- Daimler Trust - \$205.98
- Raymond or Stephanie Osborne - \$22.00
- VW Credit Leasing Ltd. - \$45.89

The motion was seconded by James Conway and carried unanimously.

#### COMMUNICATIONS FROM THE PUBLIC

N/A

#### COMMISSIONS AND BOARDS APPOINTMENTS

Municipal Historian – 4 year term 12/01/2014 – 11/30/2018

Motion by Russell Dirienzo to table the appointment of Municipal Historian – 4 year term 12/01/2014 – 11/30/2018. The motion was seconded by James Conway and carried unanimously.

Council on Aging – 4 yr. term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to reappoint Rich Burmann to the Council on Aging – 4 yr. term 01/01/2015 – 12/31/2018. The motion was seconded by James Conway and carried unanimously.

Council on Aging – 4 yr. term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to reappoint Colby Kalisher to the Council on Aging – 4 yr. term 01/01/2015 – 12/31/2018. The motion was seconded by James Conway and carried unanimously.

Historic District Commission – 4 yr. term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to reappoint Charles Haver to the Historic District Commission – 4 yr. term 01/01/2015 – 12/31/2018. The motion was seconded by James Conway and carried unanimously.

Historic District Commission – 4 yr. term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to reappoint Georgette Miller to the Historic District Commission – 4 yr. term 01/01/2015 – 12/31/2018. The motion was seconded by James Conway and carried unanimously.

Historic District Comm. Alt. – 4 yr. term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to reappoint Mary Jonker Historic District Commission, Alt. – 4 yr. term 01/01/2015 – 12/31/2018. The motion was seconded by James Conway and carried unanimously.

Historic District Comm. Alt. – 4 yr. term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to reappoint Elizabeth Lacy Historic District Commission, Alt – 4 yr. term 01/01/2015 – 12/31/2018. The motion was seconded by James Conway and carried unanimously.

Historic District Comm. Alt. – 4 yr. term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to table the appointment of the Historic District Commission, Alt. – 4 yr. term 01/01/2015 – 12/31/2018. The motion was seconded by James Conway and carried unanimously.

James Conway stepped down.

Zoning Commission – 4 yr. term 01/01/2015 – 12/31/2018 James Conway

Motion by Russell Dirienzo to reappoint James Conway to the Zoning Commission – 4 yr. term 01/01/2015 – 12/31/2018. The motion was seconded by Barbara Henry and carried unanimously.

Zoning Commission – 4 yr. term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to table the appointment to the Zoning Commission – 4 yr. term 01/01/2015 – 12/31/2018. The motion was seconded by Barbara Henry and carried unanimously.

Zoning Comm. Alt. – 4 yr. term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to reappoint John Cody as a Zoning Commission, Alt. – 4 yr. term 01/01/2015 – 12/31/2018. The motion was seconded by Barbara Henry and carried unanimously.

Zoning Comm. Alt. – 4 yr. term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to table appointment of the Zoning Commission, Alt. – 4 yr. term 01/01/2015 – 12/31/2018. The motion was seconded by Barbara Henry and carried unanimously.

ZBA – 4 yr. term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to reappoint Margaret Miner to the ZBA – 4 yr. term 01/01/2015 – 12/31/2018. The motion was seconded by Barbara Henry and carried unanimously.

ZBA – 4 yr. term 01/01/2015 – 12/31/2018

Motion by Russell Dirienzo to reappoint Karen Kopta to the ZBA – 4 yr. term 01/01/2015 – 12/31/2018. The motion was seconded by Barbara Henry and carried unanimously.

James Conway was reseated.

**BUSINESS**

Nutmeg Network Resolution

The Board agreed with the resubmission of the grant application for the Nutmeg Network connection. It was noted that it is expected that all the towns will have this eventually.

Motion by Russell Dirienzo to adopt the following resolution:

The Legislative Body of the Town of Roxbury, convened on December 1, 2014, and adopted a resolution by unanimous vote which endorsed the Regional Performance Incentive Program proposal listed below, referenced in Connecticut General Statutes Section 4-124s (2014 Supplement): The Town's Nutmeg Network Connection Application. In addition, the Legislative Body has authorized Barbara Henry, First Selectman, to act on this endorsement by signing all necessary agreements and take all necessary actions related to this proposal to enter into a binding agreement with the Office of Policy and Management according to terms of the RPI grant program.

The motion was seconded by James Conway and carried unanimously.

MS4 Storm Water Testimony – December 17

Barbara Henry reported that MS4 Storm Water General Permit is a proposed unfunded mandate requiring that the towns pick up leaves, sweep roads, clean catch basins, perform testing, etc. The state exempted themselves from this proposed legislation. There is no environmental benefit to this proposal and it is estimated to our town \$100,000 to \$150,000.

Barbara Henry will testify before DEEP on December 17th in opposition to this proposed legislation along with other towns. The BOS will have an opportunity to review her testimony and offer their input prior to December 17th.

STEAP Grants Applications

Barbara Henry reported that, as agreed, the grant applications for Minor Bridge Rd. and generators for Bernhardt Meadow have been submitted.

Resolution for STEAP request through NWHCOG

Barbara Henry explained that the State looks favorably on regional grant requests; therefore, Roxbury, one of eight towns, submitted an application for welcome and wayfinding signage.

Motion by Russell Dirienzo to adopt the following resolution:

WHEREAS, the State of Connecticut, through the Office of Policy & Management, provides funding to community with Small Town Economic Assistance Program (STEAP) which must be capital projects related to economic development and job creation; and

WHEREAS, a previous STEAP award provided funding for gateway and wayfinding signs to seven other northwestern Connecticut towns to promote tourism and demonstrate the unique character of each municipality; and

WHEREAS, several towns including Roxbury have expressed interest in participating in another such application for eight additional towns;

THEN BE IT RESOLVED, that the Board of Selectmen does hereby endorse and support the "Village Commercial Area Welcome & Wayfinding Signage" project for submission as a 2015 STEAP project.

The motion was seconded by James Conway and carried unanimously.

Resolution for Adoption of Hazard Mitigation Plan

Barbara Henry reminded the Board that the plan is complete and a Certificate of Adoption needs to be voted on to qualify the Town for funding to alleviate the impacts of future hazards.

Motion by Russell Dirienzo to adopt the following resolution:

WHEREAS, the Town of Roxbury has historically experienced severe damage from natural hazards and it continues to be vulnerable to the effects of those natural hazards profiled in the plan (e.g. flooding, high wind, thunderstorms, winter storms, earthquakes, dam failure, and wildfires), resulting in loss of property and life, economic hardship, and threats to public health and safety; and

WHEREAS, committee meetings were held in 2013 and 2014 and public input was gathered by several methods regarding the development and review of the Hazard Mitigation Plan; and

WHEREAS, the Plan specifically addresses hazard mitigation strategies and Plan maintenance procedure for the Town of Roxbury; and

WHEREAS, the Plan recommends several hazard mitigation actions/projects that will provide mitigation for specific natural hazards that impact the Town of Roxbury, with the effect of protecting people and property from loss associated with those hazards; and

WHEREAS, adoption of this Plan will make the Town of Roxbury eligible for funding to alleviate the impacts of future hazards; now therefore be it RESOLVED by the Board of Selectmen

The motion was seconded by James Conway and carried unanimously.

#### Hurlburt Park Kitchen and Bathrooms & Town Info Meeting

Barbara Henry reported that the original proposal was approved by the IWC and received a positive referral from Planning. The Town needs to determine how they would like to go forward. The as-built for Bridgewater's comparable facility was reviewed. It was agreed that the extra storage is needed in Roxbury; however, Roxbury's proposal is twice the size of Bridgewater's facility.

The need to pump the septic uphill was discussed and it was agreed that a better plan would be to move the bathroom closer to the field and playground where it can be gravity fed as well as more convenient to the public. This change would save money as well as alleviate the maintenance needed for a pump.

The Board agreed to look into having the bathrooms as a separate building from the kitchen and closer to the playground area. Barbara Henry suggested a Town Information Meeting be called to assure this proposal is what the people want. Russell Dirienzo noted that everyone he has spoken to is in favor of the bathrooms. Barbara Henry agreed. James Conway noted that it makes sense to go forward with the bathroom separately. Brian Neff will be asked to provide a plan and costs of the bathroom and kitchen separated. Once a new plan and costs are available a town information meeting can be scheduled in January or February.

#### Assessments – Exemption of Horses/Ponies

Barbara Henry reported that the Assessor brought to her attention Public Act 14-33 which allows to exempt the taxation of horses and ponies, etc. She explained that it is almost impossible to enforce.

Motion by Russell Dirienzo accept the exemption of horse and ponies from assessment in accordance with Public Act 14-33. The motion was seconded by James Conway and carried unanimously.

#### Consortium Fuel Prices

Barbara Henry reported that as of the November 21st meeting of the Consortium, #2 oil will be between \$2.75 - \$2.85 and diesel fuel \$2.82 - \$2.92.

#### Health Insurance Policy

Barbara Henry reminded the Board that it had previously agreed that insurance for new hires would be for the employee only. Family members will have the option to buy-in if the policy allows it.

A motion was made by Russell Dirienzo to provide employee-only health insurance for any new hire full-time employee of the Town of Roxbury. Family members/spouses can buy-in if the policy allows it. The motion was seconded by James Conway and carried unanimously.

#### Gigabit RFP for Residents & Businesses

Barbara Henry read a message from Comptroller Kevin Lembo encouraging towns to join the Gigabit movement. Barbara Henry requested Gregory Davis, Roxbury's representative on the Cable Advisory Council, his thoughts. He said it seems innocent enough to join the bandwagon but the reality of a statewide roll out of another high speed data capable wiring/wireless infrastructure, independent of the cable and wireless companies, begs the question of how this could be paid for and what it will take to smack down those already monopolizing the industry. Barbara Henry suggested that since there is no cost to the municipality to join the RFQ, we should and go along for the ride at this juncture. The Board agreed for now but didn't believe it really was an issue for them to be involved with.

Police Vehicle/Radios

Barbara Henry reported that the town is going forward with the purchase of a new 2015 police vehicle and will be keeping the present vehicle. The new vehicle purchase is in the Capital Plan and was discussed with the BOF.

COST Town Meeting – January 14, 2015

The Board members agreed that they would all be in attendance at this meeting.

Senior Bus Update

Barbara Henry contacted the Shepaug Valley Bible Church regarding their interest in the donation of the current senior bus once the new bus is purchased. The church would love to have the bus and Barbara will keep them abreast of a timeframe.

Barbara Henry reminded the Board that an additional \$5,000 grant has been awarded as well as many donations have been received towards the purchase of the new bus.

Ethics/FOIA Meeting Follow Up

Barbara Henry reported that Gail McTaggart did a great job with the Ethics/FOIA training. This topic was further discussed at the staff meeting and copies of her presentation have been sent to the board and commission for distribution to those who could not attend.

Info Meeting at Senior Center – Break-Ins

The Resident State Trooper and Barbara Henry will hold a “Coffee and Conversation” at the Senior Center to discuss the recent break-ins, scams, to share information and hear concerns.

Gary Coburn – Completion of 2014 Certificate of Municipal IW Agency Training

The Board congratulated Gary Coburn on his completion of IW Training. It was noted that he is working on completing his Zoning training as well.

Blight Ordinance

Barbara Henry reported that she spoke with those who showed interest in working on this project. She will work on a date for their first meeting.

Fire Marshal’s Report – November 2014

The Fire Marshal's Report for November was reviewed.

Holiday Schedule 2015

Motion by Russell Dirienzo to approved the 2015 Holiday Schedule as presented. The motion was seconded by James Conway and carried unanimously.

Meeting Schedule 2015

Motion by Russell Dirienzo to approved the 2015 BOS Meeting Schedule as presented. The motion was seconded by James Conway and carried unanimously.

**ADJOURNMENT**

Motion by James Conway to adjourn at 8:45 PM, the motion was seconded by Russell Dirienzo and carried unanimously.

Respectfully submitted,

*Tai Kern*

Tai Kern, Secretary

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen*