

The February 22, 2017, Special Meeting of the Woodbridge Board of Selectmen was convened at 5:00 p.m. in the Town Hall Central Meeting Room by First Selectman Ellen Scalettar. Present: Ms. Heller, Ms. Jacobs, Ms. Kayne, Ms. Scalettar, Mr. Anastasio, and Mr. Dey
Present for Staff: Mr. Genovese, Administrative Officer/Director of Finance; Ms. Yagla, Assistant Administrative Officer; Mrs. Shaw, Clerk.

WOODBIDGE BOARD OF EDUCATION – Superintendent Robert Gilbert

Mr. Gilbert thanked the Board of Selectmen for its support of the Woodbridge Board of Education 2018 Operating Budget.

- 2017 budget – experiencing unanticipated out placement costs in Special Education which have mostly been balanced by retirements and savings in benefits
- Handed out the 2017-2020 strategic plan presented to the Board of Education in January
- Efforts are being made to move forward on a final building committee meeting
- Students celebrated the Chinese New Year
- Jump Rope fund raiser for the American Heart Association
- PTO Bingo Night 4 – 6 grade students, parents, and PTO Board Members
- Poetry Guild celebration of Black History Month
- Read Across America Day – several Town officials participated

1710 LITCHFIELD TURNPIKE – DEMOLITION OF BUILDING

Mr. Gilbertson reported that the vacant house at 1710 Litchfield Turnpike was deemed a hazard and has been demolished. The entire building was declared hazardous waste and has been delivered to a proper facility for disposal. It was also found that an individual had been living in the attic of the vacant building.

CUPOP PROPOSED GUIDELINES

Ms. Ferrante-Fernandes, Chair of the Commission on the Use of Publicly Owned Properties (CUPOP), presented the Commission's recommendations for 1) Woodcutting Permits, 2) The Woodbridge Community Gardens, 3) Benches on the Fitzgerald Property. Ms. Scalettar and the Board thanked Ms. Ferrante-Fernandes and the Commission for its diligence in studying the various uses of the property and the resulting thorough report.

The Board agreed to place the recommendations on the March 8th meeting agenda for discussion and possible action.

DARLING HOUSE TENANT LEASE – Barbara Baldwin

Ms. Baldwin said that the Historical Society's Board of Directors has approved leasing the "Caretakers Quarters" to Ethan Schneider from March 1, 2017 to February 28, 2018. She noted that Mr. Schneider is the sole tenant this year and the Society has approved him having a cat.

The Board of Selectmen **VOTED UNANIMOUSLY** (Anastasio – Dey) to authorize the First Selectman to execute a one-year lease of the “Caretakers Quarters” with Ethan Schneider as presented by the Amity-Woodbridge Historical Society.

COUNTRY CLUB OF WOODBRIDGE POOL UPDATE

Ms. Scalettar said that at the February 21st budget meeting the Board of Selectmen looked at certain aspects of the Country Club of Woodbridge Pool. The Board assumed for its discussion, based on information from the Recreation Commission, that the revenues would meet operational costs and that the rates would be raised by 10% rather than the original 5%.

Ms. Scalettar said that the Board needs to allocate funds and address certain items to open the pool for the 2017 season. If the pool is going to continue beyond that, there are other items to be addressed most notably the resurfacing which was not included in the Board’s budget.

Mr. Genovese presented a memo outlining the immediate needs to open the pool this summer.

1) Backwash/Pool Filter – the current system does not meet DEEP procedures. The most cost effective is a new filtration method which eliminates the need for backwashing. The total cost is \$22,963 (\$17,985 main pool; \$4,978 kiddie pool) and \$3,200 for HRP oversight.

2) Clubhouse sprinkler system – The dry system has failed. The cost to extend the wet system into the grill, storage areas, pool director’s office and hallway egress is \$8,994.

3) Smoke alarms – In order to use the bottom floor of the Clubhouse, the Fire Marshal has required installation of smoke detectors in 10 locations on the second floor at a cost of \$1,900.

The Board of Selectmen VOTED to recommend the following funding requests to the Board of Finance:

#1617-10 – Interdepartmental Transfer Amount: \$ 8,994.00
To: CNR-CCW (302-1192/57500/SPRKL)
From: Revenue – Special Recreation (1-8-9520/48214)
For: Install wet sprinklers at CCW to cover concession area including the kitchen, the back office, storage rooms, and hallways.

(Dey – Heller) Unanimously Approved

#1617-11 – Interdepartmental Transfer Amount: \$ 1,900.00
To: CNR-CCW (302-1192/87500/SMOKE)
From: Revenue – Special Recreation (1-8-9520/4814)
For: Install smoke detectors throughout the second floor at the Country Club and to tie into the alarm system as required by the Fire Marshal

(Jacobs – Dey) Unanimously Approved

#1617-12 – Interdepartmental Transfer Amount: \$ 26,163.00

To: CNR-Country Club of Woodbridge
From: Revenue – Special Recreation (1-8-9520/4814)
For: Update filtration system at CCW pool (\$22,963) and assistance with public pool permitting in accordance with CT Public Health Code 19-13-B33b.
(Dey-Heller) Unanimously Approved

#1617-13 – Intradepartmental Transfer Amount: \$ 49,050.00

To: Country Club Pool various accounts

Part Time Seasonal (1530-00/50320)	\$32,000
Uniform Allowance (1530-00/51800)	\$ 1,500
General Prof. Svc. (1530-00/52100)	\$ 4,000
Repair & Mnt. Bldg. (1539-00/53530)	\$ 1,850
Telephone (1530-00/54210)	\$ 200
Legal Ads (1530-00/54310)	\$ 1,500
Technical (1530-00/55120)	\$ 2,000
Mnt. Supplies (1530-00/55130)	\$ 4,000
Gas (1530-00/55210)	\$ 2,000

From: Department Revenues – Country Club Fees (1-5-5300/45200)

For: Fund operation of Country Club Pool through June 30, 2017
(Heller – Dey) Unanimously Approved.

ANIMAL SHELTER BUILDING COMMITTEE REPORT – Beth Heller

Ms. Heller reported that the Animal Shelter Building Committee has been meeting since November 2016. Members of the Committee are: Stephanie Ciarleglio, Leland Torrence, with herself as Chair. Staff support includes: Mr. Genovese, ACO Karen Lombardi, and Mrs. Shaw, Clerk. Ten firms responded to the Request for Proposal for the architectural and engineering services for the animal shelter renovations. The Committee reviewed all responses and interviewed the three firms with the lowest bids and experience designing animal shelters. She said that the committee recommends that the Board award the Architectural & Engineering Services project to Silver Petrucelli & Associates for \$45,300.

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Kayne) to award the bid for Architectural & Engineering Services for the Woodbridge Animal Shelter Building to Silver/Petrucelli Associates in the amount of \$45,300.

MEMORANDUM OF AGREEMENT –FFY 2017 State Homeland Security Grant Program Region 2

Mr. Genovese said that the Board is being requested to adopt the following resolution to be filed with the State in anticipation of future grants.

RESOLVED, That the Board of Selectmen of the Town of Woodbridge may enter into with 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 Ellen Scalettar, First Selectman of the Board of Selectmen of the Town of Woodbridge, is authorized and directed to execute and deliver any and all documents on behalf of the Board of Selectmen of the Town of Woodbridge 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 delivery in all agreements and documents contemplated by such documents.

Moved by Ms. Jacobs, seconded by Ms. Heller

Vote: Aye – Anastasio, Dey, Heller, Jacobs, Kayne, Scalettar

Nay – None

The Resolution was adopted.

AUTHORIZE THE TOWN CLERK TO APPLY FOR TARGETED GRANT FY2018 – HISTORIC DOCUMENTS PRESERVATION

The Board of Selectmen **VOTED UNANIMOUSLY** (Kayne – Dey) to adopt the following resolution:

RESOLVED: That Stephanie Ciarleglio, Woodbridge Town Clerk, is hereby authorized to submit an application for the ***“Targeted Grant FY 2018 – Historic Documents Preservation Program”*** to the State of Connecticut Library, Public Records Administrator for the Grant Contract Period July 1, 2017 – June 30, 2018 in the amount of \$4,000.

PERSONNEL COMMITTEE REPORT

ACCOUNTANT II

The interview committee recommended Mary Jo Januski to fill the position of Accountant II. Following review of Ms. Januski’s resume the Board of Selectmen **VOTED UNANIMOUSLY** (Heller - Jacobs) to hire Ms. Januski to fill the position of Accountant II at an annual salary of \$63,000. Effective date of hire is at the discretion of Mr. Genovese, Administrative Officer/Director of Finance.

MAINTAINER III

The interview committee recommended Anthony Esposito to fill the vacancy at the Transfer Station. Following review of Mr. Esposito’s resume the Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Jacobs) to hire Mr. Esposito as a Maintainer III at the rate of \$25.16 per hour.

TOWN CLERK’S REPORT

The Board of Selectmen **VOTED UNANIMOUSLY** (Scalettar – Dey) to acknowledge receipt of the Town Clerk’s report for the month ending January 31, 2017.

MINUTES

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Dey) to approve the minutes of the July 13, 2016 Public Hearing – “**Don’t Block the Box Ordinance, Merritt Avenue**”.

RECESS

At 5:55 p.m. the Board of Selectmen agreed to take a brief recess.

At 6:00 p.m. the Board of Selectmen resumed the meeting.

PUBLIC COMMENTS

Bob Hill, 68 Acorn Hill Road – thanked the Board for the work and consideration regarding the CCW pool.

Cheryl Lipson, 35 Brookwood Drive – hoped that tennis, volley ball and a concession stand would also be available if the pool opened.

Roger Sherman, 5 Fairview Road – thanked the Board of Selectmen and the Recreation Commission for the work to open the pool as it is a great resource for the Town’s people. Conservation Commission held a walk on the CCW property and even though it was only 28 degrees, 40 people attended. He asked if all the CCW grounds were open to the public to walk and Ms. Scalettar said they were. Mr. Sherman then said that it is well worth the property taxes to have the CCW open to the public.

Jessica Halprin, Elderslie Lane, read a letter stating how important the CCW Pool is to young families in getting to know others in town. She said that she really appreciates the community spirit she has found as a member.

David Lober, 35 Wepawaug Road – thanked the Board of Selectmen for their efforts to open the CCW pool for the 2017 season. He also said that the pile of timber along Woodfield Road should be sold.

ADMINISTRATIVE OFFICER/DIRECTOR OF FINANCE’S REPORT

Monthly Report – Mr. Genovese reported that as of January 2017 he is projecting a budgetary surplus of approximately \$265,000 at the end of the fiscal year (June 30, 2017) resulting in a fund balance of \$4.7M or 10.01% of the annual projected expenses.

Funding Requests – The Board of Selectmen VOTED to refer the following funding requests to the Board of Finance:

1617-08 Intradepartmental Transfer
To: Fire Department Tires (1230-00/5514) Amount: \$ 4,200.00

From: Fire Department Repair/Maint. – Vehicles
For: Cover costs associated with tire replacement per DOT regulations.
(Dey – Heller) Unanimously Approved

1617-09 Intradepartmental Transfer Amount: \$35,000.00

To: Department of Public Works – Rental Equipment (1310-00/53610)
From: Department of Public Works – Roads (1310-00/55170)
For: Due to excessive tree work that has been done and related costs, funds are needed for catch basin cleaning.

(Dey – Anastasio) Unanimously Approved

Country Club of Woodbridge (CCW”) Golf Closeout – Mr. Genovese reported that as part of the closeout procedures for the CCW, HRP surveyed the property to be sure that as Billy Casper Golf was leaving the property there were no areas of concern that could impact any federal, state, or local regulations – such as chemicals or other items that could pose a problem in the future.

Three items were discovered: chemicals in the hazardous storage shed; empty tanks/containers also in the storage shed; parts washer – all were removed by Billy Casper Golf at no cost to the Town. HRP conducted a follow-up visit and the items that could possibly impact compliance were removed.

Ms. Scalettar noted that Billy Casper Golf was a good partner in every way.

Old Fire House Update – Mr. Genovese said that a committee is working on recommendations to spend the \$500,000 STEAP Grant to improve the building for occupancy that would have to be done no matter the future use of the building.

ASSISTANT ADMINISTRATIVE OFFICER’S REPORT

U.I. Bright Idea Grant - Ms. Yagla said that there are two documents she is requesting that the Board authorize the First Selectman to sign. The first is to accept the \$10,000 U.I. Bright Idea Grant to be applied toward converting the Library lighting to LED and the \$9,000 Energy Initiative Standard Agreement for the work at the Library. Ms. Yagla said it is estimated that the conversion will result in an annual savings of \$9,000.

The Board of Selectmen **VOTED UNANIMOUSLY** (Dey – Heller) to authorize the First Selectman to execute the documents to receive the U.I. \$10,000 Bright Idea Grant toward the Library LED conversion and the \$9,000 Energy Initiative Standard Agreement for the work at the Library.

Interconnection Application – Solar Panels/Library – Ms. Yagla explained that Aegis, the vendor supplying the panels for the library, submits the application to U.I. for review and once approved Aegis will obtain a building permit for the installation.

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Kayne) to authorize the First Selectman to execute the Interconnection Application with AEGIS for installation of Solar Panels on the Library.

APPOINTMENTS

Town Plan & Zoning to June 30, 2017, The Board of Selectmen **VOTED** (Jacobs – Heller) to appoint Paul Schatz to fill a vacancy on The Town Plan and Zoning Commission for a term ending June 30, 2017.

VOTE: Aye – Heller, Jacobs, Scalettar
Abstained – Anastasio, Dey, Kayne

Mr. Schatz is appointed to fill the vacancy.

Appointments to fill vacancies on the Conservation Commission and the Economic Development Commission will be addressed at the March 8, 2017, meeting.

FIRST SELECTMAN'S REPORT

Ms. Scalettar reported that the Town and Mr. Genovese have been awarded the Distinguished Budget Presentation Award for another year. She noted that this significant award recognizes that the Town's budget is a policy document, a financial plan, an operations guide, and a communications device. She also said that it is not every town that enjoys the kind of financial leadership that Woodbridge receives from Mr. Genovese and his team.

Business Visits – visited two local boutiques – Today's Woman and Pamela Wirth.

Fuel Cell – attended a press conference and ribbon cutting ceremony for the fuel cell that is now operational at Amity High School.

Regional Economic Development Group – attended a meeting of the New Haven based group that is focusing in part on trying to make connections with foreign businesses. The Group attended a conference last year in Germany to market space in New Haven and surrounding towns – including Woodbridge.

LIAISON REPORTS

Ms. Heller: The Inland Wetlands Agency – Application for residential addition to 41 Tumblebrook Road was delegated to the supervision of Mr. Gilbertson. Application for 244 Ansonia Road - discussion was deferred to the next meeting. Approved reduction in Robert Pryor's development bond held jointly with the Town Plan Zoning Commission.

Attended the ribbon cutting ceremony for the fuel cell.

Fire Commission – is working on fire dispatch issues; responded to the bomb threat at the Jewish Community Center; continuing to deal with hydrant issues; radio transmission equipment is operating at 21 Bradley Road; answered over 35 calls during the wind storm on February 13th; the Fire Marshal conducted 41 inspections; and the Department answered 486 since this time last year. Ms. Heller also reminded the Board and audience of the Snowflake Dance on March 11th.

The Human Services Commission – cancelled due to lack of quorum.

Ms. Heller recommended borrowing from the Police Department the movie about heroin addiction “Chasing the Dragon”.

Ms. Jacobs: said that her report was covered in discussion this evening.

Mr. Anastasio: The Town Plan & Zoning Commission February 13th special meeting with Ms. Creane was cancelled due to the storm.

Library Commission – working on a new logo and signage

Mr. Anastasio reported that regarding “Chasing the Dragon”, the Woodbridge Rotary in conjunction with the Police Department is installing a permanent prescription drug drop box at the Police Department.

Ms. Kayne: The Recreation Commission – discussed a replacement for Mr. Taddei’s position as CCW Pool Director; agreed to increase CCW pool membership rates to cover operating costs.

The Woodbridge Board of Education – Ms. Kayne urged the Board to read Superintendent’s Strategic Plan; presented the result of a workshop where several 4th grade boys constructed a boat. Each student explained their role in the project. The board was successfully floated in the Beecher Road School swimming pool.

Mr. Dey: The Conservation Commission – attended the CCW walk; working to finalize the Open Space Plan.

ADJOURNMENT

On a non-debatable motion by Mr. Dey, seconded by Mr. Anastasio, the meeting adjourned at 6:38 p.m.

Respectfully submitted,
Geraldine S. Shaw, Clerk