

SUBJECT TO APPROVAL

MEETING DATE: MONDAY, FEBRUARY 8, 2016
8:00 A.M.

MEETING PLACE: JAMES MADISON ROOM (ROOM A) - TOWN CAMPUS

BOARD OF SELECTMEN MEETING MINUTES

Public Hearing

PURPOSE: Review Ordinances to expand membership of the Salt Meadow Park Governance Committee and the Shellfish Commission.

First Selectman Banisch called the Public Hearing of Monday, February 8, 2016 to order at 8:00 a.m. Present were First Selectman Banisch, Selectmen Goldberg, Hale, Walker and Wilson.

Selectman Hale stated that the Salt Meadow Park Governance Committee ordinance was being revised to add two alternate members. First Selectman Banisch stated that the ordinance regarding the Shellfish Commission was being revised to include two alternate members and add two regular members.

There being no public comment, the Board adjourned to Regular Session at 8:01 a.m.

Regular Session

First Selectman Banisch called the Regular Session of Monday, February 8, 2016 to order at 8:01 a.m. Present were First Selectman Banisch, Selectmen Goldberg, Hale, Walker and Wilson.

1. Pledge of Allegiance
First Selectman Banisch led the Pledge of Allegiance.
2. Approval of minutes

MOVED by Selectman Hale and seconded by Selectman Goldberg to **APPROVE** the minutes of the Board of Selectmen Meetings held on January 25, 2016.

VOTE: This motion was approved unanimously.

MOVED by Selectman Hale and seconded by Selectman Wilson to **APPROVE** the minutes of the Board of Selectmen Meetings held on January 28, 2016.

VOTE: This motion was approved unanimously.

3. First Selectman's Comments:

- a. First Selectman Banisch stated that he would reserve his comments for the end of the meeting.
4. Citizen Comments:
None.

NEW BUSINESS

5. Discuss and take action to revise an Ordinance enacting the Salt Meadow Park Governance Committee to allow for two alternate members (total 7 permanent members and two alternate).

MOVED by Selectman Hale and Selectman Wilson to **APPROVE** revising an Ordinance enacting the Salt Meadow Park Governance Committee to allow for two alternate members (total 7 permanent members and two alternate).

VOTE: This motion was approved unanimously.

6. Discuss and take action to revise an Ordinance enacting the Shellfish Commission to allow for two additional permanent members (total 7 permanent members and three alternate).

MOVED by Selectman Hale and seconded by Selectman Wilson to **APPROVE** revising an Ordinance enacting the Shellfish Commission to allow for two additional permanent members (total 7 permanent members and three alternate).

VOTE: This motion was approved unanimously.

7. Presentation from the East Shore Health District.

DISCUSSION: Mike Pascucilla of the East Shore Health District introduced himself and Lois Lehr, the President of the Board of Directors. He also reviewed documents which he provided to the Board including his Curriculum Vitae. Mr. P stated that if the Town joins the Health District then he would become the acting "Director of Health". He further stated that ESHD was the first to be formed in Connecticut and had been in existence since the 1970's. He stated that if the Town moves forward with the Health District then the agreement would follow the Connecticut State Statutes. Mr. Pascucilla provided an overview of the 10 Essential Public Health Services (P.A. 14-226, S.3); as well as provided the ways that ESHD meets these service requirements. These services include inspections of food service areas (restaurants), inspection of septic systems and also shellfish area testing, etc. He stated that the health district put great emphasis on contamination testing.

Also, the ESHD inspects swimming pools, drinking water health, mosquito control, etc. He also stated that ESHD has a public health nurse and clinic that provides vaccination services for influenza as well as for international travel. He also highlighted services to increase resident and employee wellness and health. He also highlighted services for Maternal Health which addressed health concerns of children before birth.

Mr. Pascucilla then gave an overview of cost which is \$7.40 per capita. This figure multiplied by the population of the Town would result in a total due for the first year of \$134,034. He also indicated that since the population is under 50,000 residents, then there would be some state funding that the Town would not otherwise be eligible for.

Selectman Goldberg asked what the day-to-day operations were and how much the Townspeople would see the presence of the ESHD. Mr. Pascucilla responded that the presence is seamless and that essentially he would be the Director who would interact with the Town in a way similar to the current Health Director. Staff members are assigned to each town and these staff members attend interoffice and Town meetings. He indicated that the ESHD would need to hire a staff member to cover Madison.

First Selectman Banisch asked for demographics of other Towns in the health district and Mr. Pascucilla confirmed that East Haven has roughly 29,000 residents (3 Board members), Branford has roughly 28,000 residents (3 Board members) and N. Branford has roughly 14,000 residents (2 board members). Also, there is also a medical advisor who helps with certain situations.

Selectman Walker questioned if the Town would be required to enact any services which are not currently enacted under the ten essential services and Mr. Pascucilla confirmed this was the case.

Selectman Hale asked if there were additional fees other than the yearly fee to the Town and Mr. Pascucilla stated that there are some other fees which could be assessed to the residents for septic permits, building permits, etc. Also, some business fees would be reduced for caterers, food trucks, etc. He also stated that the fees are kept as low as possible to be comparable to fair market value in this area.

Selectman Goldberg confirmed that the fees are not specific to Madison but rather follow state statutes. Mr. Pascucilla confirmed this was true and also stated that the district enforces a Blight Ordinance for East Haven as well.

Mr. Wilson questioned if by adding Madison to the pool, if costs would decrease to the overall plan. Mr. Pascucilla stated that this was true, however, a new staff member would need to be added to the ESHD staff and therefore that would increase costs. Mr. Wilson then asked if the per capita rate would be reassessed at the end of the first year and Mr. Pascucilla stated that at the end of the year, the ESHD analyzes costs for the prior year, any potential increase in taxes, fuel, insurance and services and also salary increases for staff members. Mr. Pascucilla also stated that the per capita increase last year to North Branford was roughly \$0.20 per resident; a total of roughly \$3,000.

First Selectman Banisch asked if there was a minimum term and Mr. Pascucilla stated that there is a two-year initial term. If the Town wanted to cancel services after that initial two years, then there was a process to achieve that. He also indicated that no Town had cancelled services since the inception of the ESHD.

Selectman Walker also clarified the testing done for the shellfish areas and Mr. Pascucilla confirmed that the services would remain the same, plus include other testing services not currently available.

Selectman Goldberg questioned if other Towns in the area were also soliciting bids for service from the ESHD and Mr. Pascucilla stated that there were discussions with Guilford but that nothing had been set up as Guilford currently has a full-time Health Director.

Selectman Wilson questioned if analysis was done to determine which services were being used by each town and also how this usage compares to the per capita costs. Mr. Pascucilla stated that a report card is done for each Town to show what services were used. As well, a Health Assessment and Community Health Improvement Plan are provided to each Town.

Ms. Lehr stated that she has been on the Board for roughly 20 years and she stated that the board works well together and is dedicated to the public health needs in their towns. She stated that she is a nurse and there are other members in the public health field as well. She also confirmed that the Board members are appointed by their towns for a three-year term and they are volunteers.

Mr. Pascucilla stated that as a former Madison resident, he felt not only a professional but personal connection to the Town. He also confirmed for Mr. Hale that the ESHD is a government agency.

The Board thanked Mr. Pascucilla for his presentation.

8. Discuss and take action to approve a Line-Item Transfer request from the Facilities Department in the amount of \$750.00 from Gas / Police (1-100-2102-0000-6206-635-70) to Communications / Cell Phone.

MOVED by Selectman Walker and seconded by Selectman Hale to **APPROVE** a Line-Item Transfer request from the Facilities Department in the amount of \$750.00 from Gas / Police (1-100-2102-0000-6206-635-70) to Communications / Cell Phone.

VOTE: This motion was approved unanimously.

9. Discuss and take action to approve a Line-Item Transfer request from the Facilities Department in the amount of \$2,945 from Gas / Memorial Town Hall (1-100-2102-0000-6206-600-64) to Overtime / Summer Help

DISCUSSION: Director of Facilities, Bill McMinn, stated that these two requests were to cover expenses for overtime / emergency staffing needs. Selectman Walker confirmed that these expenses would be covered in the current year operating budget.

MOVED by Selectman Hale and seconded by Selectman Walker to **APPROVE** to approve a Line-Item Transfer request from the Facilities Department in the amount of \$2,945 from Gas / Memorial Town Hall (1-100-2102-0000-6206-600-64) to Overtime / Summer Help.

VOTE: This motion was approved unanimously.

10. Discuss and take action to establish an Ad-Hoc Academy Elementary School Architectural Services Negotiating Committee whose charge shall be as follows:

Charge

The Committee shall negotiate the scope of services, schedule, and professional fees associated with the former Academy Elementary School project. The Committee shall consist of six (6) members; including two (2) from the Board of Selectmen; two (2) from the Shoreline Arts Alliance; and two (2) members of the public.

DISCUSSION: Selectman Goldberg confirmed that this was a public committee with meetings open to all members of the public, including Board of Selectmen members not appointed to the committee.

MOVED by First Selectman Banisch and seconded by Selectman Goldberg to **APPROVE** establishing an Ad-Hoc Academy Elementary School Architectural Services Negotiating Committee.

VOTE: This motion was approved unanimously.

11. Discuss and take action to appoint the following six members to the Ad-Hoc Academy Elementary School Architectural Services Negotiating Committee:

Matt Williams (Resident)
Stephen Dowler (Resident)
Bruce Wilson (BOS)
Al Goldberg (BOS)
Bill Freeman (SAA)
Eric Dillner (SAA)

MOVED by Selectman Hale and seconded by Selectman Goldberg to **APPROVE** appointing the above residents to the Ad-Hoc Academy Elementary School Architectural Services Negotiating Committee

VOTE: This motion was approved unanimously.

12. Discuss and take action on the final adoption of the Town of Madison Salary Grade scale reflecting changes made through the course of the Appeal process pertaining to the Reclassification Plan.

DISCUSSION: Deb Milardo stated that there were two positions which made it through the appeals process (Town Planner and Assessor) which changed the salary grade structure. She also stated that discussions are ongoing for the Senior Services Director and Youth & Family Services Director (for the next fiscal year) and for the Construction Manager.

Selectman Walker questioned the adjustment in salaries for the two positions which passed through the appeals process. Ms. Milardo stated that the Town Planner moved to a grade 17 with the change in position to the Director of Planning and Economic Development. Also, the rate for the Assessor was changed to maintain distance between this and the Deputy Assessor position as well as to be competitive with other towns.

Selectman Goldberg questioned and First Selectman Banisch confirmed the approval of the Town Planner's proposed position by the Economic Development Commission.

First Selectman Banisch thanked Ms. Milardo for her work on this project and noted that this scale provided a uniform salary for the Town employees.

Selectman Walker questioned how any potential increases would be funded for the other appealed salary grades and Ms. Milardo detailed the Human Resources and Finance Department contingency funds for this purpose.

MOVED by Selectman Hale and seconded by Selectman Walker to **APPROVE** the final adoption of the Town of Madison Salary Grade scale reflecting changes made through the course of the Appeal process pertaining to the Reclassification Plan.

VOTE: This motion was approved unanimously.

13. Discuss and take action to approve a Line Item transfer request from the Human Resources Department in the amount of \$4,174.30 from Salary Adjustments (1-100-8150-0000-1330-830-00) reflecting salary amendments made during the final implementation of the Reclassification Plan.

MOVED by Selectman Wilson and seconded by Selectman Hale to **APPROVE** a Line Item transfer request from the Human Resources Department in the amount of \$4,174.30 from Salary Adjustments (1-100-8150-0000-1330-830-00) reflecting salary amendments made during the final implementation of the Reclassification Plan.

VOTE: This motion was approved unanimously.

14. Discuss and take action to approve the job description and salary designation for the position of Director of Health.

DISCUSSION: First Selectman Banisch stated that Mr. Bowers has continued on as the Director of Health on a part-time basis, however, a permanent solution is required. Ms. Milardo confirmed that the job description covers the service areas required by the state; however, it does not require a sanitarian. If the recruitment brings in a candidate who meets all requirements and is a registered sanitarian, then that would be the best solution. To hire a sole sanitarian would cost roughly \$50,000, but would probably not require a full-time employee.

Selectman Walker questioned if the position was needed if the Town entered into an agreement with a health district. She also stated that this should be clarified for the public and that these two conversations should happen simultaneously. She also stated that Towns similar in size and structure with individual Health Directors should be solicited for their reasons for not joining a health district.

First Selectman Banisch stated that the only vote needed for this item was to approve or not the job description.

Selectman Wilson confirmed with Ms. Milardo that area towns were solicited in order to determine the wage scale. He also confirmed that the next step would be to approve the job description and then to recruit for the position and see if one person could be found with both certifications. Mr. Wilson also agreed with Ms. Walker that more analysis was needed to determine the cost efficacy of joining a Health District. He stated that he was concerned however, that Madison's joining the ESHD wouldn't reduce the per capita fees to all towns in this district. Selectman Walker agreed and stated that a cost analysis would need to be done based on the work conducted by the Health Director last year, compared to the fees the ESHD assesses for these services.

The Board reviewed that the vote today would only approve the job description and would not start the recruitment for the position. Ms. Milardo stated that approving the job description was important and any recruitment would take 30 days-worth of advertising, then an interview process. The recruitment is therefore not a quick process. The state does control this process and the Board should be aware of the time constraints in order to ensure that the process is complete by April. She also confirmed that the state and other towns were contacted for salary comparisons.

Selectman Goldberg stated that he did not have an issue with approving the job description but was concerned about starting the recruitment process. He stated that the Board should make a decision as to which avenue to start with.

The Board agreed that a cost analysis was needed and they also asked Ms. Milardo to provide further analysis on recruitment and staffing costs.

MOVED by Selectman Hale and seconded by Selectman Wilson to **APPROVE** the job description and salary designation for the position of Director of Health only; no recruitment will take place until a final decision is made by the Board.

VOTE: This motion was approved unanimously.

15. Discuss and take action to approve a Resolution Authorizing First Selectman Thomas J. Banisch to apply for and to administer any Responsible Growth and Transit-Oriented Development (TOD) Grants.

DISCUSSION: Mr. Ott stated that this grant program from the Office of Policy and Management would be for funds to complete the Madison Center Project, make improvements to the Tuxis Walkway and make improvements along Bradley Road.

Selectman Walker questioned when the Town should expect an answer from the state and First Selectman Banisch stated that this timeframe was unknown. He also added that the grant would be used to conduct a waste water analysis for the Town as well. Also, if the Town offered to provide matching funds, it may help the application. The Town has agreed to a 10% match in the application documents.

Selectman Walker questioned then if the Capital Improvement Program documents should be adjusted to reflect this grant-match. Mr. Ott stated that he was not sure if funds spent would apply to this match, or, whether further funds would need to be dedicated to the expense. Selectman Walker stated that this question should be brought forth to the state now for budgeting purposes.

MOVED by Selectman Hale and seconded by Selectman Wilson to **APPROVE** a Resolution Authorizing First Selectman Thomas J. Banisch to apply for and to administer any Responsible Growth and Transit-Oriented Development (TOD) Grants.

VOTE: This motion was approved unanimously.

16. Discuss and take action to accept the resignation of Pam Meier from the Bauer Park Advisory Committee.

MOVED by Selectman Hale and seconded by Selectman Wilson to **APPROVE** the resignation of Pam Meier from the Bauer Park Advisory Committee with thanks from the Board.

VOTE: This motion was approved unanimously.

17. Discuss and take action to accept the resignation of Frederic Moulin from the Shellfish Commission.

MOVED by Selectman Walker and seconded by Selectman Wilson to **APPROVE** the resignation of Frederic Moulin from the Shellfish Commission.

VOTE: This motion was approved unanimously.

18. **Appointments**

Robert Cika transfer to alternate member of the Shellfish Commission, for a term to expire January 1, 2019.

Joseph Walker transfer to permanent member of the Shellfish Commission, for a term to expire January 1, 2017.

Tony Doina to the Youth and Family Services Board for a term to expire January 1, 2018.

Dale Kach to the Senior Services Board for a term to expire January 1, 2019.

Richard Robinson to the Board of Assessment Appeals for a term to expire January 1, 2019.

MOVED by Selectman Hale and seconded by Selectman Wilson to **APPROVE** the appointments listed above.

VOTE: This motion was approved unanimously for appointments pertaining to ... and approved with four votes in favor and one abstention for the appointment of Joseph Walker.

19. Discuss and take action to set meeting(s) with Department Heads to review CIP project requests.

DISCUSSION: Selectman Walker stated that the request for the major roads work may need further review with the Board and the Board agreed. She also stated that the Town field needs further review / information and also the Salt Meadow Park building project. The Board agreed to ask Mr. Ott and Scot Erskine, Recreation Director, to attend a future meeting to review these items. Selectman Hale stated that a vote was not needed but rather that the Board should invite the Public Works Director and Recreation Director to the already scheduled February 9, 2016 Budget Workshop at 3:00 p.m. in the Police Department meeting room.

20. Tax Abatement/Refunds

MOVED by Selectman Walker and seconded by Selectman Hale to **APPROVE** Tax Abatement/Refunds in the amount of **\$10,470.16**.

VOTE: This motion was approved unanimously.

21. Citizens Comments

Tom Hansen of the WPCA stated that there is a second Health District which should be reviewed as part of the process to determine if it is in the best interest of the Town to enter into an agreement with a health district.

22. Liaison Reports/Selectmen Comments

Joan Walker	Show Choir, Y&FS
Bob Hale	BOE, Show Choir
Tom Banisch	CT Council of Governments
Al Goldberg	Police Department
Bruce Wilson	Planning & Zoning, Police Department,

23. Adjournment

There being no objections, First Selectman Banisch adjourned the meeting at 9:38 a.m.

Respectfully submitted,

Lauren Rhines
Recording Secretary