

SUBJECT TO APPROVAL

MEETING DATE: MONDAY, APRIL 10, 2017
8:00 A.M.

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

BOARD OF SELECTMEN MEETING MINUTES

8:00 a.m. Regular Session

First Selectman Banisch called the Regular Session of Monday, April 10, 2017 to order at 8:01 a.m. Present were First Selectman Banisch, Selectman Goldberg, Selectman Hale (via teleconference), Selectman Murphy and Selectman Wilson.

1. Pledge of Allegiance

First Selectman Banisch led the Pledge of Allegiance.

2. Approval of minutes

MOVED by Selectman Murphy and seconded by Selectman Goldberg to **APPROVE** the minutes of the Board of Selectmen Meeting held on March 27, 2017.

VOTE: This motion was approved unanimously.

3. First Selectman's Comments:

- a. The Town has conducted an RFP process for Auditing Services and is recommending changing auditors. A committee was tasked with conducting this process and the Board of Finance will vote on awarding the RFP.
- b. Madison has been named 14th safest Town in the country by Safewise. Chief Drumm stated that the Town had earned the honor and added that it may be in thanks to the dual CALEA accreditation the Town has received; or, the fiscal management of the Town.
- c. Today's meeting should result in a Library Building Committee being established and an agreement between the Town and the Library for the Library Building Project, which will allow us to begin the process.

4. Citizen Comments:

Joan Walker of Stepping Stone Lane stated that there was a request for bid on the Arts Barn and she was concerned that the bid had already been awarded in December 2016. She questioned why the project was put out to re-bid. First Selectman Banisch stated that there was an issue with fixing one of the many leaks on the roof and that

contractor quoted a project that would replace a flat roof and come in under budget. Ms. Walker provided a background on the process for the roof replacement going back to 2014. She stated that going back, an architect was hired to conduct a study to determine the overall needs of the roof. She indicated that this architect stated that the sloped roof should also be fixed. She stated that the higher bids approved in December would alleviate all issues with the roof for the foreseeable future and replacing the roof with a flat roof may only provide temporary repairs.

MOVED by Selectman Goldberg and seconded by Selectman Murphy to open the agenda to include item 4a. Discuss the Arts Barn Roof Project.

VOTE: This motion was approved unanimously.

4a. Discuss the Arts Barn Roof Project.

Mr. Ott stated that this started out as a LOCAP project and the facilities department was handling the project. A bid cycle was conducted and there was an issue with the bidding documents not including prevailing wages. Fillmore and Joan conducted another review of the project and then brought in Mr. Ott. He then hired an architectural firm he had previously worked with and they conducted an evaluation of the roof. The original budget at that time was \$85,000. The opinion of cost from this architect was roughly \$120,000; the architect also designed the roof replacement. Mr. Ott added that there have been a number of false starts in the bidding process. The last bid cycle in 2016 there were roughly 4 bids received. The lowest bidder at that time was deemed not responsible by the architect. The Board of Selectmen then approved to award the contract to the second lowest bidder. The project was held until the weather permitted and during this time, conversations occurred that reviewed fixing the flat roof. Mr. Ott consulted with the architect to determine if the flat roof was an appropriate change in the scope of the work. The architect stated that the roof is near the end of its life and that the shingle roof would need to be replaced soon. There is also an interface between the shingle portion and flat portion and if two contractors perform the work on these two pieces, there may be an issue with the warrantee. The architect has not provided a definitive answer on this warrantee issue. The change in the scope of the project will require a new bid process.

Selectman Goldberg stated his concern that the approval process was being ignored. He stated that there was a structure in place for how decisions are made and before the scope of a project is changed, the process needs to be recognized. He stated that the proper mechanisms haven't been followed to review the scope of projects. Selectman Goldberg cautioned that consensus needs to be followed, not the will of one or two people. He stated that the First Selectman was doing the right thing in questioning the project; but that the Town at large should have been consulted before the project was put back out to bid.

Selectman Murphy asked for clarification on what the process would be to rebid a project.

First Selectman Bansich stated that the process was going back to the Board once the two bid processes were completed. The Board would then be able to review both scopes and bid amounts and then make a final determination.

Ms. Walker added that the Board knew in December 2016 that there was not enough funding for this project and that a Special Appropriation would be needed. She added that the process could have also gone through the CIP for approval and funding. Ms. Walker stated that in 2014 those involved did question whether the flat roof piece could be repaired alone and it was determined then that the architects report indicated that a full replacement of the entire roof was the better plan.

Selectman Wilson stated that he felt the First Selectman was working diligently to present the Board with options and he struggled to see how that was not honoring the process. He stated that he saw this was discovery work and was being brought back to the Board so that the Board was aware of all options in front of them. He stated that no money had been spent and that the First Selectman was working to bring as much information forward as possible.

Selectman Murphy stated that he disagreed and stated that the bid was awarded in December and that this contract should have gone forward.

First Selectman Banisch stated that many things have changed since December, i.e. with the state budget, and now the Town needs to be open to determining what the most efficient, cost –appropriate decision would be.

Selectman Goldberg applauded the First Selectman's motivation and stated that the First Selectman should have consulted the rest of the Board prior to sending out the new bid. He then questioned what the process would be for going forward to approve the project.

Selectman Hale stated that the project has been having issues from the beginning and that going out for a reassessment was a good idea.

Mr. Ott stated that the architect gave verbal information regarding the reasonableness of the flat roof repair but has not given a formal report.

Ms. Walker stated that from the beginning the project has encompassed both components; the flat roof and the sloped roof. She stated that the project came about because there was significant leaking in December 2013. The equipment stored at this location cannot be damaged by water. The project has been noticed as a full replacement throughout the several processes of LOCAP. She cautioned that to complete the work in part would require the Town to fund the second portion of the project in the future. She also cautioned that there is a lot of equipment in the building that doesn't belong to the Town and the Town would be liable if the equipment was damaged.

First Selectman Banisch stated that the Town was being brought a second option to review and the Board can vote at that time to determine which option was the best option to go forward.

Selectman Murphy questioned what had changed to alter the direction of the scope of the work and why the process was moved to the new scope.

First Selectman Banisch stated that the scope of the bid awarded in December was perhaps not cost-appropriate.

Selectman Goldberg stated that the Board knew in December that the project would need a Special Appropriation. He again stated that before the options were reviewed, the Board should have conducted a conversation in public to review the changes to the scope of the project and to approve the re-bid process.

OLD BUSINESS

5. Update from Department Heads – Public Works.

DISCUSSION: John Iennaco stated that next Monday the first round of paving would be started. There would be five roads milled and paved, lasting about 5 weeks. In mid-May five more roads would be reclaimed. These first two rounds will complete the 2016-17 Major Roads projects. Round 3 should start July 1, 2017 and begin the list of roads for the 2017-18 Major Roads list.

Selectman Goldberg stated that the Town Garage looks so much better in recent weeks and Mr. Iennaco stated that the some items had been removed from the site; the above ground tanks had been installed and the area had been paved. He added that weeds had been pulled, and mulch had been put down; the tree buffer had been extended as well. Overall the site had been cleaned up to alleviate concerns of the surrounding neighbors.

NEW BUSINESS

6. Update on the Town Campus Baseball Field project.

DISCUSSION: Mike Ott stated that the project had some impact from recent weather. However, the next step was to install the netting backstop system, and the foundation for the dugouts. He stated that the plan is to wait until the fall the finish the area on the sidelines and behind the backstop by spreading top soil and creating turf grass due to the field use in the springtime. He stated that the Town is better off waiting so that spectators can use the area without disrupting the topsoil and grass growth. The budget for the project is \$150,000; some items have been paid for, some items are to-be made and some of these items do not have a final cost. The total estimated cost is now \$146,000.

Selectman Wilson stated that the project would go over the budget should the scope remain intact. Mr. Ott confirmed that if the project moves forward as planned then the cost would go beyond the \$150,000.

Selectman Wilson stated that he came at this from a process perspective and that in the first step the Town has covered a lot of ground and has made improvements. He stated that running over budget is an opportunity to improve the process in the future to minimize cost overruns in the future. He stated that on a process basis, the Town needs to consider what can be done better so that a project runs on-budget. The responsibility lies with the Board of Selectman and the First Selectman individually. He questioned how the \$150,000 budget was arrived at; and what could have been done differently to make the budget closer to the actual cost.

Selectman Murphy stated that if there was one chief and not three chiefs, then the process would have been better off. He stated that the project should have been overseen by one person from beginning to end.

Selectman Wilson stated that the conversation that occurred regarding the Arts Barn also touched on this. He stated that the Board allocated funds for this project and is therefore in charge as well; especially as these were the remarks during the prior Arts Barn conversation. Selectman Wilson stated that a line-item should accompany every expenditure for this project to determine the estimated final cost.

Mr. Ott stated that the items of the work set in the project were created by the baseball community; some items were not included in the original project that was estimated at \$150,000.

Selectman Wilson questioned if the Board would support Mr. Ott better if they didn't approve the budget before an itemized list and estimate was created. Mr. Ott stated that this process was far more complicated because the Board of Finance had approved \$150,000 but the scope of the project has been changed; also the bids received for the original scope of the project were well above the \$150,000 budget.

Selectman Wilson questioned then what the warning signs were for a project that may pose another atypical issue like this. Mr. Ott stated that when a project is developed the project is planned and designed with the Town departments and commissions involved. The project cost is estimated and then if the Town feels it can afford the cost, the project is put out to bid. This project was not developed like this.

First Selectman Banisch stated that the project had estimated costs for some items and not others. For instance, initially the dugouts were going to be funded by the baseball community.

Selectman Wilson stated that the process was again in question during this project. He wanted to ensure that the Board was doing what they could do to ensure that projects were budgeted properly.

Selectman Murphy stated that he agreed with Selectman Wilson about his concerns however, he stated that Mr. Ott had been communicating with him throughout the process as to the different hiccups. He stated that Mr. Ott has done everything possible to make the project successful.

Selectman Wilson stated that when Town employees communicate with a Selectman individually they are doing so out of courtesy but not in an official capacity. He added that this is the first time that the conversation has occurred at the Board level with all members.

Mr. Ott stated that there are many facts that members of the Board may not know of because the project has a long and complicated history.

Selectman Banisch stated that the baseball community has been asked to contribute some portions of the labor for the dugouts in order to complete the project and remain within budget. Mr. Ott stated that although the planned numbers would put the project over budget, items have not been committed to in order to not obligate the Town to going over budget. He added that from a safety perspective, a backstop was needed and this part of the project would go forward. There also needs to be some form of dugout for safety; the warning track installation and then the infield material.

Selectman Wilson stated that from his perspective, the Engineering Department was given a budget, the scope of the project was revised and the budget was not changed due to this new scope. He stated that there is a criticism of the process.

Peter Chorney from the baseball community stated that there are frustrations that the project is nearing the end and there are a few items that are presenting a challenge. He stated that the project is very close to the \$150,000 limit. The baseball community wants to help out where they can, but it is last-minute to ask for their help through fundraising. He urged the Board to do whatever could be done to complete the project.

Mr. Ott stated that the Board should review the project with the baseball community as soon as possible. Selectman Wilson stated that the Board should also do an analysis of the project once it is finished to determine where the decision points could have been changed or made better.

7. Discuss and take action to approve the First Selectman signing a Public-Private Cooperation Agreement between the Town of Madison and the E.C. Scranton Memorial Library.

DISCUSSION: Selectman Goldberg questioned item #12 regarding default by the Library. He stated that item #22 only held this agreement between the parties for 25 years. He questioned what would happen after 28 years if the Library was in default. First Selectman Banisch stated that the agreement gives the collateral to the Town in item 12 and item 22 tells the Town how long they hold the collateral. Selectman Wilson

questioned what the Library would do should they go into default and whether the Library could pay back the bonded amount at that time. Beth Coyne stated that the Library had reviewed contingency plans should they not raise the \$6 million of their portion. It was reviewed that realistically the Library could only go bankrupt if the Town of Madison goes bankrupt. Selectman Wilson stated that he read these items as being a worst-case scenario that is necessary to include from an attorney standpoint.

Selectman Goldberg questioned the article regarding consent. He stated that the concept of consent applies only to minor modification to this agreement and does not relate to Article I, Building Project. He added that Article XVII does not allow the First Selectman to withhold or provide consent for the Building Project.

The Board reviewed that the attorney consulted that the language was standard, boilerplate language which is included in building contracts. First Selectman Banisch stated that he has no control over the Building Committee and the Building Committee is responsible for the building project.

Selectman Hale stated that the language reflects what the attorney feels is standard, boilerplate language. He stated that the Town pays the attorney to draft documents such as this and that the issue is minor.

Selectman Wilson stated that the contract provides authority to the Building Committee for this project and he asked the representatives from the Library to confirm that they felt the same. Ms. Coyne stated that the Library would give their trust over to the Building Committee as they agreed with the contract. She added that the Library had had the contract reviewed as well and that the Library is comfortable with the language in this item regarding consent.

Selectman Wilson stated that the Board was getting hung up on something that was boilerplate and a non-issue. Selectman Murphy asked if the language could be changed to allow consent to the Board of Selectman and not the First Selectman. Selectman Wilson stated that the Charter allows the First Selectman to have executive authority and therefore to change the contract would be to go in a different direction than the Charter.

The Board reviewed with the Library the reasons for why the contract should be signed today and not held up. Ms. Coyne stated that the Library is ready to move forward and that they are confident that the contract and establishing the Building Committee would move the process forward.

Selectman Wilson stated that he was comfortable with the contract as it had been vetted by the Town's attorney and was approved by the Library representatives.

MOVED by Selectman Wilson and seconded by Selectman Murphy to **APPROVE** the First Selectman signing a Public-Private Cooperation Agreement between the Town of Madison and the E.C. Scranton Memorial Library.

VOTE: This motion was approved unanimously.

8. Discuss and take action to establish an Ad-Hoc Library Expansion Building Committee, consisting of seven members, to serve through project completion and whose charge shall be as follows:

Charge

It is anticipated that the Library Expansion Building Committee will, without limitation:

- (1) Review the Architect's design documents to evaluate, refine and update cost estimates and verify that the plans fulfill the purpose of the Library Expansion Project in a reasonable manner.
- (2) Assist Scranton and the Architect in the creation of the construction bid package and in the determination of a list of eligible bidders to be invited to bid.
- (3) Working jointly with Scranton and the Architect, evaluate all construction bids received and pursue any required bid clarifications.
- (4) Meet with the Architect, general contractor or construction manager as needed. The Library Expansion Building Committee shall approve the final plans, specifications, bid documents and contract documents for the Library Expansion Project.
- (5) Following determination of the winning bid, create a schedule of estimated payments due in the Pre-Construction Period and in each subsequent Quarter, allocated as to Town Share and Library Share, as contemplated in the second paragraph of this Article I.
- (6) Require the Architect to make regular reports to the Library Expansion Building Committee, to permit monitoring of the status of construction and change orders, and to keep the Library Expansion Building Committee up-to-date on all material developments. If necessary, establish an oversight team to assure regular and knowledgeable in-the-field monitoring.
- (7) Authorize the start of construction of the Library Expansion Project.
- (8) Verify that all required permits are in place and verify compliance with all local, state, and federal laws.
- (9) Monitor the construction process of the Library Expansion Project, including meetings with the Architect, project manager, construction contractor, subcontractors, and/or any other necessary parties.

(10) Establish liaisons and/or other means of communication to keep the Board of Selectmen and Scranton up-to-date on developments with respect to the Library Expansion Project.

(11) Consider and act promptly on change orders, making certain that any increase in the cost involved in any change order is within the amount appropriated for the Library Expansion Project.

(12) Monitor the preparation by the Architect of a list of items (punch list) which are not fully completed or which require further attention when the Architect has certified that the building is substantially complete. The Library Expansion Building Committee shall accept the building as substantially complete and make certain that the punch list items are completed promptly and properly.

(13) Review the certification of compliance by the Architect that construction has been completed in compliance with contract documents and review the list of items that are not yet satisfactorily completed.

(14) Review, approve and refer to Scranton for the payment, invoices with respect to the implementation of the Library Expansion Project.

(15) Determine whether funds should be withheld from any payment request pending completion of any unfinished work or for any other appropriate reason, and approve the release of such funds when appropriate.

Necessary expenses of the Library Expansion Building Committee shall be included in the cost of the Library Expansion Project. The records of the Library Expansion Building Committee shall be filed with the Madison Town Clerk and shall be made available for public inspection in a manner consistent with the requirements of the State of Connecticut Freedom of Information laws. Upon completion of the project, the Library Expansion Building Committee shall make a complete report to the Board of Selectmen and Scranton.

MOVED by Selectman Murphy and seconded by Selectman Goldberg to **APPROVE** waving the reading of the Charge for an Ad-Hoc Library Expansion Building Committee, consisting of seven members, to serve through project completion. The charge will be printed within the minutes in its entirety.

VOTE: This motion was approved unanimously.

MOVED by Selectman Hale and seconded by Selectman Wilson to **APPROVE** establishing an Ad-Hoc Library Expansion Building Committee, consisting of seven members, to serve through project completion.

VOTE: This motion was approved unanimously.

9. Discuss and take action to appoint the following seven members to the Ad-Hoc Library Expansion Building Committee:

Billy Budd
Beth Crowley, Library Director
Graham Curtis
Henry Griggs
George Noewatne, Jr.
Mark D. Rolfe
Woodie Weiss

DISCUSSION: the Board and the Library representatives reviewed that the committee was empowered through the contract and that both of these entities should not interfere with the committee's proceedings.

MOVED by Selectman Hale and seconded by Selectman Goldberg to **APPROVE** appointing the above seven members to the Ad-Hoc Library Expansion Building Committee.

VOTE: This motion was approved unanimously.

10. Discuss and take action on calling a Public Hearing on the preliminary Town and Board of Education budgets as recommended by the Board of Finance on Tuesday, April 18, 2017 at 7:30 p.m. in the Auditorium of the Walter C. Polson Middle School in accordance with Town Charter (10.5.E).

MOVED by Selectman Hale and seconded by Selectman Murphy to **APPROVE** calling a Public Hearing on the preliminary Town and Board of Education budgets as recommended by the Board of Finance on Tuesday, April 18, 2017 at 7:30 p.m. in the Auditorium of the Walter C. Polson Middle School in accordance with Town Charter (10.5.E).

VOTE: This motion was approved unanimously.

11. Discuss and take action to approve hiring Sarah Reed to the position of part-time Administrative Assistant located within the Health Department. The position is Exempt; rate of pay is \$16.46 per hour. The position is budgeted, not requiring an appropriation of funds. The position vacancy was created by a new position as approved by the Job Evaluation Committee and Board of Finance.

MOVED by Selectman Hale and seconded by Selectman Wilson to **APPROVE** hiring Sarah Reed to the position of part-time Administrative Assistant located within the Health Department. The position is Exempt; rate of pay is \$16.46 per hour. The position

is budgeted, not requiring an appropriation of funds. The position vacancy was created by a new position as approved by the Job Evaluation Committee and Board of Finance.

VOTE: This motion was approved unanimously.

12. Discuss and take action on appointing and promoting Guy MacPherson to the position of Superintendent of Highway. The vacancy in the position was created due to the resignation of Mark Piccirillo. The position is a Salary Grade 11, Step 5, \$80,179.20 annually, salaried and exempt and is budgeted for in the Department of Public Work's salary line item.

DISCUSSION: First Selectman Banisch stated that Mr. MacPherson had been working in this position on an interim basis and he had been doing a great job already.

MOVED by Selectman Wilson and seconded by Selectman Goldberg to **APPROVE** appointing and promoting Guy MacPherson to the position of Superintendent of Highway. The vacancy in the position was created due to the resignation of Mark Piccirillo. The position is a Salary Grade 11, Step 5, \$80,179.20 annually, salaried and exempt and is budgeted for in the Department of Public Work's salary line item.

VOTE: This motion was approved unanimously.

13. Discuss and take action to approve authorizing the First Selectman to apply for a targeted Historic Document Preservation Program Grant from the Connecticut State Library and to consider the Town Clerk as applicant for the Grant.

DISCUSSION: Alma Carroll stated that this was a grant applied for each year which allowed for the digitization of documents in the Town Clerk's office. The whole project cost is \$6,000 - \$4,000 from the state and \$2,000 matched from the Town.

MOVED by Selectman Murphy and seconded by Selectman Hale to **APPROVE** authorizing the First Selectman to apply for a targeted Historic Document Preservation Program Grant from the Connecticut State Library and to consider the Town Clerk as applicant for the Grant.

VOTE: This motion was approved unanimously.

14. Discuss and Take action on the lease modification between the Town of Madison and Motorola Solutions, Inc. to include Phase II site work contingency.

DISCUSSION: First Selectman Banisch stated that this work is to run a straight powerline instead of using the Arts Barn power. Chief Drumm stated that this is a trench that will run from the tower site to the Town Gym. At this point, the project details should be put back into the lease. The Board reviewed that there may need to be a Special Appropriation for the first year lease payment. It was also confirmed that the Arts Barn would be independently backed-up and not on the Town Building back-up generator.

Either the work needs to be put back into the lease or separately funded. Chief Drumm stated that the Board would be provided a revised lease schedule for this addition as well. He stated that the money was earmarked for July 1st as well.

The Board reviewed the process and whether projects should return to the CIP process to address adjustments. Selectman Hale stated that he agreed with Selectman Wilson that it was the purview of the Boards of Selectmen and Finance to address adjustments. Stacy Nobitz stated that the item could be tabled to wait for the revised lease schedule. Chief Drumm stated that part of the contract originally approved was for sitework that the Town may not be capable of completing. Selectman Wilson stated that the Board could approve the item pending Board of Finance Approval. Chief Drumm confirmed that he would be going to the Board of Finance for approval at their next meeting.

MOVED by Selectman Hale and seconded by Selectman Wilson to **APPROVE** a lease modification between the Town of Madison and Motorola Solutions, Inc. to include Phase II site work contingency, pending Board of Finance Approval.

VOTE: This motion was approved unanimously.

15. Discuss and take action to approve a Resolution regarding a lease purchase agreement for the purpose of financing Police Vehicles and Related Equipment. This lease purchase agreement will be effective July 1, 2017 between the Town of Madison and Government Capital for four (4) 2017 Ford Police Interceptor Utility vehicles as part of the Routine Vehicle Replacement Schedule.

A RESOLUTION REGARDING A LEASE PURCHASE AGREEMENT FOR THE PURPOSE
OF FINANCING **"POLICE VEHICLE(S) & RELATED EQUIPMENT"**.

WHEREAS, the Town of Madison desires to enter into a Lease-Purchase Agreement, by and between Government Capital Corporation and Town of Madison, for the purpose of financing **"Police vehicle(s) & related equipment"**. The Town of Madison desires to designate this Agreement as a "qualified tax exempt obligation" of the Town of Madison for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended. The Town of Madison desires to designate Tom Banisch, First Selectman, as an authorized signer of the Agreement.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF THE TOWN OF MADISON:

Section 1. That the Town of Madison enters into a Lease Purchase Agreement with Government Capital Corporation for the purpose of financing **"Police vehicle(s) & related equipment"**.

Section 2. That the Lease Purchase Agreement, by and between the Town of Madison and Government Capital Corporation is designated by the Town of Madison as a "qualified tax exempt obligation" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

Section 3. That the Town of Madison designates Tom Banisch, First Selectman, as an authorized signer of the Lease Purchase Agreement, by and between the Town of Madison and Government Capital Corporation.

DISCUSSION: Chief Drumm stated that this was in the vehicle replacement schedule within the CIP and that funding was set aside for July 1st.

MOVED by Selectman Hale and seconded by Selectman Wilson to **APPROVE** a Resolution regarding a lease purchase agreement for the purpose of financing Police Vehicles and Related Equipment. This lease purchase agreement will be effective July 1, 2017 between the Town of Madison and Government Capital for four (4) 2017 Ford Police Interceptor Utility vehicles as part of the Routine Vehicle Replacement Schedule.

VOTE: This motion was approved unanimously.

16. Discuss and take action to approve recommending changes to the Board of Finance Policies and Procedures Section 2, Appropriations to Reserve and Capital Projects Funds.

MOVED by Selectman Wilson and seconded by Selectman Murphy to **APPROVE** tabling the action to approve recommending changes to the Board of Finance Policies and Procedures Section 2, Appropriations to Reserve and Capital Projects Funds.

VOTE: This motion was approved unanimously.

17. Discuss and take action to approve a Special Appropriation request from the Public Works Department in the amount of **\$33,000** for snow removal services for the 2016-2017 season.

MOVED by Selectman Hale and seconded by Selectman Murphy to **APPROVE** a Special Appropriation request from the Public Works Department in the amount of **\$33,000** for snow removal services for the 2016-2017 season.

VOTE: This motion was approved unanimously.

18. The following line transfers are designated as routine and appropriate for approval as a single action by the Board of Selectmen, if so desired. A board member may request removal of any line transfer item from the consent agenda for review and discussion.

Motion: To approve Line Transfers totaling **\$41,591.00**.

DISCUSSION: Ms. Nobitz stated that the bulk of the transfers were from the Police Department and that all transfers are within a respective budget. Ms. Nobitz added that there was a reduction in one line item for the Police Department due to the state's budget last year. She stated that the other transfers were relatively small.

MOVED by Selectman Hale and seconded by Selectman Goldberg to **APPROVE** Line Transfers totaling **\$41,591.00**.

VOTE: This motion was approved unanimously.

- 18a. **MOVED** by Selectman Murphy and seconded by Selectman Wilson to approve opening the agenda to vote on a Special Appropriation Request of **\$45,000** from the Facilities Department.

VOTE: This motion was approved unanimously.

Discuss and take action to approve a Special Appropriation request from the Facilities Department in the amount of **\$45,000** for converting 27 streetlights to LED's.

DISCUSSION: The Board reviewed that the funding was needed now to initiate a cost-savings overall for the project. Also, Ms. Nobitz confirmed that the funds would be returned to the Town from the contractor however, they may not be received prior to June 30th and therefore the Town needed to approve the Special Appropriation at this time.

MOVED by Selectman Wilson and seconded by Selectman Murphy to **APPROVE** a Special Appropriation request from the Facilities Department in the amount of **\$45,000** for converting 27 streetlights to LED's.

VOTE: This motion was approved unanimously.

19. Tax abatements / refunds.

MOVED by Selectman Wilson and seconded by Selectman Goldberg to **APPROVE** tax abatements in the amount of **\$766.14**.

VOTE: This motion was approved unanimously.

20. Presentation from Fitzgerald & Halliday of a summary of findings from the Academy School survey and workshops.

Francisco Gomes from Fitzgerald & Halliday stated that the site is comprised of the building and 5.1 acres of land. He stated that if the property was on the tax rolls it would generate almost \$100,000 per year in revenue. The process the Town undertook started with creating a Steering Committee; conducting two focus group meetings with the Planning & Zoning and Historic District Commissions. Also, an online survey was conducted and a Public Workshop was held last month.

Overall the focus group meeting with the Historic District Commission brought up that the Town should not own the fiscal burden to maintain the property. The building is a historical asset, especially the 1921 section; and should be used for the common good of the community and as an income stream for the Town.

Overall the focus group meeting with the Historic District Commission brought up that the building is nostalgic and that the Daniel Hand name should be kept. They suggested that there is a demand for housing that could be met at this site; or there could be some sort of educational facility located here.

The online survey results showed an even distribution of residents aged 31 and older. The survey results indicated that there is a lack of activity in the area, insufficient parking,

and that the building is sitting vacant and costing the Town money now. Also, the survey indicated concerns that the food trucks are in this area, that the space should be maintained for the community and that if the land is sold it will break up the downtown area. Overall the responses indicated that the building is very significant for the Town. The greatest response for moving forward was to redevelop the building for a mixture of uses (i.e. Community Center for teens, Restaurants / housing, Gym / Performing Arts Space). The survey indicated that most people felt the building should not be demolished. Those okay with demolishing the building felt that it was dependent on the scope of the project going forward. Also, results indicated that people feel the Town should make necessary investments in the building, lease the building or to sell the building under certain circumstances.

The results of the Public Workshop and the interactive survey conducted at this time indicated that there were few people who had a firsthand connection to the school or that use the ball fields at the location. The concerns were mainly about the school sitting dormant. The consensus was that the building was significant to the history of the Town and that the building should become mixed use for the Town. Demolition was considered okay so long as the original façade was preserved. Overall those in attendance were in favor of the building having public access.

Selectman Goldberg questioned what a transitional zoning district was and Dave Anderson stated that this type of zoning allows for residential and certain types of commercial properties in the same area.

Selectman Goldberg questioned what the Town has learned from the process so far and whether there were significant differences between the results of the online and in-person surveys. Mr. Gomes stated that there was consistency between the different forms of solicitation and overall people are okay with the sale of the building so long as they are informed of the process. However, they also felt that the building should remain for public use and could be turned into a mixed use building.

Gus Horvath of Aylesbury Circle stated that he has been involved with studies conducted on this property going back to 2004. These studies include the various costs associated with the different uses of the building. He stated that the residents were not aware of what the costs would be for the different uses of the building and that the cost significance should be provided to the public.

The Board also recognized the benefit of using an outside firm to conduct these workshops and meeting. The next step for the Board would be to review at the next meeting what the next step should be. Mr. Anderson stated that the Town should continue to work with a consultant and issue an RFP for the use of the building going forward. Then the Town should conduct information sessions of the different RFPs received. The public will have a vote at the end of the process. If the RFPs are given to the public for comment and there is a general enthusiasm for one proposal then the public could vote for that one idea of moving forward. The Board reviewed that they were ready to move forward with the RFP process and requesting a draft of the RFP to be submitted.

MOVED by Selectman Wilson and seconded by Selectman Murphy to open the agenda for Item 20a to discuss and take action to request a draft RFP for the Academy School Building and the draft RFP process steps to be reviewed at the next Board of Selectman Meeting.

VOTE: This motion was approved unanimously with four votes (Selectman Hale no longer present).

20a. Discuss and take action to request a draft RFP for the Academy School Building and the draft RFP process steps to be reviewed at the next Board of Selectman Meeting.

MOVED by Selectman Wilson and seconded by Selectman Murphy to **APPROVE** requesting a draft RFP and RFP process steps to be reviewed at the next Board of Selectman Meeting.

VOTE: This motion was approved unanimously with four votes (Selectman Hale no longer present).

21. Citizens comments.
None.

22. Liaison Reports/Selectmen Comments

First selectman Banisch invited the Board and members of the Public to the Memorial Day Parade on May 29, 2017.

23. Adjournment

There being no objections, First Selectman Banisch adjourned the meeting at 10:26 a.m.

Respectfully submitted,

Lauren Rhines
Executive Assistant