

Board of Selectmen

Tuesday, September 12, 2023 at 8:00 AM

Town Campus, Room A

Zoom Link:

<https://us06web.zoom.us/j/91602819870?pwd=QzlWTFkzMdRKdIVPTHIZT2xDdUZ1QT09>

Phone: 1-646-558-8656 Webinar ID: 91602819870

MINUTES

VIRTUAL MEETING INFORMATION

REGULAR MEETING

1. Call to Order

First Selectwoman Lyons called the meeting to order. Selectman Goldberg, Selectwoman Gordon, Selectman Murphy and Selectman Wilson.

2. Pledge of Allegiance

First Selectwoman Lyons led the Pledge of Allegiance.

3. Report from First Selectwoman

First Selectwoman Lyons spoke about the status of the Strategic Plan Process and next steps. A final draft will be ready for the Board to review in October.

4. Liaison Reports

Selectwoman Gordon attended the Eagle Scout Ceremony for Peter Woytowich on behalf of the Board and offered her congratulations again.

Selectman Murphy noted Sunni Scarpa, is leaving her Director position at the Library. He thanked her for her hard work and wished her luck.

5. Citizen Comments.

None.

BUSINESS

6. Consent Agenda

- a. Accept donation from Neighbor-2-Neighbor in the amount of \$5,000 for Camp Scholarships; pending Board of Finance approval

- b. Accept donation from Madison Chamber of Commerce in the amount of \$7,882.64 to be used for Madison Center Project Phase III, in memory of Robert E. McDonald; pending Board of Finance approval
- c. Hiring of Henry Watson as a Per-Diem Bus Driver, Senior Center, Part-time/as needed, \$17.00 per/hour; pending successful background check

MOTION by Selectman Murphy and seconded by Selectwoman Gordon to approve the Consent Agenda as presented.

Vote: this motion was passed unanimously.

- 7. Discuss and take action to approve a special appropriation of \$200,000 into the Firemen's Pension Benefit Fund, approved by Board of Finance 7/19/23

MOTION by Selectman Murphy and seconded by Selectwoman Gordon to approve a special appropriation of \$200,000 into the Firemen's Pension Benefit Fund, approved by Board of Finance 7/19/23

Discussion: First Selectwoman Lyons explained the Board of Finance approved this amount and noted the future benefit on budget impacts and how these funds will help the town stay ahead. They agreed to a review of the pension plan at the end of the year.

VOTE: this motion was approved unanimously.

- 8. Update on Grant Funded Projects

First Selectwoman Lyons presented current and future Grant Funded Projects (presentation attached).

- 9. Discuss Firehouse/Emergency Operations Center Project and Building Committee Charge

First Selectwoman Lyons discussed the need for a Building Committee for the Emergency Operations Center project. The board reviewed a draft charge and potential membership, including town staff, Madison Hose Company No. 1 members, and member(s) of the public. First Selectwoman Lyons will have a final draft to approve at the next meeting with completed membership.

- 10. Discuss and take action to accept a pending FEMA grant to be awarded through the State of Connecticut - Division of Emergency Mgmt, and Homeland Security of \$2,471,500 for the Emergency Operations Center Project; pending Board of Finance

MOTION by Selectman Murphy and seconded by Selectman Goldberg to accept a pending FEMA grant to be awarded through the State of Connecticut - Division of Emergency Mgmt, and Homeland Security of \$2,471,500 for the Emergency Operations Center Project; pending Board of Finance

Discussion: First Selectwoman Lyons noted the town has submitted the last piece for FEMA review. Once approved, the state will then distribute the money to the town.

VOTE: this motion was approved unanimously.

- 11. Discuss and take action to accept a pending Department of Energy award of \$1 million for the Emergency Shelter Generator Project; pending Board of Finance approval

MOTION by Selectman Murphy and seconded by Selectwoman Gordon to accept a pending Department of Energy award of \$1 million for the Emergency Shelter Generator Project; pending Board of Finance approval.

VOTE: this motion was approved unanimously.

12. Discuss and take action to authorize an application to the State Bond Commission for \$1million for additional funding for the Emergency Shelter Generator Project

MOTION by Selectwoman Gordon and seconded by Selectman Murphy to authorize an application to the State Bond Commission for \$1million for additional funding for the Emergency Shelter Generator Project

VOTE: this motion was approved unanimously

13. Discuss and take action to authorize an application to the FY24 Community Project Funding Application for \$4 million for the Academy Community Center Building project

MOTION by Selectman Murphy and seconded by Selectwoman Gordon to authorize an application to the FY24 Community Project Funding Application for \$4 million for the Academy Community Center Building project

VOTE: this motion was approved unanimously

14. Discuss CEDAS Best Practice Award

First Selectwoman Lyons and Erin Mannix explained that CEDAS created the Best Practices Certification Program to encourage best practices in municipal economic development and land use to spur continuous improvement; and to create an open resource library of model development. Examples that can be used by municipalities to update their policies and practices. The Town of Madison applied in 2019 for certification in the first year of the program. Beginning last year, CEDAS developed a three-tier system of accreditation; gold, silver, and bronze. In May 2023, the town applied for re-certification and was awarded a gold certification this year. This is valid for a three-year term.

15. Discuss Economic Development Director Position

First Selectwoman Lyons spoke at length about the work and value that Sheri Cote brought to the role of Economic Development Director. She noted the projects her office worked on, some completed and some still pending. First Selectwoman Lyons has identified internally ways to move forward on some projects, but she suggested holding off until the town has more solid footing in what they want to see from this position. First Selectwoman Lyons will be soliciting input from staff, the Economic Development Commission and the Chamber. More to come.

16. Update from Land Use Department

Erin Mannix, Town Planner, gave a 3rd quarter update for the Land Use Department. Internally, staff has transitioned to a new Land Use Official and Administrative assistant. We are currently seeking a Land Use Technician. We are working on a large scanning project for paper files, and looking to get all permits online this year. We're actively updating webpages for my department and associated boards and commissions.

Inland Wetlands Watercourse Agency: 12 regulated activities, 1 Notice of Violation, 1 as-of right determination

Zoning Board of Appeals: 7 applications for variances, 6 approved, 1 denied

Planning & Zoning: 1 Special Exception, 9 Site Plan or site plan modifications, 5 coastal site plan applications, no regulation or map amendments, 1 subdivision application.

POCD update:

We're one year into this planning project. We've created an informative webpage that highlights the process and draft documents. Opportunities for public involvement are also provided. This page links directly with the Strategic Plan page as these two processes are running concurrently. The Commission's approach has divided the document into two major sections, the Natural and Built Environments. Throughout both elements, the core themes we've focused on are: Vitality & Connectivity; Resilience & Sustainability; and Opportunity & Growth. Public comments have been encouraged for both discussions on the Natural and Built environment. We've shared information collected through the strategic plan outreach efforts. The Commission has crafted some draft policies and action items for both the natural and built environments. We're moving towards work on mapping and implementation tables this fall. We anticipate closure on this project around the end of the year.

17. Update on Road Paving from the Public Works Department

John Iennaco, Director of Public Works, gave an update on Road Paving (attached).

18. Discuss and take action to award a contract between the Town of Madison and Westcott and Mapes, Inc. for engineering services for the Fire Protection Water Tank Installation Project at 165 Bartlett Drive; and to authorize the First Selectwoman to sign all necessary contracts and documents; as budgeted in FY23-24 CIP.

MOTION by Selectwoman Gordon and seconded by Selectman Murphy to award a contract between the Town of Madison and Westcott and Mapes, Inc. for engineering services for the Fire Protection Water Tank Installation Project at 165 Bartlett Drive; and to authorize the First Selectwoman to sign all necessary contracts and documents; as budgeted in FY23-24 CIP.

VOTE: this motion was approved unanimously

19. Discuss and take action to award a contract for the 2023 Curb Replacement Project; and to authorize the First Selectwoman to sign all necessary contracts and documents; as budgeted in FY23-24.

MOTION by Selectman Murphy and Selectman Wilson to award a contract for the 2023 Curb Replacement Project; and to authorize the First Selectwoman to sign all necessary contracts and documents; as budgeted in FY23-24.

VOTE: this motion was approved unanimously

20. Discuss and take action to approve the revised 2023 Meeting Schedule

MOTION by Selectman Murphy and seconded by Selectman Wilson to approve the revised 2023 Meeting Schedule.

Discussion: the Board agreed to approve the revised meeting schedule by changing the Tuesday,

November 7th meeting to Tuesday, November 14th at 8:00 a.m., via Zoom.

VOTE: this motion was approved unanimously

21. Discuss and take possible action to approve selected revisions to the Town Personnel Policies

MOTION by Selectman Murphy and Selectman Goldberg to approve selected revisions to the Town Personnel Policies.

Discussion: the Board reviewed the selected revisions with minimal comments surrounding holidays with comparison to the Board of Ed. No changes were made.

VOTE: this motion was passed unanimously.

22. Citizen Comments.

None.

ADJOURNMENT

Respectfully submitted,
Jaclyn Lehet



TOWN OF MADISON

CONNECTICUT

Regular Meeting – September 12, 2023

Board of Selectmen

Economic Development Projects

- Strategic Plan coordination
- BRE: Business Retention/Expansion Program
- Welcome Sign/Wayfinding Sign program
- Tourism Website & Social media page
- CT Welcome Center/rack card materials
- Holiday Shopping Guide
- Light Up Madison
- Façade Improvement Grant Program
- Public transit expansion plans with RVT
- CGI Program

Refresher: Madison Investment Plan (MIP)

- **Launched in 2022, long-term financial plan to strategically use surplus fund balance, ARPA funds, state/federal grants, and current budgets to mitigate bonding impact on mill rate**
 - Build CIP balances to ensure adequate funding for future capital needs
 - Minimize financial impact of capital projects on the mill rate
- **Leverage federal/state grants to offset need for tax-payer dollars**
 - Match local tax-payer dollars with state/federal grants for CIP projects
 - Town received \$5.3M in ARPA Funds, less than \$400K remaining
 - Over \$13M in major grant awards since 2020, pipeline for more
- **Strategic use of surplus undesignated fund balance**
 - Historic balance of \$20M. Required minimum balance of at least 10% of Annual Budget (\$9M)
 - On-going plan to appropriate surplus funds to match grant awards and fund other non-recurring items that impact Budget
- **Examples of actions taken to date**
 - \$2.5M of ARPA funds used for capital projects to date
 - Short-term increase in Annual CIP Funding approved in 23/24 Budget
 - Town Meeting Approval in May 2023 of appropriations for infusions of \$3.5M into CIP and \$1M into Firefighter Pension

Status of Grant Funded Town Capital Projects *

Project	Grant Award(s)	Status
Rt 79/Woodland & Bradley Rd Sidewalk	\$ 606,488	• DOT plan approval in process. Construction early 2024
Flintlock Road Bridge	\$ 364,375	• In design
Garnet Park Road Bridge	\$ 550,000	• In design
Food Scrap Co-Collection Pilot Program	\$ 54,500	• Pilot program in process
Legion Post 79 Building Renovation	\$ 150,000	• Project completed
Academy - Environmental site assessment	\$ 200,000	• Contract awarded
Academy - Building Renovation	\$ 4,000,000	• In design. Construction expected 2024
Garvan Point Improvements	\$ 770,000	• Finalizing design. Construction expected 2024
COPSE-WARPAS Roadway Improvements	\$ 2,570,000	• In design
Bike/Pedestrian Improvement Study/West Wharf	\$ 40,000	• Submitted to BPAC for review
MCP/Downtown Streetscape Phase III	\$ 500,000	• Design update anticipated 2024
Emergency Shelter/Generator at Polson	\$ 1,000,000	• RFP for design launched Fall 2023
EOC/Firehouse Expansion Project	<u>\$ 2,471,500</u>	• OPM contract to be awarded in Sept
Total *	\$ 13,276,863	

* Excludes ARPA Funds, Town Aid Road, LOCIP, School Construction Grants, other recurring administrative grants.

Grant Applications in the Pipeline

Project (Grant)	Grant Request	Status
Town Campus Gym Floor (STEAP)	\$401,600	<ul style="list-style-type: none"> Grant award notices expected Sept 2023
Scotland Road Reconstruction (CCGP)	\$800,000	<ul style="list-style-type: none"> Grant award notices expected Oct 2023
Academy Community Center (CDS/Dept. of Agriculture)	\$4,000,000	<ul style="list-style-type: none"> Approved by Senate appropriations. Pending Federal Budget Approval.
Emergency Shelter/Generator at Polson	\$1,000,000	<ul style="list-style-type: none"> Submitted to state bonding commission
MYFS/Police Social Worker (CDS/Dept. of Justice)	\$113,900	<ul style="list-style-type: none"> Approved by Senate appropriations. Pending Federal Budget Approval
Wastewater Facilities Plan (Clean Water Fund)	\$69,100	<ul style="list-style-type: none"> Reimbursement upon project completion

10-YEAR ROAD PAVING PROGRAM REVIEW

2014 TO 2023

JOHN IENNACO, PE

DIRECTOR OF PUBLIC WORKS & TOWN ENGINEER

ROAD CONDITION SURVEY

PERFORMED BY BETA GROUP

- Road Surface Rating (RSR) varies from 0 (worst condition) to 100 (best condition)

	<u>2013 Survey</u>	<u>2020 Survey</u>
Lowest RSR	15	22
Highest RSR	99	99
Average RSR	69.9	73

TOWN ROADS PAVED IN PAST 10-YEARS (2014 TO 2023)

- Number of Roads Paved = 84 (294 roads total)
- Miles of Roads Paved = 53 Miles (130-miles total)

CURRENT 5-YEAR PAVING PLAN

<u>FISCAL YEAR</u>	<u>NUMBER OF ROADS</u>	<u>MILES OF ROADS</u>	<u>AVERAGE RSR</u>
2023-2024	11	3.8	42.1
2024-2025	12	4.2	42.2
2025-2026	15	3.7	45.1
2026-2027	12	4.2	50.7
2027-2028	12	5.0	55.3

PAVING PRICE PER TON OF ASPHALT FROM STATE BID (PAST 5-YEARS)

<u>YEAR</u>	<u>PRICE</u>	<u>PERCENT INCREASE</u>
2019	\$74.16	2.0%
2020	\$77.90	5.0%
2021	\$78.07	0.2%
2022	\$87.12	11.6%
2023	\$100.13	14.9%