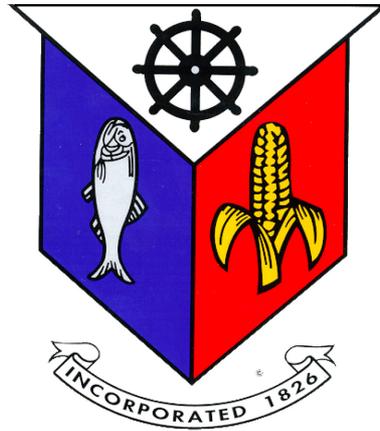


Board of Selectmen Meeting

December 9, 2019



Agenda

8:30 a.m. Regular Session

1. Pledge of Allegiance
2. Approval of minutes – November 25, 2019
3. First Selectman's Updates.
4. Citizen comments

Old Business

5. Presentation from OLM Preparatory Academy.
6. Discuss and take action to approve the Charge of the Island Avenue School Future Use Committee.
7. Review of Island Avenue Lease.
8. Status report on Beach & Recreation programs and services
9. Discuss and take action on Charter Revision process.

Agenda

NEW BUSINESS

10. Discuss and take action to approve a Small Cities Program Certified Resolution.
11. Review Storm Protocols within the Town Emergency Operations Plan
12. Debrief on CCM Conference Activities
13. Discuss and take action to appoint Donald Oslander to the position of Comptroller for a term to expire December 31, 2021.
14. Discuss and take action to appoint Cheryl Kuszpa to the position of Assistant Comptroller for a term to expire December 31, 2021.
15. Discuss and take action to appoint Heather Noblin to the position of Municipal Agent on Aging for a term to expire December 31, 2021.
16. Discuss and take action to approve the resignation of Terry Kensler from the Shellfish Commission.
17. Adjournment.

First Selectwoman Update

- Reviewing different service offerings and operational models of outside organizations:
 - Library, Ambulance, Madison Hose Company, North Madison Fire Department, etc.
- Held joint leadership meeting with chairs of Board of Education and Board of Finance to review key policy issues and timetable for 2020
- Discussing key drivers of 2020-21 budget:
 - Salary, benefits, pension plan, union contracts, etc.
- Reviewing 2020-2021 proposed departmental budgets starting week of 12/9
- Continuing research on Academy usage plan

Possible Island Avenue Timeline

- **January:** Ad-hoc Committee members selected and appointed by Board of Selectman (BOS)
- **February:** Holds organizational meetings to establish work plan. Also holds initial public input session and lays out timeline for additional hearings
- **March – May:** Committee conducts analysis, research, solicits public input and possible RFPS, and consults with town employees, boards & commissions, experts. Committee also co-ordinates with Town strategic planning initiatives.
- **June:** Committee delivers report to BOS for consideration
- **July – August:** Board of Selectmen review report and hold public hearings. BOS evaluates recommendations and co-ordinates with strategic planning process, other referendum initiatives, and CIP process
- **September:** BOS makes recommendation to public and/or BOF about next steps. Possible next steps include referendum or Town meeting, depending on outcome of process
- **November:** In order to put question on the November 2020 ballot, must have proposal finalized by September 1st

Ad-Hoc Island Avenue Future Use Committee Charge

Charge

- The Committee shall consider and recommend possible uses for and/or disposition of the Island Avenue School Building and associated land. Such use may include municipal use, sale, or lease of all or portion of the building or land, but exclude use as a public school in the Madison Public School District. The Committee should consider the financial impact to the Town including the potential costs, revenue opportunities, and overall economic benefits to the Town as part of its recommended possible uses.
- As part of its deliberations, the Committee should consider the following:
 - Hold public work shops/input sessions to evaluate public opinion, develop feasible options, and determine the financial impact to the public
 - Conduct a public opinion poll to gauge community preferences
 - Consult with appropriate town employees, boards and commissions, governmental agencies, and outside consultants to assist in developing recommendations
 - Co-ordinate with any town strategic planning and/or facility planning initiatives
 - Request the Board of Selectmen to solicit RFP's for possible development of building and/or land, if determined to be appropriate

Committee Meetings

- The Committee shall meet as required to fulfill their charge. Meetings will be noticed and include time for public comment as a standing agenda item.

Committee Composition

- The committee shall consist of six members (a quorum will consist of three members) as determined by the Board of Selectmen.

Current Island Ave. Lease

- Tenant is OLM Preparatory Academy
- Effective August 1, 2019, Expires July 31, 2020
- Total rent of \$535k through 3 payments. Based on analysis conducted for potential tax revenue if developed for residential use
 - Payments of \$400k received to date
 - Final payment of \$135k due January 6, 2020
- Lease non-renewable. Option to go month-to-month on existing terms upon mutual consent
- Triple Net Lease where Tenant is responsible for all building maintenance and repairs
- Town responsible for potential system/infrastructure replacement due to failure (i.e. boilers, septic, etc.)
- Town required as per State regulations to provide busing and school nurse services at an approximate cost of \$150k per annum

New Lease Considerations

- Approval process
 - BOS, BOF consultation, Town Meeting
- Timeline
- Key terms:
 - Price
 - Term
 - Renewal options
 - Building maintenance
 - Infrastructure replacement liability
 - Risk assessment
 - Service delivery costs to Town

Possible Charter Review Timeline

– Two Step Process

Step 1: Government Study Committee

- January: Appoint a Government Study committee
- February – April: Committee reviews allowable forms of government and presents options for public input
- May: Committee presents result of review for public comment and makes final recommendation to Board of Selectmen

Step 2: Appoint a Charter Review Committee

- May/June: Formal Charter Review Commission appointed with directives given from Board of Selectmen based on Recommendation from Study Committee
- New Charter Review Commission has up to 15 months to bring revised charter to referendum

Hypothetical Charter Review Commission Timeline

Item Description	Date	Rule
Charter Review Commission establishment	May 11, 2020	
Charter Review Commission appointments	May 26, 2020	within 30 days of Item #1
Charter Review Commission Meetings begin	June 1, 2020	
Charter Review Commission First Public Hearing	week of June 22, 2020	before any substantive work
Charter Review Commission First Public Hearing Legal Notice	June 11, 2020	at least 10 days in advance of Item #4
Charter Review Commission Second Public Hearing	September 7, 2020	
Charter Review Commission Second Public Hearing Legal Notice	August 31, 2020	at least 10 days in advance of Item #6
Charter Review Commission vote of document to send to Town Clerk	September 7, 2020	on/after this date but before Item #9
Town Clerk submits to BOS for Review & BOS calls Public Hearing	September 14, 2020	Regular BOS Meeting
Public Hearing of Board of Selectmen	September 28, 2020	before Regular Meeting of BOS, no more than 45 days from Item #8
Public Hearing of Board of Selectmen Legal Notice	September 17, 2020	at least 10 days in advance of item #10
Board of Selectmen Review & resubmission to CRC if necessary	October 13, 2020	no later than 15 days following Item #10
Charter Review Commission revisions from BOS review & send back to BOS	<i>by November 4, 2020</i>	within in 30 days of item #12
Board of Selectmen approval/rejection & send Referendum question to Town Clerk	November 9, 2020	Regular BOS Meeting
BOS publishes notice in the newspaper of the Charter draft	November 19, 2020	within 30 days of item #14
Town Clerk sends Referendum question to the State for approval		
Referendum Date		no later than 15 months after #14
Town Clerk sends Charter to State		within 30 days of Item #17

Ad-Hoc Government Study

Committee Charge

Charge

- The Committee shall consider different forms of government permissible under state statute and make recommendations for possible changes to Madison's government structure and/or charter
- As part of its deliberations, the Committee should consider the following:
 - Review existing charters of other municipalities in the state of Connecticut and look for “best practices”
 - Hold public work shops and/or input sessions to evaluate public opinion on feasible options
 - Conduct a public opinion poll to gauge community preferences
 - Consult with appropriate town employees, governmental agencies, other municipalities, and outside consultants to assist in developing recommendations

Committee Meetings

- The Committee shall meet as required to fulfill their charge. Meetings will be noticed and include time for public comment as a standing agenda item.

Committee Composition

- The committee shall consist of six members (a quorum will consist of three members) as determined by the Board of Selectmen.
- Committee members may serve on any subsequent Charter Review Commission