

The February 14, 2018, Special Meeting of the Woodbridge Board of Selectmen was convened at 4:00 p.m. by First Selectman Beth Heller in the Town Hall Central Meeting Room.

Present: Ms. Heller, Ms. Schatz, Messrs. Crisco, Dey, and Dr. Lober

Present for Staff: Mr. Genovese, Administrative Officer/Director of Finance; Mr. Weiner, Town Counsel; Ms. McCreven, Communication Director and Grants Writer; Ms. Yagla, Assistant Administrative Officer; and Mrs. Shaw, Clerk.

**WOODBIDGE BOARD OF EDUCATION – Superintendent Robert Gilbert**

Mr. Gilbert reported:

- Enrollment 846, six of which are in outplacement programs
- The budget deficit stands at \$136,000 driven mainly by the special education deficit of \$171,000 with \$35,000 favorable in other accounts
- ServPro continues to guide all work resulting from the December 30, 2017 “burst pipe” incident
- With the exception of the two rooms where the incident originated, all classrooms and other spaces are now occupied
- Building will be closed to all programs, Friday, February 16 – 20 due to abatement project
- The Ad Hoc Building Committee has begun meeting
- Sherril Mammon has been hired as Special Services Director to replace Clare Kennedy who retired as of January 30<sup>th</sup>.
- Jump Rope for the Heart – was a successful event for parents and children

**FIRST SELECTMAN’S REPORT**

There are a few items I would like to address in my First Selectman’s Report this month – I’d like to start by wishing everyone a happy Valentine’s Day today. You will notice that several of us are wearing red today – and this is at the request of our Human Services Director, MaryEllen LaRocca who has coordinated Wear Red for Women’s Heart Health Day here in Woodbridge today among Town staff. Earlier this morning we took a group photo to help draw attention to this worthy cause – thank you Mary Ellen and all your staff for your work on this initiative.

I’d like to briefly recap a few of the initiatives I have been working on to keep you all up-dated on our work in progress – we will be going into detail later in the meeting agenda on some of these items:

The Public Opinion Survey – As you may have heard we experienced a postal delivery delay and we have extended the deadline to return surveys. **It is now Tuesday, February 20<sup>th</sup>**. Sheila will have a report to share from the post office with details later in the agenda, for your information. But despite this glitch, many residents have already returned their completed survey -- and I’d like to thank our Senior Clerk, Toni Belenski, who staffs the front reception desk here at Town Hall. She has graciously fielded inquiries and helped answer questions from residents who have called or stopped in to return surveys, always greeting them with a smile.

Budget Development continues as a major theme – the BOS will meet on February 20<sup>th</sup> to go through the budget in detail, so I will have much more to say then. For now, please know that I

have continued to pursue every cost-saving initiative possible in my role as First Selectman of Woodbridge, including:

- I met with Tom Carigilo from United Illuminating/Avant Grid to hear how we can save money on street lighting costs. Later in the agenda we will hear a presentation from Tom.
- Recently I took part in a conference call with our partners at CERC – the CT Economic Resource Center -- to work out the details of our planned contracted services, which will help us grow our Grand List and attract new businesses to Town. I believe Mica will update us further on CERC's involvement as they attended the February EDC meeting last week.
- I have also been reaching out to our neighboring towns – I've met with Bethany First Selectman Deri Gorski and I have an upcoming lunch scheduled with Orange First Selectman Jim Zeoli.
- I've also been making connections with other municipalities at the monthly meetings of SCRCOG – the South Central Regional Council of Governments. I am honored to have been elected to the SCRCOG Executive Board, serving as Secretary. My involvement here is already proving to be a great opportunity – at the January meeting I was able to connect with Hamden Mayor Leng, after playing phone tag with him for a few weeks – he's very busy. But by having a brief face-to-face conversation I'm happy to report we have moved our two municipalities forward with a major shared service opportunity with our Animal Shelter. Along with Tony Genovese and David Stein, the Animal Shelter Architect, I met with the Hamden Team and we are now developing plans for a Hamden add-on to the facility. We will see how this develops and I am hopeful that I'll have more information to share soon.

Two other quick notes regarding the Animal Shelter: we successfully submitted a major grant application on January 31 – thank you to Sheila for her efforts in this new role – we should hear back from the private foundation sometime in March. And I have filed an application with the Inland-Wetlands Commission to ask for their approval for a Serenity Garden on the Animal Shelter property which is within the 100 foot buffer of Knolds Pond. Once approved, Adam Parsons and the Town crew will do some work to clear a patch of land for use as a quiet place for potential owners to bond with adoptable dogs. This will help the Shelter move more animals to Forever Homes – an appropriate endeavor to celebrate today on Valentine's Day.

Since our last meeting, I have also met with Deana Springer, from the Woodbridge Child Care Board of Directors to talk about the needs of this non-profit organization that leases space in our Center Building. And I visited Amity High School, as I was invited by the Junior States of America club to speak at their meeting as part of an ongoing program designed by students to help them hear from state and local government leaders. I talked with them about what it is like to be the First Selectman of Woodbridge, as well as what it was like to run for office – and encouraged them to consider running for office. I also reminded them all to register to vote as soon as they are legally able to do so!

My last item to report: I am naming some additional members to the Emergency Radio System Ad Hoc Oversight Committee – Our Police and Fire Chiefs; Frank Cappiello and Sean Rowland, as well as AJ Bellucci who is relatively new to Town but comes highly recommended and has an impressive background as a Systems Engineer at Sikorsky Aircraft. I met with AJ to discuss his interest in getting involved and found that he has a keen eye for detail -- which I am sure we will benefit from as he looks carefully at every word of documents connected with the committee's work. Thank you, AJ, Frank and Sean for agreeing to serve.

**LIAISON REPORTS**

**Ms. Schatz:** no report

**Mr. Crisco:** Town Plan & Zoning Commission – considered the request from the Board of Selectmen for an 8-24 review of the construction of the proposed car ports in the police parking lot. The Commission is extremely concerned about the aesthetics and does not consider the design in keeping with the surrounding architecture. Ms. Creane spoke about the zoning regulations for the Village Area; she believes there is potential for downtown housing for young professionals. Mr. Crisco reported that Tesla is considering installing charging stations in the parking lot of the plaza near the parkway.

Police Commission - A Town resident, James Rascatti expressed his concern about the elimination of the Lieutenant position, other options should be reviewed. Chief Cappiello gave a brief report on the Simulcast project. The Commission welcomed a new police officer, Carl Rodriguez Perez.

**Mr. Cardozo:** Recreation Commission – discussed the plans for the Old Fire House – specifically where the yoga room and fitness center will be located. The Road Race raised over \$4,000 for the Woodbridge Food and Fuel Fund and a special thank you was extended to the sponsors. Expenditures are approximately 2% under budget as of this time last year. Outdoor pool – schedule/program is being developed that will include swim lessons and other activities; expressed concerned that the heater would be operational; would like a computer/l-pad to track membership usage.

Economic Development Commission - Guests for the evening were Bruce Schaffer, owner of Schaffer Home Inspection and the building at 1 Bradley Road, and Ginny Kozlowski Executive Direct of REX (Regional Economic Excellence). Mr. Shaffer spoke of his property, an additional five (5) acres he plans to develop and his thoughts on the general development of the area. Ms. Kozlowski provided a presentation for regionalized economic development. She is very knowledgeable of the business development in the area towns, and Woodbridge plans to work with REX to bring businesses into Town. Courtney Hendricson and Sadie Colcord from CERC attended the meeting and conducted a brain-storming session collecting information and priorities to move forward with CERC's Scope of Work.

**Mr. Dey:** No report

**Dr. Lober:** Human Services Commission – discussed the Emergency Shelter and the need for volunteers, training will be provided. Still waiting for approval of the STEAP Grant for construction of the ramp and funding from the Small Cities Grant for the lavatory. Staff is working on plans to open a Café on Wednesdays and Thursdays, hopefully, in the Fall –

volunteers will be needed. Scheduled programs: February 16<sup>th</sup> - Mardi Gras, Valentine's Day; March 2nd - Chinese New Year; March 13<sup>th</sup> - St. Patrick's Day; Tax Preparation; and Chair Yoga. Library Commission – The non-operating boiler is to be replaced. By April expect to have capability to convert video tapes to DVDs or thumb drives. The staff is investigating a federally funded State program for library services development grant which provides funds for technical services.

Commission on the Use of Publicly Owned Property – Mary Ellen LaRocca, Human Services Director, describe the procedures for opening the Emergency Shelter utilizing space in The Center Café and Gym and the services provided. If more than 75 people seek use of the shelter, the high school is used. There were many comments regarding the Dog Park: ADA parking; original concept of Fitzgerald Trails as tranquil walking area; other sites had not been investigated; possible injury to dogs caused by Chestnut burrs and damage to trees by dog urine. The Trail Runners Club will begin trail work in Alice Newton Park. Tree cutting was discussed noting that if a tree is not diseased and has been designated for removal, property owners may request trimming of limbs instead of removal of the tree. CUPOP continues to work on the Town Plan in collaboration with the Conservation Commission. Ms. McCreven will attend the February meeting to instruct members on navigating the Town's new website.

#### **COMMITTEE REPORTS**

Ordinance Committee – Mr. Cardozo presented the three veterans tax relief proposals the Committee recommended to be forward to the Board of Selectmen for consideration.

The Board of Selectmen **VOTED UNANIMOUSLY** (Dey – Heller) to hold a Public Hearing at the March 14, 2018, Board of Selectmen meeting to receive comments on the following proposed changes to the Ordinances of the Town of Woodbridge that are to take effect with the Grand List of October 1, 2017.

#### **WOODBIDGE CODE - ARTICLE VII EXEMPTION FOR VETERANS**

##### **CURRENT WOODBRIDGE CODE LANGUAGE – Section 382-14**

§382-14. Additional exemption authorized

Any veteran entitled to an exemption from property tax in accordance with Subsection 19 of §12-81 of the Connecticut General Statutes shall be entitled to an additional exemption applicable to the assessed value of such veteran's property, up to the amount of \$10,000, provided such veteran's qualifying income does not exceed by more than \$25,000 the applicable maximum amount as provided under §12-81/ of the General Statutes, as amended from time to time.

##### **AMENDED SECTION 382-14**

*§382-14. Additional exemption authorized.*

*Any veteran entitled to an exemption from property tax in accordance with Subsection 19 of § 12-81 of the Connecticut General Statutes shall be entitled to an additional exemption*

*applicable to the assessed value of such veteran's property, up to the amount of \$20,000 provided such veteran's qualifying income does not exceed by more than \$25,000 the applicable maximum amount as provided under §12-81 of the General Statutes, as amended from time to time.*

**CURRENT WOODBRIDGE CODE LANGUAGE – Section 382-15**

**§382-15. Additional exemption for surviving spouse**

Any veteran's surviving spouse entitled to an exemption from property tax in accordance with Subsection 22 of §12-81 of the Connecticut General Statutes shall be entitled to an additional exemption applicable to the assessed value of the surviving spouse's property, up to the amount of \$10,000, provided such surviving spouse's qualifying income does not exceed by more than \$25,000 the maximum amount applicable to an unmarried person as provided under §12-81 of the Connecticut General Statutes, as the same may be amended from time to time.

**AMENDED SECTION 382-15**

*Any veteran's surviving spouse entitled to an exemption from property tax in accordance with Subsection 22 of §12-81 of the Connecticut General Statutes shall be entitled to an additional exemption applicable to the assessed value of the surviving spouse's property, up to the amount of \$20,000, provided such surviving spouse's qualifying income does not exceed by more than \$25,000 the maximum amount applicable to an unmarried person as provided under §12-81 of the Connecticut General Statutes, as the same may be amended from time to time.*

**NEW LANGUAGE**

**382-17-1 – GOLD STAR PARENTS AND SPOUSES**

*Except as provided in sub-section (A) of this ordinance any parent whose child was killed in action, or the surviving spouse of a person who was killed in action, while performing active military duty with the armed forces, as defined in sub section (a) of Section 27-103 of the General Statutes, which parent or surviving spouse is a resident of Woodbridge, shall be entitled to an exemption from property tax, provided such parent's or surviving spouse's qualifying income does not exceed the maximum amount applicable to an unmarried person as provided under section 12-81 of the General Statutes by more than \$25,000, as the same may be amended from time to time. The exemption provided under this section shall be applied to the assessed value of an eligible parent's or surviving spouse's property and shall be in the amount of ten percent (10%) of the assessed value of said property.*

*(A) If both parents of any such child killed in action while performing active military duty with the armed forces are domiciled together, only one such parent shall be entitled to an exemption from property tax provided for under this section.*

*(B) All other provisions set forth in Public Act No. 17-65 shall be incorporated in this ordinance*

*(C) The Gold Star exemption provided in this section 382-17.1 shall take effect with the Grant list of October 1, 2017.*

Anti-Fracking Waste Storage – The Ordinance Committed voted to move forward with the ordinance and a proposed ordinance will be presented at the March meeting for the Board of Selectmen’s consideration.

**RE-ADOPT THE MEMORANDUM OF AGREEMENT RESOLUTION WITH THE DEPARTMENT OF EMERGENCY MANAGEMENT AND HOME LAND SECURITY FOR THE 2016 GRANT YEAR**

Ms. Heller explained that the Resolution for the 2016 Memorandum of Agreement with DEMHS that the Selectmen adopted on February 22, 2017 was misplaced at the State office. The State is asking the Board to re-adopt the resolution identifying Ms. Heller as the First Selectman.

The Board of Selectmen **VOTED UNANIMOUSLY** (Dey – Cardozo) to approve the re-adoption of the Memorandum of Understanding for the 2016 Homeland Security Grant.

***FFY 2016 STATE HOMELAND SECURITY GRANT PROGRAM  
REGION 2 MEMORANDUM OF AGREEMENT***

***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, Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

***FURTHER RESOLVED***, that Beth Heller, 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 delivering all agreements and documents contemplated by such documents.

**TOWN PLAN & ZONING RESPONSE – 8-24 REVIEW – POLICE CAR PORTS**

The Board of Selectmen reviewed the February 6, 2018, letter from The Town Plan & Zoning Commission (“TPZ”) regarding the two proposed detached carports for the Police station parking lot.

The letter was not favorable to the plans as presented and made several recommendations: move the car port back against the building; the metal structures look like a gas station; the architect should be asked to consider the rural characteristics of Town; the design should blend with the Town Center and the Center School. Mr. Weiner said that he understands the architect is discussing the design with Town Plan and Zoning - however, the Board of Selectmen can override a TPZ decision to deny an 8-24 request by 2/3rds vote of the Board. By agreement of the Board the carport matter was put forward to the March 14, 2018 meeting.

**ADMINISTRATIVE OFFICER/DIRECTOR OF FINANCE REPORT**

Monthly Report – Mr. Genovese reported that based on the revenues and expenditures through January 31, 2018, he is projecting a budgetary surplus of approximately \$200,000 at the end of fiscal year (June 30, 2018). The projected fund balance at June 30, 2018 is \$5.2M or 10.84% of the annual projected expenses at the end of year. Mr. Genovese noted that he is

anticipating a surplus of \$100,000 in Interest due to higher than anticipated rates. According to the FY18 adopted state budget, state aid to the Town will be reduced by \$300,000.

Tax Refunds – Pat Crisco, Tax Collector, explained that Town taxes are due every July, and the Town allows a taxpayer to pay the first half in July and the second half in January. When the Federal Government decided that in 2018 a taxpayer would only be able to deduct \$10,000 in tax payments and charitable deductions, a large number of homeowners came to the tax office who decided to make their January payment in December. This is acceptable and the homeowner would now have three legal deductions on their taxes, January 2017, July 2017, and December 2017 – all legal and noted properly. The problem arose when homeowners who escrowed their taxes with their mortgage companies, decided to pay on their own, in December. When their escrow payment came in to the tax office in January they were now overpaid by one payment. The banks or mortgage companies have requested that the overpayment be returned to them. Ms. Crisco said that though there is no state statute for this particular instance, the statute does say that the overpayment should be returned to whoever made the last payment. She said that the refund will go to CoreLogic, the company that processed the payments for several of the banks. Ms. Crisco said that CoreLogic will make the money available to those banks immediately. Ms. Crisco said that she has met with the other Tax Collectors and without exceptions all are refunding the overpayments to the last payee.

Pursuant to Section 12-124 thru 129 of the Connecticut General Statutes and the recommendation of the Tax Collector, the Board of Selectmen **VOTED UNANIMOUSLY** to refund taxes as follows:

Payable to the last entity that paid the taxes:

CoreLogic – Real Estate Taxes in the amount of \$203,224.35 (Dey – Schatz)

Approved Real Estate taxes in the amount of \$8,859.49 (Dey – Crisco)

Motor Vehicle - \$1,248.51 (Dey – Heller)

Funding Requests – The Board of Selectmen VOTED to recommend the following Funding Requests to the Board of Finance.

#1718-11 – Allocation Amount: \$35,000

To: Fire Department – Repair Maint. & Machinery (1230-00/53510)

From: Board of Finance Contingency (1170-00/56800)

For: to fund current deficit and future needs of apparatus repair.

(Heller – Dey) Unanimously Approved

#1718-12 – Intradepartmental Transfer Amount: \$25,712

To: Public Works Highway Maint/Sand (1310-00/55160)

From: Public Works Road Maintenance (1310-00/55170)

For: To replenish salt supplies need for winter road maintenance

(Cardozo – Crisco) Unanimously Approved

#### **WATERLINE INSTALL TO ANIMAL CONTROL**

David Stein of Silver Petrucelli was present to discuss installing the waterline into the building. This installation is paramount to provide clean running water for the animals and staff. The staff has been using bottled water. Mr. Stein said that even though the bid has not been

awarded, Total Interiors, the lowest qualified bidder for the construction project, has agreed to install the waterline for an estimated cost of \$18,000.

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Lober) to award the contract to install the waterline to the Animal Control Building to Total Interiors pending receipt of the Scope of Work included in the estimated cost of \$18,000.

**PUBLIC COMMENT**

Joyce Simpson – 5 Oak Hill Road – spoke regarding the Public Survey. She complimented Ms. Heller for the concept of distributing to every Woodbridge household a survey regarding the future of the Country Club Property. She also thanked Ms. Heller for considering public comment and making beneficial changes to the document before it was finalized. Ms. Simpson said that because of the confusion due to the delay in delivery to the homes – many may have seen the February 12<sup>th</sup> due date, thought they could not meet it, and threw them away. She said that several people she spoke with did not know the return date was extended. Ms. Simpson said: *“that if the Town really wants to know the residents views about the future of the Country Club of Woodbridge they should totally disregard this current survey and conduct another where everybody participates”*.

**ADOPT SUSTAINABILITY RESOLUTION – Jon Gorham**

Mr. Gorham introduced himself as the Chair of the Ad Hoc Woodbridge Sustainability Committee and the Development Director of Massaro Community Farm. Mr. Gorham briefly described the Sustainable Connecticut program – a voluntary certification program to recognize thriving and resilient Connecticut municipalities. It is an independently funded grassroots municipal effort providing a wide ranging menu of best practices. Municipalities choose certain actions, implement them and then earn points towards certification. It also provides opportunities for grant funding to help communities to promote economic wellbeing, safety and health of the residents.

Mr. Cardozo and Ms. Heller thanked Mr. Gorham for chairing this important Committee, and noted that the Board looks forward to receiving an award next year.

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

**TOWN OF WOODBRIDGE  
RESOLUTION SUPPORTING PARTICIPATION  
IN THE SUSTAINABLE CT MUNICIPAL CERTIFICATION PROGRAM**

*WHEREAS, Sustainable CT is a comprehensive, statewide, action-oriented voluntary certification program, built by and for municipalities, with the vision:  
Sustainable CT communities strive to be thriving, resilient, collaborative, and forward-looking. They build community a local economy. They equitably promote the health and well-being of current and future residents. And they respect the finite capacity of the natural environment.*



*WHEREAS, Sustainable CT is designed to boost local economies, help municipal operations become more efficient, reduce operating costs, and provide grants and additional support to municipalities.*

*WHEREAS, the Town of Woodbridge embraces an ongoing process of working toward greater sustainability, selecting which actions it chooses to pursue from the voluntary menu of actions provided by Sustainable CT.*

*RESOLVED, by the Board of Selectmen of the Town of Woodbridge that we do hereby authorize the Communication Director and Grant Writer to serve as the Town of Woodbridge's Sustainable CT contact person for the Sustainable CT Municipal Certification process and authorize her to complete Municipal Registration on behalf of the Town of Woodbridge.*

*RESOLVED, that to focus attention and effort within the Town of Woodbridge on matters of sustainability, and in order to promote the Town of Woodbridge's local initiatives and actions toward Sustainable CT Municipal Certification, the Board of Selectmen designates the Ad Hoc Sustainability Committee to serve as a Sustainability Team.*

*RESOLVED, that the first meeting of the Sustainability Team must be held within 90 days of the passing of this resolution, and that the Sustainability Team shall meet as frequently as needed, but no less than quarterly.*

*RESOLVED, that the Sustainability Team shall report annually to the Board of Selectmen on the progress of its activities toward Sustainable CT certification, with reports and presentations made publicly available.*

**OLD FIRE HOUSE PRESENTATION – Silver Petrucelli – David Stein**

The budget for the project and a description of the Amity Transition Academy was distributed to the Board. Mr. Genovese explained that the \$500,000 STEAP expires soon. Once the project is started he can apply for an extension to complete the project. Amity District will pay rent for the second floor for the Transition Academy, but will not contribute any funds toward the renovation.

Mrs. Stein presented the budget: Funds on hand - \$701,895 (STEAP Grant and \$201,895 remaining insurance proceeds). Project total is \$1,099,310 resulting in a shortfall of \$397,415. Renovation of the second floor totals \$378,650.

**Consensus** – It was the consensus of the Board of Selectmen to put the construction documents for the first floor and the elevator out to bid with the second floor renovations as an alternate.

**U.I. LED STREETLIGHTS PRESENTATION – Tom Cariglio**

Mr. Cariglio described the U.I. Company's project to switch out low-sodium vapor street lights to either 3000 or 4000 Kelvin LED lights. Several area towns now have the LED lights. There is no cost to the Town for the installation and the annual savings is estimated at \$17,522.

The Board of Selectmen agreed to visit either the Milford Sub-station or area towns to decide whether to authorize the installation of either 3,000 or 4,000 Kelvins in Woodbridge. Approval to sign the contract with U.I. is moved to the March 14<sup>th</sup> agenda.

**TOWN COUNSEL'S REPORT**

**First Amendment to Agreement –Town and Amity Woodbridge Historical Society**

The Board of Selectmen **VOTED UNANIMOUSLY** (Crisco – Dey) to approve the First Amendment to the Agreement dated March 1, 2007 to extend from June 30, 2017 – June 30, 2027.

**AMITY WOODBRIDGE HISTORICAL SOCIETY (“AWHS”) – Barbara Baldwin, Treasurer**

**Darling House Tenant Lease** – Ms. Baldwin presented the lease with the Darling House Tenant that has been approved by the AWHS Board of Directors. This year the lease expires in October, to coincide with his use of the property for farming. The AWHS will submit a one-year lease at that time.

The Board of Selectmen **VOTED UNANIMOUSLY** (Crisco – Lober) to authorize the First Selectman to execute an eight month (March 1 – October 31, 2018) lease of the “Caretakers Quarters” with Ethan Schneider as presented by the Amity-Woodbridge Historical Society.

**MASSARO FARM UPDATE**

Tassos Kyriakides, President of the Massaro Community Farm updated the Selectmen regarding upcoming activities:

- The Board of Directors approved a First Selectman Liaison Position from the Town
- After School Programs through Woodbridge Recreation begin the first of April – Summer Camp will cover more weeks
- Seeking volunteers
- Pot Luck Dinner series – February 28<sup>th</sup> @ 6:00 p.m. includes screening of the movie Fresh; March 28, and April 25.
- Rock to Rock Bike Ride, Massaro Team (Melon Heads) will participate on April 28 – sponsors welcomed
- Community Supported Agriculture – instituting a flexible week schedule – sign up date if February 23<sup>rd</sup>.
- Beecher Road School, speaking with Jane Roddy regarding fresh produce for the cafeteria
- Hiring several administrative positions in addition to the interns from high school; recruiting a new Food Corp member this year. Applications are accepted until March 15<sup>th</sup>. Anyone interested should go to the Massaro Farm website or contact the farm.

**ASSISTANT ADMINISTRATIVE OFFICER'S REPORT – Betsy Yagla**

- The Safety Committee is expanded to include a Wellness Committee. “Check It” is a new program for employees. Employees sign-up to take their blood pressure once a month using a Town provided blood pressure cuff that will travel from department to department. Workshops on heart health and nutrition are being scheduled.
- Police Department Reverse 911 System – working with the police department on a regular basis to practice working with the system, both to notify employees of

emergencies or weather related notices, and notifying residents of emergencies. A test message will be sent out to residents.

- The Microgrid is scheduled to be operating soon.

**COMMUNICATION DIRECTOR AND GRANT WRITER'S REPORT – Sheila McCreven**

Ms. McCreven reported on the following:

- Survey – delivered to post office on February 2<sup>nd</sup>. When not received in homes as expected, Ms. McCreven contacted the post office and it was discovered that the post office mixed the box in with mail going to Woodbridge, New Jersey. When the surveys were located the postal services delivered it back to Connecticut and it was mailed on Friday, February 9<sup>th</sup>. The returned date has been extended to Tuesday, February 20<sup>th</sup>. The extension date has been posted on the website, and e-mail have been sent to the residents listed on e-news. Signs will be made and posted throughout Town. She asked that those in the video audience spread the word to friends and neighbors.
- Grants – submitted the Wiederhold Grant Application for funding for the Animal Shelter project

**TOWN CLERK'S REPORTS**

The Board of Selectmen **VOTED UNANIMOUSLY** (Schatz - Crisco) to acknowledge receipt of the Town Clerk's Reports for the month ending January 30, 2018 and the cumulative report from January 1, 2018 through January 30, 2018.

**RESIGNATIONS**

The Board of Selectmen acknowledged with regret the resignation of Kathleen Kane Brown from the Economic Development Commission.

The Board of Selectmen acknowledged with regret the resignation of Evan Trachten from the Economic Development Commission.

**APPOINTMENTS**

The Board of Selectmen **VOTED UNANIMOUSLY** (Cardozo – Dey) to appoint Jeffrey Ginzberg to fill the vacancy on the Board of Assessment Appeals for a term ending June 30, 2019.

The Board of Selectmen **VOTED UNANIMOUSLY** (Cardozo – Crisco) to appoint Kenneth Campbell to a vacancy on the Economic Development Commission for a term ending June 30, 2019.

**MINUTES**

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Dey) to approve the minutes of January 10, 2018 with one correction – remove "CUPOP meeting cancelled due to weather".

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Crisco) to approve the minutes of the Special Meeting of January 23, 2018.

**FARM LEASES**

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Crisco) to approve the Farm Land Leases for the 2018 growing season as presented:

Ethan Schneider (Koan Farms) (Darling House Tenant)

- a. Field south of Darling House planting vegetables, etc.
- b. ½ Lower field adjacent to West River, vegetables (share with Sarah Shepherd)

Sarah Shepherd – 1990 Litchfield Turnpike

- a. 1936 Litchfield Turnpike
- b. 1966 Litchfield Turnpike - Eicher Property
- c. 1907 Litchfield Turnpike - Field north of stonewall  
Lower field adjacent to West River (share with Ethan)

Chris Sorensen – 420 Amity Road

- a. 1910 Litchfield Turnpike – Field behind yellow barn
- b. As a courtesy to the Town, Chris mows the Town Owned “Meiss Property” on Rimmon Road to keep the scrub down

Keith Arnold – 127 Beecher Road

- a. Fitzgerald Property – Two front fields and lower field. Keith seeds the three fields and harvests the resulting hay.
- b. Peck Hill Road - Elderslie – hays three fields

Tim Kriz – 13 Bear Hill Road

- a. Zwick Property – 282 Seymour Road

Kristyna & Oliver Hulland – 48 Center Road

- a. Alegi Property, 160 Pease Road and portion of 52 Center Road  
Lease includes an agreement with the Recreation Dept. allowing cars to be parked on a portion of the property during soccer season.

**ADJOURNMENT**

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

Respectfully Submitted  
Geraldine S. Shaw, Clelrk