

The May 13, 2020, the Regular Meeting of the Woodbridge Board of Selectmen met via WebEx/tele-conferencing. First Selectman Beth Heller convened the meeting at 5:00 p.m.

Ms. Heller called the roll of members who affirmed they were at the meeting:

First Selectman Beth Heller; Deputy First Selectman Mica Cardozo; Joseph J. Crisco, Jr.; Joseph S. Dey III; Dwight C. Rowland; and Sandra T. Stein

Present for Staff: Administrative Officer/Director of Finance Anthony Genovese; Town Counsel Gerald Weiner; Assistant Administrative Officer Betsy Yaglia; and Geraldine S. Shaw, Clerk.

Ms. Heller made the following statement: *In accordance with Governor Ned Lamont's Executive Order 7 B Section 1, which suspends the open meeting requirements of in-person participation, audio and video of this Regular Meeting is being simultaneously televised live on WGATV Channel 79 and youtube@WGATV79, in order to allow the public to view and listen to our meeting. You may access it here at <https://youtu.be/oIiXUz4PvE4>*

### **FIRST SELECTMAN'S REPORT**

Ms. Heller: *"I would like to take a moment to extend our deepest sympathies to the Kelly and Gedansky families, upon the sudden loss of our friend and colleague, Jerry Kelly. Jerry worked for many years in Public Works and he passed away suddenly on Monday May 1<sup>st</sup>. I saw several of you on Saturday as we drove through the Northwest Cemetery to pay our respects to Jerry and his family. Jerry's family received a gift basket in gratitude and remembrance from the Town. He will be very very sorely missed.*

*It has been exactly two months since we closed our doors at Town Hall to the public. There are currently 96 positive cases of COVID-19 in Woodbridge (two-thirds of whom are resident/patients at our extended care and nursing facilities). Sadly, there have been 28 COVID-19 related deaths (26 of which are associated with residents/patients at our extended care and nursing facilities). Police Chief Cappiello says that "the good news is that for the third consecutive day we have had no additional COVID-19 associated deaths, or positive cases in Woodbridge."*

*We continue to take every precaution to make sure that our staff are safe while they complete their duties to keep our town running, and we are now working toward a plan to perhaps begin the slow and deliberative work to think about how to begin reopening our Town Hall. As a former nurse, wife of a doctor with an MPH in Statistics and Epidemiology, and mother to a son who is a Public Health physician in New York City, I do not take this lightly. Both continue to warn me that we must proceed cautiously. It is incredibly important to me that we do this in a thoughtful and measured way.*

*Interestingly, I have received several emails written to all Connecticut municipal leaders just this morning, from hair dressers all over the state asking that we not allow hair salons to open on May 20<sup>th</sup>. This is a gubernatorial executive order and I cannot supersede this. I can assure you that I will not allow Town buildings to become viral hotspots and I will not put our employees or any residents in danger. This means that we may open more slowly than other towns. As we've seen during these last two months, our employees are devoted, smart, and creative and we have been able to provide all services to our residents remotely. This will continue as long as necessary -- we continue to be able to run the Town and also keep people safe.*

*I thank every member of our wonderful staff and our first responders, who have never faltered, no matter the challenge, and also all members of our Boards and Commissions, and every resident for their continued support and compliance.*

*Recently I was contacted by Massaro Farm president Jon Gorham, letting me know that members of the Massaro Community Farm and the birding friends of Louisa Cunningham would like to erect*

*a kestrel nesting box on the premises of the Woodbridge Country Club to honor Louisa for her many years of service to the town and for her inspired work to establish a nature trail at Massaro Community Farm. Louisa is a past vice president of Massaro Community Farm, who is now cycling off the board and they would like to show their appreciation for her many contributions to the farm. You may remember that Louisa was one of the recipients of the 2018 Living Treasure Award for the town. Dr. Chris Loscalzo, who has run several birding trips at the farm, is assisting them in the identification of a good location for such a nesting box for this small raptor.*

*They have chosen this site over the Massaro Farm because these birds have already been spotted at the country club. They are also enlisting the aid of expert birders, Christine Howe and Dewitt Allen. Those birders are in communication with the ornithologist, Mr. Tom Sayers, also known as "Mr. Kestrel". Tom has been placing nesting boxes in locations throughout the state. Jon assures me that Massaro will assume responsibility for relocating the nesting box on the country club property, if necessary. Additionally, I will work with Jon to make sure that all necessary safety issues, town regulations, including insurance, are complied with prior to it going up. I know that this will be a wonderful way to recognize Louisa for all her hard work and dedication to the farm, and our town, over these years.*

*Town Counsel Jerry Weiner and I have been working very closely with Todd Levine, an Historian from the Historic Preservation Office of the Department of Economic and Community Development of the State of Connecticut.*

*After several meetings over the past two weeks since our last Board meeting, we have drawn up language for both the Amity Woodbridge Historical Society and Town of Woodbridge Agreement, as well as the Charge to the Darling House Ad Hoc Oversight Committee, which are both in your packets in draft form. The language for the Ad Hoc Committee is just a beginning, which Todd wrote and has asked us to improve upon. Todd has acted as a liaison between us and the Society as we have moved forward to get both these documents in place.*

*This has been a long process but we have all done it with the best intentions, ensuring the longevity of this treasured Town asset, and I believe we are now on a good path for the future. I would propose that the Board take both draft agreements, and spend some time over the week or so reviewing and editing both. I would suggest that we schedule a special BOS meeting to revise and then approve both these documents – perhaps either next week (Thursday May 21<sup>st</sup> or Tuesday May 26<sup>th</sup>)?"*

**Note:** The Board of Selectmen agreed to hold a special meeting on Thursday, May 21, 2020, at 7:00 p.m. following the Board of Finance meeting.

### **WOODBRIAGE BOARD OF EDUCATION – Superintendent Robert Gilbert**

Mr. Gilbert reported:

- Enrollment stands at 861, up from 845 in September
- Teachers and students are coping with distance learning
- Parents and teachers are highly commended for guiding the children in this new form of learning and shift in education culture
- Teachers, staff, and busses participated in a motorcade parade - visiting student's homes
- There will be another similar event at the end of May
- The staff is working on plans for a 6<sup>th</sup> grade video graduation – hopefully from the Amity High School auditorium

- The staff has continued to assist in providing meals and medical needs to the students
- The staff is providing 640 meals each day
- The maintenance staff is using this shut-down time to address several building issues
- Summer programs are being cancelled – except for mandated special education programs that will be handled remotely
- There may be a surplus of \$108,000 for FY2020 due to the close of school i.e., School Resource Officer relocated to the Police Department, savings in supplies, credit from bus contracts, etc.
- The Board of Education have appointed Doreen Merrill Assistant Principal until spring 2021

### **FIRST SELECTMAN'S REPORT CONTINUED**

Following Superintendent Gilbert's report – Ms. Heller continued her report: *"Additionally, tonight I will appoint those who have agreed to be members of the Darling House Ad Hoc Oversight Committee. They are:*

- **Chris Sorensen** is a life-long Woodbridge resident, a former member of the Board of Selectmen, farmer, and a current member of the Town Plan & Zoning Commission
- **Stephanie Ciarleglio** has lived in Woodbridge for many years, and has served as the Woodbridge Town Clerk for almost 29 years. In her position as town clerk she responsible for accurate storage, restoration, and preservation of all town records
- **Richard Blackwell** has been a resident of Woodbridge for 5 years, and was a farmer in Bridgeport for over 20 years, He is certified in growing organic sprouts hydroponically. His children and grandchildren live in Woodbridge and Bethany and he has developed a passion for the Darling House property and its history.
- **Leland Torrence**, town resident, is a noted historic planner and consultant specializing in historic restoration and preservation. Leland has been a long-time donor to the Amity Woodbridge Historical Society, and has also been involved with many previous projects at the Darling House. His expertise will be invaluable as a member of this committee
- **Don Menzies** was the former president of the Amity Woodbridge Historical Society. Don and his wife Dana are also known to those of us who attend events at the Darling House, as Thomas and Abigail Darling. Don brings a wealth of knowledge and history of the home.

*Additionally, Rick Wies has agreed to serve as a pro bono consultant to the committee. He serves on the Board of Directors of the CT Trust for Historic Preservation. Sandy Stein has also agreed to serve as Board of Selectmen Liaison to the Darling House Ad Hoc Oversight Committee. Todd Levine will also remain actively involved in moving this process forward. Thank you everyone.*

*Todd has also agreed that, at this time, we should not have a tenant in the building because of the current life safety concerns. Tony is working closely with members of the Society and our Building Official and Fire Marshal to correct these issues. Once we get these completed, I think*

*we will all be eager to have a caretaker on site once again. I know that our residents are eager for the day when the Historical Society is able to invite us in for another popular Tavern Night, the annual Ice Cream Social, or tour of the home completed decorated at Christmas time."*

**NEIGHBORHOOD ASSISTANCE ACT APPLICATIONS FOR 2020**

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Crisco) to accept the following applications for the 2020 Neighborhood Assistance Act and to schedule a public hearing for June 10, 2020.

Jewish Community Center of Greater New Haven  
360 Amity Road, Woodbridge  
Energy Equipment Restoration \$150,000

Amity Teen Center In.  
P.O. Box 3671, Woodbridge  
Energy Efficiency Project \$ 24,980

**GREEN BANK SOLAR AGREEMENT**

Mackey Dykes, Emily Basham, and Fiona Stuart of CT Green Bank presented a power point outlining a proposal to install non-roof penetrating solar panels on the new Firehouse at 100 Center Road and the Public Works building at 15 Meetinghouse Lane. CT Green Bank will issue the RFP for the installation of the panels, maintain the panels and own the panels. The Town will enter into a 20 year agreement to purchase power from Green Bank at a fixed contract price. Green Bank proposes that the Town will realize a term savings of \$158,927.

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Crisco) to authorize the First Selectman to execute the letter of intent with Connecticut Green Bank in the Selectmen's packet this evening. A copy of the presentation is attached to this permanent record of the meeting.

**PUBLIC COMMENT**

No public comments were received by the First Selectman's Office as of 4:00 p.m. this date – May 13, 2020.

**ADMINISTRATIVE OFFICER/DIRECTOR OF FINANCE'S REPORT**

Mr. Genovese reported as of April 30, 2020 he is projecting a budgetary surplus of \$504,645 at the end of the fiscal year. Because the current Town budget includes an allocation from fund balance of \$400,000, projected increase to fund balance at year end is \$104,654 – resulting in a total fund balance of \$6.5M or 13% of annual projected expenses.

*Mr. Genovese said: "The recent economic downturn resulting from the COVID-19 pandemic has impacted many line items in both revenues and expenditures. The Town lost revenue in several areas, including interest income and fees, but has also reduced expenditures due to cancelled programs. There are also increased expenses related to the Town's pandemic response but we hope to be reimbursed up to 75% by FEMA. It is expected that the fiscal year will close with a \$200,000 balance in contingency due to a light winter and unfilled and consolidated positions.*

Waste Management – To aid in making a decision on proposed bulky waste fees, Mr. Genovese will prepare an analysis of current costs.

### **FUNDING REQUESTS**

The Board of Selectmen **VOTED** to recommend the following funding requests to the Board of Finance:

1920-18 – Allocation Amount: \$13,200.00  
To: Medical Services – General Professional Services (1240-00/52100)  
From: Board of Finance Contingency (1710-00/56800)  
For: Fund the extension of the current AMR contract through December 31, 2020  
(Heller – Cardozo) Unanimously Approved

Though it was put on hold due to COVID-19 – Mr. Weiner and Mr. Dey are planning to meet to determine the feasibility of applying to the State to retrieve the Town's PSA license.

1920-19 – Intradepartmental Transfer Amount: \$ 9,500.00  
To: Human Services General Professional Services (1410-00/52100)  
From: Human Services Part Time All Other (1410-00/50350)  
For: Continue to provide and deliver lunches to seniors during Coronavirus Pandemic  
(Heller – Crisco) Unanimously Approved

### **BID WAIVER – HUMAN SERVICES VAN**

The Board of Selectmen **VOTED UNANIMOUSLY** (Crisco – Cardozo) to approve a bid waiver to purchase a new van for the Human Services Department off the RFP issued by the Greater New Haven Transit District.

### **HEALTH CARE CONTRACT**

Mr. Brian Luciani, of Blueprint Benefit Advisors, Health Care Consultant for the Town and the Woodbridge Board of Education, presented a brief history of the Health Care claims for 2019. It is his recommendation that the Town and the Woodbridge Board of Education continue with ConnectiCare and Anthem Blue Cross.

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Stein) to approve and authorize the First Selectman to sign health care contracts with Anthem Blue Cross and ConnectiCare pursuant to the recommendation of the Town's Health Care Consultant.

### **ASSISTANT ADMINISTRATIVE OFFICER'S REPORT**

Ms. Yagla said that the Town has received two requests to erect banners on Town Property

Request to donate oversized banner – Ms. Yagla said that the Town has received from Signarama an offer to donate and erect a 3' x 5' banner at the corner of Newton Road and Meetinghouse Lane, near the Library. The owner of Signarama, an Orange based business, lives in Woodbridge. The verbiage on the banner: "Woodbridge/A Community Together/Even When Apart".

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Rowland) to accept Signarama's gift of a 3' x 5' banner and approve its installation at the corner of Newton Road and Meetinghouse Lane.

Request from Amity Regional District 5 – High School – Ms. Yagla said that Amity High School has had three 3' x 8' banners made congratulating the 2020 graduates. Principal Mahon is requesting that each Town display a banner.

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Rowland) to approve Amity High School's request to erect a 3' x 8' banner congratulating the Amity Graduates – Class of 2020 and authorize it to be hung on the fence at Center Field.

### **TOWN COUNSEL'S REPORT**

Woodbridge Child Center Update - Mr. Weiner explained that the Woodbridge Child Center has been operating at 25% capacity due to COVID-19. The tuition collected has been covering the costs of the remaining working staff, food, supplies, insurance and other bills. However it is not stretching far enough to cover the rent. In a letter to the Town dated April 30, 2020, Director Dawn Moretti requests to negotiate a reasonable agreement regarding the rent for April, May, and June. The Board agreed that the Child Center offers a very valuable service to residents and that it wanted to assist them at this time.

The Board of Selectmen **VOTED UNANIMOUSLY** (Stein – Crisco) to grant the Woodbridge Child Center's request for a reduction in rent for the months of April, May, and June and deferment of the balance to a later date to be negotiated.

Appeal of new tax assessments – Mr. Weiner said that due to revaluation the Town has received four pending tax appeals that were not satisfied by the Board of Assessment Appeals: 18 Deer Run Road, 27 Brook Road, 16 Penny Lane, and 225 Amity Road (The Willows).

### **ACKNOWLEDGE RECEIPT OF THE TOWN CLERK'S REPORTS**

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Rowland) to acknowledge receipt of the Town Clerk's reports for the month of April 1 through April 30, 2020 and cumulative from July 1, 2019 through April 30, 2020.

### **MINUTES**

The Board of Selectmen **VOTED** to approve the minutes of:

- April 15, 2020 Special Meeting (Heller – Crisco) Approved
- April 22, 2020 Special Meeting (Heller – Crisco) Approved

### **NEXT MEETING**

The Board of Selectmen agreed to hold a Special Meeting on Thursday, May 21, 2020 @ 7:00 p.m. to consider the draft agreement with the Amity & Woodbridge Historical Society.

### **ADJOURNMENT**

On a non-debatable motion by Ms. Stein, seconded by Mr. Cardozo, the meeting adjourned at 6:27 p.m.

Respectfully submitted,  
Geraldine S. Shaw, Clerk