

The July 10, 2019, Regular Meeting of the Woodbridge Board of Selectmen was convened at 5:00 p.m. in the Town Hall Central Meeting Room by First Selectman Beth Heller.

Present: First Selectman Beth Heller, Deputy First Selectman Mica Cardozo, Ms. Stein, Mr. Cisco, and Mr. Dey.

Absent: Mr. Rowland

Present for Staff: Administrative Officer/Director of Finance Anthony Genovese; Communication Director and Grant Writer Sheila McCreven; Town Counsel Gerald Weiner; Assistant Administrative Officer Betsy Yagla; and Mrs. Shaw, Clerk.

EXECUTIVE SESSION PURSUANT TO SECTION 1-200(6)(C) OF THE CGS Re: Security at Beecher Road School

Ms. Heller introduced the executive session: *“At the June Board of Selectmen meeting, I asked Andy Esposito to conduct a thorough review of the Beecher Road School lock-down incident that took place on June 5th. Building on his background knowledge of the security systems at this Town-owned building from his work on the Beecher Building Renovation project, Andy has been able to rapidly conduct his initial review. Tonight he is here to share with us the information he has gathered. As this relates to security at the school, the Selectmen will receive this information in executive session.”*

At 5:01 p.m. the Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Cardozo) to move into executive session pursuant to section 1-200(6)(C) of the Connecticut General Statutes to receive a review of the June 5th security event at Beecher Road School from Mr. Andrew Esposito. Ms. Heller invited the following to attend: The Selectmen, Mr. Esposito, Mr. Weiner, Superintendent Gilbert, Mr. Genovese, and Ms. McCreven.

At 5:40 p.m. the Board of Selectmen returned to regular session. Ms. Heller stated that no motions were made or votes taken in executive session.

Ms. Heller informed the public that Mr. Esposito has consented to continue to review the protocols and the systems and report back to the Selectmen at the August Board Meeting.

WOODBIDGE BOARD OF EDUCATION – Superintendent Robert Gilbert

Mr. Gilbert reported on the following:

- Enrollment – report in September
- FY2019 Budget – projected deficit may be reduced to \$256,000. Includes the \$147,000 for facility work, \$50,000 FY2019 budget reduction by the Board of Finance, and unanticipated costs for Special Education and health benefits.
- Teacher negotiations are in progress
- HVAC phase one was done during the April vacation. VanZelm is taking daily humidity readings to verify the success of phase one
- Summer programs continue to be popular
- CABE will facilitate a summer retreat for new members of the Woodbridge Board of Education

FIRST SELECTMAN'S REPORT

For my First Selectman's report this evening, I have a brief recap of meetings and events I took part in over the past month:

- *Last month I mentioned that I attended the Beecher Graduation which was held the same day as our Selectmen's meeting. In addition, the next day, June 13th I attended the Amity Middle School – Bethany campus promotion ceremony.*
- *On June 15th I attended the memorial service for Bob Conniff, long-time Woodbridge volunteer fireman. It was a moving and fitting tribute.*
- *On the 16th I helped commemorate the 100th birthday of Woodbridge resident Mark Gredinger at a party held at Coachman's square where he resides with his wife Marilyn.*
- *On June 16th I attended the Eagle Scout Ceremony for three Woodbridge Troop 941 Boy Scouts: Thomas Livesay, Andrew Boulton, and Ari Wyner*
- *On June 17th, Mica and I visited with Guilford First Selectman Matt Hoey to learn more about his Town's experience with an agriculture committee. This visit and the information we gathered will help inform the work of the Ordinance Committee going forward.*
- *Also on June 17th, members of my staff and I met with representatives of the Amity-Woodbridge Historical Society to discuss the Good to Great grant (which I understand they have subsequently submitted) and other issues of concern to the Society. Jerry Weiner will have an update for us later in our Agenda tonight.*
- *Also on June 17th I attended an event marking the conclusion of Margaret Hamilton's term as chairman of the Woodbridge Board of Education. I presented Margaret a citation and expressed thanks on behalf of us all.*
- *On June 26th, staff members and I met with State Senator James Maroney to receive a legislative update from him to recap what has been enacted upon the conclusion of the General Assembly session in early June.*
- *Lastly, on June 28th under warm and sunny skies, we held a Swearing-In Ceremony here on the steps of Town Hall for the newly elected and appointed members of town government. And with that, our new fiscal year has begun!*

As we approach our annual budget setting process which begins in September, tonight I will create a new, short-term, Task Force whose charge will be to gather information and make some recommendations to help guide the budget setting work of both the Board of Selectmen and Board of Finance.

The Task Force will consist of two members of the BOS – I will name Sandy Stein and Mica Cardozo – and two members of the BOF, to be determined once I have a chance to consult with BOF Chairman Matt Giglietti to get his input. Tony Genovese will work with this task force in his role as Director of Finance.

We will expect their report in time for our September Board meeting.”

ASSIGNMENTS

Mrs. Heller announced the following assignments:

- a. Liaison to various boards and commissions
 - Mica Cardozo Economic Development Commission
 Recreation Commission

 - Joseph Crisco Police Commission
 Fire Commission
 Town Plan & Zoning Commission

 - Joseph Dey Commission on the Use of Publicly Owned Properties
 Conservation Commission

 - Beth Heller Board of Finance

 - Dwight Rowland Human Services Commission
 Amity Regional Board of Education

 - Sandra Stein Library Commission
 Woodbridge Board of Education

- b. Sub-Committees
 - Ordinance Committee Mica Cardozo, Chair
 Beth Heller
 Joseph Dey

 - Personnel Committee Beth Heller, Chair
 Dwight Rowland
 Sandra Stein

- c. Investment Committee Joseph Crisco

SIGNAGE REQUESTS

- a. Library – to announce August movie nights – longer than two week
 Ms. Yagla informed the Board that the new zoning regulations deleted the length of time such signs could be displayed.

- b. Recreation – The request to hang a banner announcing the October 5th Road Race on the Center Field Fence from September 14th to October 12, 2019.

OLD FIRE HOUSE – BID REVIEW/AWARD - David Stein, Architect, Silver Petrucelli

Mr. Stein reviewed the Phase I plans to renovate the basic infrastructure of the Old Fire House to accommodate unknown future use. The cost of Phase I is covered by the grant received

from the State and includes a sprinkler system, electrical work, sanitary and plumbing. The plan is to commence the work in mid-August for completion by end of November, 2019.

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Stein) to award the bid for the Old Firehouse Renovation project to Kronenberger & Sons Restoration, Inc. in accordance with the public bid #2019-07 in the amount of \$498,000 and pursuant to the recommendation dated July 9, 2019, presented by David Stein of Silver Petrucelli and Associates.

PUBLIC COMMENTS

Karen Kravetz, 61 Forest Glen Drive and member of the Fire Commission - Ms. Kravetz spoke of long standing and on-going issues with police/fire dispatch. She requested that the Board retain an independent consultant to advise the Board of Selectmen.

Adrienne-Micci Smith, 17 Ansonia Road – regarding the Country Club of Woodbridge property – she asked if there was a time-line for the developer’s presentation to the public. Ms. Heller said there was no time line at this time.

Dr. David Lober, 35 Wepawaug Road – Dr. Lober requested that the Board of Selectmen add Old Business and New Business to future agendas so members have an opportunity to bring up items other than those listed on the agenda. He also noted that the Selectmen are charged to work in the best interest of the Town and in his opinion the Board did not act in the best interest of the Town with its vote regarding the Darling House Caretaker.

ROAD PAVING – WARREN CONNORS, PUBLIC WORKS DIRECTOR

Pavement Milling Award – Mr. Connors requests the Board to waive the Purchase Policy for this year’s preparatory work for road paving. He recommends that the Town utilize the State of Connecticut Contract Award #18PSX0309 and hire Garrity Asphalt Reclaiming. He noted that the Town has worked with Garrity in the past.

The Board of Selectmen **VOTED UNANIMOUSLY** (Dey – Heller) pursuant to Mr. Connor’s memo dated July 10, 2019, to waive the purchasing policy and authorized Warren Connor to utilize State Contract Award #18PSX0309 and retain Garrity Asphalt Reclaiming for road milling; and to accept the following roads for repair: Acorn Hill Road, Peck Hill Road (from Rte. 67 to the area of house #137 where a previous match line of improvement exists & a short section south of Christmas Tree Lane); Pease Road (from Lisa Ln. to Johnson Rd. intersection); Woodfield Road (from Fountain St. to the area of the cell tower location).

Asphalt application - The Board will consider the asphalt application bid at the August meeting.

ADMINISTRATIVE OFFICER/DIRECTOR OF FINANCE’S REPORT

Monthly Report – Mr. Genovese reported that as the June 30, 2019, he is projecting a budgetary surplus of approximately \$789,916 resulting in a fund balance of \$6.14M or 12.3% of the annual projected expenses for FY2019.

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

#1920-01 Intradepartmental Transfer Amount: \$ 1,400.00

To: Human Services Part Time – All Other (1410-00/50350)

From: Human Services Gen'l. Prof. Services (1410-00/52100)

For: Fund temporary agreement with Jewish Senior Services of Bridgeport for contracted senior luncheon program.

(Heller – Cardozo) Unanimously Approved

CCW equipment auction update – The auction is scheduled to be held at the Club House on August 5th. The Town will decide disposition of items not sold.

Mowing – weather permitting, mowing should be completed this week.

Note sale – Mr. Genovese reported that the note sale held at the end of June was for two notes: \$360,000 for the remaining grant funds that the Town anticipates receiving for Beecher Road School. The low bid, at a net interest cost of 2.0174% was from Piper Jaffre. On receipt of the grant funds the temporary notes will be paid off.

The other note is the taxable note for the Country Club purchase. Piper Jaffre was also the low bidder for the \$4.2M Country Club note with a bid 2.35%.

TOWN COUNSEL – Gerald Weiner

Update on the Darling House – Mr. Weiner reported that:

- He has been in communication with the Attorney hired by the Historical Society, Dwight Merriam
- Mr. Gilbertson is investigating claims that the tenant performed work on the property without permits
- The Historical Society have told the tenant to leave on the basis of not fulfilling the conditions of his lease
- The Society's claim that the tenant's CSA and farm stand is not in compliance with lease is not correct according to paragraph 5 of the lease. The farm stand is in compliance with zoning regulations as produce sold is grown on the property.
- Ms. Heller is meeting at the end of the month with an individual who may have some recommendations for modifications to the lease
- The Society continues to show the apartment to potential new caretakers even though the Board of Selectmen voted to lease the apartment to the current tenant through December 31, 2019

Attorney Weiner distributed a letter he received from Attorney Merriam addressing mainly the Society's insistence that the tenant is to vacate the apartment as soon as possible and/or well prior to the Board's date of December 31, 2019.

The Board agreed that if the tenant did perform work without the proper permits, which falls to the Town as owner, the Board could revisit its vote.

When the tenant paid to the Historical Society the \$3,000 in rent he had been holding, paypal shorted the payment a \$66.00 fee. Mr. Dey and Mr. Cardozo agreed that the Society should be able recoup that fee.

ASSISTANT ADMINISTRATIVE OFFICER'S REPORT – Betsy Yagla

Informational Brochure - Ms. Yagla distributed the draft of a brochure she has been working on with REX and the South Central Regional Council of Governments. The brochure contains a map of the Town and trails; listing of restaurants, farm stands, retail locations and places of interest. The brochure will be on the website and available at area businesses.

Cyber Security Policies – organized training for staff re cyber security, what to look for in e-mails, etc. before opening them. Tips are also sent to staff via Ms. Heller's monthly newsletter. Ms. Yagla has also been meeting with Regional Council of Governments IT directors and Amity IT Director on a regular basis. She is also working with Amity IT Director Shaun DeRosa to develop cyber security plans for both the Town and Amity. Ms. Yagla said they will reach out to the other BOWA towns to develop plans so they can rely on each other in the event of an emergency.

Community Council – has organized a community picnic in conjunction with the first library outdoor movie showing on August 6th and National Night Out. The Council is requesting businesses and organizations to submit events for inclusion in Fallapalooza – the month long celebration of Woodbridge that occurs in October.

COMMUNICATION DIRECTOR and GRANT WRITER – Sheila McCreven

Recycling – First Tuesday Workshop, co-sponsored by the Sustainability Committee and the Committee on the Use of Publicly Owned Property, on September 3rd 6:00 p.m. to 8:00 p.m. at the Woodbridge Library. The workshop is a follow-up to the "What's In, What's Out" recycling information brochure that accompanied the tax bills. There will also be discussion about reducing the use of plastic in your life. Ms. McCreven is also updating the recycling brochure currently on the website.

Recycling – Pink Bag Program – the Town is investigating a program that collects textiles not suitable for donations. There is no cost to the Town for this program.

Ms. Stein asked if there was a wider way to inform the Town than the website. Ms. McCreven explained that the Town is collaborating with the Beecher Road School Green Team to get information into the homes, and brochures will be available at the concerts. Ms. Stein suggested having brochures available at Massaro Farm, and through other organizations. Mr. Cardozo stressed the need to inform local business - perhaps through the Economic Development Commission. He asked if the commercial haulers were kept informed of the

Town's efforts. Ms. McCreven will explore wider distribution through the Sustainability Committee and work with the Public Works Department for commercial haulers.

Peak Agenda Management – attended a seminar regarding this program that would streamline the agenda process and the dissemination of information. The Town may avail itself of the 60 day free pilot program for the Board of Selectmen agendas and packets , and if successful, expand to other Boards and Commissions.

Authorize Submission for Youth Services Grant – Every two years the Town has applied for the Youth Services Grant to help off-set programs.

The Board of Selectman **VOTED UNANIMOUSLY** (Heller – Cardozo) to authorize the Human Services Department to apply for the 2019/2021 Dept. of Children and Families Services Youth Services Grant in the amount of \$14,000.

ACKNOWLEDGE RECEIPT OF THE TOWN CLERK'S REPORTS

The Board of Selectmen **VOTED UNANIMOUSLY** (Heller – Stein) to acknowledge receipt of the Town Clerk's Reports for the month ending June 30, 2019 and the cumulative report from July 1, 2018 through June 30, 2019

MINUTES

The Board of Selectmen acted on the following minutes:

May 29, 2019 – Accepted as presented with the request by Mr. Cardozo to include the following paragraph: **NOTE:** At the July 10, 2019, Selectmen's meeting at which these minutes were approved, Mr. Cardozo requested that the minutes of the May 29, 2019, Special Meeting reflect that the Woodbridge Board of Education had kept the Board of Selectmen apprised of on-going deficit issues due to the unanticipated costs of special education, the facility issues due to the HVAC system, and the \$50,000 reduction in the 2019 Woodbridge of Education budget taken at the time of adoption.

Vote – (Heller – Cardozo) Aye – Cardozo, Crisco, Dey, Heller
Abstained – Stein

June 4, 2019 – put forth to the August meeting pending clarification of purchase proposal from Insite Development.

June 10, 2019 – Approved as presented (Heller – Cardozo). Abstained – Stein

RESIGNATION

The Board of Selectmen accepted Dwight Rowland's resignation from the Recreation Commission.

ADJOURNMENT

On a non-debatable motion by Mr. Dey, seconded by Mr. Cardozo, the meeting adjourned at 7:05 p.m.

Respectfully submitted
Geraldine S. Shaw, Clerk