

REGULAR MEETING OF THE BOARD OF SELECTMEN
Monday, October 26, 2020 7:00 p.m. via GoToMeeting

In attendance: C. Iino, L. Annino Jr., E. Blewett, K. Zandi, R. Regolo, L. Dudek, F. Dudek, T. Gannon

1. The meeting was called to order at 7:00 p.m.

Blewett moved to amend the agenda, moving *Item 9A. Health Director Position* to after item II, in order to address it in Executive Session. The motion, seconded by Iino, passed unanimously.

2. Public comment: none

3. Board of Education report

BOE Liaison Kathy Zandi distributed the Summary of September 2020 Board of Education Meetings, and provided highlights including:

- Volunteer effort by local residents providing 2 masks for every student and staff member
- Classes are back to full time for all grades except high school. Hybrid will continue until fieldhouse floor renovation is completed
- Application for USDA Waiver was successful – school meals will be free for students until December 31 or until funds run out.
- 2 district playgrounds have been removed due to safety concerns
- COVID-related expenses from July to September of \$222,000 are to be offset by relief grant money

Zandi strongly encourages residents to visit RSD17.org regularly for COVID updates, information on closings, and more. 

4. Department reports

Killingworth Library Association, Building, and Health Department monthly reports were distributed for review. No action was taken.

5. Approval of minutes: Annino sought corrections to the Affordable Housing portion of the minutes, and pointed out typographical errors on proposed ordinance text. [This item will be readdressed at the next Board of Selectmen meeting.]

6. Refunds and abatements

A motion by Annino, seconded by Blewett, to approve the following 23 refunds and have them follow their normal course for reimbursement passed unanimously:

1. William L. Ramaccia	302 Citation Lane	\$111.22	Overpaid COC#09625M
2. William L. Ramaccia	302 Citation Lane	\$50.90	Overpaid COC#09643M
3. Honda Lease Trust	600 Kelly Way	\$38.85	Overpaid COC#09646M
4. Toyota Lease Trust	20 Commerce Way	\$30.84	Overpaid COC#09645M
5. Claudia /Daniel Mullane	17036 Traverse Circle	\$51.40	Overpaid COC#09615M
6. Kerry Berman	661 Route 81	\$5.98	Overpaid COC#09652M
7. Robert K. Cote	542 Route 81	\$7.12	Overpaid
8. Estate of Erica Eldridge	366 Parkdale Blvd	\$73.13	Overpaid COC#09653M

9. Debra A. Edwards	17 Denlar Drive	\$150.26 Overpaid
10. Debra A. Edwards	17 Denlar Drive	\$12.44 overpaid
11. Nissan Infiniti	PO Box 650214	\$181.62 Overpaid COC#09649M
12. CCAP Auto Lease	1601 Elm St.	\$324.86 Overpaid COC#09658S
13. Peter Harder	632 Route 81	\$5.93 Overpaid COC#09636M
14. VW Credit Leasing	1401 Franklin Blvd	\$779.16 Overpaid COC#09657M
15. Philip Stull	115 Roast Meat Hill	\$122.92 Overpaid
16. James J. /Lori K. Clemente	40 Laurel Ridge	\$58.06 BAA 09654M
17. James J. or Lori K. Clemente	40 Laurel Ridge	\$59.53 BAA 09656M
18. Theresa Aversa	1259 Woodtick Rd.	\$4.61 Executive order 7S
19. Theresa Aversa	1259 Woodtick Rd.	\$5.05 Executive order 7S
20. Theresa Aversa	1259 Woodtick Rd.	\$0.55 Executive order 7S
21. Zachariah Carmichael	5621 Town Center Dr.	\$679.22 Overpaid COC#09648M
22. Honda Lease Trust	600 Kelly Way	\$208.28 Overpaid COC#09659M
23. Peter W. / Valerie Volpe-Harrington	62 Kelseytown Rd	\$40.22 Overpaid COC#09666M

7. Appointments

lino noted vacancies on the Health and Safety Committee, and recommended candidates to represent the Library, and the Transfer Station, as required by ordinance.

lino moved to appoint Lucinda H. Hogarty and Francis Harris to the Health and Safety Committee for a term ending 12/31/2020. The motion, seconded by Annino, passed unanimously.

8. Old Business

A. Multi-Year Capital Improvement Plan

lino moved to refer the FY 20/21 Multi-Year Capital Improvement Plan, as the board has prepared it, to the Board of Finance for official approval. The motion, seconded by Blewett, passed unanimously.

Regolo clarified that this Plan is for the current fiscal year. She will begin soliciting input for the 21/22 plan soon.

B. FY 2019/20 Operating Budget Overexpenditures

The Board of Finance approved funding for two line items that exceeded budget by over \$20,000, contingent upon BOS approval. Ordinarily approval to fund overexpenditures in excess of \$20,000 would need to be obtained at town meeting per town charter.

lino moved to approve the funding, from the underexpended lines and fund balance, of overexpenditures in FY 2019-20 in excess of \$20,000 for the following line items:

Town Engineer \$106,353

Highway Other \$131,565

After brief discussion, it was recalled that the BOF had cut the "Highway Other" line below the BOS-recommended level to meet operational needs.

The motion, seconded by Blewett, passed unanimously.

C. Historical Society barn project

Discussions regarding the Killingworth Historical Society's request for a Memorandum of Understanding between the town and the KHS regarding the construction of a barn at Parmelee Farm were resumed, with KHS president Linda Dudek and Parmelee Farm Committee chair Tim Gannon in attendance.

KHS had been given a general letter of support for the project from the BOS but is seeking amore comprehensive MOU. There was extensive discussion about the project. Dudek stated that the group will fully fund the construction and continued maintenance of the structure as long as an agreement between the Town and the Society ultimately appears on the land records. lino asked whether the change that KHS wants to see in the MOU is an acknowledgment that the barn will be for the *exclusive* use of the society. Dudek confirmed that that is the crucial change. lino will redraft the earlier memo to include that stipulation and return to the BOS for approval at a special meeting in the coming days.

D. Town Hall renovation

lino reported that, as planned, the new siding will be installed on the modular addition to Town Hall in November. Longer term plans for the addition, as well as plans to either move or renovate the old white barn on the town campus were discussed. These will be addressed in upcoming deliberations for the 21-22 budget and the updated Capital Plan. The formation of committees will be added to the agenda of the next regular BOS meeting.

E. Affordable Housing rental management

After initial follow-up discussion regarding management of the Affordable Housing Rental housing project from last meeting, lino produced the following letter of recommendation from the Planning and Zoning Commission:

Board of Selectmen,

It is the understanding of the Planning and Zoning Commission that the Board of Selectmen in their capacity as the Killingworth Housing Authority has determined that an outside agency would be better equipped to handle the application process and ongoing review of the Affordable Housing Project at 257 Route 80 Killingworth. After discussions with the Commission Attorney and other Towns, the Planning and Zoning Commission recommends the DeMarco Company to manage and maintain the requirements of Connecticut General Statute 8-30g as it pertains to the approved affordable housing project.

Thank you, Cathie s Jefferson, Zoning Enforcement Officer

There was extensive discussion seeking to clarify the steps of the process, and the distinct areas of responsibility. For each application for any affordable housing unit:

- The landlord, utilizing the services of the designated agency (DeMarco Corporation), is responsible for adherence to statutory requirements as noted above. The landlord is also responsible for any and all costs incurred during the execution of the application process

- The Zoning Enforcement Officer is responsible for ensuring that the landlord and the agency are faithfully executing the process, according to the statute, for every application.
- Agency will deliver completed application to the ZEO, who will review for compliance and present the application to the Board of Selectmen, acting as Housing Authority, for final approval.

lino moved to approve The Demarco Corporation as management company for Affordable Housing units at 257 Route 80. The motion was seconded by Annino. Annino moved to amend the motion to add “upon the recommendation of Killingworth Planning and Zoning Commission.” The motion carried. lino moved the amended motion, that the board approve The DeMarco Corporation as management company for the affordable housing units on Route 80, as recommended by the Killingworth Planning and Zoning Commission. The amended motion carried.

9. New Business

A. Health Director Position (moved to Executive Session at end of meeting)

B. Emergency Management Director position

lino moved to appoint Donald McDougall as Acting Emergency Management Director to serve until a permanent director is appointed. The motion, seconded by Annino, passed unanimously.

Blewett expressed strong dissatisfaction with the response to the issues leading up to the resignation of the previous director. There was extensive discussion of the handling of the matter in particular, and of the appointment process in general. lino spoke of the former appointee’s over 20 years of service to the town in several capacities. Annino indicated that this instance can serve as a lesson learned for the entire board moving forward.

C. HK Recreation Authority funding request

Regolo asked the Board to weigh in on a request from the HK Recreation Authority to help reimburse them for approximately \$600 COVID-related expenses, since HKRec has not been deemed eligible to apply for COVID funding directly. Regolo wondered whether the request indicates any serious fiscal issues for HKRechere was no action taken

D. FY 2021/22 Budget preparation process

Regolo reminded the board about Charter-driven timelines for budget preparation, and asked the board if they had any requests for changes in procedure as she prepares for the upcoming budget meeting. lino suggested scheduling a specific discussion about the process in general, and specifically about individual elements such as the Joint Committee on Compensation. This discussion will be added to the next regular meeting agenda.

10. First Selectwoman's comments
 - A. lino expressed regret that after deliberating a potential generator ordinance, it was learned that the state would not permit an ordinance that would conflict with established building codes.
 - B. lino reported that her application to the state Neglected Cemetery Fund resulted in grant funding in the amount of \$3332 to be used toward maintenance of 3 town-owned cemeteries.
 - C. Planning and Zoning has approved a regulation that will allow commercial property owners to apply to have drive-through windows.
 - D. The Board of Fire Commissioners has invited the Board of Selectmen to attend a joint meeting to discuss improving communications between the Boards. The Selectmen agreed to attend a Fire Commission meeting on November 5.
 - E. A resident has approached the town about purchasing a town-owned 1-acre parcel at 571 Route 148. There was consensus that an individual offer couldn't be entertained without public sale process
 - F. lino was approached by a resident about the bottle and can return operation at the transfer station, suggesting that perhaps proceeds should go to food pantry instead of the Boy and Girl Scouts. The Board decided to leave the current arrangement in place. Blewett reported that there is a separate dropoff for returnables that just supports the Backpack Program (a component of our food insecurity program that serves school-age kids), and that Helping Hands is generously supplied at the moment. Meanwhile, the scouts do a lot of community service for the town; in fact, the Boy Scout troop built the deposit box for food donations at Helping Hands.
 - G. The calendar on the town website is not functioning well and will soon be replaced.
11. Selectmen's comments

At 8:50 p.m., lino moved that the board go into Executive Session and invite the candidate for Health Director to attend. The motion, seconded by Blewett, passed unanimously.

The Board returned to regular meeting at 9:00 pm.

lino moved the appointment of the candidate discussed in executive session as Health Director, contingent upon a clean background check. The motion, seconded by Blewett, passed unanimously.
12. Adjournment: **Blewett moved adjournment at 9:04 p.m. The motion, seconded by lino, passed unanimously.**

Respectfully submitted by Elizabeth Doyle Disbrow on 11/2/2020.

Recording on file.