**TOWN OF WASHINGTON**

**Board of Selectmen**

**Minutes**

**October 9, 2014**

***Minutes are subject to the approval of the Board of Selectmen.***

**Present:** First Selectman Mark E. Lyon, Selectman Jay Hubelbank.

Public: Rocky Tomlinson, Steve Wadelton, Nick Solley.

**Call to Order:** First Selectman Mark Lyon called the meeting to order at 5:38 p.m.

**Approval of Minutes:**

* **Motion:** To approve the minutes of the September 25, 2014 meeting of the Board of Selectmen. By Mark Lyon, seconded by Jay Hubelbank and unanimously approved.

**Communications:**

* **Judea Garden:** Director and Head Gardener, Denise Arturi, has notified Mark Lyon and the Town of Washington that the Garden which had been founded by parishioners of St. John’s Episcopal Church became part of the Steep Rock Association on October 1, 2014. The garden will be fully integrated into Steep Rock’s operations and land stewardship initiatives. Under the previous arrangement, the Town provided the necessary insurances. This will now be covered by Steep Rock. The Garden is grateful to St. John’s and the Town for its past support.

**Appointments/Resignations:** None.

**First Selectman’s Report:** Mark Lyon reported the following:

* **Road paving:** Sabbaday Lane paving is complete. Ives Road will be paved at the same time the town garage area will be paved. Hot patching will be taking place on several roads in the upcoming weeks. Jay Hubelbank requested that Kevin Smith, Highway Director, provide a report on the amount of work that has been done in Town over the past year.
* **New Town Garage:** The concrete floor was poured today!
* **Cell Tower:** The base for the tower has been poured and back filled. The conduit will be run next. Jay Hubelbank requested that Mark contact Homeland Towers and ask for a schedule/timetable of upcoming work. Rocky Tomlinson reminded the Selectmen to keep Litchfield County Dispatch informed and included in timetable.
* **Town Hall steps, handicapped ramp and two landings** have been repaired and resurfaced.
* **Pavilion floor** has been replaced with new concrete and sealant. The aprons around the Pavilion will be paved.
* **Town Hall conference room** – work is progressing. The Buildings and Properties Commission and Mark will meet with two audio/video companies next week.

**OLD BUSINESS:**

* **Discussion of a Contract Agreement between the Community Action Agency of Western Connecticut (CAAWC) and the Town of Washington:** A draft agreement has been received from CAAWC to provide case management services for residents of the Town. The Agency has agreed to hire a part time employees (a Community Support Case Worker) who will be stationed at Bryan Memorial Town Hall – 12-15 hours per week. The Town will provide office space complete with desk, chair and telephone along will access to the internet, phone service, fax and copier. Mark has spoken with the Buildings and Properties Commission re: possible office areas. Pam Collins, Senior Center Director and Municipal Agent, and Mary Anne Greene, Selectmen’s Office, who assists with social services, both concur there is a need for this case worker. The Selectmen discussed the agreement and determined there should be provisions for the First Selectman to interact with the case worker if necessary and that a clause should be included “if either party is not satisfied with the agreement … either party would have 30 (?), 60 (?) or 90 (?) days to terminate the agreement…” Rocky Tomlinson also asked that this person be included in any emergency/disaster planning for persons at risk. The Selectmen agreed to make suggestions to CAAWC for inclusions in the agreement prior to making a motion to approve it.
* **IT Update:** Selectman Jay Hubelbank has continued to contact companies regarding the options for installation of fiber optics to the Town Hall – their proposals, VOIP systems, phone costs, long term costs, etc. He has further reviewed the proposals from Software Matters. **Motion:** To accept and approve the proposal from Software Matters to provide secure, managed wireless Local Area Network access, primarily in the new meeting room and the land use meeting at room at Bryan Memorial Town Hall for staff, committee members and guests by installing two Instant Wireless Access Points for a cost of $1720.00. By Jay Hubelbank, seconded by Mark Lyon and unanimously approved. **Motion:** To accept and approve the proposal from Software Matters to identify technology needs of the Town of Washington including training, technology needs and networking and sharing of files for a cost of $3500.00. By Jay Hubelbank, seconded by Mark Lyon. Discussion: Town personnel is also working with the new website provider, Virtual Towns and Schools, to provide training to staff. At some point in the not-too-distant future, the Town may need to consider working with a company to provide regularly schedule technological support. Funding for these two proposals will come from the IT line item of the approved 2014-2015 budget. Installation of the router which would cover the land use meeting room and second floor meeting room could be done at any time; the other, which would cover the new conference room, will occur when construction is complete. The motion passed unanimously.
* **New Website:** Jay Hubelbank asked former “webmaster” Steve Wadelton, about the ability to put past years minutes on the new website as it now contains only the last two years. Several people have inquired about those minutes that are older and now have to research through paper copies, etc. Steve offered to contact Virtual Towns and Schools to determine what would be involved in getting older files uploaded to the new website.

**NEW BUSINESS:** None.

**Visitors:**

* **Nick Solley** inquired if striping of the Town roads would be occurring this fall. Mark Lyon will speak with Highway Director, Kevin Smith. He also offered to have the Buildings and Properties Commission look into extending an Invitation to Bid for processing the “rubble” that was created from the blasting to construct the new “road” to the area that will be used for material storage.

**Adjournment:**

* **Motion:** To adjourn the meeting at 6:20 p.m. as there was no further business for discussion. By Mark Lyon, seconded by Jay Hubelbank and unanimously approved.

Respectfully submitted,

Mary Anne Greene

Selectmen’s Secretary5r