**TOWN OF WASHINGTON**

**Board of Selectmen**

**Minutes**

**September 25, 2014**

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

**Present:** First Selectman Mark E. Lyon, Selectmen Richard O. Carey and Jay Hubelbank.

Public: Sheila Anson, Rocky Tomlinson, Chris Charles.

**Call to Order:** First Selectman Mark Lyon called the meeting to order at 5:32 p.m.

**Approval of Minutes:**

* **Motion:** To approve the minutes of the September 11, 2014 meeting of the Board of Selectmen. By Dick Carey, seconded by Jay Hubelbank and unanimously approved.

**Communications:**

* **Letter from Stephen and Diane Kinkade:** The Kinkades have written the Board of Selectmen and Zoning Commission in response to the amount of work that has been taking place at the Town Highway Department property at 10 Blackville Road. They are requesting the Town be more diligent in making long term plans. When the property was first being developed for the Highway Department, it was their understanding there were no plans for expansion. Since then there have been “many special permits and appeals for zoning variations”. This past weekend, work was performed on both the salt shed and the new garage – beginning at 7:30 a.m. They are requesting future plans consider noise levels and non-emergency hours of operation.

**Appointments/Resignations:** None.

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

* **Washington Business Association** has requested a meeting with the Board of Selectmen. Scheduled for October 23, 2014 at 4:30 p.m. This will be a Special Meeting of the Board prior to the regularly scheduled meeting at 5:30 p.m.
* **Town Garage Update:** Work is progressing. The slab is scheduled to be poured on October 9th. Following the slab, electrical and plumbing work will be done. Although slightly behind schedule, PDS is still hoping to have the project completed and usable by Thanksgiving. A change order has been approved for LED lighting which will cost approximately $23,000; however CL&P estimates that 27,000 kilowatt hours will be saved each year and will provide a $8,600 +/- rebate to the Town.
* **Cell Tower:** Construction crew was on site this week!
* **Sabbaday Lane:** Paving should be completed by the end of next week.
* **Steeples Road:** Has been reclaimed. Paving will take place beginning October 1. This was delayed due to construction of a home on the road.

**OLD BUSINESS:**

* **Discussion of POCD draft for Selectmen’s comments:** The Selectmen agreed to combine their comments and suggestions by emailing them to Mark who will in turn send to the Planning Commission. Dick Carey feels that the Planning Commission’s work and draft “meets and surpasses” the unfunded mandate of the State. Subject to minor revisions and changes made in response to the Selectmen’s comments or to those of the Northwest Hills Council of Governments, the draft will be presented at a public hearing on its adoption to be held on Thursday, November 13 at 7:00 p.m. at Bryan Memorial Town Hall.
* **IT Update:** Selectman Jay Hubelbank reported that the “Technology Committee”, made up of himself, John Gueniat, Tony Bedini, John Irwin and Bill Chin, have met several times to address looking forward for the technological needs of the Town Hall. One of the first priorities will be to provide internet access to meeting attendees. John Irwin has submitted a proposal for installation of two wireless routers that will serve the new conference room and the lower level conference room. Approximated cost - $1700 +/- which Jay feels is reasonable and suggests be done. Funds were budgeted for in the Capital Fund for technological upgrades. Jay also spoke of the need for a “uniform network structure” in which employees and departments can share folders. There will also be a need for training of staff. John Irwin has also submitted a proposal that would address training, setting up of apps for archiving, etc. for a cost of $1895. Jay again feels this is reasonable and recommends proceeding. The Selectmen will review the funds available in the Capital Fund. There was also discussion of running a fiber optics line to the Town Hall. Although the Town has been approved for a grant through the State to do this ($24,000), there would still be a relatively large cost to the Town in yearly technical fees ($3,200). There are a number of different vendors and options, one of which would include purchasing the system and paying for maintenance on an “as needed basis”. Jay offered to do more research and a cost analysis for the next meeting of the Board of Selectmen. Rocky Tomlinson spoke of the importance from the Emergency Management standpoint of having the Depot Firehouse, Police Department and Town Hall all on the same system.

**NEW BUSINESS:**

* **To set the agenda for the October 6, 2014 Annual Town Meeting: Motion:** To set the agenda for the October 6, 2014 Annual Town Meeting as follows: 1) To set the dates for the annual Town Budget Hearing and annual Town Budget Meeting in May 2015. 2) To amend Town Ordinance #1001 – Licensing of Peddlers. By Mark Lyon, seconded by Jay Hubelbank. Discussion: The current Licensing of Peddlers Ordinance is outdated and both the Town Clerk and Police Department feel it no longer addresses the current needs of the Town. The biggest change would be to the Application for License to Peddle. Some changes to the wording of the Ordinance would be necessary. The motion passed unanimously.
* **Renewal of the contract between the Town of Washington and William T. P. Jenks as Municipal Building Code Official:** Mark Lyon explained that the proposed contract is the same as it has been for years and he feels it, and Mr. Jenks, have served the Town well. **Motion:** To renew the contract between the Town of Washington and William T. P. Jenks for the period October 1, 2014 through September 30, 2018. By Mark Lyon, seconded by Jay Hubelbank. Discussion: Jay Hubelbank asked for an explanation of the fees and the percentage retained by Jenks. Mark did a comparison with neighboring Towns – showing the percentage of fees retained by the Building Official and what the Towns provide – office, staff, etc. The alternative arrangement would be to hire our own certified Municipal Building Code Official, provide office space, staffing, benefits, etc. The current arrangement appears to be the most cost effective for the Town. The motion passed unanimously.

**Visitors:** None.

**Adjournment:**

* **Motion:** To adjourn the meeting at 6:28 p.m. By Dick Carey, seconded by Jay Hubelbank and unanimously approved.

Respectfully submitted,

Mary Anne Greene

Selectmen’s Secretary-