

**TOWN OF NEW CANAAN
BOARD OF SELECTMEN**

**Special Meeting
Tuesday, July 14, 2009
9:00 A.M. – Board Room of Town Hall**

Minutes

MEMBERS PRESENT:

Jeb Walker, First Selectman
Sally Hines and Rob Mallozzi, Selectmen

ALSO PRESENT:

Chris Jarboe, Town Attorney
Fred Baker, Fire Marshal
Jim Cole, Chairman - Police Commission
Gary Conrad, Chief Financial Officer
Jack Hennessey, Assistant Fire Chief
Cheryl Jones, Director of Human Resources
Steve Kleppin, Town Planner
Leon Krolikowski, Police Captain
Tim Malley, Operations Manager - Information Technology Department
Bill Oestmann, Superintendent of Highways
Mike Pastore, Director of Public Works
Tom Stadler, Administrative Officer
Claudia Weber, Town Clerk
Amy Jeffries, Editor - New Canaan Patch
Andrew Kersey, The New Canaan Advertiser

Call to Order - Mr. Walker called the meeting to order at 9:00 A.M. noting that all Selectmen were present.

Approval of Minutes - Mr. Walker made the motion, seconded by Mr. Mallozzi, to approve the minutes of the June 30, 2009 special meeting. The motion was approved unanimously.

Travel Request – Mr. Walker made the motion, seconded by Ms. Hines, to approve a request from the Human Resources Director for John Howe to attend the New England Park Association 2009 Fall Conference in West Dennis, Massachusetts. The cost of the conference, room and meals is \$473. The motion was approved unanimously.

Café Sidewalk Seating – Mr. Kleppin made a presentation of recommended procedures, guidelines, regulations and restrictions to be followed in order to obtain a permit for café sidewalk seating on municipal sidewalks or walkways. After some questions and considerable discussion, Mr. Kleppin was asked to update the recommendations, based on the feedback and discussion, and present them for approval at the next Board of Selectmen meeting on July 21, 2009.

State of Connecticut - Department of Emergency Management and Homeland Security (DEMHS) Grants:

Mr. Cole presented an update on the DEMHS grant for a mass care trailer with shelter kit and a satellite phone for use by public health agencies. He noted that the trailer measures 7 feet wide, by 12 feet long, by 7 feet high and it most likely will be stored at the Lapham Community Center near the emergency generators. Mr. Cole noted that the Town Council must approve a resolution authorizing the First Selectman to sign a Memorandum of Agreement (MOA) among the State of Connecticut, the City of Bridgeport and the Town of New Canaan. The MOA primarily covers the Town of New Canaan's custodial responsibilities with respect to the equipment.

Mr. Cole also presented an update on the DEMHS grant for a new area-wide radio system for emergency responders. He noted that this grant involves Federal Homeland Security grant funds to support regional set-aside projects. Mr. Cole also noted that the Town Council must approve a resolution authorizing the First Selectman to sign a Memorandum of Agreement (MOA) among the State of Connecticut – Department of Emergency Management & Homeland Security, the City of Bridgeport, the City of Stamford and the Town of New Canaan. The MOA primarily covers the use of the federal grant funds and the custodial ownership of the regional assets.

Recovery Act: Connecticut Local Pass-Through Justice Assistance Grant – Captain Krolikowski presented a grant application for an American Recovery and Reinvestment Act: Connecticut Local Pass-Through Justice Assistance Grant (CT Local JAG) of \$30,000. The grant funds are meant to support eligible crime prevention, community safety, education and law enforcement activities which will stimulate economic recovery, create and preserve jobs, and stabilize state and local government budgets. Captain Krolikowski indicated that tentative plans for the funds include new radar traffic signs and surveillance equipment, among other items. He also noted that the Town Council must approve a resolution authorizing the First Selectman to sign an agreement with the State of Connecticut to receive the funds.

Document Conservation and Preservation – Ms. Weber presented a request to enter into a contract with Brown’s River Bindery for \$8,523 for conservation and preservation of paper documents. It was noted that some of the documents to be preserved date back to 1801. After some discussion, Mr. Walker made the motion, seconded by Ms. Hines, to approve the request as presented. The motion was approved unanimously.

Scanning of Land Records – Ms. Weber presented a request to enter into a contract with Cott Systems for \$23,213 for document scanning and back indexing of land records. Mr. Mallozzi asked if fees for the users of these documents could be instituted or increased to help cover the cost of this scanning and indexing. Mr. Mallozzi made the motion, seconded by Mr. Walker, to approve the request as presented. The motion passed with two in favor and none opposed. Ms. Hines was called out of the meeting and was absent for this item.

New Copiers – Mr. Malley presented a request to enter into a contract to lease nine new Toshiba e-Studio multifunctional copiers from Prism Office Solutions for \$1,176 per month for 48 months plus a flat rate of .0042 per black and white copy. Prism was the low bidder who met all of the specifications in the request for proposals and Mr. Malley will be checking the references provided by Prism. Mr. Mallozzi made the motion, seconded by Mr. Walker, to approve this request as presented. The motion was approved unanimously.

Website Software Maintenance - Mr. Malley presented a request for the renewal of a contract with QScend Technologies for \$6,125.79 for annual (fiscal year 2010) website software maintenance and support, including new releases, enhancements, and telephone support. Mr. Mallozzi made the motion, seconded by Mr. Walker, to approve the motion as presented. The motion was approved unanimously.

Enterprise Application Software – Mr. Malley presented a request for the renewal of a contract with Sungard Public Sector for \$49,233.60 for annual (fiscal year 2010) maintenance for the Town’s enterprise application software (building permits, tax collection, financial, assessor’s office, etc.). Mr. Walker made the motion, seconded by Ms. Hines, to approve the request as presented. The motion was approved unanimously.

Road Temperature Sensors – Mr. Oestmann presented a request to enter into a contract with FleetPride for \$9,890 for 20 road temperature sensors. The funds are available from a line-item transfer approved by the Board of Finance. Mr. Walker

made the motion, seconded by Mr. Mallozzi, to approve the request as presented. The motion was approved unanimously.

Fleet Maintenance Software – Mr. Oestmann presented a request to enter into a contract with Computerized Fleet Analysis for \$16,875 for an upgrade of fleet maintenance software. The amount requested is higher than the amount originally requested because a web-based module was added to the upgrade request. It was noted that the software could be used for vehicles from other town departments, such as Police, Fire, Parks, Parking and Recreation. After some discussion and questions, Mr. Walker made the motion, seconded by Mr. Mallozzi, to approve the request as presented. The motion was passed unanimously.

Uniform and Carpet Cleaning Services – Mr. Oestmann presented a request to renew an agreement with Community Providers Association, under a state contract, for an amount not to exceed \$11,500 for uniform and carpet mats cleaning services. Mr. Mallozzi made the motion, seconded by Ms. Hines, to approve the request as presented. The motion was approved unanimously.

Used Truck for the Recreation Director – Mr. Oestmann presented a request to purchase a used truck for the Recreation Director from the Internet Smart Auction, using Karl Chevrolet as an agent, for an amount not to exceed \$15,000 plus the value of the vehicle being traded-in. The current truck used by the Recreation Director is 12 years old and needs to be replaced. Mr. Walker made the motion, seconded by Ms. Hines, to approve the request as presented. The motion was approved unanimously.

New Doors at the Fire House – Mr. Pastore presented a request to enter into a contract with WFL Real Estate Services for \$8,500 to install six new fire-rated doors at the fire house. The contract includes new doors, frames and hardware as well as painting. Mr. Mallozzi made the motion, seconded by Ms. Hines, to approve the request as presented. The motion was approved unanimously.

Road Paving – Mr. Pastore presented an update on the road paving projects to be funded by \$975,000 from The American Recovery and Reinvestment Act. He indicated that the guidelines for the use of these funds specify pavement preservation as opposed to road re-building projects. The following roads will be included in the plans that will be sent for approval later this week to the Connecticut Department of Transportation (CDOT):

- Farm Road from Old Stamford Road to South Avenue
- Old Norwalk Road from New Norwalk Road to Holly Road
- Weed Street from Wahackme Road to Richmond Hill Road
- West Road from Lost District Drive to Oenoke Ridge Road
- West Road from West Hills Road to the bridge just north of Turtleback Road

It is expected that the CDOT will approve the projects in time for construction to begin next year. Other town road re-building projects will be prioritized and funded from the Town's Pavement Management Program.

Occupational Safety and Health Inspection – Mr. Pastore and Ms. Jones presented a summary of the results of the recent Connecticut Department of Labor, Division of Occupational Safety and Health, on-site inspection. The inspection was a normal, un-announced, periodic inspection and not the result of any complaints. The Town Hall building and following departments were inspected: Parks, Recreation, Highway, Sewer and Transfer Station. The results of the inspection will be forwarded to the First Selectman in about 30 days. The Town will then have varying time frames, depending on the issues, to correct citations.

Contracts under \$5,000 – Mr. Conrad presented a list of contracts under \$5,000 which were previously approved by the First Selectman.

Tax Refunds - Tax refunds totaling \$6,132.54 were presented for approval. Mr. Walker made the motion, seconded by Ms. Hines, to approve the tax refunds as presented. The motion was approved unanimously.

Legal Bills – Legal bills totaling \$18,560.70 were presented for approval. Mr. Walker made the motion, seconded by Mr. Mallozzi, to approve the legal bills as presented. The motion was approved unanimously.

Adjournment - There being no further business, Mr. Walker made the motion, seconded by Mr. Mallozzi, to adjourn at 10:32 A.M. The motion was approved unanimously.

Respectfully submitted,

Thomas R. Stadler, Secretary