



TOWN OF NEW CANAAN
DEPARTMENT OF PUBLIC WORKS
TOWN HALL, 77 MAIN STREET
NEW CANAAN, CT 06840

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MEMORANDUM

APPROVED
Board of Selectmen
Meeting 09/21/2021
See Attached Minutes

To: Board of Selectmen
From: Tiger Mann – Director of Public Works
CC: Maria Coplit – Town Engineer
Date: September 16, 2021
Re: Town of New Canaan Right-of-Way – Construction Material Standards

Right-of-Way – Construction Material Standards

The following is a summary of construction material standards for work within the Town of New Canaan right-of-way (ROW), associated with Town work and private development work within Town ROW.

Sidewalks:

- Where sidewalks directly abut a roadway, sidewalks are to be a minimum of five feet wide (*where feasible*), concrete walks, or brick walks where applicable, with granite curbing
- Where sidewalks are located within the Town of New Canaan Plan of Conservation & Development (PoCD) Conceptual Sidewalk Map ½ mile walking radius from Downtown, sidewalks are to be concrete, regardless of proximity to the roadway
- Sidewalks outside the central walking area of New Canaan, may be asphalt pavement walkways, a minimum of five-feet wide (*where feasible*)

Curbing:

- Where sidewalks directly abut a roadway, sidewalks are to be a minimum of five-feet wide (*where feasible*), concrete walks, or brick walks where applicable, with granite curbing
- Where sidewalks do not abut a roadway, and a grass/landscape shoulder is provided, asphalt curbing is acceptable
- No new concrete curbing should be constructed within the Town ROW

We respectfully request that the Board of Selectmen formally accept these construction material standards to memorialize our current Town standards that have been in place since 1998.

**Town of New Canaan
Board of Selectmen
Regular Meeting
Town Hall Meeting Room
Tuesday – September 21, 2021
8:30 A.M.**

Minutes

Members Present:

Kevin Moynihan, First Selectman
Kathleen Corbet, Selectman
Nick Williams, Selectman (via Zoom)

Others Present:

Sara Allard, Case Study Brands (via Zoom)
Lunda Asmani, Chief Financial Officer
Sebastian Caldarella, Tax Assessor
Maria Coplit, Town Engineer
Cheryl Jones, Human Resources Director
Leon Krolkowski, Chief of Police
Tiger Mann, Director of Public Works
Robert Mantilia, Special Projects Coordinator
Tucker Murphy, Administrative Officer
Mimi Pitt, Project Coordinator
Ellen Reid, Case Study Brands (via Zoom)

Members of the press, NCTV-79
*all present in person unless noted

In Person Meeting - This Board of Selectmen meeting was held as an in person/hybrid meeting. Others were able to watch the meeting via NCTV Channel 79.

Mr. Moynihan called the meeting to order at 8:35 A.M.

Amend Agenda – Ms. Corbet made a motion, seconded by Mr. Williams, to amend the agenda to include the following items:

- **Waveny House Usage Study** – Approval of a request to enter into a contract with Case Study Brands to launch a strategic branding study project for Waveny House. (Tucker Murphy/Kevin Moynihan)
- **Bristow Centennial Master Plan (Phase 2)** – Approval of a request from the Department of Public Works to enter into a contract with Peter Lanni Inc., for \$133,845.40 plus a contingency of \$20,076.60 for a total cost of \$153,922.00 for Phase 2 improvements of the Bristow Centennial Master Plan at the Bristow Bird Sanctuary. (Tiger Mann)

The motion was approved unanimously.

Minutes – Mr. Moynihan made a motion, seconded by Ms. Corbet, to approve the minutes for the regular meeting held on September 7, 2021. The motion was approved unanimously.

Public Comments – Mr. Moynihan noted that members of the public were welcome to provide comments to the Board of Selectmen on agenda topics scheduled for review and/or vote. He noted that comments submitted electronically should be sent to the following email address: BoSDistribution@newcanaanct.gov or delivered in person if in attendance. There were no comments from the public.

Localized Repairs (Phase II) – Mr. Mann presented a request of approval to enter into a contract with New England Paving for the Pave, 2021 – Localized Repair Project for \$100,000. Mr. Moynihan made a motion, seconded by Mr. Williams, to approve the request as presented. The motion was approved unanimously.

Local Roads #1 Contract Extension – Mr. Mann presented a request of approval to enter into a contract with FGB Construction for the milling and paving of various roads in the amount of \$279,520.54 with a contingency of \$42,000 for a total cost of \$321,520.54. After some discussion and questions, Mr. Moynihan made a motion, seconded by Ms. Corbet, to approve the request as presented. The motion was approved unanimously.

Waveny Park Trails Repair – Mr. Mann presented a request of approval to enter into a contract with Hussey Brothers Excavating for \$18,700.00 to repair a portion of the trail at Waveny Park that was damaged by recent flooding due to Hurricane Ida. Mr. Moynihan made a motion, seconded by Mr. Williams, to approve the request as presented. The motion was approved unanimously.

Construction Material Standards – Ms. Coplit and Mr. Mann presented a request of approval to accept and adopt the Construction Materials Standards within the Town of New Canaan right-of-way and to memorialize the current Town standards that have been in place since 1998. After some questions, Mr. Moynihan made a motion, seconded by Ms. Corbet, to approve the request as presented. The motion was approved unanimously.

Bristow Centennial Master Plan (Phase 2) – Ms. Coplit presented a request of approval to enter into a contract with Peter Lanni Inc., for \$133,845.40 plus a contingency of \$20,076.60 for a total cost of \$153,922.00 for Phase 2 improvements of the Bristow Centennial Master Plan at the Bristow Bird Sanctuary. She noted that the project has been able to accomplish more than anticipated and Phase 2 work will include site work, trail renovation, etc. and that the Friends Of Bristow will be funding the contingency amount. Mr. Moynihan made a motion, seconded by Mr. Williams, to approve the request as presented. The motion was approved unanimously.

Tree Warden – Mr. Mann presented a request of approval from the Tree Warden to enter into a contract with Almstead Tree and Shrub Care Company, LLC. for \$40,064.00. The project entails the removal, pruning and stump removal of various trees in Town. Mr. Moynihan made a motion, seconded by Ms. Corbet, to approve the request as presented. The motion was approved unanimously.

Animal Control Boarding – Chief Krolikowki presented a request of approval of a lease agreement between the Town of New Canaan and DBL-P, LLC, in order to temporarily house animals in possession of the Animal Control Division and the New Canaan Police Department. He noted that this arrangement would be on an “as needed” basis. After some discussion, Mr. Moynihan made a motion, seconded by Mr. Williams, to approve the request as presented. The motion was approved unanimously.

Parking Facilities Agreement – Mr. Moynihan presented a request of approval of an agreement between the Town of New Canaan and the New Canaan Lumber Company regarding certain parking spaces in the Lumberyard Lot. He noted that there currently exists an agreement that provides for the exclusive use of twenty-eight parking spaces in the Lumberyard Lot to be used by the tenants of the 208-212 Elm Street building. Twelve of the twenty-eight spots are assigned and are located next to the 258 Elm Street building. The agreement would be modified to relocate eight assigned spaces, in exchange for the twelve spaces, to a location facing north of the State-owned train station parking lot, as marked on a map attached as Exhibit A. The Town will issue up to twenty parking permits for the Lumberyard Lot for the remaining twenty spaces under the modified agreement. He also noted that the Parking Commission Chairman has reviewed the proposal and is in support of the modified agreement. After some discussion, Mr. Moynihan made a motion, seconded by Ms. Corbet, to amend the earlier agreement regarding certain spaces in the Lumberyard as described in the agreement as presented. The motion was approved unanimously.

Full-Time Employee – Ms. Jones and Mr. Asmani presented a request of approval to hire Diane Wilson as Comptroller. They noted that Ms. Wilson currently is the Pension Administrator for the Town of New Canaan and that some of those responsibilities will now be outsourced and the remainder will be handled internally. Mr. Moynihan made a motion, seconded by Ms. Corbet, to approve the request as presented. The motion was approved unanimously.

Assistant Tax Assessor – Ms. Jones and Mr. Caldarella presented a request of approval to promote Katie Lam as Assistant Tax Assessor. Ms. Jones noted that once Ms. Lam successfully completes the required certification, she will then be recommended for the position as Deputy Assessor. Mr. Moynihan made a motion, seconded by Mr. Williams, to approve the request as presented. The motion was approved unanimously.

Part-Time Employee – Ms. Jones presented a request of approval to change the status of employment from full-time to part-time for Susan McCaughey until year end. Mr. Moynihan made a motion, seconded by Ms. Corbet, to approve the request as presented. The motion was approved unanimously.

American Rescue Plan Act (ARPA) Update – Mr. Moynihan presented preliminary recommendations for potential allocation of the ARPA funds for review and discussion by the Selectmen. He noted that the items listed represent some of the projects that were presented at the public forum hosted by the New Canaan Community Foundation, the New Canaan Chamber of Commerce and the Tourism and Economic Development Advisory Committee in July in order to receive input on economic impact of the COVID-19 pandemic on New Canaan residents, businesses and non-profits. He also noted that Town of New Canaan Department Heads were also invited to provide input. He summarized each item listed and noted that the intention is to provide partial matching funds for new initiatives. He noted that the Board of Finance and the Town Council subcommittees have scheduled a meeting for September 27th to further discuss these recommendations and additional items that may be submitted.

Chief Krolkowski noted a request for ARPA funds to assist with efforts related to the increase in vehicle thefts by providing for education and enforcement.

Ms. Corbet also noted that she would support adding the cost to paint the Vine Cottage and Mr. Williams stated that he would support that a portion of the funds be allocated to the General Fund to make up for lost revenue during the pandemic.

Mr. Moynihan noted that the Town Council will ultimately decide on final funding allocation decisions.

Contracts – Twelve contracts under \$10,000 totaling \$49,911.27 were reviewed.

Waveny House Usage Study – Ms. Murphy presented a request of approval enter into a contract with Case Study Brands to launch a study project for Waveny House usage. She stated that this is part of an overall research project in order to study the potential uses of Waveny House as an event destination. She noted that the study would include a series of interviews by stakeholders, research of the competitive landscape, develop branding and marketing strategies/plans and define the mission and goals. She also reported that Iona LaPenta School of Business is offering a class to students in their Business Program to study the usage of Waveny House by creating surveys, conducting research and presenting their findings and that the students would collaborate with Case Study Brands. After some questions and discussion regarding timing and the need for the development of a business plan, Mr. Moynihan made a motion, seconded by Ms. Corbet, to approve the request as presented. The motion was approved unanimously.

Legal Bills – Mr. Moynihan presented the legal fees for approval as follows: Berchem Moses totaling \$31,606.54. Ms. Corbet made a motion, seconded by Mr. Williams, to approve of legal fees as presented. The motion was approved unanimously.

Tax Overpayments – Mr. Williams made a motion, seconded by Ms. Corbet, to approve 55 Motor Vehicle refunds totaling \$4,755.59, one Supplemental Motor Vehicle Refund in the amount of \$75.80 and one Sewer refund in the amount of \$140.00 for a total of \$4,971.39. The motion was approved unanimously.

Selectmen's Comments – Mr. Moynihan reported that COVID-19 cases remain low and that the Town is preparing to provide Pfizer booster shots to those who are eligible over the next few weeks. He also noted that the Town is collecting input from residents who had major property damage as a result of Tropical Depression Ida in order to report to the State in regard to whether Fairfield County may be declared a FEMA disaster area.

Ms. Corbet noted that since the last meeting of the Board of Selectmen, there have been two minor motor vehicle accidents at the intersection of Canoe Hill Road/Silvermine Road/Carter Street. She asked that further research be conducted on how the intersection can be made safer and easier to navigate by motorists, noting that it is a State Road.

Mr. Williams asked what the status of the Vine Cottage Request for Proposal was and Ms. Murphy noted that the notice had appeared in the paper as well as being posted on the Town website.

Adjournment – There being no further business, Mr. Moynihan made a motion, seconded by Ms. Corbet, to adjourn the meeting at 10:07 A.M. The motion was approved unanimously.

Respectfully submitted,

Tucker B. Murphy
Administrative Officer

EXHIBIT A
(see next page)

