



Thomas S. Scarpati  
First Selectman

**TOWN OF MADISON CONNECTICUT**  
**06443-2563**  
**BOARD OF SELECTMEN**

William Gladstone  
Noreen Kokoruda  
Kathi Traugh  
Charles F. Walz

**MEETING DATE:** Monday, January 8, 2007

**MEETING PLACE:** Madison Room (Room A), Town Campus

Selectman Scarpati called the regular meeting of the Board of Selectmen to order at 7:35 a.m. Present were Selectmen Scarpati, Walz, Gladstone, and Traugh. Selectman Kokoruda was absent.

**MOVED** by Selectman Walz and seconded by Selectman Gladstone to enter into executive session at 7:35 a.m. to discuss the following item. This was unanimously approved.

1. Personnel – Director of Facilities

Present were Selectmen Scarpati, Walz, Gladstone, and Traugh. Selectman Kokoruda was absent. Also present were Public Works Director Stew MacMillan and Human Resources Director Katherine Christopher.

**MOVED** by Selectman Walz and seconded by Selectman Gladstone to exit executive session at 7:56 a.m. This was unanimously approved.

Selectman Scarpati called the regular meeting of the Board of Selectmen to order at 8:06 a.m. Present were Selectmen Scarpati, Walz, Gladstone, and Traugh. Selectman Kokoruda was absent.

2. Approval of minutes – December 18, 2006.

**MOVED** by Selectman Gladstone and seconded by Selectman Traugh to accept the minutes of December 18, 2006 as written. Selectman Gladstone commented that the records accurately reflect the activity of the previous meeting. This was unanimously approved.

3. Citizen Comments.

None.

**NEW BUSINESS**

4. Presentation of Certificate of Appreciation to TEAM 20. First Selectman Scarpati, on behalf of the Board of Selectmen, presented a Certificate of Appreciation to TEAM 20. TEAM 20 was formed about five years ago to tape and broadcast Madison Board and Commission meetings. When it started, there were three goals in mind:

- (a) To educate the public on how small town government works in a place like Madison.
- (b) To improve communication between boards/commissions and the residents in the Town.
- (c) To show the residents in Town how hard the many elected officials and volunteers work to make this Town the wonderful place that it has become.

First Selectman Scarpati commented, “Today we honor the following TEAM 20 members for their service to the Town of Madison and present this Certificate of Appreciation ‘In recognition of your dedication and service to Team 20 and to the Town of Madison.’ The three objectives have certainly been met and personally this forum is the major communications forum between us and the Town—it is a good thing and an essential thing.” The volunteer members are:

John Barker (in memoriam) (taped Board of Finance meetings)  
John Bishof (tapes Planning and Zoning meetings)

Harold Landis  
Seymour Page  
Mike Maloney  
Macdara MacColl  
Bill Steer  
Elizabeth Wilson  
Bob Willenkin  
Abbey White  
Steve Fuest

5. Discuss and take action on calling the Annual Town Meeting for Monday, February 5, 2007 at 7:30 p.m. in the Auditorium of the Robert H. Brown School for the purpose of:

- a. State of the Town Report
- b. Long-Range Financial Plan
- c. To receive the Annual Report of the permanent Boards, Commissions, Agencies, Committees and the Town's Auditor Report in accordance with Article 2.1.4.1 of the Town Charter

**MOVED** by Selectman Traugh and seconded by Selectman Gladstone to call the Annual Town Meeting for Monday, February 5, 2007 at 7:30 p.m. in the Auditorium of the Robert H. Brown School. This was unanimously approved.

6. Discuss Long-Range Plan. First Selectman Scarpati opened the discussion by stating this would be a preliminary long-range discussion today and is open to comments and questions. Selectman Walz stated the plan enables the Town to see what can be borrowed and what kind of increase the budget can withstand. The Town is faced with a plan to expand Town facilities (the Senior Center, Academy Elementary School, septic system at Bradley Road) and this plan shows us how we can do that and what the impact of growth will have on individual taxpayers. Selectman Gladstone stated he likes the plan; it shows the Town's ability to invest in capital projects down the line. The toughest part will be reconciling the numbers with the need to maintain Town services; we have great 21<sup>st</sup>

century schools and great staff, and keeping taxes where we want them to be will be a challenge. Selectman Traugh commented that the plan provides a framework for discussion especially as we look ahead. It is an important roadmap; it will educate the public about our sources of revenue and the pressures on revenue sources. There will be a lot of pressure to maintain present services. First Selectman Scarpati commented that the Board of Selectmen's role is not to define the budget; the Board of Finance has that responsibility. The Board of Selectmen's role is to set in place the strategic plan. We cannot look at just one year at a time; we need to look at ten (10) years—two (2) previous, (1) current, and seven (7) projected. History shows us we all have that frame of reference; we know what has been added since 1997/1998. This does not change any authority of the Board of Finance. We are talking about serious borrowing and we need to show the Town the impact documented with data—you cannot just tell them. The Board of Education budget impact is substantially greater because it accounts for three-fourths of the total spending. He further commented he is projecting throughout the seven-year cycle a Grand List Growth of \$30M per year; with three years at \$35M--that is our norm looking at the last fifteen (15) years. As you drive around Town, you notice the level of construction and development we are familiar with is commensurate with the \$30-35M growth--\$6M (20%) comes from new cars every year. The major concern is to protect the \$30M base—Bradley Road and Madison Landing will do that. The three (3) years going to \$35M would be big enough to include a couple projects. Madison is and will continue to be a bedroom community. In regards to Educational Cost Sharing (ECS), different scenarios are being tested now at different levels of ECS (which I will have the next time we get together); but it doesn't help as much as we would think in the overall picture. It may be a way to help

fund some of the Board of Education's strategic plan; but it will not be enough to change the face of the financial structure in Madison. A 5% framework for the Town and a 5-3/4% framework for the Board of Education are realistic numbers; it does not mean they are caps. We will come back with a "discuss and take action" in two (2) weeks at the next night meeting on the plan the Board of Selectmen will submit to the Board of Finance.

7. Discuss and take action on setting 2007 standard mileage rate at 48.5 cents a mile for all business miles driven, per 2007 standard mileage rate set by the IRS.

**MOVED** by Selectman Gladstone and seconded by Selectman Walz to set the 2007 standard mileage rate at 48.5 cents a mile, effective January 1, 2007, for all business miles driven, per the 2007 standard mileage rate set by the IRS. This was unanimously approved.

8. Discuss and take action on salary and benefits for unaffiliated town employees for the 2007/08 fiscal year. Administrative Services Assistant Helen Burland commented that the projected cost of living (COLA) and step increases were discussed with the Director of Finance, Public Works, and Human Resources and are needed for the strategic part of the budget discussions. They came up with a middle-of-the-road estimate of 3.3% COLA and 1.0% step increase for the ninety (90) employees in this category, which will show a \$200,000 variance between this fiscal year and next fiscal year. The COLA increase is comparable to the shoreline, the State of Connecticut, and social security COLA increases. Director of Human Resources Katherine Christopher stated the average COLA for the state of Connecticut is 3.3%.

**MOVED** by Selectman Walz and seconded by Selectman Gladstone to accept the recommendation of 3.3% and 1.0% increases for the unaffiliated staff. This was

unanimously approved. Helen Burland reported that the Senior Staff will be holding three (3) meetings soon: (1) this meeting will initiate a discussion on strategic planning, (2) then how it relates to budget development; and (3) a meeting to draft a plan the Senior Staff can react to and present to the Board of Selectmen.

9. Discuss and take action on acceptance of new job description for the Director of Facilities and accompanying pro-rated increase effective 1/9/07. William McMinn, Director of Facilities, E-7, \$76,747.40 pro-rated (base salary \$85,000). Selectman Walz commented this is an indication of what is going on across the board. First Selectman Scarpati commented that tentatively Public Works Director Stew MacMillan is planning to retire July 2008, approximately 18 months from now. How do we structure the organization he has been managing for years when he is not here? We have been taking a look at Bill McMinn's piece of the organization, which is the Director of Facilities, and thinking about how we would structure ourselves. We are incredibly lean at the management staffing levels and should someone leave or retire tomorrow, then what? We need to structure the organization so there is someone being trained in each of these departments. This will be a promotion for Director of Facilities William McMinn who is a key player, part of our long-term management, and an asset we have to protect.

**MOVED** by Selectman Walz and seconded by Selectman Gladstone to approve a new job description/position with accompanying pay increase for the Director of Facilities and move William McMinn into the position. This was unanimously approved.

10. Discuss and take action on transitioning the position of Administrative Services Assistant from part-time to full-time effective 1/9/07. No change in rate of pay. Full year, full time \$68,140.80 annual pay. Was 5 hours, 4 days per week. Proposed full-time,

salaried. Selectman Gladstone commented we have been getting full-time hours from her anyways. Selectman Traugh asked (1) where does the money come from to offset the 25% increase in the Board of Selectmen budget and (2) is this part of the long-range strategy to have policy makers be a First Selectman and Board and a full-time employee; like a Town Manager who handles day-to-day administration; where the policy position need not be a full-time position? In response to the question of where the money will come from to offset the increase, Director of Human Resources Katherine Christopher answered there is money in the personnel upgrades account to supplement the remaining of the year. First Selectman Scarpati commented that when he came on board, many managerial issues weren't being done or attended to; and there was no place to turn to get them done. We have made organizational changes and up until three (3) years ago we did not have a Senior Staff level. This position is necessary and what it becomes—we just have to watch. Administrative Services Assistant Helen Burland will get trained in the long-term planning process. He further stated there will be more than enough to keep both busy.

**MOVED** by Selectman Walz and seconded by Selectman Gladstone to transition the position of Administrative Services Assistant from part-time to full-time effective 1/9/07. This was unanimously approved.

11. Discuss and take action on granting a stipend to Land Use Secretary to assist the Planning and Zoning Administrator with research and administrative duties. Additional 5 hours per week, \$200.00 per week. Samile Keeler. Effective 12/26/06. To be reviewed in 8 weeks for necessity/continuation. Director of Human Resources Katherine Christopher commented there is a need in Planning and Zoning for additional research and zoning enforcement; Robert Kuchta has stepped away from working in a full-time capacity.

Zoning Enforcement Officer Marilyn Ozols requested that Samile Keeler help assist with research and administrative duties. She would also go out and look at signage and come back to research records. Administrative Secretary Samile Keeler has been taking courses. Her day will be extended by five (5) hours per week; the extra work will be folded into her full day. Administrative Services Assistant Helen Burland commented this is not a permanent change; it is only a temporary proposal until we identify the long-term requirements. We are working on hiring a building official and discussing technology in Land Use. Selectman Traugh asked if they would have a recommendation ready, after the strategic planning process, during the next few weeks? Director of Human Resources Katherine Christopher commented there is work that needs to be done even while we evaluate what the staffing needs are. Selectman Traugh commented we need to make sure our regulations are enforced; it is important to be fair during this period.

**MOVED** by Selectman Traugh and seconded by Selectman Gladstone to grant a stipend to the Land Use Secretary for 5 hours per week, \$200.00 per week for Samile Keeler. This was unanimously approved.

12. Discuss and take action on the hiring of Pierre Novelli, effective 1/9/07 – Step 1 entry level – Building and Grounds Maintainer - \$13.37 per hour NAGE Union.

**MOVED** by Selectman Gladstone and seconded by Selectman Walz to hire Pierre Novelli, effective 1/9/07 – Step 1 entry level – Building and Grounds Maintainer. Director of Human Resources Katherine Christopher commented this hiring is a replacement for an employee out on illness who was only able to return to work in a part-time capacity. This was unanimously approved.

13. Discuss and take action on accepting the resignation of Suzanne Ashman, Assistant Town Clerk, as of 12/29/06.

**MOVED** by Selectman Walz and seconded by Selectman Traugh to accept the resignation of Suzanne Ashman, Assistant Town Clerk, as of 12/29/06. This was unanimously approved.

Item #18 was addressed here; followed by Item #14.

18. Discuss and take action on a special appropriation request of \$31,000 from Town Administration to replace the police cruiser due to an accident that totaled the vehicle. When the claim is settled, expect to be able to reimburse the self-insurance account – less the deductible of \$5,000. Madison Police Department Lieutenant Robert Stimpson commented the accident report is still not complete; the accident scene is being reconstructed. The Police Department would like to go ahead with the purchase of a new cruiser before the insurance settlement is received. They would like approval from the Board of Selectmen for a bid waiver so they can go ahead and purchase the cruiser from the company in New Jersey where Connecticut cruisers are purchased. Finance Director Dotty Bavin said there are some funds in the self-insurance account. The special appropriation will go into the self-insurance account and used to purchase the new vehicle. The reimbursement from CIRMA (insurance company) will go into the self-insurance account once it is received.

**MOVED** by Selectman Walz and seconded by Selectman Gladstone to accept the special appropriation request. This was unanimously approved.

14. Discuss and take action on a request from the Department of Police Services for direction from the Selectmen's Office with respect to the purchasing process.

**MOVED** by Selectman Gladstone and seconded by Selectman Traugh to accept the Police Services request for a bid waiver. This was unanimously approved.

15. Discuss and take action on a line item transfer request from Communications/Dispatch for \$30,000 from Regionalization/Communications to Classified OT-Replacement.

**MOVED** by Selectman Walz and seconded by Selectman Traugh to accept the line item transfer request for \$30,000 for Classified OT-Replacement. Director of Emergency Management John Bowers stated this is the second request of this year for \$30,000. Three employees have been hired, they are going through the training process, and will become full-time employees in the future. This request is needed for overtime which will be reduced once the employees are hired full-time. This was unanimously approved.

16. Discuss and take action on a line item transfer request from Public Works for \$3,813 from Salary Administration (1-100-**2100**-0000-1020-600-00) to Salary Administration (1-100-**2102**-0000-1020-600-00).

**MOVED** by Selectman Traugh and seconded by Selectman Walz to accept a line item transfer request from Public Works for 43,813 from Salary Administration (1-100-**2100**-0000-1020-600-00) to Salary Administration (1-100-**2102**-0000-1020-500-00). This was unanimously approved.

17. Discuss and take action on a line item transfer request from the Selectmen's Office for \$242 from Office Supplies to Dues, Fees, and Memberships.

**MOVED** by Selectman Walz and seconded by Selectman Gladstone to accept a line item transfer request for the Selectmen's Office for \$242 from Office Supplies to Dues, Fees, and Memberships. This was unanimously approved.

19. Discuss and take action on a special appropriation request of \$2,900 from the Selectmen's Office to cover the cost of increased job advertising due to recent employees' resignations. Administrative Services Assistant Helen Burland commented that the reason for the special appropriation is the need to hire higher-level employees which requires advertising in more newspapers at a greater expense. The account for the First Selectman's legal notices and the Human Resource's employment hiring will be split out next fiscal year so that it will more accurately reflect the activity.

**MOVED** by Selectman Gladstone and seconded by Selectman Traugh to accept the special appropriation request of \$2,900 from the Selectmen's Office to cover the cost of increased job advertising due to recent employees' resignations. This was unanimously approved.

20. Discuss and take action on the appointment and charge of the Senior & Disabled Citizen Property Tax Relief Ad-Hoc Committee.

**Appointments:** Reverend Lou Hayes, Walter Gaffney, *Citizen (TBD)*, Ruth Burris and Dan Sullivan

**Charge:** Evaluate current programs in Madison for providing senior tax relief and recommend improvements. Term of Ad-Hoc Committee shall not exceed six (6) months. **Term to expire June 30, 2007**

**MOVED** by Selectman Walz and seconded by Selectman Traugh to appoint and charge the Senior and Disabled Citizen Property Tax Relief Ad-Hoc Committee.

Selectman Traugh read the Charge:

Evaluate current programs in Madison for providing senior tax relief and recommend improvements. Term of Ad-Hoc Committee shall not exceed six (6) months.

Selectman Walz read the Goal:

Develop a comprehensive property tax assistance program for eligible

Madison seniors that will help them afford to stay in their Madison homes.  
Priority will be placed on long-term Madison residents.

Selectman Walz commented it is important to keep our senior citizens, and especially our long-term Madison citizens, in place; they are tremendous additions to our Town; they are part of where we are today; they face a whole different set of problems when they retire than they did when they were working. The workgroup will look at where we are today, what the state has to offer, what other cities and towns are doing, and come up with a plan to take pressure off of our seniors. The Senior and Disabled Citizen Property Tax Relief Ad-Hoc Committee Workgroup members are:

Reverend Lou Hayes  
Walter Gaffney  
Citizen TBD  
Ruth Burris  
Dan Sullivan

The first meeting, which will be an organizational meeting, will be Wednesday evening, January 10, 2007. This was unanimously approved.

21. Discuss and take action on the reappointment and charge of the Madison Center Project Committee.

**Appointments:** Pamela McKinnon, Debbie Bunnell, Andrew Brauer, Lorey Walz, Eileen Speed, Bernd Becker and Joan McPherson

**Charge:** To oversee implementation of the Madison Center Project Plan as adopted by the Board of Selectmen in order to beautify and strengthen the Madison Center area from Island Avenue to Scotland Avenue, and to incorporate the area from the Scranton Memorial Parking Lot to Bradley Road;

To seek participation and ideas from Town of Madison Departments, Boards and Commissions, property owners, tenants and citizens, as well as other affected or interested parties, in the implementation of the Plan;

To seek and apply for contributions/grants from federal, state, and local public and/or private sources to assist in the implementation of the Plan. Term of Committee shall not exceed twenty-four (24) months. **Term to expire January**

**1, 2009**

**MOVED** by Selectman Traugh and seconded by Selectman Walz to reappoint the above Madison Center Project Committee members and charge the Committee as stated above. Non-voting members will be Nola Battipaglia (Guilford Savings Bank), James Wilson (Duo Dickinson Architects), and Gail Fearon. Staff Liaisons will be Marilyn Ozols, Zoning Enforcement Officer; Stew MacMillan, Director of Public Works; and Mike Ott, Assistant Town Engineer. Chairman of the Madison Center Project Committee Pamela McKinnon gave an update and commented the committee is still waiting for CL&P's input on the cost of moving and burying the utility lines. Assistant Town Engineer Mike Ott commented they have developed an overall Master Plan. We have received a landscape plan and looked at the median strip with discussion and feedback from the Department of Transportation. We have also looked at the trees—which ones will remain, which ones will be removed, and what type of replacement trees will be planted. Scope of plan: All utility lines between Route 79 and Wall Street will go underground. All the poles and street lights would go; being replaced by decorative lighting. A granite curb median would be installed. The pavement surface near Route 79 will be narrowed. Sidewalks would be replaced. Motion to reappoint the committee was unanimously approved.

22. Discuss and take action on recommendations from the Democratic Town Committee to appoint the following:

**Inland Wetlands Commission** – Lee Schumacher from an alternate member to a full member to fill a vacancy to expire 1/1/08.

**Shellfish Commission** - Edward (Ted) Raff Jr. for a term to expire 1/1/11.  
Perry Rianhard for a term to expire 1/1/11.

**MOVED** by Selectman Gladstone and seconded by Selectman Traugh to appoint the above three Inland Wetlands Commission and Shellfish Commission members as stated. This was unanimously approved.

23. Liaison Reports/Selectmen Comments.

Selectman Walz stated the Beach and Recreation Department met last week and voted unanimously to recommend the continuation of the policy of permitting their employees to participate in their programs at no cost and are waiting for a management decision from the Board of Selectmen regarding this policy.

Selectman Traugh stated the Scranton Library Workgroup met, they are making steady progress, and they will get back to the Board of Selectmen in late January 2007.

24. Adjournment.

**MOVED** by Selectman Walz and seconded by Selectman Gladstone to adjourn the meeting at 9:59 a.m. This was unanimously approved.

Respectfully submitted,

Judy Palmer  
Recording Secretary