SUBJECT TO APPROVAL

MEETING DATE: MONDAY, JUNE 8, 2020
8:00 A.M.

MEETING PLACE: ZOOM ONLINE MEETING

BOARD OF SELECTMEN MEETING
MINUTES

8:00 a.m. Regular Session

First Selectwoman Lyons called the Regular Session of Monday, June 8, 2020 to order at 8:03 a.m.

1. Pledge of Allegiance.
   First Selectwoman Lyons led the Pledge of Allegiance.

2. Approval of minutes

   MOVED by Selectman Murphy and seconded by Selectman Wilson to APPROVE the minutes of May 26, 2020.

   VOTE: the motion was approved unanimously.

Moved by Selectman Wilson and seconded by Selectman Murphy, the Board unanimously approved moving items 6 – 9 after item 2.

6. Discuss and take action to approve a Special Appropriation request from the Facilities Department in the amount of $25,000 to replace a 2005 Chevy Equinox.

DISCUSSION: First Selectwoman Lyons stated that we have a vehicle schedule for all vehicles in Town government based on estimates. Sometimes, our vehicles don’t last the last 1-2 years that we have planned and that is the case with this vehicle.

Mr. McMinn stated that he was driving a 2005 Chevy Equinox and the engine has failed. It does not make sense to replace the engine. The Board reviewed the vehicle replacement schedule process and the state bid process that was used to obtain quotes for a replacement vehicle. The amount requested included the price for the vehicle and all fees.

MOVED by Selectman Murphy and seconded by Selectman Wilson to APPROVE a Special Appropriation request from the Facilities Department in the amount of $25,000 to
replace a 2005 Chevy Equinox; with preference to purchasing a vehicle that can be serviced in town.

**VOTE:** the motion was approved unanimously.

7. Discuss and take action to approve a Special Appropriation in the amount of $125,000 for COVID-19 related expenses.

**DISCUSSION:** First Selectwoman Lyons stated that an account was set up at the beginning of the pandemic response and we have been tracking costs related to COVID-19.

Finance Director, Stacy Nobitz stated that $105,000 was already spent to-date and there is an additional $15,000 requisitioned. Up to 75% of these expenses are reimbursable by FEMA and OPM is supposed to reimburse the 25% balance. Hopefully, 100% of these costs will be reimbursed to the Town. Given that the Town is very close to the $125,000 request, and that the fiscal year does not end for three weeks, it would be more efficient to revise this request to a total of $140,000.

Of the monies already spent, a large portion was for the freezer for food storage, Zoom licensing requests, staffing, and cleaning of the Town buildings. Police overtime is not included in this amount.

**MOVED** by Selectman Wilson and seconded by Selectman Goldberg to **APPROVE** a Special Appropriation in the amount of $140,000 for COVID-19 related expenses.

**VOTE:** the motion was approved unanimously.


**DISCUSSION:** Stacy Nobitz gave an overview of the savings at the end of this fiscal year due to revenue over what was budgeted, and savings in individual departments (e.g. due to positions not filled, services not provided due to COVID). Overall the Board reviewed that another summary report will be needed at the close of the Fiscal Year and that these figures will need to be considered for the next year’s budget proceedings.

**MOVED** by Selectman Murphy and seconded by Selectman Wilson to **APPROVE** the minutes of May 26, 2020.

**VOTE:** the motion was approved unanimously.

9. Discuss and take action to approve Line Item Transfers totaling $102,843.89.

**DISCUSSION:** Ms. Rhines noted that one LIT was sent out after the Agenda was posted and the full amount needed to be updated. Ms. Nobitz gave an overview of the line item transfers requested, which are all routine business.
MOVED by Selectman Wilson and seconded by Selectman Murphy to APPROVE the Line Item Transfers totaling $123,342.89.

VOTE: the motion was approved unanimously.

3. First Selectwoman’s Updates  
   a. COVID-19 Response and Town Operations Update

   First Selectwoman Peggy Lyons provided updates which are attached to this agenda. She read aloud a Statement from the Board of the current events in the country regarding racial tensions. She thanked the Board for their attendance at the candlelight vigil on June 7th and also thanked the Townspeople for their peaceful demonstration. Selectman Murphy stated that he was proud that the Town came together in a peaceful and constructive way.

4. Liaison Reports / Selectmen Comments

   Scott Murphy  Candlelight Vigil

5. Citizen comments

   Maureen Lopes, Old Farms Road stated that in reference to the statement made by the Board, she does not feel that the townspeople, “condemn racism, bigotry, and hate in any form”. She added that there is plenty of silent racism in Madison, and that we cannot ignore it. We all bear the original sin of the country which is slavery. She added that the Town should delve deeper into how to move the town forward. Ms. Lopes stated that the people of color at the vigil yesterday were mostly young people and she worries about these young people and their safety in our country. She again asked that the town not consider this issue resolved because there was a peaceful demonstration late night.

   Jude Friedman, Board of Finance, thanked the Police Department, the event organizers, and the First Congregational Church, for the peaceful, thoughtful event. The Madison Diversity and Inclusion Committee (details on Facebook) has asked Chief Jack Drumm to attend their next meeting and to answer questions.

10. Update on Downtown Center Project.

   DISCUSSION: First Selectwoman Lyons provided an overview of the project to-date and asked Deputy Director of Public Works, Rob Russo, to speak to the project status. Mr. Russo stated that the project began around 2005 and was ultimately work began around 2015. Over the course of several years, the Town received grant funding and put the project out to bid (details and cost estimate data are attached as part of the Selectwoman’s slides). The Board reviewed the process to complete the project as it stands today, particularly the issue with easements between the town and business
owners. There is no funding to do the south side of the road, and to complete this portion of the roadway would cost roughly $230,000. The Board reviewed the eminent domain proceedings and also that there are three properties that have an electric distribution easement on them: one property has signed an easement agreement, and two others have not signed an agreement. These two other properties were brought forth together as one agreement, but have since separated and now two agreements are needed. The Board reviewed the Town’s efforts to-date and the issues that have arisen throughout the project. Selectwoman Duques questioned why these agreements were still an issue three years later and Selectman Goldberg stated that it is clear that more local funding is needed to complete the project as the project was not budgeted in the right sequence from the inception. The Board reviewed the eminent domain proceedings and that they could not be discussed at this stage, but there is an active dialog with the property owners and it is hopeful that a satisfactory agreement would be established.

Selectman Wilson stated that since this spans so many administrations, it might be helpful for First Selectman Lyons to confer with Fillmore McPherson and Tom Banisch to review the timeline of the project.

11. Update on Town employees’ reentrance into Town facilities.

**DISCUSSION:** First Selectwoman Lyons thanked HR Director, Deb Milardo and HR Generalist, Paula Carabetta for their work in keeping employees safe and in establishing policies to help employees re-enter town offices. Ms. Milardo stated that she has worked to create policies that mirror state guidelines and that have been vetted by the Emergency Operations team. Last week, staff was back at 100% at Town buildings and public is allowed entrance by appointment only. This policy will be re-evaluated for the beginning of July. Town staff has been available through new technological means including online permitting and dog licenses. Staff worked very hard to establish these online means for serving the public. There are some employees working remotely from home due to ADA and health issues.

In terms of safety initiatives, Town Campus will look different when you come into the building. There are plexi-glass barriers installed between the public and staff, and employees are submitting to daily temperature checks at the beginning of the work day. There is a policy in place for employees who have a temperature that registers over 100.4 degrees. Also, masks are required to be worn in Town buildings by staff and guests when social distancing cannot be maintained. Any best-practice guidelines established by the state have been implemented for the town as well. Of course, all policies are subject to change due to changes at the state level.

First Selectwoman Lyons thanked the staff for their collaborative work and also stated that she has received very little complaint or concern with residents pertaining to accessing town government.

**DISCUSSION:** Graham Curtis, Chair of the Committee provided an overview and PowerPoint presentation to the Board (a copy of the presentation is attached to these minutes).

First Selectwoman Lyons stated that pertaining to the deed of the transfer of property when it was given to the town there are two restrictions: one that heirs were offered a right of first refusal on the sale of any property, and second a restriction of use excluding industrial or commercial use. The Town Attorney is currently trying to track down any heir; if the attorney cannot obtain a release on either of these two restrictions.

Selectmen Goldberg stated that the Board would have to discuss the funding of the septic feasibility study. The Board reviewed whether

12a. Moved by Selectman Murphy and seconded by Selectman Wilson to approve opening the Agenda for item 12a to Discuss and take action to approve allowing the Ad-Hoc Island Avenue School Future Use Committee to move forward with a septic feasibility study of Island Avenue School and releasing funds from the Planning Reserve.

**MOVED** by Selectman Murphy and seconded by Selectman Wilson to **APPROVE** allowing the Ad-Hoc Island Avenue School Future Use Committee to move forward with a septic feasibility study of Island Avenue School and releasing funds from the Planning Reserve of no more than $10,000; with no precedent set for future authority bestowed the First Selectman.

**VOTE:** the motion was approved unanimously.

13. Discuss and Take Action to Declare a Local Civil Preparedness Emergency for an additional 21-day period from June 10th – July 1st.

**DISCUSSION:** First Selectwoman Lyons stated that we are mirroring the state, and the state still has a Civil Preparedness Emergency declared through September 9, 2020. The Board reviewed that it was important for the public to understand why this declaration was being extended for another 21-day period.

**MOVED** by Selectman Goldberg and seconded by Selectman Murphy to **APPROVE** Declaring a Local Civil Preparedness Emergency for an additional 21-day period from June 10th – July 1st.

**VOTE:** the motion was approved unanimously.
14. Discuss and take action to approve awarding the 5-year contract for the collection of facilities refuse and recycling for Town and Board of Education facilities and containers to Hometown Waste, LLC (Sweitzer Waste Removal).

**DISCUSSION:** The Board reviewed how the bids were received and whether action could wait until the next meeting of the Board of Selectmen.

**MOVED** by Selectwoman Duques and seconded by Selectman Murphy to approve tabling this item until the Board receives an update on the validity of the bidding process.

**VOTE:** the motion was approved unanimously.

15. Tax Abatements / Refunds.
   None.

16. Discuss and take action to approve awarding the Annual Town of Madison Donald Rankin Community Service Award to:

Jack Davis  
Gus Horvath

**DISCUSSION:** Selectman Goldberg made the following statement:

On behalf of this Board, it is my honor as its Senior member to announce our awarding of this recognition. Today, is just the announcement. At a later date, when social distancing requirements are relaxed, we will hold a ceremonial event.

Four years ago, The BOS created the Don Rankin Community Service Award for the purpose of recognizing individuals who have devoted extraordinary efforts towards the betterment of our beloved Town.

Past Award winners have been Don Rankin and Peter Metz.

Currently, at a time when Madison is experiencing a season of anguish and dark doubts, it is most fitting that this community looks to draw inspiration and light from the example set by those who have led the way previously.

Our awardees are well known in Madison as a result of their five decades of service. They have contributed their personal resources, their time, their energy, and their talent to us. Their efforts have been directed towards fulfilling our civic engagement, increasing our economic vitality, and enhancing our cultural enrichment. Madison is a much better place as a result of their efforts.

So today, we announce the names of Jack Davis and Gus Horvath as our awardees. We recognize their leadership, constancy, and loving service on behalf of our shining town.
Jack and Gus, Madison salutes you!

Gus Horvath thanked the Board for their kind words. He stated that he had a connection to both Don Rankin and Jack Davis and noted their immense contributions to the community.

MOVED by Selectwoman Duques and seconded by Selectman Murphy to approve tabling this item until the Board receives an update on the validity of the bidding process.

VOTE: the motion was approved unanimously.

17. Citizen Comments.

Submitted via the Zoom Q&A portal, Janet Nicolini questioned, in regards to the Downtown Center Project, “did we actually receive the state grants yet for this project? Or is it contingent on completion?”

Regarding the employee re-entrance into Town buildings, she questioned, “is there going to be a review of future processes and which can stay more virtual even after this emergency is over?”

Regarding the Island Avenue School septic study, she questioned, “what is the rationale for the town doing the septic study? Is it to find out what type of investor may come in”

Regarding COVID, and the Town’s emergency declaration she stated that, “I need to leave the meeting now but want to ask if you can include NEW cases in your updates, and how these are trending over time? I think that’s valuable info”

18. Adjournment.

There being no objections, First Selectwoman Lyons adjourned the meeting at 10:10 a.m.

Respectfully submitted,

Lauren Rhines
Town Services Coordinator / Risk Manager
Pledge of Allegiance
Agenda

1. Pledge of Allegiance
2. Approval of Minutes: May 26, 2020
3. First Selectwoman’s Update.
4. Selectmen Liaison Reports.
5. Citizen Comments.
6. Discuss and take action to approve a Special Appropriation request from the Facilities Department in the amount of $25,000 to replace a 2005 Chevy Equinox.
7. Discuss and take action to approve a Special Appropriation in the amount of $125,000 for COVID-19 related expenses.
9. Discuss and take action to approve Line Item Transfers totaling $102,842.89.
10. Update on Downtown Center Project.
11. Update on Town employees’ reentrance into Town facilities.
13. Discuss and Take Action to Declare a Local Civil Preparedness Emergency for an additional 21-day period from June 10th to July 1.

14. Discuss and take action to approve awarding the 5-year contract for the collection of facilities refuse and recycling for Town and Board of Education facilities and containers to Hometown Waste, LLC (Sweitzer Waste Removal).

15. Tax Abatements / Refunds.

16. Discuss and take action to approve awarding the Annual Town of Madison Donald Rankin Community Service Award to: Jack Davis, Gus Horvath

17. Citizen comments.

18. Adjournment.
Statement from the Board of Selectmen

At this moment of America’s pain and despair, Madison’s Board of Selectmen wants to unanimously voice its outrage over the actions of the four Minneapolis police officers that resulted in the death of George Floyd. The people of Madison wholeheartedly condemn racism, bigotry, and hate in any form, and stand together with the people of Minneapolis and our nation in mourning over this tragic death.

We hope that our nation's citizenry will be able to tap the emotional energy triggered by this anguish to re-dedicate our efforts to building an ever more just society.

We embrace and support the rights of all citizens to peacefully protest and express their indignation at the inequities and injustices that continue to persist in our nation. Nevertheless, we strongly condemn unlawful behavior directed against law enforcement officers, as well as the citizens and property which they are sworn to protect.

We also recognize and are grateful for the professionalism of the Madison Police Department, and their continued commitment to work in partnership with all sectors of our community, proudly demonstrating courtesy, integrity, and respect.

June 5, 2020
First Selectwoman Update

• Phase 2 Reopening Moved Up to 6/17 and Guidelines issued
  • Hotels/lodging, indoor dining, movies, libraries, personal services, sports & fitness facilities, indoor recreation, museums, etc.
  • Working on applicability for local businesses

• Update on Town Operations
  • Town Hall open to the public by appointment only starting June 1st
  • Reviewing with senior staff operational and capital spending plans/priorities for 2020-2021 fiscal year
  • Launching LTRC and assisting community with re-opening plans

• Beach & Recreation
  • Evaluating facilities under new guidelines
  • Beach Pass Sales – Stickers required by June 20th
  • In-person Sales at Surf Club Office - available now
  • On-line Sales – targeting June 15th
  • Programming registration available now
  • Events: Summer Concert Series being revisited. Drive-in Movies planned
Downtown Center Project: Status

Phase 1:
- 3 Easements Remaining
- Estimates to Finalize Easements, Remove Utility Poles and Hook-up Service: ~ $355,000

Phase 2:
- Estimate to Complete Remainder of Streetscape Project
  ~$1,389,817
Downtown Center Project: Cost

- Original Streetscape Project Estimate (2015)* $2,495,000
- Project Expenditures/Funding through 2019** $2,825,598
  - State Grants $1,850,000
  - Planning Reserve Funds 150,278
  - Sp. Appropriations (2015, 2017) 806,000
  - Additional 19,320
- Estimate to Complete Phase 1 ~ $355,000
- Estimate to Complete Phase 2*** ~$1,389,817

*Includes all streetscape work from Wall Street to Rte. 79. Excluded cost estimates for underground electric and telecommunication infrastructure, pole removal and service connections.

**Project scope reduced into two phases to meet budget constraints.

***Includes extending project to Rte. 79 in line with original project proposal.
Members of the Committee:
Rich Bonnanzio, Jason Brown, Graham Curtis, Athena Nomikos, Joe Paradiso and Barbara Resnick
Committee Charge:

• Charge
• The Committee shall consider and recommend possible uses for and/or disposition of the Island Avenue School Building and associated land. Such use may include municipal use, sale, or lease of all or portion of the building or land, but exclude use as a public school in the Madison Public School District. The Committee should consider the financial impact to the Town including the potential costs, revenue opportunities, and overall economic benefits to the Town as part of its recommended possible uses.

• As part of its deliberations, the Committee should consider the following:
  • Hold public workshops/input sessions to evaluate public opinion, develop feasible options, and determine the financial impact to the public
  • Conduct a public opinion poll to gauge community preferences
  • Consult with appropriate town employees, boards and commissions, governmental agencies, and outside consultants to assist in developing recommendations
  • Co-ordinate with any town strategic planning and/or facility planning initiatives
  • Request the Board of Selectmen to solicit RFP’s for possible development of building and/or land, if determined to be appropriate
Island Ave Site Plan
Island Ave School Future Use Committee

- Proposed Schedule
- Lease Agreement with OLM executed
- Legal issues (heirs search ongoing)
- Septic Feasibility study funding request ($10K)
- Initial Public outreach
  - Newsletter
  - Town website poll
- Public Workshops
- Request for Proposal
- Town Referendum
Process is Collaborative, Communicative and Aims to Minimize Risks and Maximize Benefit

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**LEGEND**
- **Initiate**
- **Planning**
- **Support**
- **Execution**
- **Evaluate**

**Milestone**
Questions, comments?