

SUBJECT TO APPROVAL

Board of Selectmen
Monday, July 25, 2022
7:00 p.m. - Hybrid Meeting
Town Campus, Room A and Remotely via Zoom
Meeting Minutes

7:00 p.m. Regular Session

First Selectwoman Lyons called the Regular Session of Monday, July 25, 2022 to order at 7:00 p.m. Also, in attendance were Selectman Goldberg, Selectman Murphy, and Selectman Wilson.

1. Pledge of Allegiance.

First Selectwoman Lyons led the Pledge of Allegiance.

2. First Selectwoman's Updates.

Selectwoman Lyons discussed the State being in Stage 2 Drought Conditions, Referendum projects moving forward, State Primary scheduled for Tuesday, August 9th and the EV Charger Plan.

3. Liaison Reports/Selectmen Comments.

Bruce Wilson: New Elementary School Building Committee
Scott Murphy: Board of Education

4. Citizen comments.

William Porter, 6 Thelbridge Street, spoke about a letter he sent to the Board of Selectmen in June regarding his concerns of additional apartments on Cottage Row, and how they will impact traffic, pedestrians, and bikers. He asked how the town is moving forward with his concerns and who is responsible for these decisions. First Selectwoman Lyons responded she will follow-up with Mr. Porter on his concerns.

5. Consent Agenda:

MOVED by Selectman Wilson and seconded by Selectman Murphy to approve the Items of the Consent agenda as follows, with the removal of item f (ii):

- a. Minutes of June 20, 2022 Special Meeting.
- b. Minutes of June 23, 2022 Special Meeting.
- c. Minutes of June 27, 2022 Regular Meeting.
- d. Minutes of July 5, 2022 Special Meeting.
- e. Tax Abatements / Refunds.

- f. Appointments:
 - i. Carol Baugh to Salt Meadow Park Advisory Committee, Term End 1/1/2026
 - ii. Greg Wagner to Planning and Zoning Commission, Alternate, Term End 1/1/2023
 - iii. Ryan McMillian to Youth and Family Services Board, Term End 1/1/2023
 - iv. John Dusza to Planning and Zoning Commission, Alternate, Term End 1/1/26
 - v. Chris Fike to Board of Assessment Appeals, Term End 11/1/2023
 - vi. Nick Postovoit to Senior Services Commission, Term End 1/1/2023
 - vii. James Kottage to Employee Retirement Board, Term End 1/1/2024
 - viii. James Kottage to Firemen’s Benefit Committee, Term End 1/1/26
 - ix. James Kottage to Police Retirement, Term End 1/1/26
 - x. Jayshree Pugh to Historic District Commission, Alternate, Term End 1/1/2026
- g. Resignations:
 - i. Clayton Patterson, Coastal Resiliency Commission Subcommittee
 - ii. Shannon Lewis, Coastal Resiliency Commission, Conservation Commission.
 - iii. Alicia Sullivan, Salt Meadow Park Committee
- h. Proclamations honoring Camp Laurelwood and Ken Yaffe
- i. Routine Line Item Transfers for FY 21-22 totaling \$43,775.00
- j. Routine Line Item Transfers for FY 22-23 totaling \$205,903.10; \$15,000.00 pending Board of Finance approval
- k. Accept a grant in an amount up to \$14,000.00 from Work Force Alliance to provide funding for a MYFS Summer Youth Employment Program.
- l. DECD Certified Resolution – Academy School Building Renovation Project.
- m. DECD Certified Resolution – American Legion Griswold Post 79 Renovation Project Phase II.
- n. Hiring of Stephen Fabian to Municipal Agent, 25 hours/wk, \$30.42/hr, budgeted.
- o. Hiring of Debra Ferrante to Manager of Human Resources, 37.5 hours/wk. Salary 14, Step 5 \$101,102, budgeted
- p. Resolution adopting the Town of Madison 401(a) Plan as the Complete Cycle 3 restatement of the prior Plan, to be effective on July 1, 2022; and to authorize the First Selectwoman and the Director of Finance to perform all actions necessary to carry out the administration of the Plan.
- q. Donation from Neighbor to Neighbor in the amount of \$5,000 to provide emergency funding to individuals and families in need of assistance; pending Board of Finance approval

VOTE: this motion was approved unanimously

- 2. Discuss and take action to approve changes to the charge for the Academy Community Center Building Committee.

MOVED by Selectman Goldberg and seconded by Selectman Wilson to approve changes

to the charge for the Academy Community Center Building Committee.

VOTE: this motion was approved unanimously

3. Discuss and take action approve the following appointments to the Academy Community Center Building Committee:

MOVED by Selectman Wilson and seconded by Selectman Goldberg to approve the following appointments to the Academy Community Center Committee:

- a. Anne Kelley
- b. Joe Ballantine, Chair
- c. Eileen Davis
- d. David Speerli, Vice Chair
- e. Joe Paradiso
- f. Joan Walker
- g. Arthur Miller

VOTE: this motion was approved unanimously

4. Charter Update.

Lauren Rhines, Town Administrative Risk and Grants Manager, explained that state statute requires the Board to accept or reject the current Charter draft by August 5th. There is not enough time to hold a public hearing, but the Board can hold a Public Informational Meeting to explain the proposed changes/referendum questions. Selectwoman Lyons noted there will be a quiet period after the Board accepts and sends questions to referendum. The Board agreed to hold a special meeting on Thursday, July 28 to accept/reject the current draft and will set a future meeting to discuss proposed referendum questions.

5. Discuss and take action to approve an amended Statement of Mutual Understanding with E. C. Scranton Memorial Library; and to authorize the First Selectwoman to sign the same.

MOVED by Selectman Murphy and seconded by Selectman Wilson to approve an amended Statement of Mutual Understanding with E. C. Scranton Memorial Library; and to authorize the First Selectwoman to sign the same.

VOTE: this motion was approved unanimously

6. Discuss and take action to approve proposed amendments to the Fireman's Pension plan.

MOVED by Selectman Goldberg and seconded by Selectman Wilson to approve proposed amendments to the Fireman's Pension plan.

VOTE: this motion was approved unanimously

7. Discuss and take action to approve calling a Special Town Meeting in Town Campus Room A on Monday, September 26, 2022 at 6:30 p.m. to approve proposed amendments

to the Fireman's Pension plan; pending Board of Finance approval.

MOVED by Selectman Wilson and seconded by Selection Murphy to approve calling a Special Town Meeting in Town Campus Room A on Monday, September 26, 2022 at 6:30 p.m. to approve proposed amendments to the Fireman's Pension plan; pending Board of Finance approval.

VOTE: this motion was approved unanimously

8. Discuss and take action to approve a recommendation from the Ad-Hoc ARP Funding Committee to fund Round 7 ARP Funding in an amount not to exceed \$97,411; pending Board of Finance approval.

MOVED by Selectman Murphy and seconded by Selectman Goldberg to approve a recommendation from the Ad-Hoc ARP Funding Committee to fund Round 7 ARP Funding in an amount not to exceed \$97,411; pending Board of Finance approval.

VOTE: this motion was approved unanimously

9. Discuss and take action to approve awarding the Request for Proposal for the Development of a Wastewater Facilities Plan to Weston & Sampson Engineers, Inc. and to authorize the First Selectwoman to sign all contracts associated with this award.

MOVED by Selectman Murphy and seconded by Selectman Wilson to approve awarding the Request for Proposal for the Development of a Wastewater Facilities Plan to Weston & Sampson Engineers, Inc. and to authorize the First Selectwoman to sign all contracts associated with this award.

Discussion: The Water Pollution Control Authority worked with Weston & Sampson Engineers and Department of Energy and Environmental Protection for Approval of Scope of Work for Wastewater Management Planning Services, reimbursable up to 55%. The analysis will take about a year; including understanding conditions, reviewing records and old studies. Once completed, Weston & Sampson will bring its findings to Water Pollution Control Authority. In the meantime, they will provide quarterly updates.

VOTE: this motion was approved unanimously

10. Discuss and take action to approve a Special Appropriation of \$10,000 for the Town Campus Generator Replacement Project; and approve the purchase of a replacement Generator for a cost not to exceed \$169,500.00

MOVED by Selectmen Murphy and seconded by Selectman Wilson to approve a Special Appropriation of \$10,000 for the Town Campus Generator Replacement Project; and approve the purchase of a replacement Generator for a cost not to exceed \$169,500.00

VOTE: this motion was approved unanimously

11. Discuss and take possible action to approve an application to the Eversource Electric Vehicle Charging Station grant program.

MOVED by Selectman Murphy and seconded by Selectman Wilson to approve an application to the Eversource Electric Vehicle Charging Station grant program.

Discussion:

Facilities Director, Bill McMinn explained the Facilities Department issued a Request for Proposal for Level 2 Electric Vehicle Charging Stations on May 12th. They received three proposals from; Hage, Verdek and Voltrek, with Voltrek being the low bidder. Thirteen locations were originally proposed and have since been modified to seven locations. If approved, Voltrek would assist with the clean energy fund application and eventually for the construction and installation of the EV chargers. Selectwoman Lyons explained the annual costs and that the town has the authority to shut down a portal if they are losing money or not seeing usage. Selectman Wilson brought up concerns about the Rockland Preserve location; will this location be heavily used, is the lot plowed in the winter. He felt comfortable using the EV chargers for town infrastructure, but does not feel comfortable with public usage if it becomes a tax burden to residents. The Board discussed the difficulty of finding locations in North Madison, if the town does not own the property they would need to enter into a lease with the property owner i.e. Roberts Grocery Store or the North Madison Fire Company. Selectwoman Lyons confirmed she has heard feedback from North Madison residents requesting EV stations. Discussion on additional budgeting/affordability details as well as the Economic Development aspect. The Board agreed to funding the grant locations as presented but requested a regular performance report on each EV station.

MOVED by Selectman Murphy and seconded by Selectman Wilson to amend the original motion to approve a Special Appropriation request in an amount up to \$65,000.00 for the Eversource Electric Vehicle Charging Station grant rebate program; pending Board of Finance approval

MOVED by Selectman Murphy and seconded by Selectman Wilson to amend the amended motion to award the Level 2 Electric Vehicle Charging Stations RFP to Voltrek and to approve a Special Appropriation request in an amount up to \$65,000.00 for the Eversource Electric Vehicle Charging Station grant rebate program; pending Board of Finance approval.

VOTE: this motion was approved unanimously

12. Discuss possible land transfer to Madison Land Trust of property adjacent to Madison Public School Green Hill campus

Town Planner, Erin Mannix was present to update the Board on the situation regarding septic permits on town-owned land contiguous with the Green Hill campus. Because Mundertown abuts town owned property the regulations consider it one lot and the town is subject to DEEP septic permitting processes. The town has been exploring options to help reduce that financial and time-consuming process. One option is to transfer a parcel of land to the Land Trust, who are also abutters. The Land Trust is looking to expand the buffer around the river and enhance the greenway corridor. They have asked the town to

consider transferring a larger portion in this area than the town originally proposed. E. Mannix stressed the importance of making sure the possible transfer of land has no impact on the building of the new elementary school. Selectwoman Lyons would like the green light to move forward on this and come back to the Board with a more detailed proposal. There is concern that the DEEP process would not only be expensive, but could hold up the construction of the new elementary school.

13. Discuss and take action to approve a recommendation from the Planning & Zoning Commission to award the Request for Proposal for the Plan of Conservation & Development to Tyche Planning and Policy Group and to authorize the First Selectwoman to sign all necessary contracts and documents to execute the award.

MOVED by Selectmen Wilson and seconded by Selectman Goldberg to approve a recommendation from the Planning & Zoning Commission to award the Request for Proposal for the Plan of Conservation & Development to Tyche Planning and Policy Group and to authorize the First Selectwoman to sign all necessary contracts and documents to execute the award.

VOTE: this motion was approved unanimously

14. Discuss regulatory options relating to short term rentals.

Town Planner, Erin Mannix, was present to discuss follow up on regulatory options for short term rentals. Currently, aside from looking at daily available units on hosting websites, the Town does not have a real handle on how many short-term rentals are operating within the community. During the Boards last discussion on June 27th, consideration was given to establishing a registration process that could help provide the Board with more data as to the number of rentals as well as documenting complaints. This information gathering phase can expand to include more public outreach, tracking software, and/or a registration policy. One option is Granicus, an online, cloud-based platform that offer short term rental monitoring services such as tracking and permitting. The Town of Groton is exploring short term rental regulations and working with a consulting firm to navigate the process and recommendations. They created a town webpage with a fairly detailed survey - the responses seem to be evenly divided between outright banning and keeping things status quo. In researching CT municipalities for a registration policy, several towns and cities have adopted either zoning regulations or ordinances governing short term rentals, most include specific criteria and permitting requirements for the use. No examples were found of only a registration policy. Looking outside of CT, Westerly, Rhode Island provides an example of a fairly simple registration-only-based ordinance. The question of ordinance vs zoning regulation is weighed in each CT community trying to figure out the best mechanism for monitoring, permitting & enforcement. The guidance from local planning chapters and councils of governments recommend ordinance, while some land use attorneys and municipal officials specifically recommend zoning regulations as the they feel this is a “land use issue”. The question of where any regulation should rest has been raised by concerned residents, the P&Z Commission, and this Board. Staff has initiated conversation with our land use counsel regarding short term rentals. They have been briefed on the status of

our discussions and are ready to have more focused meetings as we proceed with the process. Our land use attorneys are available to weigh in with their thoughts on the matter and can ultimately provide legal review of any draft regulation.

The Board discussed the absence of a reference to short term rental in the current zoning regulations and identifying the main problem(s). Selectwoman Lyons noted that one of the top complaints has been noise. She suggested acquiring the cost of the data collection, developing a survey, and crafting an ordinance based off that feedback.

15. Citizens comments.

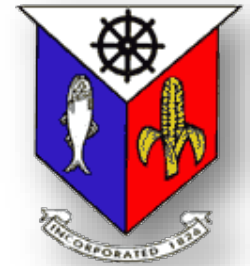
Fran Brady, 108 Genesee Lane, felt the town should show support to small businesses downtown and if the numbers presented were correct the EV stations need to be placed in the down town area.

16. Adjournment.

There being no objection the Board adjourned at 9:30 p.m.

Respectfully submitted,

Jaclyn Lehet

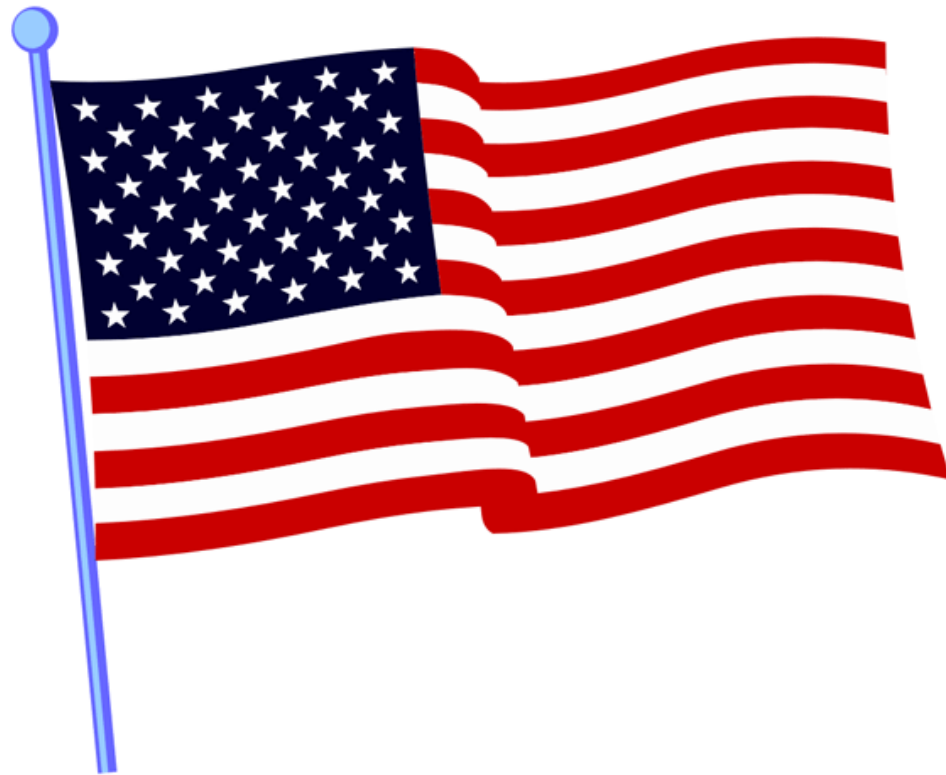


TOWN OF MADISON

CONNECTICUT

Regular Meeting – July 25, 2022
Board of Selectmen

Pledge of Allegiance



First Selectwoman's Update

- **State in Stage 2 Drought Conditions**
 - Reduce automatic outdoor irrigation
 - Postpone the planting of any new lawns or vegetation
 - Minimize overall water use by fixing leaky plumbing and fixtures
 - Follow any additional conservation requests issued by water suppliers
- **Referendum projects moving forward**
 - Madison School Renewal Plan: Architect hired. Developing site plans
 - Academy:
 - RFP being launched this week for Owners Representative
 - Building Committee appointed today. Advisory Committee in process
 - \$4 million state bonding award. \$200K for brownfield testing. Others in process
- **State Primary scheduled for Tuesday, August 9th**
 - Polls open 6:00 a.m. to 8:00 pm.
 - District 1 @ Polson Middle School, 302 Green Hill Road
 - District 2 @ Brown Intermediate School, 980 Durham Road
 - Absentee ballots available at Town Clerk's Office and applications through website

EV Charger Plan

- Town applying for an Eversource rebate program. We hire the vendor, do the work, and get reimbursed for our portion of the cost of the chargers.
 - Eversource covers 50% cost of chargers; 100% cost of installation up to \$20k per location
- RFP launched by Town in June. Vendor selected for project
 - Installer: Voltrek; Chargers: Juice Bar; Software/Maintenance: EV Connect
 - Town working group identified 13 locations for new EV chargers
 - Stations open to public use except PD, which is for municipal use only
- Key Facts:
 - Town will own the charging stations outright; can opt to maintain ourselves or pay for maintenance agreement
 - Town covers annual fixed costs for electrical supply, demand cost fees, maintenance agreement... fixed costs up to ~ \$4,500 per dual port unit
 - Fixed costs fees expected to be offset by revenue from public use. Potential to cover up to 100% of fixed costs depending on user fees and volume
 - Contract renewable annually; charging stations can be taken offline at any time if economics are unattractive
 - Town developing fleet replacement plan to include EVs when appropriate vehicles are available.

Proposed EV Charging Stations

- Town invests \$62K to install new charging stations at 13 locations.

		Town Cost	Total
		Voltrek	Cost
Downtown:			
North lot (behind movie theater)	1 dual charger	\$4,904	20,973
<i>(Additional dual port unit added to existing station)</i>			
Memorial Town Hall:			
Rear of building	2 dual chargers	\$9,413	26,058
Police Station			
North West corner of building	2 dual chargers	\$9,413	23,485
<i>(Dedicated for MPD use only)</i>			
Scranton Let (S & S)	2 dual chargers	\$9,413	24,675
Town Gym	2 dual chargers	\$9,413	28,116
Senior Center	2 dual chargers	\$9,648	28,631
Rockland	2 dual chargers	\$9,943	28,927
		\$62,144	180,865