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TOWN CLERK

Town of Stafford
Board of Selectmen
Warren Memorial Town Hall
Veterans Meeting Room
Regular Meeting
Tuesday February 19, 2019
7:00PM

Index:

1. Call the meeting to order/Pledge of Allegiance
2. Approve minutes of January 30, 2019
3. Public Comment
4. Eagle Scout recognition
-Zak Sarkisian
5. Conservation Commission-discussion of use of town property on Pinney School Rd
6. Town Vehicle Use and Operations Policy
7. Appointments
8. Transfers
-Conservation Commission
9. Old Business
10. New Business
-American Legion 100th Anniversary Dinner
-set Town meeting date for MBR
-sale of 263 East Street
11. Adjournment

Minutes:

1. First Selectman Mary Mitta called the meeting to order at 7:00P.M. Also present was Selectman Richard Hartenstein Jr. A quorum was established. All Stood for the Pledge of Allegiance.
2. Upon motion of Selectman Hartenstein and seconded by First Selectman Mitta the board unanimously approved the minutes of January 30, 2019.
3. Public Comment
4. Selectman Hartenstein who is also Chairman of the Hyde Park Commission discussed an Eagle Scout project that was recently completed and wanted to recognize Mr. Zak Sarkisian for his efforts and hard work in removing the old broken planter boxes in Hyde Park and rebuilding new ones as a means to earn his Eagle Scout Badge, in addition he also planted new perennials in the

boxes. The Hyde Park Commission as well as the Board of Selectmen are grateful for his efforts to help beautify the Park.

5. Katherine Schooley, Chairman of the Conservation Commission and member Michael Mocko were present to ask permission from the Board for the Commission to take stewardship over the town property located on Pinney School Road. A map of the property and a flood map was reviewed. She explained that the Venture Crew is looking for a project for Earth Day and the Commission would like to task them with removing the invasive plants in the area and the Commission would also like to put down tick tubes to help with tick control. It was agreed that the Wetlands Commission should be involved since it is in a flood area. It was explained that the property also has a historic background. Zoning Enforcement Officer, David Perkins who was also present explained that he would be happy to work with the Commission to come up with a plan. The Board thanked them but felt they were not ready to make a decision on their request.
6. Selectman Hartenstein proposed changes to the Town of Stafford Vehicle Use Policy (copy attached) following some discussion Selectman Hartenstein moved to adopt the updated policy which was seconded by First Selectman Mitta and unanimously approved.
7. Upon motion of Selectman Hartenstein and seconded by First Selectman Mitta the board unanimously approved the following appointment to the Stafford Housing Authority: Joy Pierce-resident member for a five year term, term to expire 1-31-2024.

Upon motion of Selectman Hartenstein and seconded by First Selectman Mitta the board unanimously approved the following appointments:

Service District Commission

Edward Muska

Virginia Guilmette

Margaret A.D. Maynard

Linda Hillebrecht

2 year terms, terms to expire 2-12-2021

Conservation Commission

Arlene Avery

Paul Pearson

Brian Zawodniak

Katherine Schooley

Alonna Halloran

Michael Mocko

3 year terms, terms to expire 3-1-2022

Planning & Zoning Commission-Alternates

David Palmberg

Leonard Clark
Christopher Joseph
Michael Delano

1 year term, term to expire 3-1-2020

Board of Finance-Alternates

Steven Geryk
Richard Shuck
Conrado Ulloa

1 year term, term to expire 3-1-2020

Family Services Advisory Board

Cheryl Vail
Carol Davis
Lt. Thomas Duncan
Charlotte Hansen

1 year term, term to expire 3-1-2020

Student Representative

Mackenzie Murdock

1 year term, term to expire 3-1-2020

Arts Commission

Cheryl Wilson-Maynard
Carrie Cichocki
Nancy Dutton

3 year term, term to expire 3-1-2022

The Democratic Town Committee has recommended that the Board of Selectmen appoint Judith Mordasky to fill the vacancy on the Zoning Board of Appeals following the passing of Henry J. DaDalt. According to town ordinance 2-1 any vacancy shall be filled for the remainder of the term by the Board of Selectmen. The elected term ends November 2021. Upon motion of Selectman Hartenstein and seconded by First Selectman Mitta the board unanimously approved the following appointment of Judith Mordasky to fill the unexpired term of Henry J. DaDalt which will expire November 2021.

Upon motion of Selectman Hartenstein and seconded by First Selectman Mitta the board unanimously approved the re-appointment of Nancy Mattesen to the Conservation Commission for a 3 year term, term to expire 3-1-2022.

8. Upon motion of Selectman Hartenstein and seconded by First Selectman Mitta the board unanimously approved sending the following transfer requests to the Board of Finance for approval.

Conservation Commission	Conservation Commission	
<u>FROM:</u>	<u>TO:</u>	<u>AMOUNT:</u>
20-380-6170	20-380-3995	30.00

(CACIWC annual conference)	(Miscellaneous programs)	
20-380-6180	20-380-3995	20.69
(summerfest)	(Miscellaneous programs)	

9. Old Business: None

10. New Business:

Selectman Hartenstein moved to add the discussion of the 100 Year Anniversary dinner for the American Legion. First Selectman Mitta seconded the motion which passed unanimously. Selectman Hartenstein stated that he will be attending the Dinner and would like to present them with a Citation.

First Selectman Mitta moved to add the Minimum Budget Requirement (MBR) for the Board of Education to the agenda. Selectman Hartenstein seconded the motion which passed unanimously. First Selectman Mitta explained that the Board of Finance at their February 4, 2019 meeting approved requesting the Board of Selectmen hold a town meeting for the purpose of appropriating \$239,655 from the General Fund (cash Balance) to the Board of Education to be in compliance with the MBR for the FY 2018-2019. Upon motion of Selectman Hartenstein and seconded by First Selectman Mitta the board unanimously approved calling a town meeting for the appropriation. First Selectman Mitta also noted that if this is not approved the town would be penalized double the amount.

Upon motion of First Selectman Mitta and seconded by Selectman Hartenstein the board unanimously approved adding the sale of 263 East Street to the agenda. Mr. Robert Arute from Arute Realty informed the board that he had shown the property a few dozen times and that two offers were received, because there were multiple offers he conferred with the First Selectman and it was agreed to reach out to the bidders to present their best and final offer. Mr. Arute discussed the offers that he received on the property and explained the proposed use and noted any contingencies. They are both cash offers and the sale will be an "As Is" sale. It is understood that either of the proposed uses would require a variance and noted that the property is located in the Village Overlay Zone. Both proposed buyers commented on the Historical significance of the building and maintaining the architectural façade.

Offer 1 \$130,000, proposing 6- 1 bedroom studio units, and preservation of the building.

Offer 2 \$112,000, proposed several options for use.

The board discussed the amount of money that will need to be put into the building is significant which is why even though the other people who looked at the building loved it they saw the amount of money that would be needed to invest in it and didn't make an offer. Further discussion from the board was that they truly believe the only way to preserve the building is to

sell it and they are happy that the bidders understand the historic significance and maintaining the architectural façade. Selectman Hartenstein moved that the board has done their due diligence in having a public hearing, town meeting and discussions with the Historical Advisory Committee and agrees to accept the offer for \$130,000.00. First Selectman Mitta seconded the motion which passed unanimously.

11. Selectman Hartenstein moved to adjourn. The meeting adjourned at 7:57P.M.

Respectfully Submitted



Beth A. DaDalt
Recording Secretary

Town of Stafford
Vehicle Use Policy

PURPOSE:

The purpose of this policy is to set forth guideline under which Town vehicles will be authorized to municipal employees and the guidelines under which town vehicles may be operated and used.

APPLICABILITY:

The provisions of this policy apply to all Stafford government employees who operate and/or use municipal vehicles.

GENERAL PROVISIONS:

It is the understanding of the town that certain activities/functions required of employees in the normal course of carrying out their job duties require employee access to municipal vehicles, either during the work shift or on a 24-hour call basis. Town vehicles are for use by town employees only (this includes the WPCA and the Board of Education).

ASSIGNMENT OF MUNICIPAL VEHICLES:

The assignment of municipal vehicles during work time use shall be made by the First Selectman or his designee.

VEHICLE USE AND OPERATIONS:

Municipal vehicles shall have the town seal permanently affixed on the drivers and passenger side doors (except for unmarked police vehicles) and may only be used for municipal business.

Decal shall be a minimum of 10 inches round/oval and the lettering shall be a minimum of one inch high. Each department shall be identified with a permanent decal no larger than 4 inches high located above or below the official town seal. Official seals and lettering shall be replaced when it becomes faded and illegible.

Municipal vehicles may not be used to transport passengers who are not directly or indirectly related to municipal business.

Employees who operate municipal vehicles shall have a valid motor vehicle operator's license and of the class required for the specific vehicle being operated.

Employees and passengers must wear seatbelts in town vehicles during operation of the vehicle at all times.

The use of cell phones while driving is strictly prohibited (unless the vehicle is equipped in such a manner that the use is hands free). Texting while operating a vehicle is strictly prohibited.

Employees shall not be allowed to smoke in municipal vehicles. Employees are expected to keep the interior of the vehicles clean from trash, and to immediately report to the First Selectman any malfunctions or damage.

Employees shall not operate a municipal vehicle under the influence of alcohol, illegal drugs or prescription drugs or medication that may interfere with effective and safe operation of the vehicle.

Employees shall obey all applicable traffic and parking regulations, ordinances, and laws. Employees who incur parking or other fines in municipal vehicles will be personally responsible for payment of such fine.

Any employee involved in an accident with a municipal vehicle shall immediately notify their supervisor and the First Selectman and write a detailed report of the incident/accident and file it with the First Selectman's office. Photographs should be taken of the damage and the scene.

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of town vehicle privileges, suspensions, and/or termination.

This policy was approved by the Board of Selectmen of the Town of Stafford at their March 24, 2016 meeting and amended at the February 19, 2019 Board of Selectmen's meeting.