

BOARD OF SELECTMEN
TOWN HALL ROSE ROOM
AUGUST 15, 2018
MINUTES

Present: First Selectman Christine Goupil, Selectmen Jack Scherban, Phillip Sengle and Tim Guerra

Absent: Carol Walter

Everyone stood and pledged allegiance to the flag. The meeting was called to order at 8:00 AM.

VISITORS

No visitors wished to speak at this time.

APPROVAL OF MINUTES – AUGUST 08, 2018

Sengle made a motion, seconded by Scherban to approve the minutes from August 08, 2018. The motion was unanimously approved.

RESIGNATIONS/APPOINTMENTS

Sengle made a motion, seconded by Scherban to accept the resignation of Kate Zadek from the Water Pollution Control Commission. The motion was unanimously approved.

Scherban made a motion, seconded by Sengle to appoint David Adams (U) to the Harbor Management Commission for a term until June 30, 2022. The motion was unanimously approved.

ECONOMIC DEVELOPMENT COMMISSION

John Allen and Hank Teskey discussed the benefits of establishing an Economic Development Corporation. A copy of their presentation is attached to the minutes.

HUMAN SERVICES GRANT AWARDS

David Melillo, Human Services Director, reviewed each of the grants with the board. There are no matching funds required for all three of the grants presented.

Scherban made a motion, seconded by Sengle to accept the United Way Suicide Prevention Grant in the amount of \$20,000 and send to the Board of Finance and Town Meeting for approval. The motion was unanimously approved.

Sengle made a motion, seconded by Guerra to accept the Middlesex United Way Grant to continue the implementation of the Asset Development Programming up to \$6,200 and send to the Board of Finance for approval. The motion was unanimously approved.

Scherban made a motion, seconded by Sengle to approve the State of Connecticut Judicial Branch Amendment to the Memorandum of Understanding and accept an increase of \$21,037.50 for a total grant award of \$55,412.50 and send to the Board of Finance and Town Meeting for approval. The motion was unanimously approved.

BOARD OF SELECTMEN
TOWN HALL ROSE ROOM
AUGUST 15, 2018
MINUTES

YEAR END LINE ITEM TRANSFERS

Scherban made a motion, seconded by Guerra to approve the following year end budget line item transfers totaling \$93,030. The motion was unanimously approved.

ACCOUNT		DEPARTMENT	DESCRIPTION	TO	FROM
014111	51311	SELECTMEN	ELECTED OFFICIALS SALARY	5,730.00	
014111	58110	SELECTMEN	MISC EXPENDITURES	84.00	
014197	58086	SELECTMEN	CONTINGENCY		5,730.00
014111	56100	SELECTMEN	GENERAL SUPPLIES		84.00
			TOTAL	5,814.00	5,814.00
04119	51310	FINANCE	SALARIES-FULL TIME	733.00	
04119	54304	FINANCE	IT/TECHNOLOGY MAINTENANC	227.00	
04119	56100	FINANCE	GENERAL SUPPLIES		491.00
04119	58100	FINANCE	DUES & FEES		469.00
			TOTAL	960.00	960.00
014131	53500	ASSESSOR	TECHNICAL SERVICES	5,426.00	
014131	54304	ASSESSOR	IT/TECHNOLOGY MAINTENANC	4,842.00	
014131	51310	ASSESSOR	SALARIES-FULL TIME		1,000.00
014131	53220	ASSESSOR	IN SERVICE		1,400.00
014131	53300	ASSESSOR	OTHER PROF/TECH SERVICES		2,800.00
014131	55301	ASSESSOR	POSTAGE		270.00
014197	58086	ASSESSOR	CONTINGENCY		4,398.00
014131	56430	ASSESSOR	PERIODICALS		400.00
			TOTAL	10,268.00	10,268.00

BOARD OF SELECTMEN
TOWN HALL ROSE ROOM
AUGUST 15, 2018
MINUTES

014143	53200	TECHNOLOGY	PROFESSIONAL SERVICES	4,925.00	
014143	54100	TECHNOLOGY	UTILITY SERVICES		4,925.00
			TOTAL	4,925.00	4,925.00
014147	51310	TOWN CLERK	SALARIES-FULL TIME	458.00	
014147	58900	TOWN CLERK	OTHER ITEMS		458.00
			TOTAL	458.00	458.00
014153	53400	P&Z	OTHER PROF SERVICES	7,549.00	
014153	51310	P&Z	SALARIES-FULL TIME	470.00	
014153	51620	P&Z	PART TIME WAGES		470.00
014153	53010	P&Z	LEGAL SERVICES		7,000.00
014153	58900	P&Z	OTHER ITEMS		549.00
			TOTAL	8,019.00	8,019.00
014165	51310	HARBOR	SALARIES-FULL TIME	826.00	
014165	54300	HARBOR	REPAIRS & MAINTENANCE		826.00
			TOTAL	826.00	826.00
014191	56100	WPCC	GENERAL SUPPLIES	147.00	
014191	58110	WPCC	MISC EXPENDITURES		147.00
			TOTAL	147.00	147.00
014195	51620	ELECTIONS	PART TIME WAGES	5,585.00	

BOARD OF SELECTMEN
TOWN HALL ROSE ROOM
AUGUST 15, 2018
MINUTES

014195	56100	ELECTIONS	GENERAL SUPPLIES	57.00	
014195	56900	ELECTIONS	OTHER SUPPLIES	608.00	
014195	54300	ELECTIONS	REPAIRS & MAINTENANCE		300.00
014195	58100	ELECTIONS	DUES & FEES		770.00
014195	58110	ELECTIONS	MISC EXPENDITURES		542.00
014197	58086	ELECTIONS	CONTINGENCY		4,638.00
			TOTAL	6,250.00	6,250.00
014197	58095	GEN GOV'T OTHER	SENIOR ACTIVITIES	427.00	
014197	58807	GEN GOV'T OTHER	TREE WARDEN	625.00	
014197	58088	GEN GOV'T OTHER	HAZARDOUS WASTE SITE		1,052.00
			TOTAL	1,052.00	1,052.00
014201	51320	POLICE	SALARIES - PART TIME	465.00	
014201	51340	POLICE	OTHER EMPLOYEE BENEFITS	269.00	
014201	52910	POLICE	CLOTHING ALLOWANCE	140.00	
014201	51310	POLICE	SALARIES-FULL TIME		734.00
014201	55300	POLICE	COMMUNICATIONS		140.00
			TOTAL	874.00	874.00
014213	51310	BUILDING	SALARIES-FULL TIME	744.00	
014213	54450	BUILDING	SOFTWRE MAINT/TECH SUPPR		744.00
			TOTAL	744.00	744.00

BOARD OF SELECTMEN
TOWN HALL ROSE ROOM
AUGUST 15, 2018
MINUTES

014215	51310	ANIMAL CONTROL	SALARIES-FULL TIME	8,679.00	
014215	51330	ANIMAL CONTROL	OVERTIME		2,300.00
014215	53200	ANIMAL CONTROL	PROFESSIONAL SERVICES		780.00
014215	53225	ANIMAL CONTROL	TRAINING		1,750.00
014215	56100	ANIMAL CONTROL	GENERAL SUPPLIES		300.00
014215	56903	ANIMAL CONTROL	UNIFORMS		200.00
014215	58900	ANIMAL CONTROL	OTHER ITEMS		590.00
014197	58086	ANIMAL CONTROL	CONTINGENCY		2,759.00
			TOTAL	8,679.00	8,679.00
014221	51310	COMMUNICATIONS	SALARIES-FULL TIME	6,621.00	
014221	51330	COMMUNICATIONS	OVERTIME	4,402.00	
014221	51320	COMMUNICATIONS	SALARIES - PART TIME		11,023.00
			TOTAL	11,023.00	11,023.00
014301	51310	PUBLIC WORK	SALARIES-FULL TIME	13,768.00	
014301	51330	PUBLIC WORK	OVERTIME	328.00	
014301	54300	PUBLIC WORK	REPAIRS & MAINTENANCE		14,096.00
			TOTAL	14,096.00	14,096.00
014419	56100	YOUTH & FAMILY	GENERAL SUPPLIES	148.00	
014419	58900	YOUTH & FAMILY	OTHER ITEMS	240.00	
014419	53200	YOUTH & FAMILY	PROFESSIONAL SERVICES		388.00
			TOTAL	388.00	388.00

BOARD OF SELECTMEN
TOWN HALL ROSE ROOM
AUGUST 15, 2018
MINUTES

014505	51310	PARK & REC	SALARIES-FULL TIME	2,449.00	
014505	51320	PARK & REC	SALARIES - PART TIME		2,449.00
			TOTAL	2,449.00	2,449.00
014603	58100	ECON DEVELOP	DUES & FEES	1,000.00	
014603	58110	ECON DEVELOP	MISC EXPENDITURES		1,000.00
			TOTAL	1,000.00	1,000.00
015100	52325	FRINGE BENEFITS	PENSION POLICE	15,058.00	
015100	52810	FRINGE BENEFITS	HEALTH INSURANCE		15,058.00
			TOTAL	15,058.00	15,058.00
			GRAND TOTAL	93,030.00	93,030.00

Scherban made a motion, seconded Sengle to approve the year end budget line item transfers in general government and water & hydrants totaling \$43,731.00 and send to the Board of Finance and Town Meeting. The motion was unanimously approved.

ACCOUNT	DEPARTMENT	DESCRIPTION	TO	FROM	
014199	53310	GEN GOV'T ADMIN	AUDIT/ACCOUING SERVICES	5,500.00	
014199	55400	GEN GOV'T ADMIN	ADVERTISING	3,300.00	
014199	58110	GEN GOV'T ADMIN	MISC EXPENDITURES	11,271.00	
014199	58803	GEN GOV'T ADMIN	BOARD OF ASSESSMENT APPE	62.00	
014199	53010	GEN GOV'T ADMIN	LEGAL SERVICES		16,000.00
014199	53401	GEN GOV'T ADMIN	UNION NEGOTIATOR		4,133.00
			TOTAL	20,133.00	20,133.00

BOARD OF SELECTMEN
TOWN HALL ROSE ROOM
AUGUST 15, 2018
MINUTES

014329	56270	WATER&HYDRANTS	WATER & HYDRANTS	23,598.00	
014197	58086	WATER&HYDRANTS	CONTINGENCY		23,598.00
			TOTAL	23,598.00	23,598.00
			GRAND TOTAL	43,731.00	43,731.00

Scherban made a motion, seconded Guerra to approve increasing the scope of the capital project for the Police Department 3 lease vehicles from a total budget of \$27,000 to \$27,820 to cover the full expense of the lease payment for the vehicles and send to the Board of Finance. The motion was unanimously approved.

Scherban made a motion, seconded Sengle to add agenda item #8A Executive Session - purchase and sale negotiations. The motion was unanimously approved.

CHARTER REVISION

The board continued to review the Town Charter Clinton, CT Town Manager draft beginning with Section 9.

1. Section 9-3: Change "shall" to "may"
2. Section 9-4B: Insert "/her"
3. Section 10-4B: Remove "\$20,000" and insert "50,000" and change "Town Manager" to "Town Council"

The Board of Town Manager, when requested by a Town agency and after approval of the Town Council, may make special appropriations from cash surplus or the contingency account in the amounts not to exceed in total for that Department, Office, Board, Commission or Agency twenty thousand (\$50,000) dollars in any one fiscal year. Any request which shall exceed the amount herein provided shall require a vote of the Town Meeting after the approval of the Town Council.

4. Section 10-6: Change "Town Department" to "Town Departments"
5. Ask for clarification on the Effective Date from Attorney Bennet

The board reviewed the Town Charter Clinton, CT Board of Selectmen and discussed the following changes.

6. Section 2-5: Insert "after recount"

When any regular or special Town election, primary election or referendum conducted pursuant to the provisions of the Charter results in a tie, "after recount", an adjourned election shall be conducted in accordance with the provisions of Section 9-332 of the General Statutes, as amended, to determine who shall be elected.

BOARD OF SELECTMEN
TOWN HALL ROSE ROOM
AUGUST 15, 2018
MINUTES

7. Section 3-2C: Clarification from Attorney Bennet
Is Section 9-222 of the General Statutes the correct statute for this section? Does it reflect a town council form of government?
8. Section 3-4: Clarification from Attorney Bennet
By law can Town Treasurers they be eliminated?
9. Section 3-8: Insert "who shall not be members of the same political party"
The Board of Assessment Appeals Alternates **who shall not be members of the same political party** shall consist of two (2) members, each whom shall be elected for a term of four (4) years
10. Section 3-12: Insert "and who shall not be members of the same political party"
The Board of Police Commissioner shall have two (2) alternate members who shall not be members of the same political party each of whom shall be elected for a term of four (4) years.
11. Section 4-4: Insert "Meeting"
Should the Annual Budget **Meeting** be adjourned prior to it being convened to referendum, said Meeting shall automatically reconvene in succeeding one (1) week intervals until its completion.
 - A. Clarification from Attorney Bennet
The Budget Resolutions will be submitted to the persons qualified to vote in a **town meeting** which shall take place not less than seven (7) or more than fourteen (14) days thereafter, on a day to be set by the Annual Budget Meeting. *The board questioned if it should say referendum instead of town meeting.*
12. Section 5-7: Add "Abatement and Tax Incentive Programs"
The board asked for clarification from Attorney Bennet to allow the Board of Finance to approve tax abatements.
13. Section 5-7 P. i: Remove "exceeds \$15,000" and replace it with "requires in kind or matching funds".
The approval of the Board of Finance and, if the grant **requires in kind or matching funds**, Town Meeting as otherwise provided herein; and
14. Section 6-1: Insert "/she"
The First Selectman or such other Selectmen as he/**she** may appoint shall be an ex-officio member of all Boards, Commissions, Agencies, Committees and Authorities including the Board of Education and the Board of Finance, but without the power to vote.
15. Section 7-2 C: Remove "two (2) and insert "one (1)" and insert "committee"
No one person may hold more than one (1) elected and **one (1)** appointed positions simultaneously on Boards or Commissions excluding ad hoc **committees** and subcommittees.
16. Section 7-2 D: Change "Non to No", remove "three (3)" and insert "two (2) and insert "committees".
No one person may hold more than **two (2)** appointed positions simultaneously on Boards or Commissions excluding ad hoc **committees** and subcommittees.
17. Section 7-4: Insert "Party"
Section 7-4 Minority **Party** Representation
Minority **Party** Representation shall be as specified in Chapter II of this Charter
18. Section 7-6 B: Remove "There will be no term limits for board members".
19. Section 7-7B: Insert "with no more than 2 from the same political party and"

BOARD OF SELECTMEN
TOWN HALL ROSE ROOM
AUGUST 15, 2018
MINUTES

- The Economic Development Commission shall consist of seven (7) members, and three (3) alternate members **with no more than 2 from the same political party and** all appointed to serve overlapping terms.
20. Section 7-8 A: Remove Historic District Commission under five year terms and insert them in Section 7-7 G. Historic District Commission for four year terms.
 21. Insert Section **7-9: Terms Pending Ordinance**
 - A. **The Fire Commission shall consist of (5) members and (2) alternate members all appointed to serve overlapping terms.**
 22. Section 8-6: The board asked for clarification from Attorney Bennet on appointing a Fire Marshal to serve a four (4) year term. The general statues states the Fire Marshal serves until removed for cause.
 23. Section 8-13: the board asked for clarification from Attorney Bennet if “subject to the direction of the Board of Police Commissioners.” should be removed from the charter.
 24. Section 8-15: Remove “* [Clinton's Youth and Family Services Bureau was established by ordinance; in 1991, under General Statute 17-443(a), a subsection of Section 17-443. That same year, Section 17-443 was transferred to Section 17a-39. Sections 17-443 and 17a-39 were both under the auspices of the State's Commissioner of Children and Families. Responsibility for the program was then transferred to the State's Commissioner of Education, effective July 1, 1995; Section 17a-39 was transferred to Section 10-19m in 1997. Section 10-19m is in the Department of Education Section of the General Statutes, as amended, and is encaptioned "Youth Service Bureaus. Annual Report. Regulations."]"
 25. Section 9-3: Change “shall” to “may”.
 26. Section 9-4: Change “his” to “his/her”
 27. Section 10-2 A: Insert “Board of Selectmen and the”
It shall also provide the **Board of Selectmen and the** Board of Finance with a report on the proposed capital improvements to be undertaken for the ensuing year and the following four (4) fiscal years.
 28. Section 10-4 B: Change “20,000” to “\$50,000”
 29. Ask for clarification on the Effective Date from Attorney Bennet

EXECUTIVE SESSION – PURCHASE AND SALE NEGOTIATIONS

Sengle made a motion, seconded by Scherban to enter into executive session at 10:30 am. The motion was unanimously approved. The board came out of executive session at 10:40 am. No action was taken by the board.

SELECTMEN'S REPORTS

Scherban made a motion, seconded by Sengle to table the Selectmen's Reports. The motion was unanimously approved.

ADJOURN

Scherban made a motion, seconded by Sengle and unanimously adjourned the meeting at 10:41 am.

BOARD OF SELECTMEN
TOWN HALL ROSE ROOM
AUGUST 15, 2018
MINUTES

Respectfully submitted,

Mary Schettino

What is an Economic Development Corporation (“EDCorp”)?

- An EDCorp:
 - Is an independent, non-profit, 501(c)(3) organization formed under U.S. law whose mission is to attract and retain businesses
 - Typically focused on longer-term strategic economic growth through:
 - property development
 - attracting new businesses
 - Encouraging investment in existing businesses
- EDCorp is an independent entity and answers to its Board
 - Board could have public officials on it to tie it to the Town or
 - Board could be entirely independent of the Town officials
 - Ideally, an EDCorp is directed by the Town Planner

**Initial Overview of Economic Development
Corporations (“EDC’s”)
Presented to the Clinton Board of Selectmen**

John Allen

Hank Teskey

August 15, 2018

How is an EDCorp different from and Economic Development Commission?

- Current economic development process
 - Clinton's EDC recommends actions/marketing to the BOS that may enhance economic development
 - BOS adopts strategies, puts forth town marketing initiatives, requests grants, proposes/adopts incentive programs, negotiates sale/use of town properties
 - Clinton's Planning and Zoning designates areas for economic and industrial purposes
- Possible process with EDCorp
 - Town of Clinton could leverage an EDCorp. to:
 - Independently promote the Town, apply for and receive grants
 - Work in concert with State agencies (DECD, DEEP, OPM)
 - Take title to Town land and buildings (usually environmentally challenged), get them in shovel ready condition and market them

How is EDCorp. funded?

- Deductible charitable contributions
 - Killingly EDCorp. was formed by 4 wealthy individuals contributing \$50k each to create an industrial park.
- Town Contributions
 - Hamden - EDCorp began by receiving distressed land and buildings from town (2 industrial bldgs, 7-10 abandoned homes)
 - Note: Hamden EDCorp activities now create net positive revenue to town
 - Mansfield - EDCorp. Received contributed land for a development project
- Federal/State Grants
 - There is a list of Federal Grants available which can be viewed at WWW.Beta.Sam.Gov
 - CT issues grants through several agencies, including OPM, DECD & DEEP
 - Urban Act Grants- Could be used for downtown improvement (Essex \$500k)
 - STEAP Grants –Malloy focused on emergency prep. (Killingworth \$500k)
- Proceeds from development in designated areas
 - Tax Incremental Financing

What does it an EDCorp do?

- Develop, prepare, clean up and market existing under-utilized town properties
- Encourage property owners to invest in the community
- Apply for Federal and State grants
- Improve overall in-town business environment
 - signage, streetscapes, facades etc...

Summary

Structure

- 501(c)(3) charity

Funding

- Charitable contributions
- Fed & State grants
- Transfer of under-utilized assets from Town
- Proceeds from TIF programs

Role

- Execution of an area's long-term development plan
- Receive and use donations, as well as Federal and State grants
- Market, remediate and develop under-utilized, in-town land and buildings

Next Steps

- The Clinton EDC recommends that the Clinton BOS learn more about EDCorp.'s by scheduling a presentation from:
 - Dale Kroop – Director of Hamden Economic Development Corp.
 - Elsie Bisset – Director of Killingly Economic Development Trust

