

**Board of Selectmen  
Town Hall Conference Room  
Wednesday, May 4, 2011  
Minutes**

Present: First Selectman William W. Fritz, Jr.; Selectmen, Dolly Mezzetti, Thomas Vicino, Ray Apel and Carol Walter.

The meeting was called to order at 8:00 AM

**PLEDGE OF ALLEGIANCE**

Everyone stood and pledged allegiance to the United States flag.

**VISITORS**

No one wished to speak at this time

**APPROVAL OF MINUTES – APRIL 27, 2011**

Apel made a motion, seconded by Vicino, to approve the minutes from April 27, 2011. Mezzetti abstained from voting. The motion passed.

**RESIGNATIONS AND APPOINTMENTS**

Mezzetti made a motion, seconded by Apel to reappoint John Neri (R) to the Housing Authority for a term until June 30, 2016. The motion was unanimously approved.

Mezzetti made a motion, seconded by Walter to appoint Philip Sengle (R) to an alternate seat on Planning & Zoning for an interm appointment until November 2011. The motion was unanimously approved.

Walter made a motion, seconded by Apel to appoint John Carbone (R) to an alternate seat on the Public Works Commission for a term until June 30, 2013. The motion was unanimously approved.

Walter made a motion, seconded by Apel to appoint Carl Neri (R) to Water Pollution Control Commission for a term until June 30, 2011. Walter, Apel and Fritz were in favor of the motion. Mezzetti and Vicino opposed the motion. The motion passed 3 -2.

Mezzetti made a motion, seconded by Walter to move to agenda item #7 - Executive Session. The motion was unanimously approved.

**EXECUTIVE SESSION**

Mezzetti made a motion, seconded by Walter to go into executive session at 8:08 AM and invite the members of the Board of Selectmen and John Bennet, Town Attorney. The motion was unanimously approved.

Mezzetti made a motion, seconded by Walter, to exit out of executive session at 8:25 AM. The motion was unanimously approved.

**Board of Selectmen  
Town Hall Conference Room  
Wednesday, May 4, 2011  
Minutes**

Mezzetti made a motion, seconded by Vicino, to approve the stipulation agreement granting easement for lot #10 & #21 Groveway for septic and joining the properties on the tax rolls. Mezzetti, Vicino, Apel and Fritz voted in favor of the motion. Walter abstained from voting. The motion passed 4-1.

Mezzetti made a motion, seconded by Apel to go back to agenda item #5 – Policy & Procedures for Recording & Submitting Minutes. The motion was unanimously approved.

**POLICY AND PROCEDURES FOR RECORDING & SUBMITTING MINUTES**

Currently the town doesn't have a policy and procedures manual for recording clerks. Once the policy is approved there would be a meeting scheduled with all the recording clerks to distribute and review the policy. Vicino made a motion, seconded by Apel to approve the policy and procedures manual for recording and submitting minutes. The motion was unanimously approved.

**SELECTMEN'S REPORTS**

Apel attended the emergency management meeting in Cromwell.

Vicino reported on the Bike Fest & Little League parade.

Walter said the Municipal Building Committee is having a meeting tonight at 6pm in the conference room at Town Hall. Walter asked about the plantings at the Town Dock. Peter Neff, Director of Public Works said they started this morning. The town beach building project has also started this week. There was a discussion on the parking situation on Harbor Parkway and if no parking signs should be put up. This matter is still under review.

Mezzetti said she had a comment from a resident regarding cleaning the woods in front of the Eliot Middle School. The Morgan School has scheduled a town clean up day for May 13, 2011.

Tonight is the Annual Budget Meeting to adjourn to referendum at 7:00 PM in the Green Room of the Town Hall. The budget referendum is May 11, 2011.

Fritz thanked the Fire Department for all their help with Little League opening day and thanked Pete Neff and Police Chief Lawrie for all their help with the Bike Fest.

**ADJOURN**

Mezzetti made a motion, seconded by Vicino, to adjourn the meeting. The motion was unanimously approved and the meeting was adjourned at 8:51 AM.

Respectfully submitted,

Mary Schettino  
Administrative Assistant

**Board of Selectmen  
Town Hall Conference Room  
Wednesday, May 4, 2011  
Minutes**

**POLICY AND PROCEDURES FOR RECORDING AND SUBMITTING MINUTES**

All Boards, Commissions and Committees conducting public business are subject to the following regulations concerning the taking, recording and filing of motions and approving minutes of their meetings. The following time lines are set forth in the Town Charter, Section 9-1 Meeting and Records.

1. Before January 31<sup>st</sup> of each year, all Boards, Commissions and Committees shall file a schedule of their regular meetings for the ensuing year with the Town Clerk's office.
2. Special meetings may be held if notice of such meeting is filed with the Town Clerk during normal business hours at least 24 hours prior to the meeting.
3. The votes of each member shall be recorded and made available including being filed with the Town Clerk during normal business hours, no more than forty-eight (48hrs.) after such vote. ***(This applies to any vote taken during the meeting.)***
4. Minutes of regular and special meetings shall be filed with the Town Clerk, the First Selectman and posted to the Towns web site as per Public Act 08-3 within seven (7) Business Days of the meeting to which they refer.

The following information is provided to all Boards, Commissions and Committees to help assist their Clerks in the performance of their duties as well as to inform all Chairmen of their responsibilities. It is recognized that each Board, Commission and Committee will have specific duties and tasks required of their clerk that may not appear in this guide.

**Board of Selectmen  
Town Hall Conference Room  
Wednesday, May 4, 2011  
Minutes**

**Who are required to follow these procedures?**

All Boards, Commissions and Committees listed in the Town Charter and conducting public business are subject to the following regulations concerning the taking, recording and approving motions and minutes of their meetings.

AND

**Ad Hoc Committees:**

Ad Hoc Committees are appointed by the Board of Selectmen or the Board of Education to perform a specific task as charged by the Board of Selectmen. Ad Hoc Committees are subject to all Town and State Statutes governing public meetings. Ad Hoc Committees should be named by their charge as given by the Board of Selectmen.

**Building Committees:**

Building Committees are appointed by the Board of Selectmen to perform a specific task as charged by the Board. Building committees are subject to all Town and State Statutes governing public meetings. Building Committees shall be named for the specific building project for which they were formed.

**Sub Committees:**

Sub Committees may be appointed by a Commission, Board or Committee to perform a specific task as charged in support of the appointing authority. Sub Committees are subject to all Town and State Statutes governing public meetings

**Board of Selectmen  
Town Hall Conference Room  
Wednesday, May 4, 2011  
Minutes**

Sub Committees should be named by their governing committee and their specific task. i.e. Park and Recreation Commission Field Regulation sub committee

**Workshops:**

Boards, Commissions and Committees may hold public workshops to assist in conducting their business. All Workshops are subject to all Town and State Statutes governing public meetings Workshops

**Others:**

Any group conducting public business on behalf of the Town or Board of Education is subject to all Town and State Statutes governing public meetings Workshops

**Who is responsible to ensure that these procedures are followed?**

- The Board of Selectmen
- The Chair of any Commission, Committee or Board
- All recording Administrative Assistants, Secretaries and Clerks

**Who is responsible for taking minutes and following these policies and procedures?**

- Clerks, secretaries, administrative assistants or anyone sitting on the Committee, Board or Commission in the absence of a clerk secretary or administrative assistant.

**Formatting Minutes and Agendas:**

**Board of Selectmen  
Town Hall Conference Room  
Wednesday, May 4, 2011  
Minutes**

- All minutes and agendas will be submitted as a PDF file.
- All minutes and agendas will be submitted as a file attached to an email message.
- Minutes and agendas that are submitted embedded in an e-mail will be rejected and not considered to be filed as required by State Statute.

**Clerks and Recording Secretaries**

**General Duties:**

- Update the Board, Commission or Committee roster as needed.
- Submit yearly meeting schedule to the Town Clerk no later than January 31<sup>st</sup> for the following year. It is recommended that you submit a 13 month schedule January through January.
- Reserve a meeting room through the Selectman's office for the year

**Preparing for meetings:**

- Submit the agenda to the Town Clerk at least seven (7) calendar days prior to each meeting. (Note that agendas may be modified, updated and delivered to the Town Clerks office up to 24 business hours prior to the meeting.)
- Send the agenda to all Board, Commission or Committee members 7 calendar days prior to the meeting or anytime the agenda is updated.
- Send or email all correspondence to all Board, Commission or Committee members 7 calendar days prior to the meeting date. (Information may be updated prior to meeting as needed.)
- Verify meeting location with the First Selectman's Office.

**Board of Selectmen  
Town Hall Conference Room  
Wednesday, May 4, 2011  
Minutes**

- **IF THE MEETING LOCATION IS CHANGED A NOTICE MUST** be posted on the door where the meeting was originally scheduled and on the door where the meeting is being held.
- Prepare paperwork for meeting and set aside copies for non attending members
- Verify quorum (See description below)

**Meeting:**

- Arrive 15 minutes prior to meeting
- Distribute meeting agenda (if modified)
- Distribute all correspondence received regarding agenda items
- Record minutes of meeting (See recommended practices)

**Follow up on meeting:**

- Record, **format** and verify motions and votes and submit to Town Clerk no later than 48 business hours after the adjournment of the meeting.
- Record and format minutes and send to Town Clerk within 7 business days.

**Approved and Amended Minutes Procedure**

**Filing and Reporting Agendas and Minutes:**

The following naming convention will be used when saving and filing minutes, motions, agendas or other electronic documents to the Town.

YYYY MM DD <Document Type> <Board/Comm/Committee> <Status>

Where:

YYYY is the four digit year

**Board of Selectmen  
Town Hall Conference Room  
Wednesday, May 4, 2011  
Minutes**

MM is the two digit month  
DD is the two digit day of the month  
<Document Type> is 'Agenda', 'Minutes', etc  
<Board/Comm/Committee> is the name of the Board, Commission or  
Committee  
<Status or Attachment> is 'Approved', 'Unapproved', 'Final', 'Revised', etc

Examples:

2010 05 06 Agenda P&R Commission

2010 05 06 Minutes P&R Commission Approved

**Submitting Documents Electronically:**

- ***All electronic documents shall be saved and sent to the Town Clerk and web master in the 'PDF' format. The document must be named (titled ) in the following manner:***

Date Minutes or Agenda Board, Commission or Committee name

**Example: Jan 12<sup>th</sup> 2010 Minutes Board of Finance**

**Example: Jan 12<sup>th</sup> 2010 Agenda Board of Finance**

- All Documents MUST include the name of the person who wrote and submitted the document.

**Unapproved minutes:**

All minutes are to be filed with the Town Clerk no later than 7 business days after the meeting is held. Minutes may be filed as unapproved (must be labeled unapproved). At the next regularly scheduled meeting the minutes of the previous meeting will be approved or amended.

**Approved and or amended minutes:**

**Board of Selectmen  
Town Hall Conference Room  
Wednesday, May 4, 2011  
Minutes**

Approved and or amended minutes are minutes that have been voted upon and accepted by the Board, Commission or Committee. Approved minutes do not need to be refilled with the Town Clerk's office or posted on the web site.

**Legal Notice Procedures:**

All requests for legal notice publication other than Land Use will be submitted to the office of First Selectman.

**Preparing for taping of meetings:**

Certain Boards and Commissions tape their meetings to ensure that a clear and accurate record of what was presented is available for members who are absent from the meeting to listen to.

**Posting Agendas and Minutes to Town Web Site:**

All agendas, motions and minutes will be submitted to the following using the guidelines established in this documents. You are required to submit your documents in an electronic form via email.

To the Town Clerks Office - [TownClerk@clintonct.org](mailto:TownClerk@clintonct.org)

To the Webmaster - [afriday@clintonct.org](mailto:afriday@clintonct.org)

To the Office of First Selectman - [FirstSelectman@clintonct.org](mailto:FirstSelectman@clintonct.org)

**Board of Selectmen  
Town Hall Conference Room  
Wednesday, May 4, 2011  
Minutes**

## **Recommended Minutes Template and Practices**

### **General:**

- Note location, date and time the meeting started
- Perform role call and note attendance
- Review and approve minutes of the previous meeting

### **Motions:**

- Record motions as stated and note who made the motion, or . Clarify the motion by reading the motion back. Make corrections if needed.
- Record who seconded the motion.
- Record who voted and their vote on the motion.

### **Minutes:**

1. Use the meeting agenda as an outline for the minutes
2. Remember that meeting minutes are for future and outside readers as much as they are for the people present. Make sure whatever you write down will be clear to people coming into the process at a later time.
3. Be succinct. Rather than writing each word that everyone says, capture just the highlights. Avoid a "he said/she said" style. Instead, use general comments like "a ten-minute discussion followed after which a vote was taken."
4. List specific outcomes and important actions such as motions and votes.
5. New business or future meetings should be listed separately and perhaps bolded to catch the readers' attention.

**Board of Selectmen  
Town Hall Conference Room  
Wednesday, May 4, 2011  
Minutes**

6. Be objective. Write in the same tense throughout and avoid using people's names except for motions or seconds. This is a business document, it is not necessary to record who said what.
7. Avoid inflammatory or personal observations. The fewer adjectives or adverbs you use, the better. Dull writing is the key to appropriate minutes.
8. If you need to refer to other documents, attach them in an appendix or indicate where they may be found. Don't rewrite their intent or try to summarize them.
9. Make a note of issues that were tabled until future meetings; this will serve as an important reminder to the board of things that still need to be done.
10. After the meeting ends, write a meeting report from your notes. Depending on your organization's protocol, you may wish to send a draft to all committee members or just the chair for review and feedback. When you receive corrections, make them promptly, distribute the final copy of meeting minutes to all who attended as well as absentees, and file copies with the Town Clerk no later than 7 business days after the meeting. At the bottom of the last page of the minutes, your name should appear with the proper designation.

**AGENDA TEMPLATE:**

**REGULARLY SCHEDULE MEETINGS**

1. Call the meeting to order
2. Review and approve minutes of the previous meeting
3. Correspondence
4. Request comments or concerns from the public (optional)
5. Business of the meeting( A list of specific items to be discussed)

**Board of Selectmen  
Town Hall Conference Room  
Wednesday, May 4, 2011  
Minutes**

6. Old Business (Items discussed , reviewed or Tabled from previous meetings at a regularly schedule meeting)
7. New Business ( May be placed on the agenda at a regularly scheduled meeting)
8. Subcommittee or individual reports to the members
9. Adjournment

**SPECIAL MEETING AGENDA TEMPLATE:**

1. Call the meeting to order
2. List members present
3. Correspondence
4. Business of the meeting( A list of specific items to be discussed)
5. Adjournment

**Terms:**

- Business days: only days when the Town business is normally conducted. Monday through Friday at noon. Saturdays, Sundays and Holidays do not count.
- Roberts Rules of Order.
- Quorum: In order for a meeting to be held where business is conducted and votes taken there must be a Quorum (majority) of the committee present.

Committee Size  
needed)

Quorum (number of members

5

3

6

4

**Board of Selectmen  
Town Hall Conference Room  
Wednesday, May 4, 2011  
Minutes**

7	4
8	5
9	5

**Board of Selectmen  
Town Hall Conference Room  
Wednesday, May 4, 2011  
Minutes**

DOCKET NO: MMX CV 10-6002634  
MARY PETRILLO  
VS.  
TOWN OF CLINTON

SUPERIOR COURT  
J.D. OF MIDDLESEX  
AT MIDDLETOWN  
APRIL ,2011

**STIPULATED JUDGMENT**

The parties in the above captioned matter hereby stipulate and agree that the following Order may enter.

The Defendant (herein after Town) will grant to the plaintiff (herein after "Petrillo") a permanent and perpetual easement across the Town of Clinton's property comprising a section of a street and known as Groveway as shown on a map entitled "site plan of #1 0 and #21 Groveway, Clinton Ct, dated September 9, 2009 prepared for Mary Petrillo" which map is to be recorded on the Land Records of the Town of Clinton. Said permanent easement is more particularly bounded and described as follows:

BEGINNING at the northwest comer of #21 Groveway, thence running S 84°48'10" E, a distance of 25.44' to point of beginning of Easement. Thence running N 01 °44'30" W, a distance of 33'± to a point, thence turning N .84048'10" W, 'a distance of 10.00' along front properly line of#21 Groveway to point of beginning. Total Area = 330SF ±.

Also together with all rights and benefits necessary or convenient for the full enjoyment or use of the rights herein granted.

Said easement is for the sole purpose of constructing, using, maintaining, repairing and operating a sanitary sewer main for the purpose of conveying sanitary sewerage from one lot to the septic system on the other lot. The said easement will be granted subject to the requirement that the Petrillo, her successors and assigns, provide 10 days notice the Town before undertaking any work in the public street and further that the holder of this easement, their contractors or employees, will comply with all regulations regarding safety, excavation in a street

**Board of Selectmen  
Town Hall Conference Room  
Wednesday, May 4, 2011  
Minutes**

and restoration of the roadway and compliance with Town standards and regulations for such excavation and restoration.

Petrillo, her successors and assigns, by her acceptance hereof, agrees for herself, her, successors and assigns that promptly following the completion of any work that may be done by it m connection with the rights herein granted, to restore the land and roadway within said easements to as nearly its pre-existing condition as is possible; commensurate with the above provided use for the land and to similarly restore the land' at any time that it is necessary to disturb the surface thereof in connection with servicing, repairing or replacing said sewer line to substantially as good condition as the same may be, and immediately prior to the .beginning of such work; provided nothing shall require the grantee to replace any trees which may have been damaged or destroyed.

The right is reserved to the Town, its successors and assigns to continue to use the land within which the aforesaid easements have been granted for a public street and. any uses or purposes which are commensurate with the use thereof by Petrillo, her successors and assigns, and fulfilling the purposes which these easements are granted .

All the foregoing rights, title and privileges may be sold, leased, assigned, pledged and mortgaged in whole. Petrillo, her successors and assigns, by acceptance of this stipulation agrees, and it is hereby ordered, that lots number 21 Groveway and 10 Groveway will be merged on the tax rolls and will not be subdivided or separately conveyed unless and until such time as a public sanitary sewer line is available to serve for both properties separately and they are otherwise in compliance with state and local regulations

James W. Shea  
Counsel for the Plaintiff

John S. Bennet  
Counsel for the Defendant