

BOARD OF SELECTMEN'S
Regular Meeting

Wednesday, December 4, 2013
7:30 PM - Town Hall

Present: First Selectman George R. Temple, Jeffrey Haney, David McKane, Joanne Pelton, Administrative Assistant

First Selectman George R. Temple opened the meeting at 7:34 PM. The Boy Scouts from Troup 1 led the Pledge of Allegiance.

First Selectman George R. Temple introduced the Board of Selectmen.

Acceptance of Minutes

MOTION:

Jeff Haney moved to approve the 11/20/13 Regular Meeting minutes as presented. This was seconded by David McKane.

Discussion: Dave McKane noted on the first page, under item 2. Hire Two Part-Time Public Works Employees, he recused himself, the 1 Abstention should be removed. On page 10 of the minutes, under item 17, Hire Two Part-Time Public Works Employees, Dave McKane recused himself; the 1 Abstention should be removed. On page 5, item 5. Re-Appoint/Appoint Town Counsel, should include "at a pay rate of \$160 per hour."

Dave McKane moved to approve the 11/20/13 Regular Meeting minutes as corrected. This was seconded by George Temple. All 3 Ayes. Motion carries.

Amendment of Agenda

1. Planning & Zoning Commission Transfer Request.

MOTION:

Jeff Haney moved to amend the agenda to add Planning & Zoning Commission Transfer Request as Item #7 under New Business. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

2. Elderly Commission Re-Appointments

MOTION:

Jeff Haney moved to amend the agenda to add Elderly Commission Re-Appointments under Appointments. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

3. Approve Town Website Contract

Jeff Haney moved to amend the agenda to add Approve Town Website Contract as Item #8 under New Business. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

APPOINTMENTS

1. Board of Ethics – Appoint Susan Decker

MOTION:

Dave McKane moved to re-appoint Susan Decker, of 21 Still Road, to the Board of Ethics with a term to commence immediately and expire on 12/31/16. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

2. Quaker Farms Fire Company 2014 Chief – Re-Appoint Andrew Coy

MOTION:

Dave McKane moved to re-appoint Andrew Coy as Quaker Farms Fire Company's Chief for 2014 as presented and recommended in their letter dated 11/22/13. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

Discussion: We appointed the other two Chiefs last month, but didn't have the letter at that time to re-appoint Andrew Coy.

3. Tetlak Park Fields Committee – Appoint Jim Husar and Eric Scheurich

MOTION:

Jeff Haney moved to appoint James Husar, of 28 Reality Road, and Eric Scheurich, of 49 Pisgah Road, both to the Tetlak Parks Fields Committee. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

Discussion: They are both very much involved with children's sports.

4. Elderly Commission Re-Appointments

MOTION:

Dave McKane moved to re-appoint Jean Brown, of 92 Captain Wooster Road, Thomas Giacchi, of 311 Spruce Hill Drive, and Fred Schaub, of 22 Oakwood Drive, all to the Elderly Commission with terms to commence immediately and expire on 12/31/16; as presented and recommended by the Commission in their letter dated 12/4/13. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

AUDIENCE OF CITIZENS

None.

NEW BUSINESS:

1. Boy Scout Troop 1 Ornament Presentation

Boy Scout Troop 1 Leader and members all introduced themselves to the Board of Selectmen. A picture was taken in front of the American Flag with the members of the Board of Selectmen. Ben Bassett of 30 Old Farm Road, presented First Selectman George Temple an Oxford Christmas ornament that the Boy Scout Troop 1 will be selling. Wendy Enderson designed it, and the ornament is made of pewter. Troup I will be selling these ornaments and Christmas trees in the parking lot of Fritz's Restaurant.

The ornament will also be sold at various local businesses. First Selectman George Temple invited the Boy Scout Troop 1 to come to the annual Tree Lighting on Friday evening and he will make an announcement that the Boy Scouts will be selling these ornaments. People can purchase the ornament for \$8.00.

2. Appoint Town Engineer

MOTION:

Dave McKane moved to remove this matter from the table. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

MOTION:

Jeff Haney moved to appoint Brian Nesteriak P.E., L.S., of B&B Engineering located at 39 New Haven Road in Seymour, as the Town Engineer, with a term to commence immediately and expire on 11/17/15, at a pay rate of \$60.00 per hour. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

Discussion: First Selectman noted that Brian Nesteriak and Nafis & Young will complement each other, and they both worked on the Center School project and did a

great job. He would like to see Nafis & Young Engineers Inc. freed up to work on land use.

3. Appoint Land Use Engineer

MOTION:

Jeff Haney moved to appoint Jim Galligan, P.E., of Nafis & Young Engineers, Inc. located at 1355 Middletown Avenue in Northford, as the Land Use Engineer, with a term to commence immediately and expire on 11/17/15, at a pay rate of \$60.00 per hour. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

Discussion: The \$60 rate is very low, and Nafis & Young is a very good choice.

4. Oxford Housing Authority Clerk – Hire Marni Soss

MOTION:

Dave McKane moved to hire Marni Soss, of 50 Ancient Highway, as the Oxford Housing Authority Clerk beginning Monday, December 9, 2013 and at a pay rate of \$15.05 per hour. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

Discussion: Marni Soss was the Board of Selectmen Clerk for a while and did a good job. First Selectman George Temple is curious about the pay rate; Jeff Haney had made the decision on the rate.

5. Recycling Incentive Grant Resolution – Approve and Authorize First Selectman to Sign

MOTION:

Jeff Haney moved to approve the following Recycling Incentive Grant Resolution and authorize the First Selectman to sign; as presented and recommended by the Grant Writer in her letter dated 12/2/13:

NOW THEREFORE BE IT RESOLVED the Board of Selectmen of the Town of Oxford on Wednesday, December 4, 2013 approve and adopts the following resolution:

1. Authorizes submission of the grant application for the 2014 Recycling Incentive Grants for Municipalities and Regions program for the construction and establishment of an Oxford Swap Shop at the Public Works property. 2. That the filing of an application by the Town of Oxford in an amount of \$50,000.00 is hereby approved and that the Oxford First Selectman, George R. Temple is directed to execute and file such application with the Connecticut Department of Energy and Environmental Protection and to provide such information, to execute such other documents as may be required, to execute an Assistant Agreement with the representative of the Town of Oxford.

This was seconded by First Selectman George Temple. All 3 Ayes. Motion carries.

Discussion: Kathleen O'Neil, the Grant Writer, explained that the grant through the Department of Energy and Environmental Protection Agency is to reduce bulk waste that towns have. One way to reduce it is to have a "Swap Shop." For example, items such as desks, lamps, tables, etc. that people do not want, can put these items into a swap shop and can be picked up by other's who might need those items instead of throwing into the containers. The facility will be open with shelves and volunteers will run it. There are funds available through the State that would allow us to build something to house this at the Recycling Center. We can also say the application by the Town of Oxford is for an amount "up to" \$50,000.

First Selectman Temple would rather see people put items to use rather than throwing them away. It would not involve Public Works personnel. He noted that safety is his main concern. If Public Works is for it, we would need to put it far away on the top of the hill for the safety of everyone, before we can make a commitment to it.

Kathleen O'Neil discussed the grant deadline is 12/16/13. Before the Board of Selectmen decides, they will have another discussion on this matter. Kathleen O'Neil received the go ahead with the grant. Dave McKane noted that this subject was discussed several months ago and the liability issue, safety issue, and space are all major concerns, along with hours of operation. Discussion ensued regarding who is responsible if someone gets injured. Our town is insured and there are immunity clauses and several statutes for the town to be less liable. This needs to be looked into. Currently the Public Works department does put items aside that people take, and if not, the items go into the containers. All were in favor to submit the grant.

6. Assistance to the Firefighters Grant Resolution – Approve and Authorize the First Selectman to Sign

MOTION:

Jeff Haney moved to approve the following Assistance to the Firefighters Grant Resolution and authorize the First Selectman to sign; as presented and recommended by the Grant Writer in her letter dated 12/2/13:

RESOLVED, that the Oxford Board of Selectmen may enter into with and deliver to the Federal Emergency Management Agency (FEMA), any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that George R. Temple, as First Selectman of the Oxford Board of Selectmen, is authorized and directed to execute and deliver any and all documents on behalf of the Oxford Board of Selectmen and to do and perform all acts and things which

he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

This was seconded by Dave McKane. All 3 Ayes. Motion carries.

Discussion: Kathleen O'Neil is working with Scott Peletier to write a grant for SBCA portable masks and oxygen carriers. These units have a beacon that can find a fire fighter. We had previously received a grant for almost \$400,000 for turnout gear for our firemen.

7. Planning & Zoning Commission Transfer Request

MOTION:

Jeff Haney moved to approve the following Planning & Zoning Commission transfer request as presented and requested in their letter dated 12/2/13:

TO:	Planning & Zoning Contracted Services	5430-570-0133	\$8,000.00
FROM:	Finance Contingency	5320-560-5320	\$8,000.00

This was seconded by Dave McKane. All 3 Ayes. Motion carries. This matter will be forwarded to the Board of Finance.

Discussion: Question was raised as to how much was left in the contingency fund. No one present knew the exact amount. Applications for Planning and Zoning were low last year, and the prior commission did not ask for enough money to cover the requirement for this year. We have used \$4760 of the \$5000 budgeted.

8. Approve Town Website Contract

MOTION:

Jeff Haney moved to approve Virtual Town Hall Holdings, LLC, of 4 Clock Tower Place, Suite 400 in Maynard, MA, as the Town's Website provider, for a period of three (3) years with an option to automatically renew, and to approve the License & Service Agreement between the Town of Oxford and Virtual Town Hall Holdings, LLC as presented and to authorize the First Selectman to sign said agreement, and is subject to review and approval of the Town Council. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

Discussion: First Selectman George Temple asked Joe Rasberry to explain the need to update the town website. Currently the system in place is very restrictive, and the town is unable to update the site. With this new company, they are strictly a government website,

and have over 40 companies in Connecticut that utilize their services. If we want to make changes, for instance when a major storm is coming, we would be able to update our front page of the website with information about the storm; we will no longer have to ask for a redesign. The Town Clerk is 100% behind this, and it would allow the town to put up a virtual tour of Oxford, or to have a slide show. The Website committee will decide first what changes need to be made. The cost is \$5995, a one-time fee for setup of our project. Thereafter, the annual cost is \$2,750 for hosting and support for the town website. This agreement is for a three-year period and is renewed each year thereafter. If we wanted to have an additional sub-site, for example, Parks and Recreation or Economic Development, there would be an additional charge of \$500 per year to add that sub-site with no charge to the annual service costs. A discussion ensued regarding additional support users. Under this agreement, we will have 3 support users. If we go over that amount, there is an additional charge of \$150.

Town Council will review the agreement, and meet with Joe Rasberry and the representative from Virtual Town Hall Holdings, LLC to go over the agreement. All are in favor subject to approval from Town Council.

Report of First Selectman

The State of Connecticut will be upgrading the guardrails on Route 67.

There was a forum at Christ Church regarding children's safety in the Town of Oxford. There were very positive results in raising the town's awareness. First Selectman Temple met with the Superintendent of Schools and we received a \$140,000 grant to reimburse initiatives for security at the town schools. We will need to set priorities for items we want to put in. The funds will be coming into the General Fund, but First Selectman George Temple would like to put it back into the schools for security for our children.

Center School has installed security cameras, and it will now be uniform for all the schools. First Selectman Temple has been meeting with the Police Department and the Superintendent of Schools to make safety a priority. The Police Department will be stepping up enforcement on traffic violations also.

Oxford will be raising funds for a child to have an organ transplant. The first event will be at the Tree Lighting this Friday, December 6, where there will be a "Tree of Hope" for Chelsea. People can purchase an ornament for this tree, to help defray the costs involved with going to Pittsburgh for the transplant, and recovery period after the surgery.

Fire Prevention Week was held, and the Board would like to thank the Fire Chiefs and everyone involved who helped raise awareness for fire prevention. Programs were held at the schools in Oxford, and the children really got the message about fire prevention.

First Selectman Temple wanted to thank the Public Works Department who helped put the gate on the Von Wetburg driveway.

Oxford Wolverines won the football game against Seymour, and there is a picture in the "Patch" of the First Selectman of Seymour wearing the Oxford football jersey.

Sometimes High School rivalries can get wild, but both of our towns have class, and good sportsmanship.

AUDIENCE OF CITIZENS

None.

Jeff Haney moved to adjourn the meeting at 8:32 p.m. This was seconded by Dave McKane. All 3 Ayes. Motion carries.

Respectfully submitted by,

A handwritten signature in cursive script, reading "Lynda Romanowski". The signature is written in dark ink and is positioned below the text "Respectfully submitted by,".

Lynda Romanowski
Board of Selectmen Clerk



License & Service Agreement

Date: December 4, 2013
Client: Town of Oxford, CT
Address: 486 Oxford Road, Oxford, CT 06478
Key Contact: Joe Rasberry
Phone: (203) 881-3100

Virtual Town Hall Holdings, LLC, d/b/a Virtual Towns & Schools (VTS) will provide the services as outlined in Exhibit A, attached.

Terms of Agreement

1. This agreement shall be for a three (3) year period and shall then renew automatically, year-to-year, unless terminated by either party.
2. After the initial term, either party may terminate the Annual Support and Hosting Services by providing the other party with at least 60 days written notice prior to the renewal date.
3. Client may terminate this agreement at any time if VTS is found in default of any obligation defined within this agreement which has not been cured within thirty days after receipt of written notice of such default.

Intellectual Property & Ownership

4. This agreement is not a sale of the VTS Content Management System (CMS) and its associated applications and modules. VTS provides a right of use to the client during the period of this agreement. Rights are non-transferable.
5. The Client will own the graphic designs and web content that are incorporated into the CMS; ownership assumes all invoices for development have been paid by the Client.
6. Upon termination of this agreement, Client may request a complimentary electronic copy on CD of the web content.
7. Regarding the VTS CMS, Client may not: a). license, sublicense or in any way commercially exploit or make it available to any third party, b). make derivative works based upon it, c). reverse engineer or access it in order to build a similar product, copy features or functions, or share it with third parties.

Keeping You Ahead of Rising Expectations

8. The VTS name, the VTS logo, and the products and modules associated with these services provided are trademarks of VTS, and no right or license is granted to use them.

Billing & Payment Terms

9. The contract includes two types of costs: one-time charges for design/development and annual charges for hosting/maintenance/support. One-time charges are billed in two 50% payments: initial 50% upon execution of this agreement and the final 50% upon completion of user training. Terms are Net 30 days.
10. The Client shall only pay those expenses which are specifically defined in this agreement or defined in writing and approved as an addendum to this agreement.
11. If future funding cannot be obtained to continue Annual Hosting & Support Services, this agreement may be terminated immediately upon written notice by the Client to VTS. Any outstanding invoices or future planned billing for the initial Design & Development Fees will remain the responsibility of the Client and immediately due to VTS.
12. If the Client's account exceeds 90 days past due, the web service may be temporarily removed from service until the Client's account is made current. Client will be given 30 days notice prior to any removal of the website for non-payment.

Marketing

13. Client agrees to allow VTS to place a small link at the bottom of their webpages titled "Virtual Towns & Schools Website".
14. Client agrees to allow VTS to include a reference(s) to the Client's website on the VTS corporate website. This may include a mention of the Client, a picture of the Client's home page, and/or a case study of the Client's project.

Indemnification

15. To the extent allowed by law, VTS agrees to indemnify and hold Client harmless from any and all claims for bodily injury, death, personal injury and property damage and for any other expenses (including attorney's fees) which arise out of services provided by VTS occasioned by the negligence, errors, or other wrongful act or omission of VTS employees, agents, or volunteers.
16. To the extent allowed by law, Client agrees to indemnify and hold VTS harmless from any loss, damage, cost or expense that may incur as a result of the negligence or willful misconduct of Client in connection with its performance or failure of performance hereunder or from any claim that Client's performance hereunder violates or is contrary to any banking or related law or regulation.

Force Majeure

17. Neither party will be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such causes may include, but not be limited to, acts of God or the public enemy, freight embargoes, power outages, and unusually severe weather; but the failure or delay must be beyond its control and without its fault or negligence.

Town of Oxford, CT

Annual Charges: Support & Hosting Services

Hosting

- Secure Hosting in Time Warner Data Center
- Shared Web/SQL Server
- Redundant ISP
- 24/7 Monitored Facility
- Redundant Power Supplies with Backup Generator
- Daily Backups
- 99.999% Uptime
- Intrusion Detection & Prevention

Support

- 24/7 Emergency Support
- 3 Designated Support Users
- Unlimited User Support, 9 am to 5 pm, Monday – Friday
- Personnel Dedicated Solely to User Support
- Same Day Response (24 Hour Window)
- Online Training Documentation
- Monthly User Tutorials

CMS Application & Modules

- Annual CMS Usage License
- Periodic CMS Upgrades
- Core Drupal Upgrades, as Applicable
- Periodic Module Upgrades
- Install Service Patches, as Applicable

Total Annual Cost:

\$2,750

Cost per Each Additional Supported User: \$150 per year

* Annual expense is a 12 month charge commencing on initial GO Live date; expense will be pro-rated to match fiscal year.

New Content Management System: Core Features & Functionalities

Content Management	Content Management	Constituent Communications
Minutes & Agendas Management	'Review on' Dating	Email Notifications (E-Subscriber)
Schedule Publishing	Schedule Expiration Dates	SMS Text Notifications
WebForms Module	Versioning	RSS Feeds
Unpublish/Archive Content	Embed Video	Twitter Integration
Taxonomy (Auto Cross-Link)	Online File Center	Service Requests Forms
WYSIWYG Editor	Quick Links	"Share This Page"
Dept/Board Specific Calendars	Protected Email Addresses	Ask the Selectmen/Council
Calendar/Agenda Integration	FAQs	Urgent Alert Banners
File Uploads	Audit Trail/History Log	Jobs Postings
Robust Search Engine	Dynamic Breadcrumbs	RFP Postings
Auto Cascading Menus	Content Previewing	Two-Way Blogging
Dept/Board Specific News Modules	CAPTCHA Visitor Authentication	Private Comment Forms
Persistent Navigation	Printer Friendly Pages	Mobile Version for Hand-Helds
Design	Image	Administrative
Rotating Mastheads	Image Editor	User Roles & Permission Levels
Dynamic News Modules	Photo Gallery	Traffic Analytics
Urgent News Banners	Slide Shows	Broken Links
Upcoming Meetings Module	Captioning/ALT Text	Domain Name Management
Blended Seasonal Mastheads	Rotating Department Images	Quality Assurance Reports
Cascading Navigation	Image Administration	Complete User History
Multiple Navigation Schemes	Rotating Bulletin Boards	Board Membership Database
WCAG Accessibility Compliant	Text Magnification Options	Page Standardizations

Town of Oxford, CT
Exhibit A
One Time Charges: Design & Development

Cost:

Phase 1: Website Design

- On-site Strategic Design Meeting
- Create Site Homepage Design & Layout
- Create Subpage Design & Layout
- Modify Design with Client Input until Approved

Phase 2: Site Implementation

- Identify Global Navigation, Cascading Navigation & Related Links
- Implement Design within VTS Content Management System
- Create Department/Board Home Pages
- Load VTS Departmental "Best Practices"

Phase 3: Content Development *

- One Day of On-site Department Planning Meetings
- Implementation of Department-Specific Requested Modules
- Migrate All Existing Web Pages as Identified by Client *
- Create All New Pages to Support New Content Developed by Client

Phase 4: User Training

- One Day on On-Site User Training Sessions, including Separate Sessions for Site Administrator and Group Admins

Phase 5: Website Deployment

- Final Site Review and Link Checking
- Install & Activate Related Modules
- DNS Activities
- Assistance in Marketing Your New Site to the Community

Total "One-Time" Charges for Project:

\$5,995

(1) One time costs will be evenly spread over 3 fiscal years

* (2) All content provided by client during implementation must be in mutually agreed electronic form.

(3) Additional "Sub-Sites" – EDC, Park & Rec, etc (One-Time = \$500/sub-site) with no change to Annual Services Costs. Subsites can also have their own URLs pointing directly to their department homepage.

Miscellaneous

18. At all times and for all purposes hereunder, VTS is an independent contractor and not an employee of the Client.
19. Any and all modifications of the services and/or terms of this agreement, shall be accomplished by an amendment, which must be approved in writing by both parties.
20. This agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

Town of Oxford, CT
486 Oxford Road
Oxford, CT 06478

Virtual Town Hall Holdings, LLC
4 Clock Tower Place, Suite 400
Maynard, MA 01754

(Signature) (Date)

Millard Rose
President

Name

(Date)

Title

13 DEC -9 PM 5:19
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK