

**Board of Selectmen's  
Regular Meeting**

**Wednesday, April 19, 2017**  
**7:30 PM - Town Hall**

The meeting was called to order by First Selectman George Temple at 7:31 p.m. and the Pledge of Allegiance was recited.

Present: First Selectman George Temple, Selectman Jeff Haney, Selectman Kathy Johnson, Joanne Pelton, Administrative Assistant.

**ACCEPTANCE OF MINUTES**

**1. 4/5/17 Regular Meeting**

**MOTION:**

Jeff Haney moved to approve the 4/5/17 Regular Meeting minutes as presented. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

**AMENDMENT OF AGENDA**

1. Connecticut State Library Targeted Grant FY 2018 – Approve and Authorize First Selectman to Sign.

**MOTION:**

Jeff Haney moved to approve the agenda to add Connecticut State Library Targeted Grant FY 2018 – Approve and Authorize First Selectman to sign as Item #9. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

2. Belinsky Subdivision Driveway Variance Request – Approve

**MOTION:**

Jeff Haney moved to approve the agenda to add Belinsky Subdivision Driveway Variance Request – Approve as Item #10 and move Report of First Selectman to Item 11. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

**3. Rescind Planning & Zoning Commission Alternate Re-Appointment**

**MOTION:**

Jeff Haney moved to approve the agenda to add Rescind Planning & Zoning Commission Alternate Re-Appointment under Appointments. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

**APPOINTMENTS:**

**1. Rescind Planning & Zoning Commission Alternate Re-Appointment**

**MOTION:**

Jeff Haney moved to rescind the Planning & Zoning Commission Alternate Re-Appointment of Edward Rowland made at the 4/5/17 meeting as there are already three (3) alternates with terms that commenced 1/1/16 and will expire 12/31/17. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

Discussion: Mr. Rowland is a good citizen and we just had too many. If we have an opening, he will be the first one contacted. The three alternates are John Kerwin, Pete Zbras, and Mckenzie Macchio.

**New Business**

**1. Crestview Ridge Resident Concerns**

Discussion: Several of the Crestview Ridge Residents came to express their concerns about Crestview Ridge. 1) The chair lift is always out of order. They asked if there was a grant that could help with this issue; 2) Laundry facility – there is one washer and dryer on the bottom floor and one on the 3<sup>rd</sup> floor which is not enough facilities for 34 families, along with the machines being always dirty. 3) We were interviewing a new company for the laundry facility, and suddenly we are using the same company. The contract has a clause that states we have to give written notice before the contract was up, otherwise it would become an automatic renewal of five years; 4) Bed bug problem notification; and 5) landscaping/snow removal sub-contractor.

First Selectman George Temple addressed each of these concerns. He will be having a meeting with the Seymour Housing Authority and their attorney on April 24<sup>th</sup>. He invited all those present to attend this meeting and Joanne Pelton will notify them of the time and place. First Selectman Temple understands this and it is more of a management problem, and knows that Oxford has to be considerate of their needs. First Selectman Temple asked for a copy of the contract for the laundry service for review. Kathy Johnson stated she understands their needs and will be an advocate for them and nag First Selectman

Temple until something is done. First Selectman Temple would like someone from Oxford to manage it. First Selectman Temple will also look into the bug situation. He did encourage everyone to come to the meeting with the Seymour Housing Authority to also express their concerns.

First Selectman George Temple called a 5 minute recess at 7:55 p.m.  
The meeting was called back to order at 7:58 p.m.

2. **Homeowners Tax Relieve Program for 2016 Grand List**

**MOTION:**

Jeff Haney moved to approve the Homeowners Town Benefit Income Guideline for the 2016 Grand List at a cap of \$45,899 for unmarried and \$45,899 for married; with an eligibility age requirement of 65 or proof of total disability, as presented by the Tax Assessor in her letter dated 4/4/17. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

3. **Oxford Center Fire Company Use of Town Hall Parking Lot Request**

**MOTION:**

Jeff Haney moved to approve the use of the Town Hall parking lot between the hours of 2:00 PM to 9:00 PM on Saturday, July 22, 2017 (rain date of July 23, 2017) for spectator parking during a Car Cruise Fundraiser event which is being held at the Oxford Center Firehouse. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

4. **Approve New Middle School Project Architect Contract and Authorize the First Selectman to sign.**

**MOTION:**

Jeff Haney moved to approve the New Middle School Project Architect Contract and authorize the First Selectman to sign. This was seconded by Kathy Johnson.

**MOTION:**

Jeff Haney moved to amend the motion to approve the New Middle School Project Architect Contract and authorize the First Selectman to sign subject to the Town's Attorney review and authorization. . This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

Discussion: First Selectman Temple is interested in the Liability and would like to have the Town Attorney review it.

5. **FY 2016-2017 Transfer Requests**

**MOTION:**

Jeff Haney moved to approve the FY 2016-2017 Transfer Requests as presented by the Finance Director in his letter dated 4/19/17. This was seconded by Kathy Johnson.

Discussion: First Selectman George Temple called for Jim Hliva to be called into this meeting for his explanation of the transfer requests before approving this. Jim Hliva reviewed items #9, 10, and 11, regarding the ambulance. The Ambulance is taking monies out of their operating budget to come up with the whole purchase price difference for the new ambulance. For Item #6 under the Library, this was for the trouble they had with the plumbing downstairs and had to install hand driers, so the toilets would not keep backing up and having the plumber keep coming back. Under Item #12, it should read "dues". For item #8, Elderly Commission was for the Senior Center, when mice got into the light poles and ate the wires and they had to do underground wiring so this would not happen again.

All 3 Ayes. Motion carries.

6. **Award Catch Basin Cleaning**

**MOTION:**

Jeff Haney moved to award the Catch Basin Cleaning Bid to Shaw Vac Services, LLC, of 4 Lois Avenue in Plantsville, for \$24.80 per catch basin and \$100.00 per swirl tank as presented in their bid and as recommended by the Road Foreman. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

Discussion: This was the same company the town used last year.

7. **Approve Financial Accounts Authorization Resolution and Authorize First Selectman to Sign**

**MOTION:**

Jeff Haney moved to approve the following Financial Accounts Authorization Resolution and to authorize the First Selectman to sign:

**Be it resolved**, that the following named persons are authorized by the Town of Oxford for the opening and closing of Bank Accounts for the Town of Oxford and they will act as signors on all Town of Oxford checks with the exception of the Board of Education:

George R. Temple	First Selectman
Jeffrey J. Haney, Sr.	Selectman
Kathy Johnson	Selectman
Michael F. Angelini, Sr.	Treasurer

**Be it further resolved,** that two Selectmen and either the Treasurer or Deputy Treasurer be required to sign or use a facsimile signature each check

Discussion: Strike out the sentence “be it further resolved, that the Deputy Treasurer be added to this list upon appointment.” The Deputy Treasurer is Vincent Politis.

**MOTION:**

Jeff Haney moved to amend the motion and strike out the sentence “~~Be it further resolved, that the Deputy Treasurer be added to this list upon appointment,~~” and add Vincent Politis to the list as Deputy Treasurer.

**Be it further resolved,** that two Selectmen and either the Treasurer or Deputy Treasurer be required to sign or use a facsimile signature each check

This Resolution shall be in full force and effect until such time that any of the approved signors cease to be officials for the Town of Oxford in the above notated capacity.

This was seconded by Kathy Johnson.

Discussion: First Selectman Temple thought we only needed two people to sign. The Town opened a new account with Newtown Savings and needed a new resolution that everything is approved by the Board of Selectmen. The one in place was never updated so this will remove David McKane’s name, and add Kathy Johnson.

**8. Emergency Medical Services Ordinance – Discuss with Possible Action**

First Selectman George Temple stated that since the Town Attorney is not here, he will not discuss the rough draft for this but gave a recap of some of the new procedures. Jeff Haney and Kathy Johnson will have a week to review all of the material before the next meeting, and then the ordinance will be passed on to the Town for voting.

**9. Connecticut State Library Targeted Grant FY 2018 – Approve and Authorize First Selectman to Sign**

**MOTION:**

Jeff Haney moved to approve Connecticut State Library Targeted Grant FY 2018 as presented and recommended by the Town Clerk and authorize First Selectman to sign. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

Discussion: This will allow the Town Clerk to have everything recorded back to 1971, in the land records, and will be much more efficient for the town. This will be funded by grants.

10. **Belinsky Subdivision Driveway Variance Request – Approve**

**MOTION:**

Jeff Haney moved to approve the Driveway Variance Request for Belinsky Subdivision and to request input and recommendations from the Planning & Zoning Commission, Driveway Enforcement Officer, Town Engineer, Conservation Commission/Inland Wetlands Agency and Town Counsel with regards to hardship, practicability, safety, functionality and the necessity for Restrictive Covenants, if any. This was seconded by Kathy Johnson.

**MOTION:**

First Selectman George Temple changed the motion to read approve the Driveway Variance Request for Belinsky Subdivision and *subject to* recommendations from the Planning & Zoning Commission, Driveway Enforcement Officer, Town Engineer, Conservation Commission/Inland Wetlands Agency and Town Counsel with regards to hardship, practicability, safety, functionality and the necessity for Restrictive Covenants, if any. This was seconded by Jeff Haney. All 3 Ayes. Motion carries.

Discussion: Mr. Ed Belinski presented the Map of the subdivision (Attached to Minutes) and stated this is a time issue, and this was supposed to have been submitted at the last meeting for review, but there was a miscommunication and it wasn't submitted. This is making two lots with a shared driveway. Jeff Haney discussed that this can be granted, but there is usually a place indicated on the map where a second driveway can be accessed if ever needed (a paper road). Jeff Haney stated he will approve it but will need to be sure Planning & Zoning is okay with it. This will need to be subject to approval of Planning & Zoning, Driveway Enforcement Officer, the Town Attorney, and Wetlands, in accordance with the driveway variance.

11. **Report of First Selectman**

1. First Selectman George Temple stated he anticipates a vote on the budget be held May 11, 2017, with a referendum with the new tax agreement with the Power Plant held on the same day. First Selectman Temple thanked the Board of Finance on the job they did and noted that everyone worked together. May 11<sup>th</sup> will set the future for Oxford.
2. They received a highway use permit for the Memorial Day Parade and there will be American Flags on every telephone pole.

3. First Selectman Temple did testify at the Appropriations Committee and thinks they will straighten out the process in Hartford.

**AMENDMENTS – None.**

### **AUDIENCE OF CITIZENS**

John Downs, 666 Roosevelt Drive, commented on a great job supporting Mr. Joe Stockmal. Mr. Downs asked about the new agreement with the Power Plant. First Selectman Temple stated it will not be much more, but Oxford will get more like redoing Riggs Street, and they will be putting more up-front money rather than spreading it over years. This is a very good agreement for the town of Oxford with starting out at \$3,000,000 per year and after 20 years will be up to \$6,000,000. They will give \$50,000 for youth per year. First Selectman Temple was thinking to use this money for putting in bleachers at the baseball fields, lights at the fields, etc. The Power Plant are being good citizens. First Selectman Temple stated there will be publicity for it. Kathy Johnson stated she will stand with the Board of Selectmen and encourage everyone to vote for this agreement and it will help lower the mill rate. Kathy Johnson stated she will help get the message out to the people of Oxford.

Tom Kelly, 11 Seth Den Road, recently noticed vehicles for sale along Rt. 67, and stated that one of the people selling a motorcycle claimed he had permission from the town. First Selectman Temple stated they do not have permission and will look into this.

Herman Schuler, 125 Meadowbrook Road, asked if we are putting a second question on the budget vote for the power plant. First Selectman Temple responded yes.

Two young Boy Scouts pursuing the Eagle rank, Connor Nolan, and Robert Leis from Wallingford, CT were in attendance at the meeting.

### **ADJOURNMENT**

#### **MOTION:**

Jeff Haney moved to adjourn the meeting at 8:40 PM. This was seconded by Kathy Johnson. All 3 Ayes. Motion carries.

Respectfully submitted,

*Lynda Romanowski*

Lynda Romanowski  
Clerk, Board of Selectmen

17 APR 24 PM 5:57  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK

**To: Board of Finance**

**April 19, 2017**

**From: Finance Director**

**Re:2016-2017 Transfer requests**

tem #	Department	Account	Account Number	Amount
1	TO: Tree Warden	Tree Removal	5556-570-146	\$ 20,000.00
	FROM: Finance	Contingency	5320-560-5320	\$ 20,000.00
	Motion			
	Seconded			
	Vote			
	Comments			
	Comments			
2	TO: Planning and Zoning	Contracted Services	5430-570-133	\$ 6,000.00
	FROM: Planning and Zoning	Plan Conservation	5430-786	\$ 3,000.00
	FROM: Planning and Zoning	Engineering	5430-598	\$ 3,000.00
	Motion			
	Seconded			
	Vote			
	Comments			
3	TO: Planning and Zoning	Legal Notice	5430-670	\$ 3,500.00
	FROM: Planning and Zoning	Engineering	5430-598	\$ 3,500.00
	Motion			
	Seconded			
	Vote			
	Comments			
4	TO: Planning and Zoning	Legal Service	5430-670	\$ 12,000.00
	FROM: Planning and Zoning	Engineering	5430-598	\$ 12,000.00
	Motion			
	Seconded			
	Vote			
	Comments			



**To: Board of Finance**

**April 19, 2017**

**From: Finance Director**

**Re:2016-2017 Transfer requests**

tem #	Department	Account	Account Number	Amount
5	TO: Probate	Fees	5340-606	\$ 1,353.70
	FROM: Finance	Contingency	5320-560-5320	\$ 1,353.70
Motion Seconded Vote Comments				
6	TO: Library	Facility Maintenance	5390-613	\$ 951.88
	FROM: Library	Equipment Expensed	5390-604	\$ 800.00
	FROM: Library	Computer Hardware	5390-550	\$ 151.88
Motion Seconded Vote Comments				
7	TO: Elderly Commission	Alarm System	5295-900	\$ 62.00
	FROM: Elderly Commission	Computer Equipment	5295-549	\$ 62.00
Motion Seconded Vote Comments				
8	TO: Elderly Commission	Fees	5340-606	\$ 5,000.00
	FROM: Finance	Contingency	5320-560-5320	\$ 5,000.00
Motion Seconded Vote Comments				

**To: Board of Finance**

**April 19, 2017**

**From: Finance Director**

**Re:2016-2017 Transfer requests**

tem #		Department	Account	Account Number		Amount
9	TO:	Ambulance	Vehicle Repairs	5210-811	\$	4,237.07
	FROM:	Finance	Contingency	5320-560-5320	\$	4,237.07

**Motion  
Seconded  
Vote  
Comments**

10	TO:	Ambulance	Training	5210-590	\$	1,234.16
	FROM:	Ambulance	Supplies	5210-614	\$	634.16
	FROM:	Ambulance	Uniforms	5210-785	\$	600.00

**Motion  
Seconded  
Vote  
Comments**

11	TO:	Ambulance	Classified ambulance	5210-815	\$	34,048.00
	FROM:	Ambulance	Labor	5210-570-5649	\$	12,000.00
	FROM:	Ambulance	Lease Purchase	5210-601	\$	3,000.00
	FROM:	Ambulance	Equipment Depreciable	6210-603	\$	18,222.00
	FROM:	Ambulance	Medical	6210-688	\$	500.00
	FROM:	Ambulance	Oil	5210-625	\$	326.00

**Motion  
Seconded  
Vote  
Comments**

12	TO:	Library	<del>Des</del> Dues	5390-585	\$	100.00
	FROM:	Library	Supplies	5390-769	\$	100.00

**Motion  
Seconded  
Vote  
Comments**

**TOWN OF OXFORD**  
**PLANNING & ZONING COMMISSION**

S.B. Church Memorial Town Hall  
486 Oxford Road, Oxford, Connecticut 06478-1298  
Phone: (203) 828-6512 · Email: [pandz@oxford-ct.gov](mailto:pandz@oxford-ct.gov)  
[www.Oxford-CT.gov](http://www.Oxford-CT.gov)



**MEMORANDUM**

**DATE:** April 19, 2017  
**TO:** Board of Selectmen  
**FROM:** Planning & Zoning Commission  
**RE: Belinsky Subdivision – Joint Driveway Request**

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At the Planning & Zoning Commission's Regular Meeting on 4/18/2017 the Commission received the following application:

**Z-17-019 [RESA] – Belinsky Subdivision – Punkup Road (Map: 14 Block: 55 Lot: 28)**

**Applicant:** Edward Belinsky – 10 Blue Ridge Terrace, Oxford (Application for a 2 Lot Subdivision).

Please see the attached letter and plans from the applicant requesting a joint driveway proposal in conjunction with this application.

Sincerely,

*Jessica Pennell*

Jessica Pennell  
Administrative Secretary  
Planning & Zoning Commission

received  
4/19/17

Belinsky Subdivision  
Robert Belinsky  
Edward Belinsky  
Cynthia Belinsky Vasko  
92 Punkup Road  
Oxford, CT 06478

11th March 2017

Planning and Zoning Commission  
Wetlands Commission  
486 Oxford Road  
Oxford, CT 06478

RE: Joint driveway proposal

To whom it may concern,

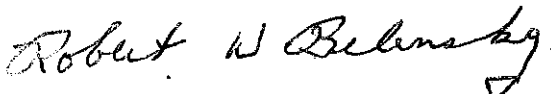
I am writing this letter regarding the proposed three lot subdivision titled, "Belinsky Property Subdivision". We are proposing that the two building lots along Silano Road be granted access via a joint driveway. The following reasons are why we find this configuration optimal.

- Access to the lot located at the corner of Silano Road and Punkup Road is impacted by high slope.
- Limited space is available for a proper landing that will support fire department emergency access without high excavation costs.
- The recommended location of the septic system limits the options for potential access.
- An alternate driveway's curb cut would be in close proximity to the Silano/Punkup intersection

A joint driveway will provide access that fits all current zoning regulations and will be the best fit for the proposed residences. The appropriate deeded easement will be granted for access.

A copy of the site plan is included with this letter and should you have any questions or concerns please contact my son Edward Belinsky at (203) 525-4840, Thank you.

Sincerely,



Robert and Joan Belinsky

(F) The driveway which provides access to a parcel of land shall be complete in all respects of this subchapter prior to the issuance of a zoning certificate of compliance or certificate of occupancy. In lieu of completion, the permittee may post a completion bond to insure completion of the remaining improvements. Prior to the release of a completion bond, the Town Engineer must verify that all required work has been completed, except that the Driveway Enforcement Officer may verify the release of a completion bond which has been posted for a paved apron only.

(G) The Driveway Enforcement Officer, after consultation with the Town Engineer, shall be permitted to allow deviations to the standards of this subchapter, when in their opinion, the deviations are considered minor in nature and they will not adversely impact the health, safety or welfare of the town or the traveling public.

(H) An anti-tracking construction entrance(s) shall be installed prior to the commencement of site excavation and shall be utilized during construction. The length(s) of the anti-tracking pad shall be a minimum of 20 feet. The town reserves the right to increase this length up to 50 feet, depending on conditions such as, but not limited to, the down slopes of the site, the number of vehicles entering and exiting or the type of construction being conducted at the site. The anti-tracking pad shall have a minimum of a two-inch broken stone. The applicant shall maintain a functional construction entrance for the duration of construction. This construction entrance will be inspected initially and periodically during the construction phase.

(I) Prior to the final approval of any new driveway, the town reserves the right to require changes, additions and relocations as in the opinion of the town may be necessary in order to provide protection of life and property.

(J) The Board of Selectman may allow a variance for a single access driveway which provides access to no more than two lots under this subchapter. The variances may only be considered after the applicant has filed an appropriate written petition with the Planning and Zoning Commission and if applicable, the Inland Wetlands Agency. The granting of a variance lies in the sound discretion of the Board of Selectmen and the Board shall consider hardship, practicability, safety and functionality. The Board of Selectmen shall consider the recommendations of the Planning and Zoning Commission, Inland Wetlands Agency, the Driveway Enforcement Officer and the Town Engineer. Restrictive covenants for maintenance of the driveway shall be recorded at the direction of Town Counsel.

(K) For any new or relocated driveway installation which requires the removal or relocation of a portion of the highway guide rails or safety cables, the applicant shall provide and install the appropriate transition sections and anchors on each side of the driveway to the satisfaction of the Town Engineer. (Ord. passed 12-8-1997; Ord. passed 10-5-2000)