

MINUTES  
**Board of Selectmen's  
Regular Meeting  
Wednesday, July 17, 2013  
7:30 PM - Town Hall**

The meeting was called to order by First Selectman George Temple at 7:30 p.m. and the Pledge of Allegiance was recited.

Present: First Selectman George Temple, Selectman Jeffrey Haney, Selectman Dave McKane.  
Also present: Joanne Pelton, Administrative Assistant.

**ACCEPTANCE OF MINUTES**

**1. 6/19/13 Regular Meeting**

**MOTION:**

Selectman McKane moved to approve the 6/5/13 Regular Meeting minutes as presented. This was seconded by Selectman Haney. All (3) Ayes. Motion carries.

**AMENDMENT OF AGENDA**

**1. Oxford Animal Shelter Fundraiser Approval Request**

**MOTION:**

Selectman Haney moved to amend the agenda to add Oxford Animal Shelter Fundraiser Approval Request. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

**APPOINTMENTS**

**1. New Oxford Playscape Planning & Building Committee – Appoint Jason Hoefer**

**MOTION:**

Selectman Haney moved to approve Jason Hoefer, of 1 Hart Court, to the New Oxford Playscape Planning & Building Committee with a term to commence immediately. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

**2. Planning & Zoning Commission Alternate – Approve Term**

**MOTION:**

Selectman Haney moved to approve Jeff Luff's term as Planning & Zoning Commission Alternate to commence immediately and expire 12/31/13. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

## **AUDIENCE OF CITIZENS**

Linda Czaplinski, 30 Freeman Road, noted that she attended last month's Board meeting with a letter that requested certain items to be addressed by the First Selectman and that she has not heard from him to date. First Selectman Temple commented that the matter is in the hands of corporate counsel. Linda asked for a timeline in which she could expect an answer to her letter and First Selectman Temple noted that he could not give since it is in the hands of corporate counsel.

## **NEW BUSINESS**

### **1. C.I.T. Program Presentation**

*Marlene Anderson, Corporal Jim Burr and Sergeant Dan Semosky attended the meeting.* Marlene is the Oxford representative for the regional mental health board. Work has been done to create a crisis intervention program. Information on the program was provided to Board members. Corporal Burr, the CIT officer in Town spoke about the importance of the program which trains officials to recognize disabilities and mental illness and how to handle the individuals effectively. Sergeant Semosky agreed that the training is valuable. Selectman McKane commended Corporal Burr for his interest and his attendance at the training classes and agreed that there is an increased need in handling crisis situations in the community. He also thanked Marlene for her efforts in helping our community.

### **2. Swap Meet Proposal Presentation**

*Anna Rycenga attended the meeting.* She spoke about a proposal for a swap shop in Oxford which would be a location where unwanted but usable items would be left and available for those who need them. The swap shop would be located at Public Works transfer station and would be open to the community. A dedicated building area would need to be created for the swap shop. The use of the swap shop would divert items from going to the landfill. She commented that we are reminded of the phrase "reduce, reuse, recycle" when considering and using a swap shop. She asked that Board members review the packet of information that she provided. The Town attorney also received a packet of information. First Selectman Temple noted that he has an open mind and supports "green" projects and thanked Anna for speaking about the proposal.

### **3. Report from Economic Development Director**

Andy McGeever and Augie Palmer attended the meeting. Andy spoke about a recent excursion to Ireland. While there he spoke to the Prime Minister about economic development and the plans for Oxford. He reviewed information that Andy forwarded and noted that there were strong economic links between Oxford and Ireland and encouraged Andy to be in contact with the Deputy Counsel General of Ireland who works in New York and handles the responsibility for economic and public affairs. He spoke with Mr. Lynch in the spring of 2013 at his office in New York. Later while visiting Ireland, Andy spoke with the employees of the Chamber of Commerce and other agencies in various cities to discuss economic development and also discussed the similar struggles in the economy that Ireland and Oxford both face. He noted that the large business development offices will be moved to the United States and Andy will speak to the Prime Minister about Oxford as a considered location for a U.S./Irish

pavilion which will house offices to be used by companies which are being established in this country. He spoke of encouraging other countries to do the same. First Selectman Temple thanked Andy for the presentation.

**4. Restoration of Funds for Storm Drain Flushing at Oxford Green and Meadowbrook – Approve Funds Transfer**

**MOTION:**

Selectman Haney moved to approve the restoration of funds for the storm drainage flushings at Oxford Greens and Meadowbrook and to approve the following FY 2013-2014 funds transfer as presented by the Finance Director in his letter dated 7/16/13:

TO: Water Hydrants	Utility Fees	5578-788	\$18,000.00
FROM: Finance	Contingency	5320-560-5320	\$18,000.00

This was seconded by First Selectman Temple. Discussion: First Selectman Temple noted that the Board of Finance did not approve this in the past but this is important to the 55+ communities because they contribute a lot to the Town including tax money and receive minimal services and appreciation. This funding will include all 55+ communities in Town. Selectman McKane noted that the people who purchase homes in the 55+ communities know at the time of purchase that their common charges fund services for their properties. (2) Ayes (1) Nay by Selectman McKane. Motion carries. *This matter will be forwarded to the Board of Finance.*

**5. Award Pavement Marking Bid**

*Wayne Watt attended the meeting.*

**MOTION:**

Selectman Haney moved to award the Pavement Marking bid to Atlantic Pavement Marking, Inc. of 15 Industrial Road in Prospect, with the following bid amounts as depicted in their proposal dated 6/26/13 and as approved by the Road Foreman on 6/29/13:

Painting of Yellow Center Lines	\$185.00/Mile
Stop Bars	\$8.00/Each
(A) Town Hall	\$325.00
(B) Public Works	\$160.00
(C) Police Department	\$200.00
(D) Senior Center	\$400.00
(E) Posypanko Park	\$325.00
(F) Center Firehouse/Oxford Ambulance	\$175.00
(G) Quaker Farms Firehouse	\$90.00
(H) Riverside Firehouse	\$100.00

This was seconded by Selectman McKane. Discussion: Selectman McKane asked if Wayne Watt has experience with this company. Wayne indicated that this went out to

bid and the Town has used Atlantic Paving many times before and they have done a good job. All (3) Ayes. Motion carries.

**6. State of Connecticut Library Construction Grant Resolution – Approve and Authorize First Selectman to Sign**

*Kathleen O'Neil attended the meeting.*

**MOTION:**

Selectman Haney moved to approve the following State of Connecticut Library Construction Grant Resolution for the 'non-distressed' communities for new construction of a library and to authorize the First Selectman to sign; as presented and recommended by the Grant Writer in her letter dated 7/8/13:

**RESOLVED:** the Oxford Board of Selectmen has duly adopted as an official act, a resolution authorizing the filing of the application for the Connecticut Library Construction grant in the amount of \$1,000,000.00 for the new Oxford Library, including all understandings and assurances contained therein, and directing and authorizing George R. Temple, First Selectman of Oxford and as the official representative of the applicant to act as the authorized official for the application and to provide such additional information as may be required.

This was seconded by Selectman McKane. Discussion: First Selectman Temple commented that the restriction for the library is 10,000 sq. ft. He asked Kathy to comment on how applying for this grant may affect the square footage for the building. She commented that the State has studied the Town and has suggested that an 18,000 sq. ft. building be appropriate for the size/population of the Town. She noted that when the application is considered and reviewed, she will show that a library of approximately 10,000 sq. ft. is adequate for the Town and plans to speak about the changes in technology and how they affect the need for less space/size for the proposed library.

All (3) Ayes. Motion carries.

**7. Hire Part-Time Police Department Clerk**

**MOTION:**

Selectman Haney moved to Table the matter of hiring a part-time Police Department Clerk. This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

**8. FY 2012 – 2013 Transfer Requests**

**MOTION:**

Selectman Haney moved to approve the following FY 2012 – 2013 transfer requests as presented and recommended by the Finance Director in his letter dated 7/16/13.

<u>Department</u>	<u>Account</u>	<u>Account No.</u>	<u>Amount</u>
To: Tax Collector	Education	5505-590	\$129.95
To: Tax Collector	Supplies	5505-770	\$16.92

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From: Tax Collector	DMV Processing Fees	5505-606	\$146.87
To: Library	Wages-Children	5390-515-81	\$23.86
From: Library	Wages-Director	5390-511-80	\$23.86
To: Library	Wages-Asst Librarian	5390-515-82	\$91.53
From: Library	Wages-Overtime	5390-521-1000	\$91.53
To: Library	Wages-Circulation	5390-515-83	\$78.51
From: Library	Wages-Overtime	5390-521-1000	\$78.51
To: Library	Books	5390-525	\$50.00
From: Library	Facilities Maint.	5390-613	\$50.00
To: Library	Civic Activities	5390-535	\$550.00
From: Library	Facilities Maint.	5390-613	\$550.00
To: Library	Computer Catalog	5390-560	\$6.44
From: Library	Conferences	5390-555	\$6.44
To: Library	Magazines	5390-680	\$13.89
From: Library	Office Supplies	5390-770	\$13.89
To: Library	Telephone	5390-775	\$425.00
From: Library	Office Supplies	5390-770	\$425.00
To: Conservation IW	Engineering	5265-570-111	\$700.00
From: Conservation IW	Vehicle Maint.	5265-811	\$250.00
From: Conservation IW	Education	5265-590	\$250.00
From: Conservation IW	Maintenance Det Ponds	5265-676	\$200.00
To: Elderly Comm.	Programs regular	5295-729	\$141.21
From: Elderly Comm.	Conf and Meetings	5295-812	\$141.21
To: Elderly Comm.	Cable TV	5295-905	\$3.54
From: Elderly Comm.	Photographic Film	5295-707	\$3.54
To: Parks & Rec	Electricity	5425-595	\$1,678.02
From: Parks & Rec	Field Maintenance	5425-570-121	\$1,678.02
To: Parks & Rec	Facilities Supplies	5425-614	\$205.76
From: Parks & Rec	Field maintenance	5425-570-121	\$205.76
To: Parks & Rec	Facility Repairs	5425-615	\$373.60
From: Parks & Rec	Field Maintenance	5425-570-121	\$373.60
To: Parks & Rec	Mileage	5425-690	\$36.73
From: Parks & Rec	Conferences & Mtgs	5425-555	\$36.73

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

**9. Petinella Subdivision, Randall Drive, Accept Road, Reduce to Maintenance Bond**

*Wayne Watt attended the meeting.*

**MOTION:**

Selectman Haney moved to accept 1,010 linear feet of Randall Drive into the Town Road system, **CONTINGENT UPON** the filing of the Mylar, and to reduce the Performance Bond in the amount of \$67,000.00 to a 10% Maintenance Bond in the amount of \$6,700.00 as presented and recommended by the Planning and Zoning Commission in their letter dated 7/9/13 and the Town Engineer in his letter dated 6/18/13. This was seconded by Selectman McKane. Discussion: Wayne noted that he reviewed this. All (3) Ayes. Motion carries.

**10. Planning & Zoning Request to Keep Current Interim ZEO as a Part-Time ZEO**

*Bill Johnson, Anna Rycenga and R. Jeffrey Holzman attended the meeting.*

**MOTION:**

Selectman Haney moved to hire R. Jeffrey Holzman, currently the Interim Zoning Enforcement Official, as the part-time Special Planning & Zoning Consultant at a pay rate of \$21.00 per hour with no benefits, to be funded from the Finance Contingency Fund, effective Monday, July 22, 2013; all as presented and requested by the Planning & Zoning Commission in their letter dated 7/17/13. This was seconded by First Selectman Temple. Discussion: The job description (see Attachment A) was reviewed with Bill Johnson. First Selectman Temple noted that Jeff has done a good job during his employment with the Town. Selectman McKane noted that a similar position was requested at a budget meeting and was not approved and is being proposed again just two weeks into the fiscal year which is hard to understand. He noted that he does not know about Jeff's qualifications and asked if the job was posted and was told no. (2) Ayes (1) Nay by Selectman McKane. Motion carries. *This matter will be forwarded to the Board of Finance.*

**11. School Security Competitive Grant Program Resolution – Approve and Authorize First Selectman to Sign**

**MOTION:**

Selectman Haney moved to approve the following School Security Competitive Grant Program Resolution and to authorize the First Selectman to sign as presented and recommended by the Grant Writer in her letter dated 7/15/13:

**RESOLVED:** the Oxford Board of Selectmen has duly adopted as an official act, a resolution authorizing the filing of the application for the School Security Competitive Grant Program and all understandings and assurances contained therein, and directing

and authorizing George R. Temple, First Selectman of Oxford and as the official representative of the applicant to act as the authorized official for the application between the Town of Oxford and the State of Connecticut Department of Emergency Services and Public Protection a Division of Emergency Management and Homeland Security and to provide such additional information as may be required.

This was seconded by Selectman McKane. Discussion: First Selectman Temple noted that a meeting is set for next week to make recommendations for school security. All (3) Ayes. Motion carries.

**12. Right Response CT Network Grant Resolution – Approve and Authorize First Selectman to Sign**

**MOTION:**

Selectman Haney moved to approve the following Right Response CT Network: School-Police-Community Collaboration for School Safety through Consistent and Appropriate Handling of Disruptive Behavior in School Grant Resolution and to authorize the First Selectman to sign as presented and recommended by the Grant Writer in her letter dated 7/15/13:

**RESOLVED:** the Oxford Board of Selectmen has duly adopted as an official act, a resolution authorizing the filing of the application for the Right Response CT Network: School-Police-Community Collaboration for School Safety through Consistent and Appropriate Handling of Disruptive Behavior in School Grant and all understandings and assurances contained therein, and directing and authorizing George R. Temple, First Selectman of Oxford and as the official representative of the applicant to act as the authorized official for the application between the Town of Oxford and the State of Connecticut Office of Policy Management and to provide such additional information as may be required.

This was seconded by Selectman McKane. All (3) Ayes. Motion carries.

**AMENDMENTS**

**1. Oxford Animal Shelter Fundraiser Approval Request**

**MOTION:**

Selectman Haney moved to approve the Oxford Animal Shelter's Fundraiser Approval Request for "Dog Days of Oxford 2013" scheduled for Saturday, September 28, 2013 (rain date Sunday, September 29, 2013) at Oxford Center School as the committee presented in their letter dated 5/17/13. This was seconded by Selectman McKane. Discussion: Selectman Haney noted that the fundraiser will be co-sponsored with a non-profit group which he does not agree with. He noted that there are government regulations for events such as this when involved with non-profit groups.

**MOTION:**

Selectman McKane moved to Table the matter. This was seconded by Selectman Haney. All (3) Ayes. Motion carries.

### **Report of First Selectman**

First Selectman Temple indicated that the State plans to start the Christian Street improvement project in April 2014.

Boys Babe Ruth 12 year old baseball team will be playing in the New England Championship over the weekend. He noted that they have worked hard on fundraising in order to attend the championship.

The students who were chosen to attend the jet propulsion laboratory in California for research in space include: Dylan Ramsey, Clara McGee, Brian Westgate and Nicole Granucci. First Selectman Temple noted that he is very proud of these students.

The Car Show at Center Fire Company is set for 7/27/13 and should be a great event.

The rubberized portion of the track is being laid this week at Oxford High School. The target date for dedication of the field is 8/25/13 and he noted that Kelly Weymer has helped a great deal in organizing this event. All members of the Oxford High School fall sports will be asked to attend the event. Also, prior members of OHS teams are also encouraged to attend. He noted that the Sons of the American Legion donated a flag that is on the lower part of the field. Thank you to Harold Cosgrove for the idea to put in twenty-six plants/shrubs in memory of the students who lost their lives at the Newtown tragedy.

### **AUDIENCE OF CITIZENS**

Linda Czaplinski, 30 Freeman Road spoke related to the restoration of funding for storm drain flushing, she noted that it seems to be preferential treatment and it would appear that these communities understood when they were approved that it was not the Town's responsibilities to take care of and fund this type of maintenance. She noted that she takes issue with this type of funding.

Selectman McKane commented that a sign should be put up near the Town's border or in the center of Town to show the Championships that the athletes of Oxford High School have won.

### **ADJOURNMENT**

#### **MOTION:**

Selectman McKane moved to adjourn the meeting at 9:05 PM. This was seconded by Selectman Haney. All (3) Ayes. Motion Carries.

Respectfully submitted, subject to approval

*Marni Soss*  
Marni Soss, Clerk

13 JUL 22 AM 10:48  
TOWN OF OXFORD, CT  
*Margaret A. West*  
TOWN CLERK



**Job Description  
for  
Special Planning & Zoning Consultant  
(Part-Time)**

The duties of the Special Planning & Zoning Consultant shall be as follows:

- (1) update the zoning regulations
- (2) update the zone map
- (3) conduct a fee study and revise fee schedule
- (4) update of the subdivision regulations
- (5) drafting accessory apartment amnesty regulations
- (6) conduct a sign regulation study
- (7) draft and update Plan of Conservation and Development (POCD)
- (8) draft low impact development regulations and
- (9) vacation coverage

In addition, the part-time Special Planning & Zoning Consultant will fill in as needed and by direction of the First Selectman to cover any time missed by the Zoning Enforcement Official.

The Special Planning & Zoning Consultant will work directly under and be accountable to the First Selectman.