

**TOWN OF BOZRAH  
TOWN HALL  
1 RIVER ROAD  
BOZRAH, CONNECTICUT 06334**

The **Bozrah Board of Selectmen** held a **SPECIAL MEETING** on **Tuesday DECEMBER 11, 2019** at **06:00 PM** in the Meeting Room of the Bozrah Town Hall at 1 River Road, Bozrah, Connecticut.

**MINUTES**

- 1) **Call to order/attendance:** Meeting called to order at 06:00 PM, Full Board of Selectmen in attendance, one members of the public
  
- 2) **Public comment(s):** Raymond Barber commented on consideration of town meeting for the tax abatement for fire fighters-discussion indicated that the BOS would set a date at the regular meeting, Glenn Pianka provided listing of the accomplishments during his tenure and a list of activities both planned and in progress. Glenn was disappointed that his proposal for the town maintenance position was not pursued, and asked that the list be included in the minutes.
  
- 3) **Fire Equipment Repair**  
Chairman Zorn discussed the status of the request for funding by the fire department for maintenance expenses in excess of \$15,000. This request had been previously approved by the board of selectman and will be presented to the board of finance on Monday the 16<sup>th</sup>. The money exchange was discussed and will be put in the fire department budget.
  
- 4) **Homeland Security Grant**  
The homeland security grant was discussed and the amount is small <\$2500 per town and is pooled together for the SCCOG to use for Emergency planning. Bill Ballinger made a motion to approve the grant and Glenn Pianka seconded. Motion was approved unanimously.
- 5) **Steap Grant Extension**  
The steap grant extension was discussed and authorized Chairman Zorn to sign the extension document and was given to Bill Ballinger to send to the state
- 6) **First Selectman Updates**  
Topics listed were discussed  
Exterminator cost increase, the exterminator increased from \$40 per month to \$55 dollars per month at both the town hall and maple farms. The first selectman wanted to cancel the service and use mouse traps and household insecticides to replace the service. Bill Ballinger said that maple farms has very large spiders and will need attention. Glenn Pianka provided that the powder post beetle situation at the town hall could be an issue. The termite issue at the town hall was discussed. First Selectman Zorn provided that the termite treatment was a separate contract. First Selectman Zorn said that we will pay attention and mitigate the problems that occur.  
Gilman Road project-update was provided, project almost completed tightening of the cable is still required.

Expenses on the FMS generator was discussed, an overage for the budget line is expected due to the cost of the new muffler and the upcoming preventative maintenance. Update provided for BOF presentation next Monday-could present these costs for the homeland security grant. Question about whether the school was designated as an emergency shelter was raised.

Town Garage Maintenance expenses- discussion on the expenses, expect an overage at the end of the year due to truck rebuild and seasonal costs for snow plow cutting edges

Tree Trimming was discussed, current budget is almost expended tree trimmer is very good and moves quickly, about halfway thru the original tree list. Do we want to ask for money this year-Bill Ballinger and Glenn Pianka provided that we should not, but we should continue the program next year.

FMSCA was discussed-enrollment in the program for drug and alcohol screenings is needed Glenn provided that we should check the system regularly. Bill Ballinger motioned that we sign up for the FMSCA, Glenn seconded, all approved.

The criminal history/criminal justice audit was discussed. First Selectman Zorn provided an update for the purpose of the program and what has been done so far. A town policy is required, the policy template provided by the state has to be followed and cannot be changed but must be incorporated on town letterhead. Noted that the item was not on the agenda and it will be placed on the agenda for the regular meeting.

7) **Commission Appointments**

Discussion was held to appoint Nate Adelman the Bozrah Representative for the Eastern Regional Tourism District. Glenn questioned if the representative has to be a resident of the town because Nate lives in Lebanon.

8) **Public Comment**

Discussion about an expected budget overage on the assessor's budget was provided. The overage was on a line item but the overall budget should still be within the total for the assessor.

Question from Bill Ballinger about the assessment for the Elmwood facility, Selectman Zorn provided that the final assessment would be \$16, 070,000 which would show up for the taxes next year. This was very close to the original estimate provided.

Question about the BL&P pilot program update by Glenn Pianka- discussion on the methods for the update occurred

FOI request that was received was discussed, our attorney will provide the response and the issue is ongoing.

Discussion on the proposed movement of the easement on Gifford lane was discussed. The issue is before the P&Z commission this week, past experience indicates that the road can flood during heavy rains and we should put a drain line in the easement provided. This will be brought to the P&Z commission.

Discussion about the final As Builts for the sewer lines for the route 82 lines will be provided by the contractor Geeleher. This will be provided to Anchor Engineering for inclusion. We need to ensure that we have all the needed items for the closing prior to the closing dates.

Ray Barbour said that he was glad that we resolved the Elmwood assessment issue. Ray also asked about the census that is ongoing and if there was any opportunity to participate to ensure that all the people got counted and volunteered to participate if possible.

9) **Adjourn:**

**MOTION:** Ballinger/**SECONDED:** Pianka **PASSED-UNANIMOUS** 8:12PM

Respectfully Submitted,

Carl L Zorn  
First Selectman

December 11, 2019

Town of Bozrah  
Board of Selectmen

SUBMITTAL TO: Board of Selectmen SPECIAL MEETING December 11, 2019

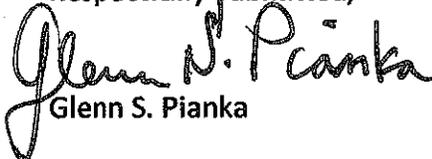
Dear Fellow Selectmen,

As previous holders of my former office have done I have compiled the attached document (10 pages) indicating, by category or location, items that I had identified as needing attention which have been addressed. Many of the addressed issues were maintenance related, but many were law compliance, efficiency, and/or liability issues. As we know, the position of First Selectman is an ever expanding list of responsibilities which I took very seriously, always with the goal of keeping the Town well-served and protected, now, and for the future.

As mentioned, the list is broken down into categories. The black printed items are functions that have been completed and the red printed (or those items below the asterisks for non-color copies) are items that I feel still need to be addressed. I feel that it is important to list these items, in a public venue, to assure those who might question what has been done and what was planned on being done.

Hopefully, this outline will help to serve in developing future objectives, budgets, and the level of care and job performance expected from our Town's employees. I will certainly use it going forward to periodically check on the progress in the areas that I've identified as important and make it a matter of public record if they are ultimately deemed not.

Respectfully Submitted,

  
Glenn S. Pianka

Cc- Minutes BOS Special Meeting 12/11/19



### Senior Center/Rec Field

- Parking lot fence moved back from State highway (widened safety corridor)
- New Fence line and gates installed
- Parking lot bollards
- Large community bulletin board (visible from roadway) built and installed (My labor donated)
- Protective bollards installed in front of Senior Center hall windows (Safety concerns)
- Upgraded furnace and air conditioning systems
- Addressed seasonal pipe freezing issue
- Replaced poor driveway gate and pedestrian gate with upgraded installation
- Set up annual gutter clean monitoring (earlier deterioration of replaced trim was caused by irregular maintenance)
- Began restoration of walking path around the rec field (long time neglect/regular maintenance resulted in organic growth over-taking), had planned completion in 2020
- Refreshed splinter-less chips at Playscape
- Removed row of apple trees along parking lot (no maintenance resulted in their demise)
- Cleaned and maintained overtaken cyclone fences along McArdle and Burrell property lines
- Upgraded picnic tables
- Senior Center main room lighting replaced with high efficiency LED
- Exterior lighting replaced with high efficiency LED
- Window blinds (broken/barely operable for many years) replaced
- Relocated and rebuilt concession (I donated labor and materials for concession stand window)
- New weather-resistant, free-standing, bulletin board installed at Ball Field area
- Basketball court backboards replaced (2019)
- Consistent and regular maintenance and mulching of plantings beds

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- Replace rotted Charles Long/Raymond Hayward sign NOTE: Sign is produced but needs to be installed. NOTE: Made of PVC for low maintenance
- Remodel Uni-Sex bathrooms (Was scheduled for Winter 2019/Spring 2020)
- Scrub down of building front (Insect and spider web accumulation)

### Maples Farm Park and Homestead

- Relocated Bozrah Historical Society to larger room
- Coordinated efforts to reconstitute Bozrah Farmers Market after the "McCue Debacle"
- Built one-way traffic exit to improve vehicular and pedestrian traffic congestion and safety issues at Farmers Market
- Initiated CIRMA (Town insurance carrier) Hazard Risk Assessment at the Maples Farm Park and Farmers Markets venues--initiated improvements as suggested
- Replaced below grade water well with extended casing above grade ( potential contamination issues headed-off) and replaced supply line to house
- Two sides of house painted (2019)
- Farmers Market parking volunteer for four years
- 2018- Moved Children's Summer Rec program from FMS to Maples Homestead (Highly praised)
- 2019- Extended hours of availability of Children's Summer Rec program
- 2019- Purchased tent for Summer Rec Program (Destroyed in heavy rains/wind)
- Promoted use of Maples Park for soccer use
- Began use of Winter Seasonal barricades to inhibit vehicle induced damages to fields
- Dog waste stations increased from one to three at more convenient locations
- Addressed, at great effort, a user who would bring 8-10 dogs to the facility without cleaning up after them
- Acquired heavy duty wire picnic tables and trash receptacles from New York Prison Industries
- Installed electrical power location in field to accommodate Farmers Markets bands
- Installed new flag pole in coordination with Bozrah American Legion
- Installed second electrical power location and flag pole lighting

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- Planning stage to build Farmers Market (and other use) pavilion (Re-directed from a gazebo proposal)
- Rental/Lease agreement of offices inside Maples Homestead nearly fully developed/updated for implementation
- Two sides of house need painting
- Crab apple tree removal at porch corner (messy droppings) and rubs on house
- Porch decking and possible porch deck framing replacement/repairs
- Liability Issue: Proof of Farmers Market vendors insurance not received. A weekly accountability report template was proposed/presented to the Market Master with no results for this Market season.
- Explored the acquisition of the Jurczyk Family barn to be relocated to Maples Farm Park as both a preservation and expanded venue effort. Barn is circa 1850.

### Transfer Station

- Cleaned up and reconfigured driveway entry gate/improved curb appeal
- Replaced aged, vermin infested, storage trailer
- Established appliances collection/separation and arranged for service to remove and account for them- Transfer Station Operator should have known this basic procedure. These items were being crushed and put into the metals dumpster. Refrigerant was let off into the atmosphere until this type of handling was ceased. ENVIRONMENTAL LAW VIOLATION
- In conjunction with BOS, new guidelines and a slight uptick in fees were formulated to address recycling issues brought forth by Willimantic Waste (Contract Waste Handler)
- More stringent monitoring put in place due to out of town debris/materials being deposited here
- Signed onto Mattress Recycling Program relieving residents from the \$20 disposal fee
- Investigated and signed on with a new Electronics Recycling company-Excellent service
- Initiated CIRMA (Town Insurance Carrier) Risk Assessment Analysis resulting in that Transfer Station workers are required to wear Green/High Visibility Vests while on duty, inside or outside the attendants shed, and Puncture Resistant Gloves at all times while outside the shed. Resistance/Non-Compliance was encountered.
- Gas Powered Weed Whacker and Personal Protection Equipment provided for attendants to do basic maintenance around the dumpsters area.
- Driveway cut back of large dangerous trees and removal of overhanging limbs in the Household Trash dumpster area
- The suggested use of generated wood chips along the driveway sides was approved

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- Annual State Mandated Transfer Station Report requires a need to regularly collect information necessary to comply with the State goal of reducing Municipal Solid Waste by 10%. This has been a ratcheting-up of pressure from DEEP.
- Irregular surfaces at parking lot= LIABILITY ISSUE Truck access for dumpster pick up needs to be reconfigured. I unsuccessfully proposed Transfer Station upgrades for three of my four years.
- Safety-Kleen not performing hazardous liquid waste pickups in a timely fashion. Overflows and spillage are resulting at our site= DEEP ENVIRONMENTAL ISSUE  
NOTE: This is a Statewide issue with Safety-Kleen as seen on DPW List-Serve Emails.
- I anticipate a State inspection of the site at any time. WE WILL BE CITED.

### Fields Memorial School

- Extensive cut back of trees and shrubbery around the entire building perimeter was initiated in 2017
- Extensive cut back of trees and shrubbery was completed during 2019
- In regards to safety/security concerns brought forth by the Superintendent/BOE there has never been any mention of these tree and shrubbery "hiding places" (for those who might intend harm) as being an issue ???
- Yearly consistent cutback of vegetation growth into property lines cyclone fencing----- one year neglect equals incredible work to restore
- Assisted with special requests from FMS staff
- Dealt with overlapping of DPW hours with FMS Staff hours to complete necessary work especially in regards to mowing/trimming.
- Maintenance of Emergency Generator including being able to finally resolve the long time generator switch cut-out issue
- Replaced cobbled- together exhaust system on the generator with the real deal. This was a long exhaustive endeavor to resolve due to the age of the unit.
- Five year maintenance plan of generator signed this year with Cummins of Connecticut. This represents a 1/4 cost as was proposed by the Superintendent.  
NOTE: FMS is the Town's Emergency Shelter, as such, should remain under the Emergency Management Services Plan/Selectman's Budget as opposed to the BOE budget, but coordinated with them due to power/computer matters there.
- Present arrangement is that DPW will take care of all landscaping matters except the plantings/bed areas directly in front of the school delineated by the extent of the sidewalk.

### Riverwalk Park

- Reconstructed parking lot bollards to more attractive heavy wooden posts
- Removed emerging stones and re-surfaced/graded parking area
- Installed new signage including park use rules/guidelines
- Installed dog waste station
- Arranged the cutting of 5.5 acres of hay with a local farmer which relieved DPW staff from having to do so while simultaneously promoting agricultural enterprise
- Cleaned and regularly maintained seating and tables from mold/mildew accumulation

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- Town needs to get liability insurance certificate from the farmer cutting hay (Requested but never received)

Public Works

- Replaced DPW foreman to better facilitate daily and long term operational goals and initiatives
- Purchased two used Town of Colchester plow trucks- helped with low cost extension of equipment but proved to be maintenance intensive so I promoted the purchase of new equipment, as follows:
  - New Ford F-550 Mason dump/sander/plow- Gas version- Nimble, medium sized for everyday/all-seasons use
  - New Ford F-550 Mason dump/sander/plow- Diesel version- Nimble, medium sized for everyday/all-seasons use
  - New Freightliner Plow/Sander (Large Size) In year 2 of 5 Year Purchase Plan
  - New, first ever town-owned, Chipper/Shredder to deal with the over- abundance of trees that will be constantly an issue going forward
  - New Landscaping Trailer, larger equipment capacity with safer ramp/tail-gate for loading and unloading of equipment used mainly by the Seasonal Workers
  - New roadside mower/tractor to replace under-sized capacity/ability of existing. Yielded wider roadside cut back and numerous citizen compliments
  - Upgraded Payloader from the estate of Douglas Barber
  - Purchased Custom Built Dump Trailer which was built using a standard drop side mason dump body, good for DPW maintenance work----anticipated using the retired FD ambulance to build our own plow truck with these components. Since we purchased new trucks that plan changed and this needs to be liquidated.
- THE ABOVE EFFORTS HAVE RESULTED IN THE DPW HAVING THE BEST OVERALL EQUIPMENT THAT THEY HAVE HAD IN TWENTY YEARS. EXPECTED SEVERE SERVICE CYCLE SHOULD BE 10+ YEARS
- NOTE: Surplus equipment was liquidated through my personal efforts via several venues resulting in more than 3 times the expected sales/liquidation revenue
- Cleaned and organized DPW rear yard, disposed of accumulated valueless materials
- Addressed DOT/Town Road intersection sight line issues- STATE DOT DROPPED THE BALL THIS YEAR= Safety for town's residents was assured
- All four DPW staff were enrolled into the DOT Road Scholar Certification Program. This is the base requirement for Town Employer liability training exposure and for staff to be able to access future training, which I have also encouraged.
- Flagger Certification School: All four DPW regular employees and two seasonal staff workers just completed this and are certified until 2021. The enrollment into this program gave the town a lower cost option for flaggers and helps relieve regular DPW workers to more important or specialized function(s). This will help especially in relation to the on-going dead/dying tree removal issue, which won't go away anytime soon.
- As part of the enrollment in the above Program the Town received, at no cost, over \$1,000 worth of roadway safety signage and personal protection equipment
- Created , and initiated action for the Priority Tree Removal list

Public Works- Continued

- Initiated more extensive roadside litter clean-up effort
- DOT Bridge Inspection- required list of repairs to five affected bridges were in the process of being addressed. The most important, in the Village of Gilman, was near completion, remedied at a lower cost than may have been directed otherwise.
- Introduced COLD-IN-PLACE road surface restoration to Lower Wawecus Hill, Goldmine and Scott Hill Roads. This process re-uses existing material after being reground and strengthens roadway edges which were weak due to the old practice of widening roadways without good base preparation.
- Box Culverts (Drainage) Replacement Program: Initiated systematic replacement of old style open culverts replaced with safer, and easier to maintain, flat top style catch basins. Replaced numerous catch basins which were caving in on Wahconah Drive and Rosemarie Lane
- Second Seasonal Worker position created to address expanded responsibilities including flagging at work zone sites and to reduce labor costs associated with less demanding functions, such as mowing, while allowing regular DPW employees to address more pressing or specialized functions.
- Lake Road and Witter Road intersection widened and paved to solve the long standing issue of traffic using the soft shoulder which caused stones and gravel to be constantly spread onto the roadway which was a LIABILITY ISSUE especially in regards to motorcycle traffic. Constant monitoring and cleaning is now in the past.
- Lake Road- 250' of road edge reconstructed near Witter Road due to past, insufficient, practice of roadway widening without proper base preparation
- River Road Drainage Easement at the Bacon/Hoelck property: Reclaimed Town 25 Foot Wide Right of Way to Fitchville Pond. The open culvert, once again, was upgraded to a closed pipe installation which enhanced the use of the Bacon/Hoelck property while improving safety. The width of the right of way was also cleaned of trash and overgrowth.
- Cedar Lane Drainage Easement more that 20 years of inattention of the swale resulted in growth/rooting causing drainage issues to several homes in the Cedar Lane area. Once again, the adjacent property owners have enhanced use of their land/lawns
- Daily Log Book initiated and maintained to record all DPW personnel activities for each and every work day. This has proved to be useful for many review/documentation reasons i.e. the Annual In-Kind Services Report to the Board of Education and employee work hours accounting and maintenance recording
- Old Dog Pound gutted and altered to be usable space by DPW
- Stop Signs and Roadway Curve Designations brought up to new State standards

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- Garage Floor Drainage Basin: Needs Re-Revaluation: (DEEP Storm Water Regulations exposure)
- Truck Washing: Needs Re-Evaluation: (DEEP Storm Water Regulations exposure)

### Public Works-(Continued)

- OSHA: Inspection revealed numerous deficiencies. A fine resulted. New book keeping for Material Safety Data, Personal Protective Equipment and on-going training was initiated but needs more attention
- Equipment Storage Building/Pole Barn construction
- Removal of sander shed (Falling material from structure is a liability issue)
- Clean up of DPW "Front Yard" to put all equipment behind locked/fenced area
- Roof, trim and siding replacement to old Dog Pound appendage to DPW garage
- Extensive repair and re-paving of Thomas Road in coordination with the Gilman Brothers Company---efforts begun approximately two years ago---this was the major focus for the 2019/2020 budget season

### Boards And Commissions

- Attended, and actively participated, in most meetings of all Boards and Commissions if not in conflict with other meetings scheduled
- Encouraged schooling/seminar attendance of IWWC and P&Z Commission members
- Constantly reinforced "CONSISTENCY" as a litmus test element in decision-making for all matters to come before them
- Upon the resignation of our Zoning Enforcement and Inland Wetlands Enforcement Officer I sought out services in this area resulting in the hiring of the Town's First Contracted ZEO/WEO.
- Merged the somewhat redundant services of the Senior Center Coordinator and Municipal Agent for The Elderly upon the resignation of Barbara MacFadyen
- Insisted on providing full Board and Commission minutes, including attachments and hand-outs that were utilized during the meetings.....especially for the Board of Selectmen for enhanced public access and transparency.
- Created the Public Safety Advisory Committee to address, more informatively and openly, the information generated by the original proposal from the Fire Department Study Committee. This method proved to be the sales and approval technique needed to better prepare the general public on such a major operational change to the Fire and Medical Emergency Response System in the Town of Bozrah.
- Investigated and analyzed cost and coverage of our 911 System and proposals from KX Dispatch, Montville Public Safety Dispatch and Quinebaug Valley (QV) Communications to come to the very cost effective and proficient choice of QV Dispatch.....which presently serves our community.
- Abandoned and disbanded the use of the former Regional Animal Control (Five Town Agreement) and entered into the larger system of Northeast Council of Governments (NCCOG) Animal Control Office.....extremely responsive and economical. Bozrah could then stop maintaining the former Dog Pound as a back-up pound and its use has since been converted to DPW use.

### Bozrah Rural Cemetery Association

- Not Town-owned, has operational fund, so Town employees were utilized sparingly
- Association Board of Trustees needs to be re-vitalized
- I purchased 20 acres of surrounding land from the Zucker Estate after long time negotiations with Sara Zucker prior to her death
- Restored barely visible original laneways with asphalt millings using a private contractor
- Restored/rebuilt 300 feet of stonewall on driveway side of the property
- Initiated gravestones upright efforts-----Ongoing
- Initiated gravestones repair efforts-----Ongoing
- Continue grave/plot site verification process initiated by Douglas Barber

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- Finish laneway restoration during 2020 season
- Planned to open a "Green Burial" section. Would be the 2<sup>nd</sup> such initiative in the State of Connecticut
- Construct a Public Access walking/nature path on the 20 acre parcel from Blue Hill Road to the Yantic River

### Town Hall

- Heating and cooling system imbalance: Attempted to resolve through Cirrito and Brunelli. Corrective changes made yet problem still exists.
- Larger Capacity/Energy Efficient freezer obtained for Food Bank
- Dedicated Vacuum Cleaner put in place for basement area due to constant production of powder post beetle dust from old timbers (Not addressed during renovation)
- Records Purging --OVERDUE-- initiated, presently in motion
- Termite/Pest Control enhanced control programming initiated
- Framed Historical Maps and conservation mounted/UV protected them

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- Need deep clean of all windows (interior and exterior)- not done since 2012 opening
- Main floor walls repaint

### Initiatives and On-Going Items

- DOT Roadway Safety Audit (RSA) and Village District Sidewalks- fully designed and presently in the TAP-Rural application process through SCCOG
- Bozrah Light and Power/Groton Public Utilities- overdue review of their PILOT Program. Not reviewed since purchase in 1994. Brought forth to Bozrah Utilities Commission---- They acknowledge needs updating-----need to follow through.
- Monitor Acorn Acres year round/school age residency issue
- Disbanded 60+ Funds \$6,000 is in private hands deriving no benefit to Town's Seniors as it was intended for
- Regional Animal Control Authority (disbanded group) Town has a pro-rated reimbursement due (about \$3,000) currently being held by the Town of Sprague. This item has languished for well over 18 months.
- Route 82 Mini-Industrial Park -My concept. I initiated talks between land owner Michael and Flossie Betten and several local contractors. There is interest to proceed. Needs prodding.
- Director of Operations Upon the resignation of Chad Renshaw this position was absorbed into the Accounting Administrator and Assistant to First Selectman's positions realizing a savings of \$68,000 annually. No acknowledgeable change in service by the position elimination.
- Post Office Sightline Issue to date, unsuccessful resolution or cooperation by DOT
- Initiated Tree Plantings Maple trees sponsored by private individuals along Stockhouse and Fitchville Roads. This is a restoration effort of the former Maple Avenue name and to enhance the Village District designation
- BELFOR Restoration Services signed on under a no cost contract to be immediate stabilization responders and damage mitigation in the case of a natural or other catastrophe at any Town owned building
- Town Employee Handbook completed after a two year development effort with Paychex---a professional Human Resources company
- Job Descriptions more fully developed
- Policy Developments Still Necessary:
  - Ethics Policy
  - Sexual Harassment Policy
  - Conflict of Interest Policy
- Long Term/Strategic Plan for buildings maintenance and capital acquisitions
- Venture the creation of an Economic Development Commission and/or further promotion of the Town's Plan of Conservation and Development- last updated in 2015, due for renewal in 2025
- Continuation of monitoring -Town Clerk records and reports accuracy

- Further TOWN Website enhancement
- DEEP Installed Rain Garden (2019) at Town Hall needs maintenance
- 2020 Census- Town assistance when requested will assist in State and Federal Funding dollars
- WPCA increased from just Board of Selectmen members by adding two citizen seats
- Bozrah Local Traffic Authority (BLTA) created to address the lawful requirements of road signage approval and placements and supporting documentation
- Secured IWWC Blanket Permit for DPW operations involving work within the limits of wetlands
- Open Space Parcels review for possible sale and bolstering of Open Space Account for use in matching State or Federal grants for Farmland or more usable Open Space acquisition(s). Basic review started.