

TOWN OF BOZRAH
REGULAR MEETING
BOARD OF SELECTMEN
ZOOM-VIDEO CONFERENCE
July 21, 2020

Item 1: First Selectman Carl Zorn called a Regular Meeting of the Bozrah Board of Selectmen (BOS) to order via Zoom on July 21, 2020 at 7:00 p.m.

Members Present: First Selectman Carl Zorn, Second Selectman Bill Ballinger and Selectman Glenn Pianka.

Others Present: 3 members of the public

Item 2: Public Comments

Ev Brown, Fitchville Road, questioned if the Zoning Board of Appeals had a meeting.

Item 3: Authorize the resolution for the Homeland Security grants per Attachment 1

MOTION 1: B. Ballinger made a motion to authorize the First Selectman to sign the Homeland Security grant as indicated. G. Pianka seconded the motion.

Vote unanimous - **MOTION CARRIED**

Item 4: Monthly Reports

- a) Troop K updates for June

Attachment 2

- b) Fire Marshal

Attachment 3

C. Zorn noted an emergency light is to be replaced at the Town Hall in the server room.

- c) Senior Center

Attachment 4. G. Pianka noted if purchasing chairs, to purchase commercial grade chairs.

- d) Bozrah Food Bank

Attachment 5.B. Ballinger and G. Pianka noted the names of families utilizing the Food Bank should not be posted on the public report. C. Zorn noted they will not be included on the report.

Item 5: First Selectmen Updates

- a) Bashon Hill catch basins completed

C. Zorn noted the catch basins have been completed and grass has been planted.

- b) Scott Hill Road - Still working final Enforcement Officer items

C. Zorn noted the Enforcement Officer requested to put more rock at the end of the pipe. C. Zorn also noted putting in a stone bench.

- c) Route 82 Sewer infiltration - waiting for Norwich Public Utilities camera repair large leak

C. Zorn noted they are waiting for Norwich Public Utilities to repair their camera so they can look further. Norwich Public Utilities reported the flow rate was lower than it should be.

- d) Route 82 Enforcement Officer clean up items - grass, slit, fence etc.

- e) Recreation Field Walking Track - Trench being dug out to drain catch basin

C. Zorn noted the walking path is flooding and the trench is being repaired.

- f) Summer Camp - started Monday with new staff

C. Zorn noted certified staff are running the Summer Camp at a rate of \$17 an hour. C. Zorn noted no kids have attended camp yet. G. Pianka noted parents have sent their children to out of town camps.

Item 6: Update on Bozrah Rural Cemetery

- a) Rock Wall Completed

G. Pianka noted Ray Baker came in to straighten out stones, not complete the rock wall.

- b) Roadway Completed

G. Pianka noted the roadway has been completed and was under budget by about \$800.

- c) Status of Rural Cemetery Association

Attachment 6. G. Pianka presented a copy of a draft Ordinance for the Cemetery Commission. G. Pianka noted he wrote it based on other ordinances for cemeteries in the region. G. Pianka noted according to the Town Attorney, people from out of town are able to serve on the commission. G. Pianka noted three people out of the seven on the commission should be from town. C. Zorn noted it may be difficult to find seven people to serve on the commission. G. Pianka noted he knows of more than seven people interested in serving on the commission. B. Ballinger noted the ordinance should state the quorum. C. Zorn noted the ordinance should read how often the commission will meet, at least once a year.

Item 7: Authorize additional audit related fees due to the COVID-19 pandemic

Attachment 7. C. Zorn noted Sandra E. Welwood LLC is requiring \$7,500 due to government required work related to the COVID-19 pandemic.

MOTION 2: B. Ballinger made a motion to request \$8,000 from the Board of Finance to cover the additional Auditor fees due to COVID-19 pandemic. G. Pianka seconded the motion.

Vote unanimous - **MOTION CARRIED**

Item 8: Other business as the Board may vote to hear

MOTION 3: B. Ballinger made a motion to add to the agenda Item 8a - LOCIP Authorization. C. Zorn seconded the motion.

Vote unanimous - **MOTION CARRIED**

MOTION 4: C. Zorn made a motion to add to the agenda Item 8b - Consider and vote on the resolutions to move forward on funding/state permitting for the underground storage tank replacement. B. Ballinger seconded the motion. Vote unanimous - **MOTION CARRIED**

Item 8a: LOCIP Authorization

MOTION 5: C. Zorn made a motion for the Board of Selectmen to authorize the First Selectman to sign and implement the LOCIP application and sidewalk installation. B. Ballinger seconded the motion.

Vote unanimous - **MOTION CARRIED**

Item 8b: Consider and vote on the resolutions to move forward on funding/state permitting for the underground storage tank.

C. Zorn noted he spoke with people from the state regarding the underground storage tank at the school and has a meeting on July 29, 2020 to apply for the LOCIP grant money.

MOTION 6: C. Zorn made a motion to approve for the Board of Selectmen and Superintendent to apply to the Commissioner of Administrative Services grant for the replacement of the underground oil tank at Fields Memorial School. B. Ballinger seconded the motion.

Vote unanimous - **MOTION CARRIED**

MOTION 7: C. Zorn made a motion for the Board of Selectmen to assign the Bozrah Town Building Committee to the underground oil tank project at Fields Memorial School. G. Pianka seconded the motion.

Vote unanimous - **MOTION CARRIED**

MOTION 8: C. Zorn made a motion for the Board of Selectmen to authorize preparation, drawings and specifications for the underground oil tank at Fields Memorial School. B. Ballinger seconded the motion.

Vote unanimous - **MOTION CARRIED**

MOTION 9: C. Zorn made a motion to appoint Jack Santo, Glenn Pianka and himself as the Town Building Committee for the underground oil tank at Fields Memorial School. B. Ballinger seconded the motion.

Vote unanimous - **MOTION CARRIED**

Item 9: Public Comment

Glenn Pianka, Fitchville Road, commented on parking on Stockhouse Road from the Fitch Apartments. G. Pianka also commented on a letter from Uncas Health. G. Pianka also commented on brown fields.

Michel Leask, Scott Hill Road, commented on the auditor fee increase.

Ev Brown, Fitchville Road, commented on parking on Stockhouse Road and Bozrah Street Extension.

Item 10: Adjourn

MOTION 10: G. Pianka made a motion to adjourn the meeting at 8:00 p.m. B. Ballinger seconded the motion.

Vote unanimous - **MOTION CARRIED**

Respectfully submitted for the Board,

Heather Barber
Recording Secretary

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

The **Bozrah Board of Selectmen** will hold a **REGULAR MEETING** on **TUESDAY, July 21, 2020 at 7 PM** using the computer meeting app zoom. This is being done to comply with the executive orders in place for the coronavirus pandemic state of emergency.

Join Zoom Meeting

<https://us02web.zoom.us/j/98319785300?pwd=UjU5Y3ZMZGtOVEFUdkYzUS9hU1NpZz09>

- Meeting ID: 983 1978 5300 Password: 1Nj4MJ

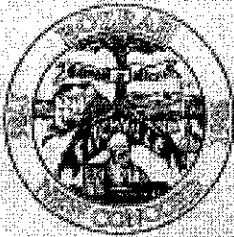
Dial by your location

- Meeting ID: 983 1978 5300 Password: 239453
- +1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Germantown) +1 346 248 7799 US (Houston)
- +1 669 900 9128 US (San Jose) +1 253 215 8782 US (Tacoma)

AGENDA

- 1) Call to order/attendance
- 2) Public comment(s)
- 3) Authorize the resolution for the homeland security grants per Attachment 1
- 4) Monthly reports
 - a. Troop K updates for June
 - b. Fire Marshall
 - c. Senior Center
 - d. Bozrah Food Bank
- 5) First Selectman updates
 - a. Bashon Hill catch basins completed
 - b. Scott Hill road still working on final enforcement officer items
 - c. Route 82 sewer infiltration waiting for NPU camera repair-large leak fixed, might be others, want a second look
 - d. Route 82 enforcement officer clean up items-grass, silt fence, etc...
 - e. Rec Field walking path, Trench being dug out to drain to catch basin
 - f. Summer Camp, started Monday with new staff
- 6) Update on Bozrah Rural Cemetery
 - a. Rock wall completed
 - b. Roadway completed
 - c. Status of rural cemetery association
- 7) Authorize additional audit related fees due to the COVID-19 pandemic
- 8) Other such business as the Board may choose to hear
- 9) Public Comment(s)
- 10) Adjourn

Carl L. Zorn-First Selectman



OFFICE OF THE FIRE MARSHAL
TOWN OF BOZRAH
TOWN HALL
1 RIVER ROAD
BOZRAH, CT. 06334
Telephone: (860) 889-2689 • Fax: (860) 887-5449

07/15/2020

Carl Zorn, First Selectman
Town of Bozrah
1 River Rd
Bozrah, CT 06334

The following are activities conducted by the Fire Marshal's Office between 06/10/2020 thru 07/09/2020;

- Review of communications from the State of Connecticut DEMHS
- Data entry into fire department data base
- Co-ordination with Uncas Health District on First Responders notification of COVID-19 positive patient locations
- Blasting Permit 17 Schwartz Rd
- Blasting Permit 34 Stockhouse Rd
- Discuss underground tank removal at ABC building material with Dustin Mitchell
- Virtual on-line fire marshal continuing education program 6/24/2020- 3 hours
- Received a call from First Selectman Carl Zorn on a blasting complaint from blasting that occurred at Hillandale Farms on July 7, 2020. Maine drilling & Blasting is currently the blasting contractor at the site. They were originally not the contractor when this project started several years ago but are the same contractor that has been used at the Coit site on Stockhouse Rd. The blast in question happened on 7/7 at approximately 1830 hours due to an equipment breakdown. Normally they try to have all blasting completed by 1430-1500 hours, the representative from Maine drilling contacted me to explain the situation and advise of their plan. He also stated that they did activate the pre-blast horn prior to the blast but there is not a pre-blast call list for this site. I advised him to utilize the same call list that is in place for the Coit site as the properties are in the same general area. He was going to advise his office immediately to put that procedure in place. If you receive any further complaints from someone not receiving a call let me know and I will have them added to the list. I still expect some additional blasting as this project moves forward, but they are past the area on the site that needed the majority of the blasting to bring the site to building grade.

Annual Fire safety inspections;

- Fitchville Home
- Bestway Gas Station
- Colonial Baptist Church
- AJS Insurance- Closed due to COVID
- Bozrah Pizza
- Curries Heating & Cooling
- Jay Small CPA
- Primo Realty

Submitted,

Thomas E Main Jr., Fire Marshal

JUNE 2020 SENIOR REPORT

-June was just about as quiet as May. I have continued to keep in contact with several of the seniors. They know if they need anything they can call me and I will help. I am waiting for the word from the Governor as to when we could expect to reopen. As of yet, we are not part of a "phase". I have been in constant contact with Sandra Leubner, Director of The Agency on Aging for CT. There was supposed to have been another Zoom call last Thursday and I'm just waiting to find out what transpired. I am hoping we can reopen for August. I have masks and a thermometer ready. I do not plan to serve food immediately or take trips. Once I get some direction from the State I will let Carl know what the plan is. Also, please keep me informed if you happen to hear anything.

-The new fiscal year 20/21 has begun for The Dial a Ride program. New changes to program are as follows:

- NO enrollment fee this year. We have money leftover from the drop in rides due to COVID-19.
- We will be offering (24) one-way trips this year or (12) round way trips. We will review in the December/January time frame and if we can, we will increase the number of rides.

*Note: I have new brochures and applications. Anyone new interested in the program can contact me directly. All completed applications should be placed in my mail folder for approval and for me to submit to ECTC.

-I am grateful to have had the floors cleaned. I am hoping the walls can be painted before we reopen and hand sanitizer stations are in place. It is very important that we have the proper things available. As far as the chairs go, it is not worth having them cleaned, because I priced it out and the cheapest I could find was \$10/per chair to be cleaned. I did however find some nice new vinyl chairs online for less than \$20/per chair. We would only need 24 chairs and 4 chairs w/arms at \$25. It only takes one spill or accident and the cleaning would be a waste of money.

-The meals on wheels program is still up and running. Bozrah senior residents know about the Food Bank and delivery is available if needed.

-I still have a Senior Center rental on the books for September 12th. I am hoping this will still be a go.

-The current balance for the Senior Center account is ~ \$2074.84

-Pamela Contino
Director/Municipal Agent

Bozrah Food Pantry Monthly Report
June 2020

The Bozrah Food Pantry (BFP) continues to be well stocked and the schedule of Thursday 3:00 - 6:00 PM is working. During the month 8 pantry pickups were prepared and given out. Each pickup is about a weeks' worth of food.

Distributions to Bozrah Citizens:

Tanesha Oats 324 Fitchville Road (family of 2) 1X

Kelly Wry 314 Fitchville Road (family of 2) 2X

Elena Munoz 135 Lake Road (family of 2) 1X

Food Donations:

Timothy Parker

Mains Country Store

Peggy O'Neil

Hillendale egg farm

BFP available money (Big Y gift certificates):

Beginning of month balance \$131.11

Money spent \$36.36 (bread, cereal, and condiments)

End of month balance \$94.75

Sincerely,

Tom Ververis (BFP Coordinator)

ORDINANCE FOR THE ESTABLISHMENT OF A
CEMETERY COMMISSION
FOR THE TOWN OF BOZRAH

Be it ORDAINED by the electors of the Town of Bozrah at a duly warned Town Meeting held on _____ pursuant to the authority regarding Cemetery Commissions granted to the Town by Connecticut General Statutes Sections 7-148(c) (3)(A) and 7-148(c)(6)(i), the Town of Bozrah hereby enacts the following Ordinance:

SECTION 1 PURPOSE: To establish a Cemetery Commission for the Town of Bozrah

SECTION 2 MEMBERSHIP: Said Commission to consist of Seven (7) Regular Members, THREE (3) who shall be electors of the Town of Bozrah. Majority age citizens of any Town of the State of Connecticut may be appointed to this Commission.

SECTION 3 TERM OF OFFICE: The members of the Commission shall be appointed by the Board of Selectmen, as follows:

Three (3) for Three(3) years
Two (2) for Two (2) years
Two (2) for One (1) year

Thereafter, each member shall be re-appointed to serve a Three (3) year term. The Board of Selectmen may fill any vacancy and may remove any member for cause. The seated First Selectman will serve in an ex-officio capacity on said Commission.

SECTION 4 CHARGE OF THE COMMISSION: To establish Rules and Regulations regarding interment, including, but not limited to, fees, plot occupancy, care and maintenance of grounds, monument size and placement, and other site managerial matters. To continue to maintain, document, repair headstones, and support genealogical research at all Town of Bozrah-owned cemeteries

Recognizing the unique historic asset of the BOZRAH RURAL CEMETERY ASSOCIATION, organized in 1875, and the original intention of those corporators, this COMMISSION will properly manage, and submit a full accounting report to the Board of Selectmen each July consisting of all activities and financial data generated during that Fiscal Year.

SECTION 5 That all Ordinances, or parts thereof, conflicting with the provisions of this Ordinance are hereby repealed in so far as effects this Ordinance.

SECTION 6 That this Ordinance shall take effect Fifteen (15) days after publication in accordance with the Connecticut General Statutes

Dated at Bozrah, Connecticut this _____
Town Clerk

AUTHORIZING RESOLUTION of the TOWN OF BOZRAH, BOARD OF SELECTMEN

I, Lynne Skinner, the Town Clerk of the Town of Bozrah, do hereby certify that the following is a true and correct copy of a resolution adopted by the Board of Selectmen of the Town of Bozrah at its duly called regular meeting of July 21, 2020 at which a quorum was present and acting throughout, and that resolution has not been modified, rescinded, or revoked and is present in full force and effect:

RESOLVED, that the Town of Bozrah may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Carl L. Zorn, as First Selectman, of the Town of Bozrah is authorized and directed to execute and deliver all documents on behalf of the Town of Bozrah 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.

The undersigned further certifies that CARL L. ZORN now holds the office of FIRST SELECTMAN OF THE TOWN OF BOZRAH and that he has held that office since November 19, 2019.

IN WITNESS THEREOF: The undersigned has executed this certificate this _____ day of _____, 2019.

SIGNED: _____ SEAL:
Town Clerk Town of Bozrah

Sandra E. Welwood, LLC

Website: www.sewelwoodcpa.com
Telephone: (203) 730-0509

Certified Public Accountants
P.O. Box 4609, Danbury, CT 06813

July 7, 2020

First Selectman
Town of Bozrah
1 River Road
Bozrah, CT 06334

Addendum to Engagement Letter Dated February 18, 2020

Due to the extraordinary situation caused by the COVID-19 pandemic, we are required by Governmental Auditing Standards to perform a number of additional audit procedures obviously not anticipated in the engagement letter dated February 18, 2020, which indicates the services we are to provide the Town of Bozrah, Connecticut (the "Town") for the year ended June 30, 2020.

In addition to the fees set forth in the engagement letter dated February 18, 2020, we estimate the fee for the required additional audit work related to the COVID-19 pandemic will be \$7,500, which will be billed at our normal hourly rates.

The above additional fee is based on anticipated cooperation and assistance from your personnel and the assumption that additional unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Town of Bozrah and believe this addendum letter accurately summarizes the additional requirements of our engagement. If you have any questions, please let us know. If you agree with the additional terms of our engagement as described in this addendum letter, please sign below and email it back to us as soon as possible, but not later than July 15, 2020.

~~If we do not receive the signed copy by July 15, 2020, we will be required to stop work on your audit.~~

Very truly yours,

Sandra E. Welwood LLC

RESPONSE:

This addendum letter correctly sets forth the understanding related to the COVID-19 pandemic of the Town of Bozrah, Connecticut

Signature: APJ

Title: FIRST SELECTMAN

Date: 7/13/20

Resolved - The Board of Selectmen of Bozrah authorize the Board of Education or the Superintendent to apply to the Commissioner of Administrative Services and to accept or reject a grant for the replacement of an underground oil tank at the Fields Memorial School

Resolved – The Board of Selectman of Bozrah assign the project to the Bozrah Town Building Committee (Create one or assign to an existing one) for the replacement of an underground oil tank at the Fields Memorial School

Resolved – The Board of Selectmen of Bozrah authorize at least the preparation of schematic drawings and specifications for the replacement of an underground oil tank at the Fields Memorial School