

**TOWN OF BOZRAH**  
**REGULAR MEETING**  
**BOARD OF SELECTMEN**  
**ZOOM - VIDEO CONFERENCE**  
**June 16, 2020**

**Item 1:** First Selectman Carl Zorn called a Regular Meeting of the Bozrah Board of Selectmen (BOS) to order via Zoom Video Conference on June 16, 2020 at 7:00 p.m.

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

Others Present: 7 members of the public

**Item 2:** Public Comments

No public comment.

**Item 3:** Approve the minutes of the Board of Selectmen regular meeting of May 19, 2020

**MOTION 1:** G. Pianka made a motion to accept the minutes for the Board of Selectmen meeting held May 29, 2020 as written. B. Ballinger seconded the motion.

Vote unanimous - **MOTION CARRIED**

**Item 4:** First Selectman Update

a) Scott Hill Drainage Project

C. Zorn noted the pipe was installed and back filled. He noted the crews are working on the clean up.

b) Street Sweeping

C. Zorn noted street sweeping operations have been completed as well as the catch basin cleaning.

c) 15 MPH Speed Limit Signs

C. Zorn noted the 15 mph speed limit signs near the school and in Gilman are not registered to the state. G. Pianka noted the 15 mph speed limit signs are not enforceable but put as a

Suggestion. G. Pianka noted that a 25 mph speed limit sign is enforceable and suggested they repost the 15 mph signs as 25 mph.

**MOTION 2:** G. Pianka made a motion to repost the 15 mph speed limit signs as 25 mph speed limit signs. B. Ballinger seconded the motion.

Vote unanimous - **MOTION CARRIED**

d) Bozrah Historical Society Plaque

G.Pianka noted the Bozrah Historical Society is looking for permission to place a historic plaque on the former railroad terminus site on the corner of Stockhouse Road and Fitchville road on Town Property.

**MOTION 3:** C. Zorn made a motion to allow the Bozrah Historical Society to place the historic plaque on the former railroad terminus site on town property on the corner of Stockhouse Road and Fitchville Road. B. Ballinger seconded the motion.

Vote unanimous - **MOTION CARRIED**

e) Rogan Family Request

C. Zorn noted the Rogan family is requesting to place an additional memorial tree ( at their own expense) in along the maple tree line at the former railroad terminus site on town property. G. Pianka noted the maple trees were planted in memorial of several people from town but the tree markers have not been placed yet.

**MOTION 4:** C. Zorn made a motion to allow the Rogan family to place a memorial tree along the maple tree line at the former railroad terminus site on town property. B. Ballinger second the motion.

Vote unanimous - **MOTION CARRIED**

**Item 5:** Monthly Report - Fire Marshal

Attachment 1

**Item 6:** Monthly Report - Senior Services Coordinator/Municipal Agent

Attachment 2

G. Pianka noted the importance of deep cleaning the senior center. C. Zorn noted the floors at the senior center will get a deep clean.

**Item 7:** Monthly Report - State Police

Attachment 3

**Item 8:** Monthly Report - Bozrah Food Bank

Attachment 4

**Item 9:** Emergency Election Procedures

Sue Ververis presented the board with the emergency election procedures, Attachment 5. G. Pianka questioned if the polling place changed due to ease of cleaning. S. Ververis noted the school will be the polling place. B. Ballinger noted his concerns with absentee ballots.

**MOTION 5:** C. Zorn made a motion to approve the emergency election procedures as presented. B. Ballinger seconded the motion.

Vote unanimous - **MOTION CARRIED**

**Item 10:** Bozrah Rural Cemetery

G. Pianka noted he reached out to several towns on the regulations/ordinances of their cemeteries. G. Pianka received those from Lebanon and Woodstock and noted the documents had a stamp from the Town Clerk verifying them. G. Pianka requested for C. Zorn to ask the Town Attorney if the commission could utilize non-residential appointments. Following response from the Town Attorney, G. Pianka noted he will create an outline ordinance to present to the Board. G. Pianka noted Woodstock has non-residential appointments on their commission. C. Zorn noted he will speak with the Town Attorney in the next fiscal year.

a) Progress in converting accounts to town

G. Pianka noted they have access to the 4 accounts with access codes. C. Zorn noted the accounts should be moved to a town controlled area separate from the general fund so a cemetery commission can be established. G. Pianka noted he spoke with the IRS and it is currently in motion to reactivate a non-profit account.

b) Progress on road work

G. Pianka noted the road work has been started. The cost is about \$15,000 and there is \$12,000 in the account.

**Item 11:** Commission Reappointments

a) Inland Wetlands Commission

I. Scott Taylor 2/1/2020 - 1/31/2023

**MOTION 6:** B. Ballinger made a motion to reappoint Scott Taylor to the Inland Wetlands commission for 2/1/2020 - 1/31/2023. G. Pianka seconded the motion.

Vote unanimous - **MOTION CARRIED**

II. Steve Brunetti 2/1/2020 - 1/31/2023

**MOTION 7:** B. Ballinger made a motion to reappoint Steve Brunetti to the Inland Wetlands commission for 2/1/2020 - 1/31/2023. G. Pianka seconded the motion.

Vote unanimous - **MOTION CARRIED**

III. Thomas Main Sr. 2/1/2020 - 1/31/2023

**MOTION 8:** B. Ballinger made a motion to reappoint Thomas Main Sr. to the Inland Wetlands commission for 2/1/2020 - 1/31/2023. G. Pianka seconded the motion.

Vote unanimous - **MOTION CARRIED**

b) Planning and Zoning Alternates

I. Stephen Coit 5/31/2020 - 5/31/2023

**MOTION 9:** G. Pianka made a motion to reappoint Stephen Coit as an alternate to the Planning and Zoning commission for 5/31/2020 - 5/31/2023. B. Ballinger seconded the motion.

Vote unanimous - **MOTION CARRIED**

II. Frank Driscoll 5/31/2020 - 5/31/2023

**MOTION 10:** G. Pianka made a motion to reappoint Frank Driscoll as an alternate to the Planning and Zoning commission for 5/31/2020 - 5/31/2023. B. Ballinger seconded the motion.

Vote unanimous - **MOTION CARRIED**

c) Maples Farm Park Commission

I. Glenn Pianka to fill vacancy 2/15/18 - 2/15/21

**MOTION 11:** B. Ballinger made a motion to appoint Glenn Pianka to fill the vacancy on the Maples Farm Park commission for 2/15/18 - 2/15/21. C. Zorn seconded the motion.

Vote unanimous - **MOTION CARRIED**

II. Gina Bitgood alternate 6/30/2020 - 6/30/2023

**MOTION 12:** B. Ballinger made a motion to appoint Gina Bitgood as an alternate on the Maples Farm Park commission for 6/30/2020 -6/30/2023. G. Pianka second the motion.

Vote unanimous - **MOTION CARRIED**

**Item 12:** Such other business that board sees fit

**MOTION 13:** B. Ballinger made a motion to add Item 12a Maples Farm Park Commission Request to the agenda and Item 12b Approve Transfers for BOF to the agenda. G. Pianka seconded the motion.  
Vote unanimous - **MOTION CARRIED**

**Item 12a:** Maples Farm Park Commission Request

Attachment 6

G. Pianka noted the Maples Farm Park commission is looking to put a gazebo looking pavilion at the park. Bozrah Light and Power would like to donate \$7,500 to the project. G. Pianka noted this donation should not be put in the general fund.

**MOTION 14:** B. Ballinger made a motion to make a declaration of support for the letter as presented. G. Pianka seconded the motion.  
Vote unanimous - **MOTION CARRIED**

**Item 12b:** Approve Transfers for BOF

Diana Santo noted the Assessors line is short \$500 and the Auditor line is short \$896. D. Santo noted they can transfer \$500 from the Registrar line to the Assessor and \$1000 from the Registrar line to the Auditor. D. Santo noted they can transfer \$10,000 from the General Highway to the Miscellaneous line. D. Santo noted they can transfer \$5000 from the Tax Collector line to the Inland Wetlands line for the ZEO salary. D. Santo noted they can transfer \$3500 from the Election Supplies line and \$1500 from the Employee Benefits line to Planning and Zoning.

The BOS plan to meet Monday June 22, 2020 to put together a request for transfers to bring to the Board of Finance.

**Item 13:** Public Comments

Ev Brown, Fitchville Road, commented on the public joining electronically to the meeting on Monday.

**Item 14:** Adjourn

**MOTION 15:** B. Ballinger made a motion to adjourn the meeting at 8:15 p.m. G. Pianka 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, June 16, 2020 at 7:00 PM** using the computer meeting app zoom.

**Join Zoom Meeting**

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

Meeting ID: 983 1978 5300

Password: 1Nj4MJ

**Dial by your location**

- +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)

Meeting ID: 983 1978 5300

Password: 239453

**AGENDA**

- 1) Call to order/attendance
- 2) Public comment(s)
- 3) Approve minutes of BOS REGULAR Meeting of May 19, 2020
- 4) First Selectman Update
  - a. Scott Hill drainage project pipe installed and backfilled, cleanup operations ongoing
  - b. Street sweeping operations completed, catch basin cleanings completed
  - c. Discussion about 15MPH street postings-not enforceable, not registered with state, should we remove?
  - d. Discussion and permission for Bozrah Historical Society to place historic plaque on the former railroad terminus site on Town property at the corner of Stockhouse Road and Fitchville Road
  - e. Request from Rogan family to place an additional memorial tree along the new maple tree line at the same location

- 5) Monthly Report - Fire Marshal
- 6) Monthly Report - Senior Services Coordinator/Municipal Agent
- 7) Monthly Report - State Police May, 2020
- 8) Monthly Report - Bozrah Food Bank
- 9) Emergency Election Procedures
- 10) Bozrah Rural Cemetery
  - a. Progress in converting accounts to be associated with the town
  - b. Progress in completing road improvements
- 11) Commission Reappointments
  - a. Inland Wetlands Commission
    - i. Scott Taylor: 2/1/2020 to 1/31/2023
    - ii. Steve Brunetti: 2/1/2020 to 1/31/2023
    - iii. Thomas Main Sr.: 2/1/2020 to 1/31/2023
  - b. Planning and Zoning Alternates
    - i. Stephen Coit: 5/31/2020 to 5/31/2023
    - ii. Frank Driscoll: 5/31/2020 to 5/31/2023
  - c. Maple Farm Park Commission
    - i. Jon Kemp: 12/15/2020 to 12/15/2023
    - ii. Brandon Lathrop: 12/15/2020 to 12/15/2023
    - iii. Glenn Pianka-to fill vacancy: 2/15/18-2/15/21
    - iv. Gina Bitgood-Alternate: 6/30/2020 to 6/30/2023

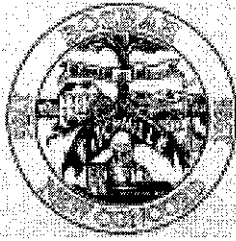
12) Such other business that the Board sees fit

13) Public Comment(s)

14) 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**

06/11/2020

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

Carl,

The following are activities conducted by the Fire Marshal's Office between 05/10/2020 thru 06/09/2020;

- Review of communications from the State of Connecticut DEMHS
- Data entry into fire department data base
- Communications with DEMHS for COVID-19 supplies for Town of Bozrah Businesses
- Co-ordination with Uncas Health District on First Responders notification of COVID-19 positive patient location
- Blasting Permit 17 Schwartz Rd
- Virtual on-line fire marshal continuing education program 5/20/2020- 3 hours
- Underground Tank removal 16 Goulart Drive
- Installation of Fire Hydrant markers on new hydrants on Salem Tnpke. & Noble Hill Rd.
- Virtual on-line fire marshal continuing education program 6/3/2020 - 3 hours
- Communications with Elmbrook Senior Housing on fire alarm issues

Annual Fire safety inspections;

- Bozrah Congregational Church
- St. John's Church
- Leffingwell Baptist Church
- Bozrah Senior Center/ Recreation Building
- Maple Farm
- Bozrah Town Hall
- Bozrah Public Works Garage

Submitted,

Thomas E Main Jr., Fire Marshal  
Town of Bozrah

## **MAY 2020 SENIOR REPORT**

- May was a quiet month. I have been in contact with several seniors in town and they are doing well. I even spoke with one of our seniors who is currently in California with family and unable to fly home as of yet. I am so happy to report they all stayed healthy. They are eager to come back to the center and I told them I'd keep them posted. Last month there was supposed to be a ZOOM call with the Governor for all Senior Center directors to be a part of. There ended up being a glitch in the system and most were unable to participate, including myself. I do receive updates and info from Sandra Leubner with the Center on Aging and disabilities. I am hoping we will be able to open come July. I'm not sure when the State of Emergency will be lifted from Bozrah. Looking forward I am thinking we will open for activities and shopping trips only. I am thinking we may hold off serving lunch right away and only seat 3-4 people at a table.

-I spoke with John Roode (executive director for ECTC) about ideas on how we will reopen. He is thinking of having no more than 4 seniors on the bus at a time. We discussed maybe doing shopping trips on Fridays where the senior bus would act like a shuttle bringing 3-4 at a time and dropping off and going back to the center to pick up 3-4 more and once back to the store pick up those ready to return. I'm not sure as of this moment how many would want to utilize this service, but it is an option we are looking at.

-Thank you to the town for supplying us with face masks and a thermometer. I also had a friend that donated homemade masks for each of my seniors. I think it's very important that the Bozrah Senior Center be cleaned thoroughly before we reopen. I was hoping the floors would get professionally cleaned during this time when the building isn't being used. I would like to ask that we get a hand sanitizer dispenser like the ones at the town hall. I think this will be an important part of a safe reopening of the center and may be mandatory to have.

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

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

-Pamela Contino  
Director/Municipal Agent



Commanding Officer  
Lieutenant Marc Petruzzi

# State of Connecticut



## Connecticut State Police Troop K - Colchester



Executive Officer  
Master Sergeant Eric Peck

Date: June 1, 2020

Mr. Carl Zorn  
Bozrah First Selectman  
1 River Road  
Bozrah, CT 06334

Dear Mr. Zorn,

This correspondence is an effort to keep you apprised of the monthly police services occurring within the Town of Bozrah.

During the month of May 2020 the Troop K Troopers responded to 108 Calls for Service in the Town of Bozrah. Of these Calls for Service the most notable are:

Accidents:	5
Burglaries:	0
Larcenies:	0
Other Criminal:	0
Other Non-Criminal:	6
Non Reportable Matters:	82
Other Noteworthy Events (List):	N/A.

In addition to the above investigations Troopers conducted the following motor vehicle enforcement:

On-Sight DWI:	2
Traffic Citations:	8
Written Warnings:	6

Sincerely,

***Lt. Marc F Petruzzi #037***

Lieutenant Marc Petruzzi #037  
COMMANDING OFFICER  
Troop "K" Colchester, CT

15A Old Hartford Road  
Colchester, Connecticut 06415  
Phone (860) 465-5400  
FAX (860) 465-5450

**Bozrah Food Pantry Monthly Report**  
**May 2020**

The Bozrah Food Pantry (BFP) is well stocked and the schedule of Thursday 3:00 - 6:00 PM seems to be working. During the month 12 pantry pickups were prepared and given out. Each pickup was about a weeks' worth of food for every member of the family making the pickup.

**Distributions to Bozrah Citizens:**

Schwartz Road (family of 4) 2X  
Fitchville Road (family of 1) 1X  
Bozrah Street (family of 1) 1X  
Lake Road (family of 2) 1X

**Food Donations:**

Hillandale Farms  
Stop & Shop  
Peggy O'Neil  
St. Johns Church  
Elena Cecil

**BFP available money (Big Y gift certificates):**

Beginning of May there was \$145.00  
Money spent \$13.89 (bread and butter)  
Ending Balance of certificates \$131.11

Sincerely,

Tom Ververis (BFP Coordinator)

**TOWN OF BOZRAH**

**EMERGENCY**

**ELECTION PROCEDURES**

**Prepared by:**

**Barbara MacFadyen**

**Susan Ververis**

**Dated: June 2020**

# Town of Bozrah Emergency Election Procedures

In accordance with Connecticut General Statutes §9-174a, the registrars of voters and the town clerk will jointly create an emergency contingency plan for elections for their municipality. This plan must cover, but not be limited to, the following contingencies: 1. solutions for ballot shortages, 2. strategies to implement in the event of: a. shortage or absence of poll workers, b. loss of power, c. a fire or sounding of alarm in polling place, d. voting machine malfunctions, e. a weather or natural disaster, f. the need to remove and replace a poll worker or moderator, and g. disorder in and around the polling place.

## 1. Solutions for ballot shortages.

Inform the registrars of voters when one package of ballots remains. The registrars will then make available a limited number of copies of the ballot with the town seal affixed, if necessary. If these ballots are used, they will be placed in the auxiliary bin to be hand counted after the polls close.

## 2. Strategies to implement in the event of:

### a. Shortage or absence of poll workers.

A list of emergency poll workers will be available with the Registers of Voters.

### b. Loss of power.

A generator automatically takes over and provides power to the polling place. Should the generator fail to function properly, the tabulators will continue functioning for three hours with back-up batteries. If necessary, additional batteries will be available for use in the polling place.

**c. Fire or sounding of alarm in polling place.**

Moderator will call 911 if necessary.

Voters will proceed to the playground under the supervision of an assistant registrar. Voters who have a ballot, but have not placed the ballot in tabulator, will receive a card in exchange for their ballot. These ballots will be placed in a privacy folder and marked as 'spoiled'. When polls reopen, the voters with a card will receive another ballot and be allowed to vote.

Moderator will note the number on the tabulator and enter it into the moderator handbook, turn off, unplug, and move tabulator and the moderator handbook to a safe area.

Checker will remove the official voter list from the polling place. Ballot clerk will remove remaining ballots from the polling place. All workers will proceed to the playground.

**d. \*Voting Machine (tabulator) malfunctions.**

Tabulator tender will notify the moderator who will refer to moderator's handbook for directions. Contact registrars. (860-889-2689, ext. 209)  
Use back-up machine if necessary.

**e. Weather or other natural disaster.**

Monitor radio, television, and internet for any updates. Comply with directions from the Governor and First Selectman.

Wet outer clothing and umbrellas may be taken from voters as they enter and returned as they exit as ballots must remain as dry as possible or they will be rejected by the tabulator.

**f. The need to remove and replace a poll worker.**

In the case of illness: action will be decided by the moderator.

In the case of not performing job according to job description: poll worker will be given a warning and/or asked to leave by the moderator, moderator will be given a warning and/or asked to leave by the registrar of voters. A removed worker will be replaced.

**g. \* Disorder in and around the polling place.**

First, the moderator will be notified, then the ROV (860-889-2589, ext. 209, then the First Selectman (860-367-1071 cell), then if necessary, State Police (Troop K 860-464-5400).

**h. Medical emergency.**

The moderator will call 911. Any poll worker with medical training may render assistance until medical personal arrive.

**3. \*Other:**

a. The office of the Registrars of Voters will take all steps necessary to ensure that CDC and State Directives regarding social distancing, handwashing, and other protective measures regarding COVID-19 are followed. Refer to “Recommendations for Election Polling Locations”, published by the CDC.

**\*Any questions may be directed to the Registrars of Voters at 860-889-2689, ext. 209.**

This emergency plan may be modified at the discretion of the Registrars as circumstances warrant.

Original: Approved February 14, 2013.

Revision 1: Pending Approval June 2020. (\*indicates changes)



Town of Bozrah

## **Maples Farm Park Commission**

**1 River Road  
Bozrah, Connecticut 06334  
860-889.2689**

June 16, 2020

Dan Bouges, Manager of Communications  
Bozrah Light & Power-Groton Utilities  
295 Meridian Street  
Groton, CT 06340

Dear Mr. Bouges,

Mr. Jonathan Gilman has been in communication with you regarding a donation/sponsorship for a gazebo styled pavilion to be constructed at the Maples Farm Park at 45 Bozrah Street in Bozrah, Connecticut. The discussed size is approximately 24' x 36' and will be constructed with low maintenance material. The projected cost is estimated to be between \$16-\$20,000.

The structure would be used primarily for the highly acclaimed Bozrah Farmers' Market but would be available for public access use per open public access rules and for private rental venues currently allowed on this Town owned property through an application/screening process. The construction technique would give this addition an anticipated usable cycle of 25+ years.

It is exciting to hear that you would be able to assist in this venture through funding donation in the amount of \$7,500. The Bozrah Light and Power-Groton Utilities Company will be prominently promoted in a dedication ceremony and plaque. If the donation is to be made by check it should be made payable to: Town of Bozrah-Maples Farm Park.

On behalf of the Maples Farm Park Commission we wish to sincerely thank you for your continued support of Bozrah Community initiatives.

Sincerely,

Glenn S. Pianka  
Secretary