

**Town of Ridgefield**  
**Board of Selectmen Meeting**  
Wednesday, September 26, 2018 – 6:30 pm  
Town Hall Large Conference Room  
400 Main Street, Ridgefield, Connecticut  
**UNREVISED/UNAPPROVED MINUTES**

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These minutes are a general summary of the meeting and are not intended to be a verbatim transcription.

In attendance: R. Marconi, B. Hebert, M. Kozlark, S. Zemo, B. Manners-Absent

**Agenda**

1. Public Comment
2. Fire Marshal Appointment: Guy Miglinas
3. Peter Gutstein – Youth Commission
4. Member continuation request for Board of Ethics – Michele E. Pallai (term up 12/31/18)
5. Conservation Commission – Member position adjustment
  - a) Ann C. (Kitsey) Snow who is currently a full member moving positions with Daniel C. Levine who is currently an alternate member.
6. Chef's Warehouse Lease Renewal
7. Proposed Pension Commission Ordinance Changes
8. Ethics rewrite
9. Selectman's Report
10. Approval of Meeting Minutes: 8/13/18 special, 9/5/18 special

R. Marconi called the **Board of Selectman's Meeting** to order at 6:30 pm. R. Marconi stated there will be a Public Hearing on Wednesday, October 10, 2018 to discuss the elimination of map road, undeveloped portion on Skytop Rd.

1. Public Comment

None

2. Fire Marshal Appointment: Guy Miglinas

Present: Guy Miglinas, Fire Chief Jerry Myers, Assistant Fire Chief Mickey Grasso

R. Marconi welcomed Guy Miglinas and read a letter from Fire Chief Jerry Myers. The letter stated Deputy Fire Marshall Drake was not interested in advancing to the current open position. DFM Miglinas expressed interest in the position meeting with Laurie Fernandez, Human Resources to discuss the impact of the promotion.

M. Kozlark questioned if there is a spread sheet for more accountability tracking building inspections and are benchmarks in place for continually tracking inspections with need by dates?

Chief Myers stated they are working on the spreadsheet and have new software that will help track inspections. G. Miglinas stated they were in process of getting a base established.

S. Zemo questioned were there any State requirements for inspections/time frames and were historic records being viewed or are we starting new?

Chief Myers stated historical data is what we are looking at now to be inserted in the database.

Assistant Chief Grasso stated the new software can be broken down into categories by occupancy, street name, building itself or owner. There are several ways to track inspections.

G. Miglinas stated assemblies are yearly, three or more housing/condo units are yearly yet some other inspections depending what type can be done every two to three years. Ideally, we want to get all in yearly. Bottom line is getting inspections done, helping people work with the Codes of Standards making it safe for everyone.

**B. Hebert moved and M. Kozlark seconded the motion to appoint Guy Miglinas as the next Fire Marshal as of October 1, 2018. Motion carried 4-0.**

### 3. Peter Gutstein – Youth Commission

R. Marconi welcomed Peter Gutstein stating Peter was present to be interviewed for an open member position in the Youth Commission.

P. Gutstein stated he is in the 11<sup>th</sup> grade at St. Luke's in New Canaan. He has lived in Ridgefield for the past 15 years. Peter felt it was time to become more involved with Ridgefield. He has volunteered at Woodcock Nature Center and currently as an assistant instructor at Shaolin Studios.

B. Hebert questioned Peter if he had any thoughts or issues he would bring to the commission.

P. Gutstein stated school, SAT's, preparing for college, is a stressful time for students. I hope I can help the teens of Ridgefield with discussing those topics.

M. Kozlark asked Peter for ways he would like to interact or reach the students of Ridgefield.

P. Gutstein stated he has done a lot of volunteer work with St. Luke's and can bring those experiences to the Youth Commission.

S. Zemo commented the experiences coming from another school other than Ridgefield High will be an interesting perspective.

R. Marconi asked Peter if he found a lot of friends experiencing stress and in his opinion is it healthy? What we can do to help your peers feel comfortable and alleviate their stress?

P. Gutstein stated stress in general-no, I don't find it healthy. Building a resume, preparing for college, a lot of students don't show it outwardly, but stress is constant inside. I feel having hobbies and activities to do can help us all have healthy outlets.

**S. Zemo moved and M. Kozlark seconded the motion to appoint Peter Gutstein as a member of the Ridgefield Youth Commission. Motion carried 4-0.**

**4. Member continuation request for Board of Ethics – Michele E. Pallai**

R. Marconi read a letter from Michele Pallai expressing interest to continue as a member for the Board of Ethics. Michele has been a resident of Ridgefield since 1990 and welcomes the opportunity to continue serving the Town.

M. Kozlark questioned if the Board of Ethics Chairman sent in a letter of acceptance. S. Zemo agreed that Michele did not need to be present however a letter would be good for the file if there wasn't one.

**B. Hebert moved and S. Zemo seconded a motion to approve the appointment of Michele E. Pallai contingent upon a positive letter of recommendation from the Board of Ethics Chairman. Motion carried 4-0.**

**5. Conservation Commission – Member position adjustment**

Present: James Coyle-Chairman

R. Marconi read a letter from Kitsey Snow requesting to move to an alternate position allowing time to work on several projects that are of interest to her.

J. Coyle stated he did not want to lose Kitsey, asked Dan Levine to step up to full member position. Dan verbally accepted the position. J. Coyle will get a letter of acceptance from D. Levine per BOS discussion for the file.

**B. Hebert moved and M. Kozlark seconded to approve the member position adjustment to Daniel C. Levine as full member and Ann C. Kitsey Snow to alternate member of the Conservation Commission. Motion carried 4-0.**

**6. Chef's Warehouse Lease Renewal**

R. Marconi stated one question came up regarding reimbursement or credit in terms of the upgrades to the building. Original lease was set at \$32 a square foot, understanding there could be an increase, the amount of the increase here was not acceptable.

S. Zemo questioned the section where the landlord should provide a backup generator for first floor portion. Generators can be very specific, some run just lights and plugs while others can handle air conditioning. We should define this more so there is no misunderstanding.

B. Hebert questioned what was the TI amount agreed upon?

R. Marconi stated it was \$32 a square foot. We had talked about carrying everything else over in the lease except for the square footage and this is now a new number of \$42.67.

M. Kozlark asked for clarification with the elevator language. Is the lease referring to currently working elevator or the freight elevator?

R. Marconi stated adjustments in new plan went to referendum and there is an addition on the south facing entrance where a new elevator goes in. There will be a new & old elevator included in the lease.

B. Hebert questioned if anyone went through the actual term sheet?

R. Marconi stated all numbers were verified. Jack ??? verified square footage. The amounts in the Amended & Restated Lease were adjusted to square footage at the same rate we had agreed upon.

**B. Hebert moved and M. Kozlark seconded a motion to approve Chef's Warehouse Lease Renewal subject to verification of all numbers in the lease and clarification of backup generators. Motion carried 4-0.**

#### 7. Proposed Pension Commission Ordinance Changes

Present-Mike Rettger???, Chris Christiansen???

M. Rettger presented chart for BOS to review covering governance framework for the Towns Pension plans. M. Rettger stated the wording is 40 years old. They have been working with Cohen & Wolf and rest of Commissioners to redefine our roles and the Plan Administrator's role due to changes made with the Charter.

C. Christiansen stated the commission is trying to align the words of the Charter & Town Ordinance to the reality of what it is, improving the language and clarity.

B. Hebert questioned should we put in the ordinance a review needs to be done every 3 or 5 years? Is there a goal to tie this to a schedule? M. Rettger agreed this would make sense.

R. Marconi stated the Pension Commission with the BOS would look at the Ordinance on same cycle as Charter Revision.

M. Rettger highlighted language stating the BOS should appoint a Plan Administrator and if they fail to do so the BOS is then the Plan Administrator.

R. Marconi stated we should move this to a Town Meeting.

**M. Kozlark moved and B. Hebert seconded a motion to schedule Public Hearing and Town Meeting on 10/24/18 to discuss the Proposed Pension Commission Ordinance changes. Motion carried 4-0.**

#### 8. Ethics Rewrite

R. Marconi stated this was on the Agenda tonight to discuss any thoughts or ideas.

M. Kozlark commented there was a subcommittee that did a lot of work rewriting language.

R. Marconi stated B. Manners had raised concerns with language of personal interest and would BOS as active participants and elected officials worry that they may have to recuse themselves.

B. Hebert stated the personal interest clause was the only issue. The remainder of the Code of Ethics is fine, and the BOS should look at this again and come up with layman's language.

R. Marconi stated he would ask Jason Bucksman at Cohen & Wolf to review the language and provide us his thoughts. S. Zemo agreed a volunteer and legal perspective from Jason would be helpful.

## **No vote**

### **9. Selectman's Report**

- a. Chef's Warehouse ready to move forward. Requesting Board consider possible forgiveness of permit fees.
- b. Compassionate Achiever Book, November 14<sup>th</sup>-Project Resilience is having author Christopher Kukk, Professor at Western Connecticut University speak about the book and being certified as a Compassionate Town. It would be nice for the BOS to be at this event.
- c. Veterans Day Service, Sunday, 11/11/18 at 11:00 am.
- d. Regional Hospice Ann's Place sent a thank you for the contribution we sent under Community Grants.
- e. WPCA-Public Hearing, majority of questions were centered around concern that the Town is picking up 8 million dollars of the \$48 million. Answer is the entire Town uses all the downtown. Regarding capacity - why are we doing anything since there is plenty? Two reasons-General wear/tear on motors and bearing secondly nitrogen and phosphorous removal. The State of CT and EPA have raised standards. We must be in compliance by certain dates.
- f. Vote needed to move the BOS Meeting on 11/14/18 to 11/13/18 as a Special BOS Meeting.

**M. Kozlark moved and S. Zemo seconded a motion to move the BOS Meeting on 11/14/18 to 11/13/18 as a Special BOS Meeting at 6:30 pm. Motion carried 4-0.**

### **10. Approval of Meeting Minutes: 8/13/18 special, 9/5/18 special**

Approval of the meeting minutes were postponed to the next meeting.

R. Marconi noted the next meetings will be held on October 10<sup>th</sup> & October 24<sup>th</sup>, 2018.

**B. Hebert moved and M. Kozlark seconded a motion to adjourn the Board of Selectman Meeting at 8:30pm. Motion carried 4-0.**

Respectfully submitted,  
Susan M. Setaro