

**BOARD OF SELECTMEN SPECIAL MEETING
May 2, 2011**

A special meeting of the Board of Selectmen was held on Monday, May 2, 2011 in the Selectmen's Conference Room.

Members present: First Selectman Frank Chiamonte, Selectmen Christina Emery and Selectman Michael Criss.

Attendees: Ronald Sherlock, Chairman of the Zoning Commission

Minutes of Previous Meeting

Ms. Emery moved to approve the minutes from the Special meeting held on April 20, 2011 and the Regular meeting held on April 20, 2011. Mr. Criss seconded. All were in favor.

Public Participation

None

Appointments and Resignations

Mr. Criss moved to accept the resignation of Sue Alender as chairman of the Conservation Commission. Ms. Emery seconded. All were in favor. The Selectmen thanked Ms. Alender for twenty-two (22) years of outstanding service on the commission and said she will be missed.

New Business

Zoning Chairman, Ronald Sherlock to discuss guidelines for Zoning Enforcement Officer:

Mr. Sherlock reported that one of the things the Zoning Commission is working on is drafting a written policy and procedure document for the zoning enforcement officer to follow. They have four (4) scenarios where action can be taken:

- 1) Open permit. ZEO has on-going jurisdiction. If a site is not being developed according to the approved plan, the ZEO may immediately notify the Zoning Commission.
- 2) Signed written complaints. The ZEO may look into the matter but must report to the Zoning Commission prior to taking any action.
- 3) Violations. If the ZEO observes something that she considers to be a violation she may investigate the matter but should not take any action. She should report her findings to the Zoning Commission.
- 4) If an anonymous complaint is received from the Selectman's Office the ZEO may investigate but should report their findings to the Zoning Commission before any action is taken.

Mr. Chiamonte agreed that even anonymous complaints should be looked into and he would be willing to sign a complaint if he thinks, after some investigation, it has merit. The Selectmen discussed other issues that could arise. The need for a blight ordinance was raised by Ms. Emery who noted that many circumstances would fall under blight. A request to include a blight ordinance on the next Board of Selectmen meeting agenda was noted. It was agreed that contact information for the ZEO

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should be on the town's web page. Mr. Sherlock noted he would like monthly reports from the ZEO indicating what she has been working on. Mr. Criss suggested monthly reports be part of the job description. The Selectmen agreed that the ZEO does not need to attend every Zoning Commission meeting except those involving issues relating to her.

Sign Union Contract for Highway Personnel:

Mr. Criss moved to accept the union contract effective July 1, 2010 through June 30, 2013 between the Town of Harwinton and Local 1303-95 of Council #4. Ms. Emery seconded. All were in favor. Mr. Chiaramonte signed the contract.

Discuss gate installation on Perkins Hill Road and Shingle Mill Road Extension:

A letter written by John Fredsall, Highway Supervisor for the Town, explained that Perkins Hill Road is a state road and cannot be gated. He will speak to the state about the possibility of gating Shingle Mill Road Extension.

Board of Selectmen Minutes:

The First Selectman handed out copies of excerpts from *Roberts Rules of Order* to the Selectmen and stated that minutes are not to be taken verbatim and amendments should be limited to corrections. There was a discussion on maintaining a digital recording of the minutes.

Unfinished Business

Ms. Emery is expecting the technology report from Jeff Putnam with PZ Wiz soon and stated improvements to the town's computers can be done in stages. When available, Mr. Chiaramonte would like to show the report to Board of Finance Chairman, Peter Thierry and the town's technology committee.

Mr. Chiaramonte noted that due to his upcoming knee surgery, there will not be a Board of Selectmen meeting on May 18th and he will not be able to attend the Town Meeting on May 17th. The next Board of Selectmen meeting is scheduled for June 1, 2011.

Adjournment

Ms. Emery moved to adjourn at 7:54 p.m. Mr. Criss seconded. All were in favor.

Minutes Submitted by:

Melissa Santoro

Approved by:

Francis J. Chiaramonte, First Selectman

Christina Emery, Selectman

Michael Criss, Selectman