



## TOWN OF BROOKLYN

P.O. Box 356 - Route 6 and 169  
BROOKLYN, CONNECTICUT 06234

OFFICE OF SELECTMEN  
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Board of Selectmen  
Special Meeting Minutes  
Saturday, March 19, 2016  
9am Brooklyn Town Hall

**Present:** Selectmen: Rick Ives, Bob Kelleher & Joe Voccio; Finance Director: Sherry Holmes; Recording Secretary: Melissa Bradley

1. **Call to Order:** Mr. Ives called the meeting to order at 9:05am.
2. **Public Comment:** None
3. **Approve Small Cities Block Grant Agreement:** This grant is run by Hampton and is actively being used. It is mostly funded by the federal government. The agreement must be approved yearly. Bob Kelleher made a motion to approve the Joint Community Application Cooperation Agreement as presented. Joe Voccio seconded the motion. This is income based, not asset based. Motion passed 3-0.
4. **Discussion/Action on NECCOG Regional Performance Incentive Grant:** Mr. Ives moves focus to the Regional Household Hazardous Waste Facility. The proposed would be an indoor facility used year round and placed in the Town of Brooklyn. It will serve all NECCOG member Towns. It would be hosted in the field near the landfill. Syl Pauley conducted a preliminary site analysis and found the area suitable. Joe Voccio made a motion to approve the proposed Regional Performance Incentive Grant and move to the next stages. Bob Kelleher seconded the motion. Motion passed 3-0.
5. **Discussion on 2016-17 Budget:** Excess cost is coming in lower and may be difficult to make the projected revenues. This should be netted in the future. A change in interest and liens was made, should be \$60,000. Selectmen were given an updated budget, outlining any changes. Capital will be meeting on the 24<sup>th</sup> of March and again on April 14<sup>th</sup>. Some requests have come in, but awaiting a few more. There is a maintenance line in the amount of \$25,000 that Mr. Ives would like to increase to \$40,000 or \$50,000. This will be for emergency use if the truck or snow blower does not make another year as anticipated. General Government will present to the Board of Finance on April 6<sup>th</sup>. A budget workshop will be held on April 4<sup>th</sup> at 6:30 to finalize.
6. **Public Comment:** None
7. **Adjourn:** Joe Voccio made a motion to adjourn the meeting. Bob Kelleher seconded the motion. Meeting adjourned at 10:35am.

Respectfully Submitted;

Melissa J. Bradley  
Recording Secretary

RECEIVED  
TOWN CLERK'S OFFICE  
2016 MAR 23 AM 10:11  
TOWN OF BROOKLYN, CT  
Sherry A. Holmes  
RECORDING SECRETARY

**AFOR JOINT COMMUNITY APPLICATION**  
**COOPERATION AGREEMENT**

**CONNECTICUT SMALL CITIES COMMUNITY DEVELOPMENT BLOCK  
GRANT PROGRAM**

This agreement entered into on the 17th day of March, 2016, by and between the Town of Hampton and the Town of Brooklyn.

WITNESSETH:

WHEREAS, the Towns of Hampton and Brooklyn have identified need in the municipalities to provide decent housing and related conditions, and

WHEREAS, the Town of Hampton contemplates submitting jointly with the Town of Brooklyn an application for single purpose Block Grant funds under the Small Cities Program of the Connecticut Department of Housing for the purpose of meeting such needs, and

WHEREAS, the Towns of Hampton and Brooklyn understand that the Town of Hampton will act as the applicant and will have the ultimate responsibility to assume all obligations under terms of the grant including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the contract.

WHEREAS, it is understood that the Towns of Hampton and Brooklyn and DOH have access to all participants' community development block grant records and authority to monitor all activities.

NOW, THEREFORE, pursuant the Towns of Hampton and Brooklyn agree to cooperate in the submission of an application for such Block Grant Funds, and agree to cooperate in implementation of the submitted Small Cities Program, as approved by the Department of Housing.

Nothing contained in this agreement shall deprive any municipality of any power or zoning, development or other lawful authority, which it presently possesses.

ADOPTED on the 17h day of March, 2016.

On behalf of the Town of Hampton:

\_\_\_\_\_  
Allan Cahill, First Selectman

ATTEST: \_\_\_\_\_  
Leslie Wertam, Town Clerk

(SEAL)

The above cooperation Agreement has been authorized by the governing body of the Town of Brooklyn, Connecticut, on March 19, 2016.

On behalf of the Town of Brooklyn:

\_\_\_\_\_  
Richard Ives, First Selectman

ATTEST: \_\_\_\_\_  
Leona A. Mainville, Town Clerk

(SEAL)



# neccog

ashford - brooklyn - canterbury - chaplin - eastford - hampton - killingly - plainfield  
pomfret - putnam - scotland - sterling - thompson - union - voluntown - woodstock

## RPIP Summary

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NECCOG submitted the following Regional Performance Incentive Grants to OPM:

- ☐ Pre-Hospital Emergency Care Study - Part II
  - ☐ Regional Household Hazardous Waste Facility
  - ☐ Enhanced Animal Care Facility
  - ☐ Shared Road Maintenance Equipment
  - ☐ Regional Back-Office Functions Study
  - ☐ Value-Added Agricultural Feasibility Study
- 
- ☐ **Pre-Hospital Emergency Care Study - Part II - \$100,000**

NECCOG is seeking funds to continue to conclusion the 2015 Pre-Hospital Emergency Care Study funded through the Regional Performance Incentive Program. NECCOG was awarded a grant through the Regional Performance Incentive Program in 2015 to evaluate the current pre-hospital emergency care system in the Region, examine alternatives to the current delivery system and make recommendations (as warranted) to enhance patient care. That study was finalized on January 22, 2016. ***The study has raised many questions and makes a range of recommendations that warrant additional study and discussion.*** We are seeking additional funds to fully analyze the Phase I recommendations and develop a regional consensus as a means to reach the original goals of the study.

- ☐ **Regional Household Hazardous Waste Facility - \$708,500**

The proposed service is the construction of an **indoor** regional (operated by NECCOG) **year-round household hazardous waste facility (the first ever for Connecticut)** to be located in the Town of Brooklyn; serving each of the sixteen NECCOG member towns. The member towns of NECCOG have limited opportunity/options to dispose of their household hazardous waste (HHW). Residents have **no year-round HHW disposal option**. Six of our towns, through the Midnortheast Recycling Operating Committee, are associated with the HHW disposal site located in Willington which offers twelve collection dates (five hours each day between April and November). The other ten towns offer sporadic one-day HHW events and many go two or more years between collection events. Often, these one-day events are not convenient due to they're timing and/or lack of frequency - which diminishes participation. NECCOG and its member towns receive ongoing communications from residents seeking to dispose of HHW. Due to the infrequency of disposal events, our residents have the option to either hold on to their HHW or dispose of it with their trash - not a desirable outcome.

To correct the current deficiency, NECCOG proposes to construct and operate a Regional Household Hazardous Waste Facility (HHW). The Town of Brooklyn has offered to host the facility at their municipal garage/transfer station facility. The Town's engineer, who is also the NECCOG Regional Engineer, has conducted a preliminary site analysis and has found it to be suitable for the HHW facility and related uses.

The Regional HHW facility will consist of a stand-alone steel pre-fabricated building, approximately 50 feet wide, 100 feet long and 35 feet tall. This approach (which would be the first of its kind in Connecticut) would make the HHW collection process fully contained and protected from the weather or other intrusions. This will make the site more secure in terms of trespass and containing any potentially damaging HHW materials from harming the environment. Within this structure will be a three-compartment, pre-fabricated storage units with 2-hour fire-rated steel construction to store HHW products. The storage building will be equipped with explosion proof lights and exhaust fans, a chemical resistant sump liner, floor grating, emergency eye wash and shower, and a dry chemical fire suppression system. The compartments will be used to keep labeled and dated drums or containers of incompatible materials separated. Each compartment will have its own door, passive ventilation, and containment sump. The structure will have the assurance of its manufactures warranty, UL classification, FM Approval and state certification. It will be designed to comply with EPA, OSHA, Uniform Building & Fire Codes, BOCA National Building and Fire Codes and the National Electric Code for use in Group H (hazard-containing) occupancies. Emergency eye wash and shower and dry chemical fire suppression system will be located in close proximity to areas of sorting and storage. The HHW facility floor, where waste unloading, shipping, identification, and packing occurs, will be constructed of structurally reinforced concrete, and sealed with an epoxy coating or other solvent barrier. It will slope to a locking drain or sump for containment of spills. The floor will slope slightly away from the storage unit and the outside walls of the structure, so that any accidental spills are more easily contained.

☐ **Enhanced Animal Care Facility - \$608,000**

This proposal would modify the existing NECCOG regional animal care facility located in Dayville with several new additions to enhance the proper care and placement of domestic animals. NECCOG currently operates a regional animal services program for the towns of Brooklyn, Canterbury, Chaplin, Hampton, Killingly, Pomfret, Putnam, Sterling, Voluntown and Woodstock. A major element of the program is the regional animal shelter located at 125 Putnam Pike in Dayville. This facility, which was formally the Town of Killingly dog pound, is not fully compliant with all State animal shelter codes (like many in the state it is "grandfathered" due to its age) and does not meet the full needs of the regional program. Specifically, NECCOG needs the proposed facility updates and enhancements for several reasons:

- ▶ Since its inception in 2004, the regional program has expanded from three to ten towns.
- ▶ Current facility, in terms of housing dogs, needs a variety of upgrades - including ventilation (which the Department of Agriculture has noted as a facility deficiency), heating and better quarantine/health care isolation locations.
- ▶ The facility technically does not house cats - however, between a dozen and two dozen are regularly housed at the facility - with as many as sixty plus being held on multiple occasions. Cats are often left at the facility and we have no choice but to care for and attempt to adopt these animals.
- ▶ Current facility lacks an indoor adoption area (room) which impedes adoptions.

- ▶ Current facility lacks a fully functioning location to examine and bathe animals and a place for staff to clean-up themselves.
- ▶ Current facility lacks a cat exercise/play area necessary for the full socialization of cats - making them more adoptable.
- ▶ NECCOG's facility lacks isolation rooms for animals just entering the facility. These rooms help to prevent the spread of communicable disease and reduce costs.
- ▶ The current facility lacks sufficient quarantine space for cats and dogs. Such space is a regular need for the program.
- ▶ The current facility lacks sufficient outdoor exercise area for dogs - which is essential for their health and socialization.

A major component to the proposed facility modifications is a regional cattery. If constructed, it would be the first of its kind in Connecticut. The cattery component would consist of a general population room for up to 75 cats, a quarantine room for up to 12 cats and an isolation room for cats first entering the facility. The cattery would include proper housing, communal viewing/play area, health/wellness care and adoption facilities. The cattery elements are needed because the number of cat related issues and abandoned cats is significant. As stated, while the NECCOG Animal Services Program does not formally take cats (except when there is an injury/sick cat or human bite) we end up with significant numbers of cats. The facility has had as many as eighty-four cats due to animals being dropped off, evictions and other circumstances. The addition of the cattery will improve cat health and adoptions.

The proposal includes an adoption room. Currently, the facility has no indoor place dedicated to adoptions of dogs or cats. Additionally, this proposal would add four isolation kennels for dogs first entering the facility (minimizes disease transmission) and a bathing/examination room to improve animal health and presentation. The proposal would also add a new ventilation system to enhance air quality for our animals.

The proposed enhancements, collectively, would make the regional facility fully compliant with State standards, add capacity to the regional program and improve animal welfare. The enhancements will additionally increase capacity - allowing NECCOG to take on additional towns into the program.

#### ☐ **Shared Road Maintenance Equipment - \$475,475**

NECCOG is seeking funds to acquire a **mobile pot-hole/road crack repairer** for the repair of road cracking and potholes. The equipment sought through this grant proposal is needed to address road condition maintenance. The machine is expensive and difficult for any individual town to justify in terms of purchase.

With the exception of education - roadway maintenance is the single largest cost to the towns of NECCOG. The routine repair of cracks and potholes is essential to keeping local roads in a state of good repair. Funds for the reconstruction and rehabilitation of their roadways are limited. Towns need to extend the useful life of roadways to the highest degree possible. Cracking and fracturing of local roads due to wear and tear, weather and/or insufficient design (usually bad drainage) can impact a roads useful life significantly. The proposed machine can efficiently address cracks and potholes to extend the useful life of our town roadways. Additionally, the traditional method of road crack and pothole repair necessitates multiple town employees and considerable time to address road cracks and pot-holes. The proposed machine, which New York City has had significant success with, requires one operator.

NECCOG will acquire a self-propelled pothole/crack repair vehicle (similar to that shown on the next page) to manage the repair of potholes and cracks for participating towns. NECCOG's role will include: (1) scheduling, (2) training, (3) maintenance, (4) insurance and (5) storage. We will work with the participating towns to determine if the best approach is to train and utilize local public works personnel or hire a regionally based crew (to be paid by the participating towns) to operate the machinery.

NECCOG intends to erect a stand-alone storage facility for the equipment at its site in Dayville. NECCOG has the resources at this site to perform routine maintenance on the machinery as a means to maintain them in sound working condition.

☐ **Regional Back-Office Functions Study - \$89,250**

This proposal is for a feasibility analysis of the NECCOG towns "back-office functions" (human resource and financial management, technology and telecommunications, audit, services insurance; and legal services) and their potential to be shared regionally. The Region's 16 towns are mostly small; with limited staffing. Despite the size of the town or its staffing, the responsibilities of these towns to maintain financial records, conduct payroll, address human resources, conduct auditing, addressing legal issues - including contracts, RFPs and handling IT needs are universal. The majority of the Region's towns, due to their size and limited budgets, lack the critical administrative infrastructure and expertise to optimally address these ongoing municipal functions and responsibilities. This is further exacerbated by the ongoing fiscal strain on local budgets. Regional or shared back office management/services could assist in and/or correct the current situation and lead to increased regional consistency in functions, better customer service - allowing for opportunities for shared resources and information to be identified and pursued. NECCOG will have the responsibility to deliver the study as described. The approach to deliver the study is the following:

1. Assemble a Regional Back Office Functions Advisory Committee made up of two town staff persons representing the Region's member towns for Human Services, Financial Services, IT, two board of finance members and two Chief-elected officials.
2. Retain, through a competitive Request for Qualifications (RFQ) process, a qualified firm with expertise in municipal management to perform, in consultation with the Advisory Committee, an evaluation (including a cost/benefit analysis) of the existing municipal support functions and the possibility/opportunities to deliver such services regionally.
3. Each meeting of the Advisory Committee will be conducted in full compliance with the Connecticut Freedom of Information Act and will have a portion dedicated to public comment.
4. Public hearings will be held on the Advisory Committee's final report prior to its submittal to the NECCOG board.

☐ **Value-Added Agricultural Feasibility Study -**

The study proposed by NECCOG is to examine the economic feasibility and associated impacts of locating a **value-added agricultural processing facility** in the Region. The need for the study is to determine the economic viability of establishing a value-added agricultural production facility to enhance the viability of agriculture in the Region and protect its rural character. A secondary purpose of the study is to explore/foster a regional rather than an individual town approach to economic development. The proposed study will specifically examine:

- **Innovation:** Are agricultural producers and processors in the Region interested in developing new enterprises?

- **Cooperation:** Is there a willingness to utilize shared facilities and resources to develop these enterprises?
- **Support:** Is there support to create and sustain a system of shared facilities and resources?
- **Barriers:** What are the barriers to establishing this type of venture?
- **Structure:** What are the options and/or optimal structure (staffing and governance) to make this facility successful?
- **Cost:** What are the real costs of establishing and operating such a center? What are the technology needs for the proposed business Other equipment needed When and where can the technology and equipment be obtained What does the technology and equipment cost. Will the technology achieve intended income and production levels. Estimate the size and type of production facility needed, including the estimated capital requirements for facilities, equipment and inventories.

The consultant will further be asked to

- Conduct a **market analysis** to demonstrate the viability of the proposed approach.
- Conduct a **producer survey** to determine the willingness of local agricultural producers to participate and utilize the facility.
- Examine the possible **economic impact** such a facility could have on the Region.
- Explore the option of creating a regionally based **agricultural cooperative** to market products
- Determine the **capacity** and potential to produce raw products. Can regional production sustain production needs?
- Determine the **Region's competitive advantages** and **disadvantages** and the potential to exploit those advantages or overcome any disadvantages.
- Identify potential sites