



TOWN OF BROOKLYN

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

OFFICE OF SELECTMAN
(860) 779-3411 Option 2

TOWN CLERK
(860) 779-3411 Option 4

TAX COLLECTOR
(860) 779-3411 Option 5

ASSESSOR
(860) 779-3411 Option 6

Board of Selectmen
Regular Meeting Minutes
Thursday, August 10, 2017
6:30pm Clifford B. Green Memorial Center

RECEIVED
TOWN CLERK'S OFFICE
AUG 16 PM 4:08
TOWN CLERK, BROOKLYN, CT

Present: Rick Ives, Bob Kelleher, Joe Voccio via telephone, and Melissa Bradley; Recording Secretary

Also Present: Aaron Kerouack and Fran from the Bulletin

1. **Call to Order:** Mr. Ives called the meeting to order at 6:32pm.
2. **Public Comment:** None
3. **Approve Previous Minutes:** Bob Kelleher made a motion to approve the meeting minutes of 7/13/17 as presented. Rick Ives seconded the motion. Motion passed 2-0.
Joe Voccio joins the meeting via telephone at 6:35pm.
4. **2016-17 Budget Recap:** Mr. Ives states there are still a few bills left to be paid at the school. They should be processed next week. Preliminary revenues exceed expenses by \$469,000.
5. **2017-18 Budget Recap:** There is still no Governor's budget to discuss. The biggest hit will be pilot money in September if it is not finalized.
6. **BANS Update:** TB Bank was the successful bidder with 1.3 interest rate. The fees are about a third of what they previously were.
7. **Ennis Road Drainage Discussion:** At the end of Ennis Road, there are catch basins not attached to anything. The landowner has agreed to let the Town onto the property to fix the pipes with Wetlands approval. TAR money will be used to fund the project.
8. **Ethics Ordinance Update:** The Ethics Committee is going to revisit the ordinance at their October meeting. There will be not Town Meeting set until after this process.
9. **Set Town Meeting Date:** See item #8.

- 10. Multi Jurisdiction Shelter Discussion:** Municipalities of Brooklyn, Woodstock, and Eastford would be supporting communities to the host Town of Pomfret with Pomfret School as the primary facility to a multi-jurisdictional shelter. Brooklyn would still maintain the current shelter and support the proposed one. The other three Towns have agreed to back it. Mr. Voccio questions how much the Town would need to set aside in the budget for the shelter? Mr. Ives states this would need to be worked out but does not believe it would be more than \$5,000. Mr. Voccio suggests putting an allowance in capital.

The proposed agreement states Brooklyn will make available the 90-100 cots assigned to the Town. The Town does not have this many cots and Mr. Ives will question this.

Joe Voccio moved preliminary approval of the Agreement Regarding the Establishment of a Multi-Jurisdictional Shelter and for the First Selectman Rick Ives to negotiate the final terms with the other Towns. Bob Kelleher seconded the motion. Motion passed 3-0.

- 11. Finance Director Update:** The position is open until next Thursday. Quite a few applications have been received to date.

- 12. Single Family Dwellings:** No discussion

- 13. Calls for Service:** No discussion

- 14. Approve Bills:** No bills to approve

- 15. Other Business:** The school will be seeking bids on open capital items.

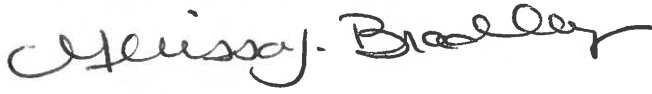
There will be a special meeting on the School Roof Project on Tuesday. A change order will be submitted for the elementary gym roof which has bowed out.

The Unitarian Church is applying for a grant to defray the costs of painting and repairing their meeting house. They asked the Selectmen to write a letter of recommendation. Mr. Kelleher drafted the letter (attached). Joe Voccio made a motion to accept the letter of recommendation for the Unitarian Church and forward as needed. Rick Ives seconded the motion. Mr. Kelleher will finalize the letter and bring to Town Hall for all three Selectman's signatures. Mr. Voccio states in his absence, Mr. Ives or Ms. Bradley could sign for him.

- 16. Public Comment:** None

- 17. Adjourn:** Bob Kelleher made a motion to adjourn the meeting. Rick Ives seconded the motion. Meeting adjourned at 7:10pm

Respectfully Submitted;

A handwritten signature in black ink, appearing to read "Melissa J. Bradley". The signature is fluid and cursive, with a long horizontal stroke at the end.

Melissa J. Bradley
Recording Secretary

LETTER OF AGREEMENT
AMONG THE MUNICIPALITIES OF
POMFRET, BROOKLYN, WOODSTOCK, EASTFORD,
POMFRET SCHOOL,
AND THE CONNECTICUT CHAPTER OF THE AMERICAN RED CROSS
REGARDING THE ESTABLISHMENT OF A MULTI-JURISDICTIONAL SHELTER

WHEREAS, the Municipalities of Pomfret, Brooklyn, Woodstock, Eastford (“Municipalities”), Pomfret School, and the Connecticut Chapter of the American Red Cross (“The Red Cross”) are located in Connecticut Division of Emergency Management and Homeland Security (“DEMHS”) Region 4; and

WHEREAS, the Municipalities, Pomfret School, and The Red Cross recognize that a multi-jurisdictional shelter is the most efficient and effective way to provide sheltering to the residents of their communities in the event of a widespread emergency;

NOW THEREFORE, the parties agree as follows:

1. Parties: The parties to this agreement are: the Town of Pomfret, which shall be known as the Host Community; Pomfret School, which shall be known as the Primary Facility, in accordance with a pre-existing agreement with the Town of Pomfret, attached here as Appendix A; the Towns of Brooklyn, Woodstock, and Eastford, which shall be known as the Supporting Communities, and; the Connecticut Chapter of the American Red Cross, working in collaboration with the Connecticut Division of Emergency Management and Homeland Security (“DEMHS”) Region 4 Office.
2. Facility: Through its agreement with the Town of Pomfret, Pomfret School shall provide the Strong Field House and immediate surrounding area as a multi-jurisdictional shelter (“Shelter”) for the Municipalities who are parties to this Letter of Agreement (“LOA”), upon activation of this LOA as described in Paragraph 4. Although this LOA is intended to provide shelter for the residents of these Municipalities, all individuals shall be accepted at the shelter regardless of the location of their primary residences. In the event that the Strong Field House is not available for use as a multi-jurisdictional shelter (for example, it is damaged or is in harm’s way or is otherwise needed for the Pomfret School community), then the Municipalities shall amend this agreement by designating another building in one of the Municipalities as a multi-jurisdictional shelter. Priority consideration shall be given to a shelter location with a viable American Red Cross survey, including an aggregate feeding capability and maximum accessibility for people with functional needs.
3. Shelter Support: Each Supporting Community agrees to assist in operating, staffing and supplying the Shelter as requested by The Red Cross, the Host Community, or the Primary Facility. If The Red Cross is managing the Shelter, a separate Red Cross Shelter

Agreement must be executed. The Emergency Management Directors from each Municipality and an authorized representative from Pomfret School shall communicate with each other on a regular basis regarding shelter operations and needs. To the extent possible during the emergency, the Shelter Facility shall provide lights, heat, generator power, and internet connections for the Shelter. The Supporting Communities shall share in the costs incurred by the Host Community if such help is needed and requested. These costs shall be allocated on a fair and equitable basis, as determined and agreed to by the Host Community and Supporting Communities. The Municipalities shall also work with The Red Cross for possible assistance with such costs. Nothing in this LOA shall prevent a Municipality from opening a shelter or warming/cooling/shower/electrical charging center in its own community. In fact, Municipalities should be ready to open such centers as needed, with this multi-jurisdictional Shelter serving as the primary sleeping location.

4. Process for Opening and Closing Shelter: When an emergency occurs or threatens to occur, the Emergency Management Directors of the Municipalities, Pomfret School, and The Red Cross shall confer regarding the need to open the Shelter. Red Cross resources may be used only upon the approval of The Red Cross. Upon a consensus agreement of the Host Community, The Red Cross, Pomfret School, and the Supporting Communities, the Shelter shall be open. The same process shall be used to close the Shelter.

Upon de-escalation of the incident where a reduced number of citizens require sheltering, the Host and Supporting Communities shall consider alternate locations to relocate the overnight sheltering operation – including but not limited to the Woodstock Middle School and Woodstock Town Hall.

5. Use of the National Incident Management System (NIMS): Shelter operations shall be run as part of the Unified Command for the Municipalities, working in coordination with a representative of The Red Cross. The Chief Executive Officers of the Municipalities shall provide the overall leadership, and the Emergency Management Directors of the Municipalities shall coordinate shelter assistance. The Shelter shall create an Incident Action Plan for each operational period, including staffing, which IAP shall be provided to each Municipality.
6. Shelter Staffing: The Red Cross shall provide trained volunteers to staff the Shelter. A minimum of two staff members shall be present at all times. In accordance with the terms of Appendix A, Pomfret School will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the facility by the municipalities. Upon the request of The Red Cross, the Host Community and Supporting Communities shall provide such credentialed volunteers, local partners such as faith-based organizations and civic organizations, or employees as are available in their municipalities, including if

possible Community Emergency Response Team ("CERT") members and Medical Reserve Corps (MRC) members as needed. The Red Cross and the Municipalities shall determine staffing schedules, which will typically be three 8-hour shifts, beginning, for example, at 8:00 am each day, depending on shelter needs and staff availability. Staffing issues including shift changes shall be communicated from the shelter manager to the Pomfret Emergency Management Director or Pomfret Emergency Operations Center.

7. Municipal Liaisons: Each Municipality shall provide a paid or volunteer representative at the Shelter, generally from the hours of 11:00 am to 7:00 pm, to act as a liaison with that town's local Emergency Management Director and residents and update them on conditions in their hometown. It shall be the goal that the safety/security individual required under Section 13 below shall not be counted as a municipal liaison for their respective jurisdiction.
8. Pet Shelter Staffing: The Municipalities shall maintain a pet shelter near or adjacent to the Shelter. The pet shelter shall be managed by the NECCOG animal services, who will be responsible for scheduling trained staff and/or volunteers who may be provided by the Municipalities, potentially including the Eastford Animal Control Officer. An Animal Control Officer shall be present in addition to, but not in replacement of, the police/ law enforcement officer required under Section 13 below. It is mutually understood that service animals will be sheltered with the resident.
9. Sheltering for Children, the Elderly, and other Functional Needs: Each municipality shall be responsible for assisting the Shelter in meeting the needs of all Shelter residents, including addressing the need for effective communication and personal care assistance for those with functional needs. Supporting Communities shall provide assets and resources such as shelter boxes, cots, and children's supplies as available within each Municipality. It is expected that each individual coming to the Shelter shall bring the necessary equipment and medicine that he or she needs for an extended period of time. The Municipalities shall direct residents to bring medicines, personal care items, baby supplies (e.g., formula, food, and diapers), and sleeping accessories (e.g., pillows, blankets, sleeping bags) with them to the Shelter.
10. Food: The goal is that shelter feeding will include three meals per day, with snacks and water available 24 hours a day for residents and workers. Municipalities shall work with The Red Cross to provide food for the Shelter. If requested, the Municipalities may assist the Red Cross in procuring food, including requesting the use of USDA foods located in the Municipalities from the state Department of Administrative Services (DAS). The Red Cross may establish a catering agreement with Pomfret School to prepare meals using food supplies on hand. Additional municipal resources may be needed to support

the special dietary needs of shelter residents, which may include Meals on Wheels, local hospitals, nursing homes, restaurants, and caterers.

To the extent possible, the Municipalities shall work with its employees in advance of any emergency or disaster to pre-determine potential staff and food availability. If requested, cafeteria personnel from the Host and Supporting Communities may also assist with meal preparation or service. The Shelter shall follow State of Connecticut Public Health Code Food Regulations and local health guidelines in the preparation, handling, and storage of food.

11. Health Care: It shall be a goal of the parties to have health care professionals on site at the shelter. If needed, the Red Cross and the Municipalities may request the assistance of one or more volunteer civil preparedness forces, including but not limited to Medical Reserve Corps Teams, or the state Disaster Behavioral Response Network. Any such requests shall be made through the Host Community's Emergency Management Director to the DEMHS Regional Office.
12. Cots: The Town of Brooklyn shall make available for use at the Shelter the 90-100 cots in the trailer assigned to that town. Other Municipalities may be requested to supply additional cots as needed, or to assist to replenish the trailer supply as used at the Shelter. Cots that are located closest to the Shelter shall be used first if possible. The Municipalities within Region 4 shall work together and with the DEMHS Regional Office to maintain a regional cot inventory, to be updated by July 1st of each year.
13. Safety and Security Support: At least one municipal employee/staff member/volunteer shall serve in a safety/security role at all times, trained to assume this role, e.g., a local constable.
14. Shelter Counts: Shelter counts shall be conducted regularly and shall be coordinated through The Red Cross. These counts shall be entered locally by the Host Community EMD/EOC on Web EOC, and kept as current as possible.
15. Communications: There shall be at least one dedicated phone to be used by the Shelter Manager. This number shall not be publicly distributed. It is anticipated that an amateur radio operations will also be present at the Shelter to the extent possible.
16. Shelter Hygiene: The Host Community shall work with the Northeast District Department of Health, The Red Cross, and Pomfret School custodians to ensure that the Shelter is kept clean in accordance with State of Connecticut Public Health Code and

local health regulations. Support Communities shall provide supplies and personnel to assist with such cleaning as requested by the Host Community.

17. Liability: To the extent possible, the Parties shall deploy volunteer and paid personnel that are covered under the provisions of the Party's own insurance and/or the liability and workers compensation provisions of Connecticut General Statutes Sections 28-8a, 28-22a, 28-13, and/or 28-14. The Host Community and/or the Pomfret School shall maintain appropriate levels of liability insurance for the use of the facility as a shelter. The Red Cross shall maintain insurance in accordance with that organization's policies.
18. Potential Reimbursement: The Parties shall work together to seek reimbursement for all eligible expenses by the Federal Emergency Management Agency in the event of a Presidentially-declared Major Disaster.
19. Term and Amendment of this Agreement: This agreement shall be effective as of the date of the final signature. Any amendment to this LOA must be made in writing and signed by all parties. Any party may terminate its participation in this LOA upon ninety days' written notice to all other parties.

Connecticut Chapter of DATE
The American Red Cross

Pomfret School DATE

Pomfret CEO DATE

Brooklyn CEO DATE

Woodstock CEO DATE

Eastford CEO DATE

We understand that the Unitarian Universalist Society of Brooklyn plans to submit a grant application to the Connecticut Trust for Historic Preservation to help defray the costs of painting and repairing their Meeting House adjacent to the Brooklyn Town Green.

Currently the Meeting House is badly in need of painting and repairs. It is discouraging to see this important and historical building and its hard working congregation struggle to maintain what is an important part of Brooklyn's history. As you may know, Israel Putnam, the famous Revolutionary War hero, was a resident of Brooklyn and was instrumental in building the current structure. He moderated the Town Meeting that approved the building and funding of the "meeting house" as it was then called. It served as Brooklyn's Meeting place for years.

Completed in 1772 the building still stands as an integral part of the Town's Federally Designated Historic District. It sits across the road from the Brooklyn Town Hall, the former Windham County Court House built in 1820. These two buildings, together with the homes along Route 6 and Route 169, which date to the eighteenth and nineteenth centuries, are a visible reminder of Brooklyn's rich history.

This grant would ensure the continuing maintenance of the Meeting House and the preservation of an historic icon in Brooklyn's historic town center.

The Brooklyn Board of Selectmen enthusiastically support the grant application and encourage the Trust to approve the grant.

SINGLE FAMILY DWELLINGS

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
January	0	3	4	3	1	5	2	4	2	0	3
February	0	1	3	1	3	0	4	0	4*	2*	0
March	1	4	2	2	4	7	3	1	3	0	4
April	4	3	5	3	5	7	11*	0	2	3*	2
May	1	6	8	1	5	5	17*	11*	0	1	0
June	5	2	4	1	7	12	9	1	6*	1	2
July	6	6	7	8	5	9	3	4	1	3	2
August	1	5	3	3	5	6	2	6	1	4	1
September	3	4	5	4	1	1	3	3	3*	2	3*
October	1	5	8	3	6	5	4	4	3*	1	0
November	2	2	2	8	6	2	2	2	1	1	2
December	2	4	4	6	3	4	9*	2	1	1	3
Totals:	26	45	55	43	51	63	69	38	27	19	22

April 2006* 11=3 buildings consisting of 2 condos each (6) 5 new single family dwellings
 May 2006 *17=6 buildings consisting of 2 condos each (12) 5 new single family dwellings
 December 2006 *9=2 buildings consisting of 4 condos/townhouses each (8) 1 new single family dwelling
 May 2007 *11=3 New Single Family Dwellings; 2 Elderly Housing Buildings with 4 units each (8 units in total)
 February 2008*4=2 buildings consisting of 2 Apartments/Condos each (2 units each building)
 June 2008 *6=1 Duplex/Apartment (2 Units); 4 New Single Family Dwellings
 September 2008 * 3=1 Duplex (2 Units); 1 New Single Family Dwelling
 October 2008 *3=1 Duplex (2 Units); 1 New Single Family Dwelling
 February 2009 *2=1 Two Family Dwelling
 April 2009 *3=1Duplex (2 Units); 1 New Single Family Dwelling
 August 2010 *3=1Duplex (2 units); 1 New Single Family Dwelling

SINGLE FAMILY DWELLINGS PAGE 2

	2011	2012	2013	2014	2015	2016	2017
January	0	2	0	1	0	0	0
February	1	3	0	0	1	1	0
March	4*	6*	*3	1	0	2	4
April	4	1	0	1	0	1	2
May	0	0	2	*7	2	0	1
June	5	1	*2	0	1	1	1
July	1	0	1	1	1	2	2
August	5*	2	0	0	0	0	
September	0	6	2	2	2	1	
October	1	3*	*2	1	0	2	
November	1	1	1	0	0	0	
December	0	2	1	0	1	0	
Totals	22	26	14	14	8	10	

March 2011 4 SFD buildings consisting of 2 Condo units; 2 Single Family Dwellings
August 2011 5 SFD buildings consisting of 2 Condo units; 3 Single Family Dwellings
March 2012 6 SFD buildings consisting of 2 Condo Units; 2 Duplex; 2 Single Family Dwellings
October 2012 3 SFD buildings consisting of 2 Condo Units; 1 Single Family Dwelling
March 2013 SFD buildings consisting of 2 Condo Units; 1 Single Family Dwelling
June 2013 SFD buildings consisting of 2 Condo Units
October 2013 SFD buildings consisting of 2 Condo Units
May 2014 SFD buildings consisting of 1 Single Family Dwelling and 3 Condo Units



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
Troop D, Danielson

August 7, 2017

First Selectman Richard Ives
P. O. Box 356
Brooklyn, Ct 06234

Dear First Selectman Ives:

This correspondence is to keep you apprised of the monthly police services occurring within the Town of Brooklyn. It is my sincere hope that this report will assist you in better understanding our role in your community.

During the month of July 2017 Troop D Troopers responded to 337 Calls for Service in the Town of Brooklyn. Of these Calls for Service the most notable are:

Accidents:	<u>11</u>
Criminal Invest:	<u>23</u>
Burglaries:	<u>2</u>
Larcenies:	<u>1</u>
Non Reportable Matters:	<u>300</u>

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

DUI'S:	<u>3</u>
Traffic Citations:	<u>53</u>
Written Warnings:	<u>26</u>

Very truly yours,

A handwritten signature in black ink, appearing to read "J. B. Ceruti", followed by the number "44".

Lieutenant John B. Ceruti
Commanding Officer
Troop D, Danielson