Minutes
Coventry Town Council Meeting
January 4, 2016
Town Hall Annex

1. The meeting was called to order at 7:30 PM.
   Present: Julie Blanchard, Andy Brodersen, Thomas Pope, Lisa Thomas, Hannah Pietrantonio, Richard Williams, Matthew O'Brien
   Also present: John Elsesser, Town Manager, Todd Penney, Town Engineer; Mark Kiefer, Director of Public Works, Wendy Rubin, Director of Parks & Recreation

2. The Pledge of Allegiance was recited.

3. **Audience of Citizens:**
   Dick Brand, 650 Wrights Mill Road, expressed concern about the water level in Coventry Lake. He requested that the Town not lower the water to winter level until the last week of October or the first week of November. He knows there are issues with the lake gate and that we can't control the water flow accurately. He has a sailboat and typically sails until the third week of October. He needs help dragging his boat across the shoreline to the water and this could damage the hull. He assumes other residents have the same issues. He said it is also better for the ecosystem in the lake to hold off on lowering the water level. It would be better for aquatic species to do this later in the season. He understands that fire prevention is needed for the mill and that work needs to be done on people's docks. He is not sure how the date is set but would like to see the Town come up with a policy to do it later unless construction warrants an earlier time.

   With no further requests to speak, Audience of Citizens was closed.

4. **Acceptance of Minutes: December 21, 2015:**
   Motion #15/16-246: Thomas Pope moved and Matthew O'Brien seconded to accept the minutes from the Town Council Meeting of December 21, 2015. The following corrections were requested:
   - Page 4, second bulleted paragraph: change "susrface" to "surface."
   - Page 5, third paragraph: add "proposal" after Holistic Center.
   - Page 7, second paragraph, second to last line: change "ready-builts" to "ready builds."
   - Page 7, third paragraph, change "more friendly" to "friendlier."
   - Page 7, first paragraph, third line: remove comma after Boggini.
   - Page 8, third paragraph, third line: change "that property" to "which property."
   - Page 3, fifth paragraph, 4th line from bottom: add date so sentence reads, "…the first ET off line as of July 1, 2017…"
   - Page 9, Item A, Revise motion at bottom of paragraph to read, "Motion #15/16-239: Matthew O'Brien moved not to grant the funding request but to suggest that the Board of Education request formation of a building committee to move forward with the process."

   The motion to accept the minutes as corrected carried on unanimous vote.

5. **Consent Agenda:**
   Motion #15/16-247: Lisa Thomas moved to accept the Consent Agenda, seconded by Hannah Pietrantonio. Matthew O'Brien requested to remove item 6D, Finance Committee Report. The motion to accept the Consent Agenda with the removal of item 6D carried on unanimous vote.

8. **New Business:**

D. Motion #15/16-248: Thomas Pope moved and Matthew O'Brien seconded to move up item 8D, 15/16-57: Consideration and possible action to authorize use of previously allocated Town Hall HVAC (boiler) funds to install an EMME duct control system for a sum not to exceed $10,000, as the next item of business. The motion carried on unanimous vote. John Elsesser introduced Matt Mullen, a previous member of Energy Conservation/Alternative Energy Committee and Building/Energy Efficiency Building Committee. Mr. Mullen is well aware of the Town Hall from both sides. The Town Hall heating system doesn't work well and needs frequent repairs. Our office finally reached 62 degrees last week after getting cold because of a problem with the water supply system. There are issues with the duct work. The heating system had been recommended for replacement which gets expensive. Air conditioning replacement was done as part of the Stimulus Act several years ago but the ducts aren't the right size and they aren't going to the right offices. Mr. Mullen works for EMCOR, formerly CT Mechanical. He is a member of the American Society of Heating & Air Conditioning Engineers. He became familiar with a product which he will describe. We have a one-time offer to do a demonstration project at a $4300 savings over what we were planning to put in next year's budget.

Mr. Mullen noted he does not work for EMME and has no affiliation with the firm. Their product started out as a residential system and is growing into commercial. They are headquartered in Bristol, CT. He feels confident it is a good system. As Mr. Elsesser mentioned, he is very familiar with the issues at Town Hall. There needs to be a balance between the number of zones and the way the duct work is constructed, plus limitations of budget. With this system everybody gets their own thermostat and the system moves heat around as needed. On each diffuser there is a balloon that opens or closes depending whether warm or cold air is needed. The system is guaranteed to maintain temperature within two degrees of the thermostat setting. He thinks it is a good solution for the Town. Alternatives would be to remove the duct work and replace it or do a new system which would be more expensive. Over time walls have gone up in the building - when it used to be open it was easier to regulate the temperature. With this special deal it seems like a great opportunity. It would be a simple installation with minimal disruption compared to other options.

John Elsesser said his recommendation is to use the money that the Council gave to replace the boiler. We did a temporary patch because we found out we didn't have enough money for the replacement. We would need to replace the tank. We're going to put a little extra money in LoCIP to finish the project out. He recommends we use these funds now and make up balance with LoCIP for the boiler repair/replacement. Matthew O'Brien asked whether the company provides follow-up service. Mr. Mullen replied there is a one-year warranty on parts. He is not sure about service. Matthew asked if air conditioning can operate at same time as heat. Mr. Mullen replied yes - the air going into the building is relatively cool. Even this time of year with sun on the building and lights on you will need both heating and cooling. We mitigate this with controls to make it just comfortable enough. This system will minimize that. Richard Williams asked how it moves air around. Mr. Mullen replied by opening and closing dampers. It is all managed by computer. Richard asked how many applications Mr. Mullen has seen in a commercial building. Mr. Mullen replied he has personally seen one and there is one other site he feels confident about. 5-6 case studies are done with testimonials available. John said he called the Town of Old Lyme and they are very happy with the system at their Town Hall. They have a few programming things they still want done but it solved the issue of a 10-15 degree difference in temperature between offices. Mr. Mullen said the reason EMME is interested is because this project would be a shining example. They are looking to demonstrate that the system works. John said they are rushing because they know towns are doing their budgets. They would be here next week if this is approved. Thomas Pope said if it works anywhere near well as they are saying, people at Town Hall will be absolutely thrilled particularly in the Registrars and Assessing offices.

Motion #15/16-249: Thomas Pope moved and Matthew O'Brien seconded to use funds previously appropriated for the Town Hall boiler replacement for the EMME duct work project. Lisa Thomas said she imagines the company has a vested interest in the system working well. She asked if John Elsesser could explain what happened to the funding the Council previously authorized. John replied we were moving pretty fast because cold weather was setting in, and then the issue of the chimney liner came up. A liner is required by code for propane unless you do a direct vent. A high energy efficiency oil burner also requires a stainless steel liner because more moisture is present and can eat away at the interior of the chimney. Then we got into prices for a propane tank which were high, plus the life of the oil tank and decided to take a step back rather than rush. We got a price of $2500-$3000 to get us through the season, but then we found a vendor to do it for $650 which allowed us the time to explore other options. We still have to determine the best approach for the long term. We have pre-committed to oil for the remainder of this year so that is also a factor. So $650 of the $40,000 that was authorized has been spent and this approach would be a little less than $10,000. We anticipate the price to replace the whole system will be $50,000. **Motion #15/16-249 carried on unanimous vote.**

B. Motion #15/16-250: Andy Brodersen made a motion to move up item 8B, 15/16-55: Consideration of Laidlaw soccer field expansion, as the next item of business. The motion was seconded by Thomas Pope and carried on unanimous vote. Town Engineer Todd Penney; Director of Parks & Recreation Wendy Rubin; Director of Public Works Mark Kiefer; Jim Galey of Fuss & O'Neill Design Build and Paul Strycharz, President of Coventry Soccer, joined the Council at the table. John Elsesser said we have been looking at improvements to Laidlaw Park for the past several years. There is a need for fields. It is a pretty complicated migration – we had to look at Laidlaw to see if there is room for expansion, get baseball off, and move football to Miller Richardson. We improved the baseball fields at Richardson and now we are getting back to looking at Laidlaw. We had $450,000 in Capital to look at improvements. We had to remove the playscape because it was dangerous. We have been meeting with Coventry Soccer from time to time. A local vendor, Water Wizards, was willing to install an irrigation system – and Coventry Soccer was willing to pay for installation costs. Then another vendor said they had time over the winter to work on fields. We are looking at ways to get three good fields up there. Jim Galey has made a commitment to put $40,000 into the project. We have $10,000 left from the LoCIP/parking lot project. So we have $50,000 and think we need $80,000 to do it right. The clock is ticking between now and planting grass on April 15th. Water is a big factor in getting grass to grow so we can begin playing in the spring of 2017.

Todd Penney, Town Engineer/Wetlands Agent, reviewed a diagram of the proposed improvements, which would focus on soccer recreation. The diagram is attached to these minutes. Todd said we have done some access improvements, including paving, three handicapped parking spaces, and a 42-space gravel parking area. An access road leads to the lower field where there are a few more accessible spaces. The existing fields were constructed in the early 90s. A top-notch field would be shown by the red box on the drawing. The other red line is the limit of clearing and grading activity. This results in 1.5 to 1.7 acres of land clearing. There is a little bit of a grading issue between the fields so the cut areas would be used for fill – there will be no removal of material from the site. The playscape would be centralized for the convenience of parents with multiple children. The trail system is shown as a yellow dotted line. We are still in line with the master plan to put in a fourth field in the future. Soccer has parking needs. Currently we have taken some of the excess material from the Mt. Ridge drainage project to build a gravel parking area. Matthew O'Brien asked if the red line is the outside of the actual field. Todd replied it is the field with buffer. The underdrain between the two fields needs maintenance. We would run another one to the other field. John Elsesser said we would eventually do fences to contain balls and prevent ATVs from damaging the fields.

Paul Strycharz, President of Coventry Soccer, said that at every meeting we have discussions about how to improve fields – this is not a new issue. He has heard of 4-5 master plans but nothing ever comes through. We have talked about playscapes, parking safety and field conditions. The current state at Laidlaw is very poor. Drainage is terrible. The grass is getting thinner. We have done seed studies with UConn to try and improve the turf. The goalposts are not good. It is getting to the point where other towns don't want to come to play here. The Town tries very hard. Monica (Bragdon, DPW) works very hard. Membership is growing. We have roughly 400 kids each season and we are the biggest program in this end of state. We have a good reputation for sportsmanship. We have a lot of players and a lot of teams so we don't have the ability to rest fields to let grass grow. There is not enough space to play. We urge the Council to listen to this proposal – we think it is a good value. We are "all in" money-wise. We would be left with nothing but think it is worth it.

Richard Williams asked whether Coventry Soccer is part of the Recreation Department or a private organization. Paul Strycharz replied we are a nonprofit. It is an endorsed program for the Town. We sign paperwork addressing insurance, training, etc. Richard asked if there is another program - he is aware of something. Paul replied that is the Premier League which is not the same. We do not get paid. Richard asked what the total revenue is for the program. Paul replied we run two seasons at $70 per child for the travel program. Younger kids are $45 each. John Elsesser noted they also hire officials and buy goals. Youth Basketball used to be run differently but now comes through Recreation because there is too much work. It is taking a lot of staff hours. We are running a good program but it is a lot of stress on staff, so a viable outside partner is good for us. Wendy Rubin, Director of Parks & Recreation, noted that oversight is provided by CT Junior Soccer – Coventry Soccer follows all their instructions and process for background checks. Our role is to ensure they are doing that and that all kids are treated fairly. John said our chief responsibility for soccer is mowing and lining of the fields. Richard said his son plays in various programs. He likes that this is for Coventry kids. Hannah Pietrantonio said she thinks it is great.

Thomas Pope thanked Coventry Soccer for being here and for the amount of time they have put in over the years. He said when we were first given the map it was very small and it seemed the playscape was in a very unsafe location. Are they comfortable with putting it there? Playscapes are generally used by younger children that need supervision. Soccer balls are coming from three different directions. Paul Strycharz replied he has been up there when there are 200 kids running around, climbing fences, trees, etc. We think the location is perfect. The first spot that was considered was behind the goal behind a big fence. Most leagues won't let spectating occur behind goals because it is too distracting. The playscape was moved further toward the woods so as not to be in direct line of the fields. Andy Brodersen asked if it would be usable by all Coventry kids. (Yes.) Thomas asked why not put the playscape closer to the parking lot. The group felt that location would be more dangerous. There is not enough safe space and parents wouldn't be able to supervise while watching the game. Another potential spot closer to the neighborhood was too far from the parking lot. Jim Galey said he is a Coventry resident and part of a soccer family. He has worked with the club a lot over the years. He works at Fuss & O'Neill and they do a lot of athletic field designs. This playscape location is central in terms of access and public use and is not behind the goals. There would be ADA-compliant access. The area will be a bit elevated. The previous spot had issues of kids too close to the parking lot. John noted there is a utility building in the central corridor so if we add a bathroom or snack shack in the future all of these features would be in the central hub. Also, the area is 30 feet away from each of the fields although that is difficult to tell from the map. Jim said the intent is to do an underdrain stone system to get water off the site. He thinks it will work well.

Matthew O'Brien asked if bleachers are in the plan. Jim Galey replied the club would like to see them – there is room for them but he is not sure about money. Lisa Thomas said when it rains or there is

snowmelt there is typically a big pond at the site. Todd Penney said the area will be graded and drained. We did a topographic survey and there was a low spot. That's why it was always wet. The road acts like a dam and prevents shedding of water. There is still lot of work to do.

Richard Williams asked how they would rate the fields on a scale of 1-10 compared to other towns. Paul Strycharz replied if 1 is bad he would say 3. Jim Galey said we are way below other towns. John Elsesser said the upper field was designed to be of top notch quality. Some trees weren't taken along the woods line so we get too much shade. The field needs to be rebuilt but we can't take it off line. Jim said once another full field is available we can take fields off line in rotation for repair.

Matthew O'Brien asked whether Coventry Soccer does ongoing fundraising. Paul Strycharz replied they used to but not in the last couple years. John Elsesser noted one of the priorities is to get a fence up. Jim Galey said once impetus gets started fundraising becomes easier. Matthew asked what they are seeking for funds. John Elsesser replied $30,000. We could take it out of Council's 1.5% fund or out of CNREF. His recommendation would be the 1.5% fund. At the end of this for the Town's $30,000 we are getting a $100,000 field.

Motion #15/16-251: Richard Williams moved to appropriate $30,000 from The Capital Non-Recurring Expenditures Fund for improvements to the Laidlaw Park soccer fields. Matthew O'Brien seconded the motion. It was noted that the Council could always put funds back into CNREF at a future point. Richard asked who is going to do all the other work. Mark Kiefer said Public Works is committed to working with Fuss & O'Neill Design Build. Jim Galey said they have an established network of contractors who do a lot of work in town. His son is with Earth Dynamics and they will do a lot of the work. We have a cooperative relationship with the Department of Public Works. W would contract outside for seeding and tree clearing. Fuss & O'Neill has offered design work if needed but we probably won't with Todd Penney's work.

Thomas Pope asked when the fence would be put up. Jim Galey said not until we are ready to play. Thomas asked whether they are worried about somebody riding on it. Jim replied it is a legitimate concern. We will work to limit access. Matthew O'Brien asked about costs for the fence. John Elsesser replied we didn't have time to cost it out but anticipate $15-20,000. Todd Penney showed areas where existing fence can be salvaged and reused. There is no fencing in the upper field area or to the south or west. We could need 750-800 feet of fencing. Mark thinks we should concentrate on the area where we are removing old fencing. John said we can get pricing.

Richard thinks it is a great plan. If the fields are that bad we should be working to get them at least to average or above average level. If they are subpar kids can get hurt. Hannah Pietrantonio recalled correspondence the Council received from parents last fall about their embarrassment over the condition of our fields. Mark Kiefer noted that irrigation is a big factor. Lisa Thomas asked if there are wetlands in the area that would be impacted by drainage. Todd Penney replied no. The wetlands area is well away from any field area. We got a permit on the easterly side where we did a little parking work. Wetlands are 250 feet away on the westerly side. Andy Brodersen thanked the group for a great job. John Elsesser said we appreciate the Council's consideration. We know it is awkward to approve projects quickly. **Motion #15/16-251 carried on unanimous vote.**

6. **Reports:**

A. Council Chairwoman – Julie Blanchard: One of our goals was to start taking care of recreation fields so this plan for Laidlaw Park is a step in the right direction.

B. Council Members:

Lisa Thomas said that the Last Green Valley, which Coventry is a gateway into, just received

recognition from the National Parks Service for the water trail that goes through Coventry along the Willimantic River. This is excellent for the Town and the community

Thomas Pope noted that the Library Building Committee ignored his policy question regarding charging admission for book sales. He wants to encourage people to buy and read books. On January 23rd from 9:30-4:30 the Welles Turner Library in Glastonbury is doing a book sale with no charge for admission. He said it is too bad our own Library doesn't choose to do that.

C. Steering Committee – Thomas Pope:
Details of the last Steering Committee meeting are available in the Council packet and on the website. Highlights of the meeting include:

- We finalized a proposed ordinance which would prohibit appointment and simultaneous service on Land Use Boards and Commissions. The committee voted to send the proposal to the Town Council for your consideration and possible action calling of a Public Hearing. This is on tonight's agenda as item 8E.
- The Committee reviewed a conceptual draft for elderly tax relief designed to freeze residential taxes for some of our citizens over age 65. We will continue to refine the proposal and have voted to also refer the matter to the Finance Committee to review fiscal tax impact. The Town Manager is also sending the proposal to CRCOG to develop an estimate of qualifying households. After doing a rough count by reviewing public records in town he anticipates approximately 700 households would qualify before taking the residency requirement into account.
- We received a letter concerning the conduct of our Building Inspector Joe Callahan. In a job known for the challenges of enforcement colliding with public perception, Joe's approach and performance has been applauded by a citizen who took the time to write about his superior interaction on the job. Thanks to Joe for continued great effort.

1. **Reappointments:**
    a. **Motion #15/16-252: Thomas Pope moved to reappoint Robert Proctor to the Conservation Commission, term to expire 1-1-2020. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
    b. **Motion #15/16-253: Thomas Pope moved to reappoint Barbara Barry to the Economic Development Commission, term to expire 2-1-2021. The motion was seconded by Hannah Pietrantonio and carried on unanimous vote.**
    c. **Motion #15/16-254: Thomas Pope moved to reappoint Heather Bear to the Human Rights Commission, term to expire 1-1-2018. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
    d. **Motion #15/16-255: Thomas Pope moved to reappoint Albert Bradley to the Human Rights Commission, term to expire 1-1-2018. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
    e. **Motion #15/16-256: Thomas Pope moved to reappoint Bruce Stave to the Human Rights Commission, term to expire 1-1-2018. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
    f. **Motion #15/16-257: Thomas Pope moved to reappoint Marie Gallo-Hall to the Parks & Recreation Commission, term to expire 1-1-2018. The motion was seconded by Hannah Pietrantonio and carried on unanimous vote.**
    g. **Motion #15/16-258: Thomas Pope moved to reappoint Paul Jatkowski to the Personnel Appeals Board, term to expire 1-1-2019. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**

h. **Motion #15/16-259: Thomas Pope moved to reappoint Eric Ohlund to the Veteran's Memorial Commission, term to expire 1-1-2018. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
i. **Motion #15/16-260: Thomas Pope moved to reappoint Donna Louise Sanborn to the Veteran's Memorial Commission, term to expire 1-1-2018. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
j. **Motion #15/16-261: Thomas Pope moved to reappoint Richard Sanborn Jr. to the Veteran's Memorial Commission, term to expire 1-1-2018. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
k. **Motion #15/16-262: Thomas Pope moved to reappoint Michael Kurpiewski to the Human Rights Commission, term to expire 1-1-2017. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**

2. **Appointments:**
   a. **Motion #15/16-263: Thomas Pope moved to appoint Theodore Jarrett to the Ad-Hoc Farmers' Market Operating Committee as an out of Town member and representative of CT Landmarks for a 3-year term. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
   b. **Motion #15/16-264: Thomas Pope moved to appoint Jean Nelson to the Ad-Hoc Farmers' Market Operating Committee as an out of Town member and vendor representative for a 2-year term. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
   c. **Motion #15/16-265: Thomas Pope moved to appoint Susan Noyes to the Orchard Hills Board of Commissions, term to expire 11-17-2020. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**
   d. **Motion #15/16-266: Thomas Pope moved to appoint Felicia LaPlante as an Alternate to the Library Expansion Committee with an indefinite term. The motion was seconded by Matthew O'Brien and carried on unanimous vote.**

Lisa Thomas said she had a question regarding the Steering Committee meeting and apologized for not attending due to family obligations. She questioned why Mark Lavitt was not reappointed to the Economic Development Commission. The minutes indicated that there was feeling that it was time for fresh ideas. She said Mr. Lavitt just sat at this table and spoke about EDC's activities. He has put in a great deal of time and she feels uncomfortable with the limited detail provided by the minutes. Thomas Pope said he is not going to rehash the conversation. Mr. Lavitt's term had expired. Lisa replied that a lot of people get reappointed. Thomas said the minutes speak for themselves. Lisa said she wants to go on record stating her disagreement with this decision. She feels it is a slap in face to Mr. Lavitt to not speak with him further. He put in a great deal of time on economic development and just met with us at this table. She would have supported speaking with him further and potentially reappointing him but certainly more than expressing a desire for new ideas.

D. Finance Committee – Matthew O'Brien:

The Finance Committee received a letter from the Superintendent of Schools confirming they are going to go forward with a request for a building committee for the structural walls issue at CHS/CNH Middle School. He wanted to authorize John to share the information with them containing the rest of the documents that we didn't authorize at the last meeting, including our recommendations on how to move forward.

E. COVRRA – John Elsesser: no report.

F. Town Manager – John Elsesser:
The Council has the projects memo and he can answer questions. A few highlights:

- We swore in Kelsey Carpenter as our new police officer. She has reported to the academy for the next half year. It was a long search. She is a highly qualified candidate and we are pleased to have her join us.
- The Boy Scouts are once again selling sand/salt for $8 per bucket. The will be at K of C Hall on Mondays and if you want more than one bucket they will deliver.
- We got a nice letter on Dec 31st informing us that the CT DEEP has bought 37 acres of land in town, the former Nutmeg Vineyard which abuts the Nathan Hale forest. This provides good linkages. We received a letter from the Maulucci family and they are ecstatic. It is good land in a key location.
- The winter newsletter is at the printer should be in homes in about a week.
- Matthew O'Brien asked for details under the Main St. Investment grant regarding the pocket park. John replied it is on the bend near Teleflex where the road is moving away. What is left will be a small park area which will have a couple benches and a clock.
- Thomas Pope asked about the aquatic invasive grant. He thought those were cut with the State budget reductions. John replied at this point they were. We will have to talk about it during the budget process. Sometimes the State finds additional money. The second treatment is less expensive. Thomas asked whether we have wasted money if the second treatment is not done. John replied not totally but somewhat.
- Thomas Pope asked whether we will need continuous funding to cover expenses for the caretakers home. John replied no. Part of that becomes the affordability of it. There are other grants out there that do some of the infrastructure. They understand they would be covering at least heating.
- Thomas asked whether the Town Hall STEAP grant application is done. John replied no. We have until January 15th. He spent some time talking with Columbia to talk them into applying for a STEAP grant for the Hop River Bridge. We got some additional ratings that show it really does need to be done. If they apply for $500,000 we can do a match for $60,000.
- Matthew O'Brien noted the Eversource LED lighting initiative and thanked John for applying years of pressure. He asked how all the lights would be changed in 5 years with no program. John replied they have applied to PURA to get a rate but haven't implemented the program. There are 250 lights in our town. He thinks they will go through the state and do all of them. It is a better approach for us than owning and servicing them. Matthew applauded all John's effort, saying he is always very diligent.

7. **Unfinished Business:**
A. 15/16-49: Library Expansion Project: Julie Blanchard would like to refer this to Finance and then onto Steering. Lisa Thomas asked what the goal is for each committee. Julie replied to look at and ask questions. Thomas Pope would like to add the question of proper parking availability. He distributed a document which is attached to these minutes. Per the building committee's space needs formula we would need 115 parking spaces. The current proposal indicates 64 at the Library and 18 across the street for a total of 82. There appears to be a shortage of 33 spaces. Also trash dumpsters are not shown and may further reduce available parking space. At Steering there are two policy issues: charging for the book sale and ownership of the building and land. Julie Blanchard referred the matter to both committees.

8. **New Business:**

A. 15/16-54: Consideration/acceptance: Wolf Hill Road and Carnic Alps Road in Grant Hill Estates as Town Roads: John Elsesser asked Town Engineer Todd Penney to outline how a town road gets accepted through the P&Z process. Todd said the first step is the subdivision is approved. We go through a bonding mechanism to determine the value of the road. Then we go through milestone inspections. Todd is the primary inspector. Mark Kiefer, Director of Public Works, is also involved. Milestones are broader points in the inspection process. Todd walks the road and reviews design compliance. Once the bond is posted we allow the contractor to start work. They work at their own pace as long they as maintain communication with Todd during the process. Todd does erosion and sediment control. He makes periodic unannounced visits to ensure the site is being properly managed. As we reach certain milestones a roll test is done of the entire corridor. This ensures that unsuitable material has been removed. Once that is done we give approval to start applying layers of road. Then roll tests are done. Once that passes we give permission to do process gravel. Drainage is constructed. Catch basins and pipes are spot-inspected. Matthew O'Brien asked whether the developer has an engineer certifying the project. Todd replied we don't require that. If there are long runs where we think joints might be an issue he will be there. He also inspects storm drainage at unanticipated times. Once the road is to gravel and drainage is constructed then we pave. That process is more critical and he is there for most of that time. We monitor the temperature of the asphalt, thickness and total tonnage. When the surface is done for about a year for settling to take place, then certain areas may need to be saw-cut, backfilled and repaved at the developer's expense. When the developer is ready for the road to be accepted a 10% maintenance bond is required. At that point 90% of the work is done. The maintenance bond is in place for two years to get minor issues addressed. John said when Todd feels it is ready he talks with Eric Trott who brings it before P&Z and then to the Council to accept as Town property. Todd said these roads have been ready since last December but the developer had an issue with their deeds. Matthew asked whether the utilities are underground. Todd replied yes unless a waiver is granted by P&Z. Todd inspects the conduits. We have good contractors in town and haven't had many issues. Julie thanked Todd for providing this additional detail. **Motion #15/16-267: Andy Brodersen moved to accept Wolf Hill Road and Carnic Alps Road as Town roads. The motion was seconded by Matthew O'Brien and carried with Julie Blanchard abstaining and all other members in favor.**

C. 15/16- 56: Consideration of acceptance of donation of Lot 20 Beebe Farms Road as recommended by Planning and Zoning: John Elsesser said this is a small lot that people inherited. The person probably originally bought it for lake rights. It could provide access to a public walkway and potential emergency access. The owner would rather give it to the Town for a tax break than offer it to the abutter. **Motion #15/16-268: Richard Williams moved to accept the donation of Lot 20 Beebe Farms Road as recommended by Planning and Zoning. The motion was seconded by Andy Brodersen and carried on unanimous vote.**

E. 15/16-58: Consideration of possible ordinance to prohibit simultaneous membership on land use commissions and possible call to Public hearing: John Elsesser recommended if the Council wants to proceed that the public hearing be scheduled for February 1st to give time to place notices. Julie Blanchard said she was wondering if it should include even more commissions because they are so interrelated. Lisa Thomas said it seems like the intent was to look at regulatory agencies. Thomas Pope said it was looked at as land use commissions because that's where the concern was at the time. Lisa said between Inland Wetlands and P&Z there is concern because an applicant might need to go to both, and a person serving on both would have been privy to previous discussions and wouldn't be hearing the applicant as a blank slate. **Motion #15/16-269: Thomas Pope moved to send consideration of an ordinance prohibiting simultaneous membership on land use commissions to public hearing at 7 PM on February 1, 2016 in the Town Hall Annex. The motion was seconded by Lisa Thomas and carried on unanimous vote.**

9. **Adjournment:**
Motion #15/16-270: Matthew O'Brien moved to adjourn the meeting at 9:38 PM. The motion was seconded by Thomas Pope and carried on unanimous vote.

Respectfully submitted,

Laura Stone
Town Council Clerk

Note: These minutes are not official until acted on by the Town Council at its next regular meeting. Those meeting minutes will reflect approval or changes to these minutes.

LAIDLAW PARK - PROPOSED IMPROVEMENTS PLAN

0 30 60 120 180 240 Feet

Estimate of Parking Required for Proposed Booth and Dimock Expansion Proposal

Proper parking availability is essential for the public to use the proposed expansion to the maximum level of utility. The formula for parking requirements is found in the Booth and Dimock Space Needs Report of 2013 on page 25. The follow information is based on the representations found in schematic drawings provided for the Booth and Dimock Memorial Library proposal presentation. The adult seating is one of the required elements of consideration for determining recommended parking requirements. The total computation will be shown at the end of this tabulation of adult seating.

List of seating by section or area of completed project:

# of adult seats	Area or room
21	Computer area
3	New materials area
1	Electronic media area
6	Small conference room
10	Large conference room
2	Adult stacks
2	Study alcove
8	Local history room
8	Parlor room
14	Large print room
10	Periodicals room
1	Quiet study
86 Total adult seating*	

*The adult seating total does not include any of the seating on the lower level which may also accommodate young adults old enough to drive to the library and require parking.

The formula to determine parking is as follows
One space for every two seats in meeting room plus one space for every two adult seats in the library and one parking space for the number of staff divided by two.

According to a published news report there is a staff of 16 plus one additional custodian. The meeting room has a planned capacity of 127.

Parking space required as per Booth Dimock Space Need formula would therefore be calculated as follows:

86 Adult seats divided by 2 =	43
17 Total staff divided by 2 =	8.5
127 Meeting room capacity divided by 2 =	63.5
	115.0 Required parking spaces

The current proposal indicates 64 spaces would be available at the library and additional nearby public parking across the street of 18 or a total of 82 available spaces.

Based on the formula provided by the Library Expansion Committee for determining required parking and the amount of parking proposed it would appear there is a shortage of 33 parking spaces. The parking schematic does not show a location for trash dumpsters which may also reduce parking space but is not included within the above calculation.