TOWN COUNCIL
WATERTOWN, CONNECTICUT

MONDAY, FEBRUARY 6, 2023
REGULAR MEETING – 7:00 P.M.
MINUTES

WATERTOWN TOWN HALL
TOWN COUNCIL CHAMBERS
61 ECHO LAKE RD.
WATERTOWN, CT 06795

1. Call Meeting to Order.
   Vice Chair Mary Ann Rosa called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance.
   Vice Chair Mary Ann Rosa led the pledge of allegiance.

3. Roll Call.
   PRESENT: Mary Ann Rosa, Vice Chair
   Ken Demirs
   Robert Desena
   Anthony DiBona (phone)
   Gary Lafferty
   Robert Retallick
   Denise Russ
   Rachael Ryan

   ABSENT: Jonathan Ramsay, Chair

OTHERS PRESENT: Mark Raimo, Town Manager
Susan Zappone, Asst. Town Manager/Finance Director
Jerry Lukowski, Director of Public Works
Anthony Ciriello
4. Public Comment.

Vice Chair Mary Ann Rosa commented for those of you that might be here due to the information that was on the Watertown Talks page. It is totally inaccurate; we did not approve anything; the Town Manager did not approve anything. The Town Manager said he will get back to each of you if you would like to leave your address and number certainly feel free to do so, we do not know anything about it or who put it there.

Mark Raimo, Town Manager stated if you would like to leave your name and number, I am going to do some research in the morning. We are not aware of this project and I can get back to you first thing in the morning.

Emanuel & Arta Backa, 269 Linkfield Road had questions about a project started in their area, asking how they got permission and asked who would decide on this project.

Mark Raimo, Town Manager answered I will go to my Planning & Zoning Administrator and find out if there have been any permits pulled and if everything is done to our regulations and rules.

Mark Sarlo, 270 Linkfield Road asked questions regarding the zones for that area.

Robert Desena commented I happened to be out there last week for maybe two hours I recognize people here out there. The reason all that work was being done there last week was because of cable.

Richard Brandt, 259 Linkfield Road stated we are aware of the fact that Frontier has been running wires in but I live next to the driveway where I see trucks going up everyday for the last ten days and they were not Frontier Trucks. Mr. Brant asked questions about zoning for that area and residents being notified.

Mark Raimo, Town Manager stated he does not have the details but that he will get the answers.

Al Mickel, 95 Woodvine Avenue talked about reorganizations of positions on the agenda and following the charter. He talked about Public Participation and asked for input on the review process. Mr. Mickel asked questions about the process for the bids for the Munson House roof and asked maintenance questions for the water pipes. Her had comments about the job description wording. Mr. Mickel asked if the audit has been completed and is it available for viewing.
5. Minutes.
   a. Regular Meeting, January 17, 2023

Motion: Ken Demirs seconded by Rachael Ryan: I move to accept the Regular Meeting minutes dated January 17, 2023 as presented.

Discussion: none.

Motion passed unanimously

   a. Correspondence.

7. Town Manager’s Report.
   Mark Raimo reported:
   1. The Wilson Street Bridge Project did go out to bid. We did get our bids in and the low bidder was Dayton Construction out of Watertown was approximately 1.9 million dollars. That project will be moving forward as we get approvals from the state.

   2. The auditors have requested an additional 30 days to complete the audit. It doesn’t really reflect on the town; they will finish that by the end of February.

   3. Comments from me personally, our job descriptions have not been touched since the early 80’s and it’s amazing to me the scrutiny they have been under when nobody has really look at them, that have been in place since the 80’s. They do not address the current language that is needed for us to protect ourselves. A lot of these changes were done in an effort to bring us up to date. In the backscene we are not only dealing with staff members to change these job descriptions for. We have to negotiate with the union, we have to bargain the impact. We have to create the job descriptions and we have to make sure they comply with all the issues that we deal with as I have found out when I became Town Manager. That if we have an employee that goes out and is injured, there is no job description on what the job is and what physical ability is needed to do the job. How do we bring the person back to do their job? We have to identify what is needed to allow our staff to know what is expected of them and what is needed to be done to bring them back. We are making improvements and that is the goal in making the town move forward.

5. New Business.

a. Naugatuck Valley Greenway - Connecticut Recreational Trails Program Grant Information and Application – Information Brief

Jerry Lukowski, Public Works Director and Anthony Ciriello gave a presentation on the Naugatuck Valley Greenway providing information on the background history, the permitting, the planning and construction of the greenway, and the process for grant opportunities.

See attached

No Action Required

b. Consider appointment to boards and commissions.

Motion: Ken Demirs seconded by Robert Retallick: I move to reappoint Sharon Pratt, 1091 Buckingham Street, Unit C3 Watertown, CT as the Resident Commissioner on the Watertown Housing Authority for a term to expire January 31, 2028.

Discussion: none.

Motion passed unanimously

Motion: Ken Demirs seconded by Robert Desena: I move to appoint Karim Belica, 59 Pepperidge Tree Rd., Watertown CT as a member of the Parks and Recreation Commission for a term to expire January 31, 2024. This appointment is to fill the unexpired term of John Donahue who has resigned.

Discussion: none.

Motion passed unanimously

c. Consider an appropriation from the General Fund in the amount of $41,900 to the Maintenance Land and Building line item for Munson House roof replacement project.

Motion: Ken Demirs seconded by Robert Retallick: I move to approve an appropriation from the General Fund in the amount of $41,900 to the Maintenance Land and Building line item for the Munson House roof replacement project.

Denise Russ asked Mark Raimo why we are going with the highest bidder and not going with someone in the middle.
Mark Raimo, Town Manager answered he was not aware of the bid being awarded. The discrepancy in the funds is because we are unable to determine the viability of the plywood that is on the roofing. A point was picked somewhere in the middle so we can ask for the appropriation. If there are any funds left over it would go back in the general fund as usual.

Denise Russ asked if we hired the person that came in under 26 its Watertown/Oakville business and he came in at 26,900 and he is from Monroe is there any way we could keep our business in town-on-town projects.

Mark Raimo, Town Manager: I don’t believe the project has been awarded and we have recently talked about a policy in place so we can have an allotment for money so we could choose a local company and it was recommended to look to the Bristol policy for a percent we could deviate the bidding process and look toward alleviating to local business to match the low bid price. We would be supporting our local businesses and still the town would be looking out for our best interest in getting that lower price but we don’t have that policy in place.

Vice Chair Mary Ann Rosa wanted to clarify we are just asking for approval of this amount of money to cover the cost of what might end up being but we have not awarded the contract to anyone to do the work is that correct.

Mark Raimo, Town Manager answered that is what I understand. This is an emergency job and we have active leaking in this building. I was in there today showing it and the second-floor ceiling has collapsed, this is really an emergency job. I did this to be transparent that’s why I asked it go out to bid while I was away on vacation. It is certainly going to be in the best interest of the town for us to choose the most reasonable and responsible bidder. The whole idea was just to get this in front of the council so we get an amount of money and to avoid me saying this is an emergency and just appropriating the money. I thought it was prudent to it bring here to make sure everybody’s on the same page. This is a building that is important to our town and we need to invest the money. I again will make another promise tonight that we will ensure that we get the best price and we’re going to try and keep the work in town if we can that is a reasonable amount of money. I agree what you are looking for and we will get it done.

Gary Lafferty asked is if the whole roof is going to be replaced?

Mark Raimo, Town Manager answered would be the whole roof. I was in touch with the historic district just to ensure that we did not have to go in front of the commission for approval and they assured me that as long as its an asphalt replacement for an asphalt roof we are good. This will be a complete roof and we should be weather tight from the roof down.
Aye: 6 Rosa, Demirs, Desena, Lafferty, Retallick, Ryan
Nay: 1 Russ
Abstain: 0

Motion passes

d. Consider approval of the job description for the position of Assistant Superintendent/Engineer for the Water and Sewer Authority.

Motion: Ken Demirs seconded by Robert Retallick: I move to approve the job description for the position of Assistant Superintendent/Engineer for the Water and Sewer Authority.

Mark Raimo, Town Manager stated I am asking for a little discretion in this job description. We put this job description together working with our exiting Superintendent of Water and Sewer, our Interim Superintendent and the Water & Sewer Authority. I was away last week I asked this be filtered back into the Water & Sewer Authority and they brought up some concerns that they would like us to address. What I am asking for is you to approve this job description as it’s written tonight. We will then bring it back to the Water & Sewer Authority to work through any of those discrepancies and come up with the best job description that is consistent with Water & Sewer. If we don’t approve this, it is then going to hold us up for advertising for the job and I would like us to get that process going. My request is to approve this tonight, I will then go back to Water & Sewer. We will work through some of the issues that were brought up on a final review and if there are any changes, I will bring it back to the council prior to us making a job offer.

Rachael Ryan asked about the 100 to 150 pounds manhole cover I completely understand why that would be necessary. I am just wondering if there’s a person who’s qualified for the job and maybe a petite or smaller person is just unable to do 100 to 150 pounds would that disqualify them if they are not technically and legally disabled, they would have certain protections but what if somebody is qualified for all of the reasons but could not necessarily lift a manhole cover.

Mark Raimo, Town Manager answered the job is looking for someone with engineering capabilities and the ability to actually run the department. If we had to make a change, we could look at that. But for all intensive person that is a requirement of a job to open up a manhole cover I am sure they could ask a police officer or somebody else to help them if they needed to but we have to start somewhere.

Motion passed unanimously
e. Consider approval of the job description for the position of Administrator of Land Use and Buildings Services Administrator-Zoning Enforcement Official.

Motion: Ken Demirs seconded by Robert Retallick: I move to approve the proposed job description for the position of Administrator of Land Use and Buildings Services Administrator-Zoning Enforcement Official.

Mark Raimo, Town Manager stated the only changes in this job description were the wording, everything is almost exactly the same. We needed to update the job description and the next job description you are going to approve or deny. The staff member is in agreement this is more an appropriate description of what he does.

Gary Lafferty asked on all these job descriptions they all have regular business hours, like 8 to 5, I know some have to show up for meetings.

Mark Raimo, Town manager answered department heads are regulated through our blue or green book that is stipulated in that document and the union positions are stipulated in the union contract so yes there are stipulated hours it’s just in a different document.

Motion passed unanimously

f. Consider approval of the job description for the position of Wetlands Enforcement Officer-Assistant Zoning Enforcement Officer-Assistant Land Use Administrator.

Motion: Ken Demirs seconded by Robert Retallick: I move to approve the proposed job description for the position of Wetlands Enforcement Officer-Assistant Zoning Enforcement Officer-Assistant Land Use Administrator.

Rachel Ryan noted that page 3 is missing but does not believe it is missing in the packet on line.

Motion passed unanimously

g. Consider a resolution authorizing an appropriation from the General Fund in the amount of $8,036 for tax refunds.

RESOLUTION

WHEREAS, taxpayers have applied for Tax Refunds pursuant to Section 12-129, Refund of Excess Payments; and

WHEREAS, the Tax Collector recommended that the refunds be made in accordance with
the provisions of Section 12-129; and

WHEREAS, in order to refund taxpayers who have been approved for their refunds, monies must be appropriated into the budget line item to expend the funds.

NOW THEREFORE BE IT RESOLVED, that the Town Council appropriates $8,036 to line item 010-50341-043-0102 from the General Fund for tax refunds.

Dated at Watertown, Connecticut this 6th day of February, 2023.

Jonathan Ramsay, Chairman
Watertown Town Council

Motion: Ken Demirs seconded by Robert Retallick: I move to approve the resolution authorizing an appropriation from the General Fund in the amount of $8,036 for tax refunds.

Discussion: none.

Motion passed unanimously

h. Consider a resolution authorizing tax refunds.

RESOLUTION

WHEREAS, taxpayers have made applications for property tax refunds in accordance with C.G.S. Section 12-129 Refunds of Excess Payment:

WHEREAS, the Tax Collector recommends that the refunds be made in accordance with the provisions of Section 12-1298;

NOW THEREFORE BE IT RESOLVED, that the Town Council approves the attached listing of tax refunds.

Dated at Watertown, Connecticut this 6th day of February, 2023.

Jonathan Ramsay, Chairman
Watertown Town Council

See attached

Motion: Ken Demirs seconded by Robert Retallick: I move to approve the resolution authorizing tax refunds.
Discussion: none.

Motion passed unanimously

6. Adjournment.

Motion: Ken Demirs seconded by Mary Ann Rosa: to adjourn the Regular Meeting at 8:09 p.m.

Motion passed unanimously

Respectfully submitted,

Mary Ann Rosa, Vice Chair
Watertown Town Council

Approved: _______________________

Susan King, Clerk
Naugatuck River Greenway

- 44 miles from Litchfield/Harwinton to Derby/Ansonia – through 11 towns
- Designated Connecticut State Greenway
- Non-motorized 10’ – 12’ paved multi-use path (walking, running, cycling, rollerblading)
- Ongoing NVCOG, NRG Steering Committee, State level and Town support

NRG Thomaston – Watertown Design & Construction

Images courtesy of NVCOG website
Similar Greenways Nearby

Naugatuck River Greenway
Derby & Naugatuck

Farmington Canal Greenway
Cheshire & Hamden
Watertown to Thomaston Progress to Date

- Previous CTDEEP Rec Trails grant funded design of Thomaston connection, culvert improvements in Watertown
- Thomaston segment design completed: Routes behind Sewage Treatment Plant & Animal Control Facility
- Link to Watertown segment near old trolley bridge at Branch Brook
Watertown to Thomaston
Progress to Date

- Frost Bridge Road Trail Head constructed at CT Transit Bus Maintenance Facility
- Short segment of paved trail w/Parking and Restrooms
- Connect to Greenway via Frost Bridge Road sidewalk
- Additional spur/loop along north side of building
Project Scope

- 2.4 Miles – Previous route study conducted
- Frost Bridge Road to Branch Brook, Thomaston
- Thomaston connection with bridge over Branch Brook
- 12-foot wide paved multi-use trail, non-motorized
- Existing parking and restrooms at CT Transit Bus Facility
- Loop/spur connection around CT Transit (requires RR x-ing)
- Naugatuck River views and vistas, River access points
- Coordination
  - RR and Route 8 - physical separation/screening required
  - CTDOT, Naugatuck Railroad, CTDEEP, approvals
  - Waterbury Water Dept. – parallel water transmission line
  - Private Owners
  - State, Federal, and Local environmental permits

Previous Fuss & O'Neill/ALTA route study
Image courtesy NVCOG website
Grant Opportunities

**Design & Permitting:**

- **CTDEEP Recreational Trails Grant:**
  - $300,000 [current request](#) for engineering design and permitting
  - Engineering consultants (Design and Permitting, Special Services)
  - Town in-kind services: 20% Match (Survey & Engineering Design)
  - New round of funding - $9M
  - Town participated in recent webinar
  - Current applications due March 1, 2023 (Engineering preparing application)
  - Public involvement component important to the Application process

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**News Release**
Department of Energy and Environmental Protection
79 Elm Street
Hartford, CT 06106

12/02/2022

DEEP Requests Proposals for Recreational Trails Grants
Program to Allocate $9M; Applications due by March 1, 2023
# Grant Opportunities

## Design & Permitting – Example Summary of Costs

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<tr>
<th>Item</th>
<th>Town Cost</th>
<th>Consultant Cost</th>
<th>Direct Expense</th>
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<tr>
<td>Task 1.0 Base Mapping</td>
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<td>$ 6,840.00</td>
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<td>Task 2.0 Preliminary Design (30% Submission)</td>
<td>$ 30,495.94</td>
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<td>Task 3.0 Semi-Final Design (90% Plans)</td>
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<td>Task 5.0 Final Design Plans, Specifications, and Opinion of Costs (100% Design)</td>
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<td>Task 8.0 Expenses</td>
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<td><strong>Subtotals</strong></td>
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<td><strong>TOTAL Project Costs</strong></td>
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<td>$ 403,812.60</td>
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<td>Match (20% of total project costs)</td>
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The Town's request for funding is for survey, design, and permitting. The town's in-kind match will be provided through in-kind services undertaken by, and at the direction of, the Town Engineer. The town has initiated route survey and mapping, and maintains an internal engineering, CAD, survey, and GIS support team. The town

Cost summary from previous grant application – subject to change.
Grant Opportunities

Construction Funding Options

- Ballpark cost ~ $4M - $5M
- CTDOT LOTCIP funding (State pays 100% for Construction & Inspection)
- State/Federal Transportation Enhancement Program (80% Federal funding with 20% local match - e.g. Steele Brook Greenway currently in design)
Corridor Views & Vistas
Corridor Opportunities

Repurposing old trolley bridge abutment to celebrate rich local history.
Culverts & Drainage

Erosion and safety at culverts and drainage discharges to be coordinated with CTDOT and Railroad.
Corridor Opportunities

Screening/ Physical separation to CT Route 8.
Corridor Opportunities

Screening/ Physical separation to Railroad
Corridor Opportunities

Benching/Separation to Highway and Railroad
Public Input

THANK YOU!

Comments, thoughts, or suggestions:
townmanager@watertownct.org
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<tr>
<th>Name</th>
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<th>City/State/Zip</th>
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