

Board of Selectmen Meeting
April 7, 2020
4:30 PM Town Hall

Present: Matthew Riiska and Sandy Evans

Others: Richard Byrne and Jonathan Barbagallo

Present via Zoom: Paul Madore, Phylis Byrne and Julie Scharnberg

The meeting was called to order at 4:35 p.m.

Public Comments: None

Minutes: March 3, 2020 and March 9, 2020

MOTION S. Evans to approve the March 3, 2020 and March 9, 2020 minutes as presented.
Second P. Madore. Carried unanimously.

Affordable Housing Plan Grant Application

Jocelyn Ayers from the Northwest Hills Council of Governments is looking into a State of Connecticut grant (\$5,200) to cover an affordable housing plan for the Town of Norfolk.

MOTION S. Evans to authorize Matthew Riiska, First Selectman, to sign the grant application.
Second P. Madore. Carried unanimously.

Selectman's Report

- Public Works – because of the coronavirus we are separating the crews as much as possible. They are alternating days and are on call. Two employees plus the supervisor are here daily.
- Grant Street – five catch basins replaced.
- Chip Sealing will begin soon on Schoolhouse Road, Parker Hill Road, Winchester Road (Parker Hill to the Goshen line) and lower Ashpohtag Road.
- Mountain Road Bridge – Low bidder was Black & Warner Construction at \$619,580 (50/50 split with the DOT). The State Bonding Commission is scheduled to meet tomorrow. Included in the bond package is TAR and LOCIP money as well as local bridge program money (including Mountain Road Bridge). Because people aren't working at their full capacity Cardinal Engineering is suggesting that we accept the funds from the State, get our placeholder and delay the bridge for one year. M. Riiska noted that this would help reduce the mill rate for next year.
- River Place Bridge – WMC Engineering has been doing preliminary engineering work to be completed by the end of May at which point it will be reviewed by the State of CT DOT. Once the DOT approves the plans, a nine month process of engineering work will begin. Realistically, the bridge probably won't get started until the 3rd quarter 2021, extending into 2022. This bridge is an 80/20 split with the federal government with Norfolk paying 20%.

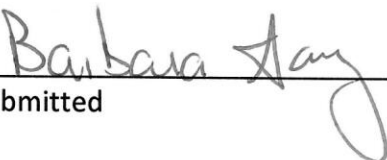
Selectman's Report (cont'd)

- Following the recent article in Norfolk NOW regarding leghold traps a resident contacted M. Riiska with her concerns. Matt will collect information about how other towns handle it and the protocols for State property and private land. Our public works department is directed to remove debris from culverts but maintain the habitat of the beavers.
- Transfer Station Fee – someone recently suggested that we absorb the sticker price into the budget and that is something we will be discussing.
- NHCOC e-mail to area first selectmen brought up the subject of Memorial Day Parades. The consensus was that we will wait until the end of April or early May to see what happens with the coronavirus.
- Michael Sconyers, Chairman of the Board of Finance, expressed his concerns with keeping the FY 20/21 budget down due to the effects the coronavirus is having on the economy. The BOF will be meeting on Tuesday, April 14th via Zoom.
- Although we don't have a social worker M. Riiska urged anyone who needs help to contact the Selectmen's Office. We can assist with rent, utilities, heat, etc. Our community bus is running. We try to keep a stock of masks available and the driver is wiping down the seats. We have been in contact with many of Norfolk's elderly residents making sure they have everything they need.
- Please use social distancing. Use the hiking trails and get outside.
- Sign on green getting mixed reactions. Norfolk's Emergency Management volunteers are just trying to get the message out.

2/3 Vote: None

MOTION S. Evans to adjourn at 4:57 p.m. Second P. Madore. Carried unanimously.

Following the meeting Emergency Management volunteers Richard Byrne and Jonathan Barbagallo were available to answer questions regarding the coronavirus pandemic to anyone wishing to call in.


Submitted


Approved

AFFORDABLE HOUSING PLAN – PLANNING GRANT

MUNICIPAL INFORMATION

Name of the Municipality: Town of Norfolk

Address: PO Box 592

Norfolk, CT

Zip Code 06058

Name and Title of Authorized Official: Matt Riiska, First Selectman

Telephone: 860-542-5829 Fax Number: 860-542-5876 Email: firstselectman@norfolkct.org

Name and Title of Contact Person/Title: Matt Riiska, First Selectman

Telephone: 860-542-5829 Fax Number: 860-542-5876 Email: firstselectman@norfolkct.org

If you are using a consultant to write this application, please provide the following:

Consultant Name Jocelyn Ayer

Phone # 860-491-9884

Company (if applicable) Northwest Hills Council of Governments

Address: 59 Torrington Rd., Goshen, CT 06756

Fax # 860-491-3729

ASSISTANCE REQUEST

1. PROJECT INFORMATION

1a. Federal Employer Identification Number: 066-002050

1b. Grantee's Fiscal Year: From July 1, 2020 To June 30, 2021

1c. Amount of Assistance Requested: 5,200

1d. Please provide a Project Budget as Attachment #1. (see Exhibit 1: Budget Form)

2. LOCAL APPROVAL

2a. Submit a certified resolution adopted in the last 60 days by the Town's legislative body (or, in the case of a town where the town meeting is the legislative body, the Board of Selectmen):

- Authorizing submission of this grant application;
- Identifying the individual who can sign the grant application and administer the grant.

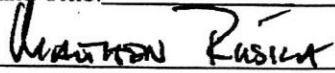
The certified resolution should be signed by the City or Town Clerk and embossed with the corporate seal. (Please provide as Attachment #2)

3. APPLICANT CERTIFICATION

My signature below, for and on behalf of Town of Norfolk, indicates
Name of Municipality
acceptance of the following and further certifies that:

1. I have the authority to submit this grant application;
2. I have read, understand, and will comply with the General Grant Conditions;
3. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Department of Housing or the State of Connecticut;
4. I understand that should this grant application be approved, such state funds shall be expended no later than June 30, 2021;
5. I understand that requests to extend the grant end date shall be submitted in writing to the Department of Housing no later than ninety (90) days before the grant end date of June 30, 2021;
6. I understand that unexpended funds shall be returned to the State of Connecticut within sixty (60) days of the grant end date;
7. I understand that if this organization meets the requirements of the State Single Audit Act, Sections 4-230 through 4-236, as amended, of the Connecticut General Statutes, the organization is required to submit a State Single Audit, at its own expense, no later than six (6) months after the end of the audit period. If this organization is not required to submit a State Single Audit, the organization is required to submit a final accounting of the grant expenditures within sixty (60) days of the grant end date; and
8. I hereby certify that the statements contained in the responses to this application and accompanying documents are true to the best of my knowledge and belief and that I know of no reason why the applicant cannot complete the project in accordance with the representations contained herein.

Certifying Representative:

1. Type Name and Title: Matthew Riiska, First Selectman
2. Signature: 
3. Date: 8-APR-20

AFFORDABLE HOUSING PLAN – PLANNING GRANT

MUNICIPAL INFORMATION

Name of the Municipality: Town of Norfolk
Address: PO Box 592
Norfolk, CT Zip Code 06058
Name and Title of Authorized Official: Matt Riiska, First Selectman
Telephone: 860-542-5829 Fax Number: 860-542-5876 Email: firstselectman@norfolkct.org
Name and Title of Contact Person/Title: Matt Riiska, First Selectman
Telephone: 860-542-5829 Fax Number: 860-542-5876 Email: firstselectman@norfolkct.org

If you are using a consultant to write this application, please provide the following:

Consultant Name Jocelyn Ayer Phone # 860-491-9884
Company (if applicable) Northwest Hills Council of Governments
Address: 59 Torrington Rd., Goshen, CT 06756 Fax # 860-491-3729

ASSISTANCE REQUEST

1. PROJECT INFORMATION

- 1a. Federal Employer Identification Number: 066-002050
1b. Grantee's Fiscal Year: From July 1, 2020 To June 30, 2021
1c. Amount of Assistance Requested: 5,200
1d. Please provide a Project Budget as Attachment #1. (see Exhibit 1: Budget Form)

2. LOCAL APPROVAL

2a. Submit a certified resolution adopted in the last 60 days by the Town's legislative body (or, in the case of a town where the town meeting is the legislative body, the Board of Selectmen):

- Authorizing submission of this grant application;
- Identifying the individual who can sign the grant application and administer the grant.

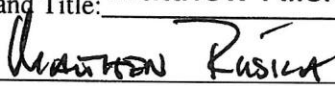
The certified resolution should be signed by the City or Town Clerk and embossed with the corporate seal. (Please provide as Attachment #2)

3. APPLICANT CERTIFICATION

My signature below, for and on behalf of Town of Norfolk, indicates
Name of Municipality
acceptance of the following and further certifies that:

1. I have the authority to submit this grant application;
2. I have read, understand, and will comply with the General Grant Conditions;
3. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Department of Housing or the State of Connecticut;
4. I understand that should this grant application be approved, such state funds shall be expended no later than June 30, 2021;
5. I understand that requests to extend the grant end date shall be submitted in writing to the Department of Housing no later than ninety (90) days before the grant end date of June 30, 2021;
6. I understand that unexpended funds shall be returned to the State of Connecticut within sixty (60) days of the grant end date;
7. I understand that if this organization meets the requirements of the State Single Audit Act, Sections 4-230 through 4-236, as amended, of the Connecticut General Statutes, the organization is required to submit a State Single Audit, at its own expense, no later than six (6) months after the end of the audit period. If this organization is not required to submit a State Single Audit, the organization is required to submit a final accounting of the grant expenditures within sixty (60) days of the grant end date; and
8. I hereby certify that the statements contained in the responses to this application and accompanying documents are true to the best of my knowledge and belief and that I know of no reason why the applicant cannot complete the project in accordance with the representations contained herein.

Certifying Representative:

1. Type Name and Title: Matthew Riiska, First Selectman
2. Signature: 
3. Date: 8-APR-20