

Board of Selectmen Meeting
Wednesday, May 7, 2025
4:30 PM Town Hall



Present: Matthew Riiska, Sandy Evans, Henry Tirrell, Barbara Gomez, Phylis Bernard, Kathryn Boughton, Matthew Ludwig, Ken Ludwig, Paul Padua, Steve Hutchins and Bart Wenrich

The meeting was called to order at 4:30 p.m.

Public Comments

- Bart Wenrich expressed concerns regarding cost savings in the Botelle School budget and inquired about shared services, in particular the superintendent position. M. Riiska reported that there is currently an opportunity to share a superintendent with New Hartford and Barkhamsted. He relayed this information to our Board of Education, and it will be up to them to decide.
- Bart Wenrich inquired about the status of the temporary bridge in South Norfolk. M. Riiska reported that it is in the State of CT DEEP's hands and their State liaison said we should have an answer soon. M. Riiska did express the safety concerns in an e-mail to his contact.
- Ken Ludwig relayed his dissatisfaction with the \$40,000 put in the Fiscal Year 25/26 budget for City Meadow maintenance, as residents were told from the beginning of the project that no taxpayer funds would be used. M. Riiska reported that in addition to the initial \$500,000 State of CT grant, approximately 1.5 million dollars has been donated by private funds for the meadow and the plaza area. The Friends of the Meadow Committee are working to get rid of the invasives and beautify the area. It will ultimately be up to the taxpayers to decide if they want to continue to maintain and utilize the meadow.
- Ken Ludwig asked about the disposal of the solar panels at the Transfer Station when their lifespan is over. M. Riiska reported the disposal of panels was included in the original contract with Lodestar, which has since been sold to New Jersey Resources who will be obligated to dispose of the panels.
- Paul Padua is looking for clarification as to why the Town cut \$6,650 from the NVFD fiscal year 25/26 budget. P. Padua reported that the NVFD has six new members who will need training, physicals, turnout gear (\$4,000/each), pagers, etc. M. Ludwig reported that they applied for and received a \$250,000 grant in 2021 for new radios and recently a \$250,000 grant through the Town of Winsted for new air packs. The NVFD is doing their due diligence to save the town money and the budget they submit to the town is for the operations of the department. M. Riiska will discuss the issue with Mike Sconyers, Board of Finance chairperson to see if there can be an adjustment.

Approval of Minutes: April 2, 2025

MOTION S. Evans to approved the minutes of the April 2, 2025 meeting as presented.
Second H. Tirrell. Carried unanimously.

Fair Housing Resolution

M. Riiska summarized the Fair Housing Resolutions (copy attached) for approval.

MOTION S. Evans to approve the Fair Housing Resolutions as presented. Second H. Tirrell.
Carried unanimously.

Selectman's Report

- River Place Bridge – The bridge was completed and paved last week. It is currently in the cleanup and landscaping stage.
- State of CT Wall Project – There has been an issue with traffic on Old Colony Road. Troy LaMere, PW Supervisor, spoke with the DOT and they provided a flagger for a few days. Making Old Colony Road a dead end is being considered but M. Riiska will need to speak to the NVFD and EMS regarding access needed for one house in particular.
- Wall Project – the one lane road needs repaving. M. Riiska talked to the State of CT.
- Memorial Day Parade – The route will be the same but following the ceremony on Memorial Green the crowd will be asked to cut through the Meadowbrook property to get back to the Firehouse so that Route 44 doesn't need to be closed off again.
- Transfer Station Fees – After discussion it was decided to increase the fees.
MOTION M. Riiska to increase the fees to \$100.00 for the first car and \$80.00 for the second car. Second S. Evans. Carried unanimously.
- Call of the Annual Meeting – The vote for the new firehouse has been taken off the Annual Meeting Call for 5/12/25. It will be moved to a separate Special Town Meeting to be held on Thursday, 5/22/25 so that our bond council can write the verbiage for the Call of the Meeting. Various grants and the bond for the firehouse project were discussed.

MOTION S. Evans to adjourn at 5:55 p.m. Second H. Tirrell. Carried unanimously.

Respectfully submitted,



Barbara Gomez, Secretary

Town of Norfolk
MUNICIPAL GREIVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the American with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the Town of Norfolk.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

James Clarke
860-542-6986
19 Maple Ave, PO Box 592, Norfolk CT 06058


Within 15 calendar days after receipt of the complaint, James Clarke will meet with the complainant to discuss the complaint and possible resolutions. With 15 calendar days after the meeting, James Clarke will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille or audio tape. The response will explain the position of James Clarke and offer options for substantive resolution of the complaint.

If the response by James Clarke does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordinator within 15 calendar days after receipt of the response to the ADA Coordinator or his/her designee.

Within 15 calendar days after the receipt of the appeal, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the ADA Coordinator or his/her designee will respond in writing, and where appropriate in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by James Clarke, appeals to the ADA Coordinator or his/her designee and responses from the ADA Coordinator and his/her designee will be kept by the Town of Norfolk for at least 3 years.

May 7, 2025



Matthew T. Riiska, First Selectman

Town of Norfolk
Compliance with Title VI of the Civil Rights Act of 1964

The Town of Norfolk does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The Town of Norfolk seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color or national origin in programs and activities receiving federal financial assistance. Title VI provides that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs covered by the regulations.

This policy is effectuated through the methods of administration outlined in the Town of Norfolk's Fair Housing Plan and is fully implemented to ensure compliance by the Town of Norfolk, as the recipient, and by sub-recipients. The cooperation of all personnel is required.



Matthew T. Riiska, First Selectman

8-MAY-25

Date

Town of Norfolk
ADA NOTICE

The Town of Norfolk does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. The Town of Norfolk does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Town of Norfolk's designated ADA Compliance Coordinator.

Name: James Clarke

Title: Building Official

Office Address: 19 Maple Avenue, PO Box 592, Norfolk, CT 06058

Phone Number/Voice: 860-542-6986

E-Mail Address: nflkbuildinginspector@gmail.com

Days/Hours Available: Monday, Tuesday & Thursday – 9:30 am - noon

Individuals who need auxiliary aids for effective communication in programs and services of the Town of Norfolk are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator.



First Selectman



Date

Town of Norfolk
FAIR HOUSING POLICY STATEMENT

It is the policy of the Town of Norfolk to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town of Norfolk must comply with the provisions of Section 46a-64c of the C.G.S., and with the related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Norfolk or any of sub-recipient of the Town of Norfolk will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, sexual orientation, gender identity or expression and physical or mental disability in all programs and housing development activities funded or administered by the Town of Norfolk.

The First Selectman is responsible for the enforcement and implementation of this policy. The First Selectman may be reached at 860-542-5829 or firstselectman@norfolkct.org.

Complaints pertaining to discrimination in any program funded or administered by the Town of Norfolk may be filed with the Selectmen's Office. The Town of Norfolk's Grievance Procedure will be utilized in these cases.

Complaints also may be filed with the Commission on Human Rights and Opportunity, Special Enforcement Unit, 25 Sigourney Street, Hartford, CT 06106. Telephone (860) 541-3403.

A copy of this policy statement will be given annually to all Town of Norfolk employees and they are expected to fully comply with. In addition, a copy will be posted throughout the Town Hall.

May 7, 2025



Matthew T. Riiska, First Selectman

FAIR HOUSING RESOLUTION
TOWN OF NORFOLK

- WHEREAS, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice;
- WHEREAS, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and
- WHEREAS, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation or gender identity or expression be given equal access to all housing-related opportunities including rental and home ownership opportunities and be allowed to make free choices regarding housing location; and
- WHEREAS, The Town of Norfolk is committed to upholding these laws, and realizes that these laws must be supplemented by Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice; and
- NOW THEREFORE, BE IT RESOLVED, that the Town of Norfolk hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and
- BE IT FURTHER RESOLVED, that the chief executive officer of the Town of Norfolk or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Norfolk and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to see assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Adopted by the Town of Norfolk on May 7, 2025



Matthew T. Riiska, First Selectman

Town of Norfolk
AFFIRMATIVE ACTION POLICY STATEMENT

As the First Selectman of the Town of Norfolk, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town of Norfolk's work force or affected by policies have an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso, November 21, 1975 and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further state that this Town of Norfolk will comply with the anti-discrimination provisions of the state and federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town of Norfolk will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of Norfolk will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of Norfolk to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but, not limited to blindness, sexual orientation, genetic information or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona-fide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including but not limited to, recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

The Town of Norfolk will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations, and executive orders listed below: 13th, 14th, and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, amended by 11375, (Nondiscrimination under federal contracts), H.R. 493 (The Genetic Information Nondiscrimination Act of 2008, effective November 21, 2009). Act 1 Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill Executive Order Number 9, the Connecticut Fair Employment Practices Law (46a-63-64). Discrimination against Criminal Offenders (46a-80). Connecticut General Statutes, Connecticut Code of Fair Accommodations Law (46-63-64), definition of blind (46a-51(1)), definition of Physically Disabled (46a-51(15)), definition of Mentally Retarded (46a-51(13)), cooperation with the Commission of Human Rights and Opportunities (46a-77), Sexual Harassment (46-60-(a) Connecticut Credit Discrimination Law (360436 through 439), Title 1 of the State and Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992.

This policy statement will be given annually to all Town of Norfolk employees and will also be posted throughout the Town of Norfolk, I also expect each supplier, union, consultant and other entity(s) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations. The Town of Norfolk will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or Federal anti-discrimination law.

I have assigned the responsibility to achieve the successful implementation of our goals and objectives to Barbara Gomez, Secretary, 860-542-5829, bgomez@norfolkct.org.



Matthew T. Riiska, First Selectman

May 7, 2025