

**Board of Selectmen  
Special Meeting  
May 17, 2021**

**MINUTES**

**Present:** First Selectman Dan Jerram, Selectman Laura Garay, Selectman Alesia Kennerson  
Member of the Press Kathryn Boughton (Republican American), Administrative Assistant Christine  
Hayward.

First Selectman Jerram called the meeting to order at 6:30 PM.

**Review of Ordinances for Town Meeting approval:**

*Food Trucks:*

First Selectman Jerram asked for commentary on the proposed draft food truck ordinance that had been sent to the Selectmen to review prior to the meeting. Selectman Kennerson requested that proof of sales tax permit be added to the requirements of obtaining a food truck permit.

Selectman Garay is pleased that the ordinance makes allowances for the town to hold events with multiple food trucks present at one time.

The Selectmen discussed the distance between brick and mortar structures and food truck placement; 250 feet was suggested by the Board.

Discussion ensued regarding the number and type of food truck permits that could be granted to one establishment. Can two food trucks be on the property at one time? Laura suggested to add "unless approved by the Board of Selectmen" to the end of item 9.

Mr. Jerram stated that once the Board of Selectmen has reviewed this draft ordinance and come to terms with the language, the ordinance should be brought to the Planning and Zoning Commission to see if they would like the Board of Selectmen to proceed with such an ordinance or would the P&Z prefer to regulate food trucks via zoning regulations.

Mr. Jerram stated that the main purpose of adopting such an ordinance is to protect brick and mortar structures. They pay taxes in town and they should be protected from businesses that do not have the same expenses.

Hours of operation were discussed. 8:00 AM was deemed to be reasonable start time. Selectman Garay also stated that when Rails to Trails comes to fruition, there may be an increased request for permits.

Mr. Jerram stated that he does not feel that Hot dog carts are considered to be part of this ordinance. They are considered to be a high volume turn over restaurant which can apply to zoning with a site plan unless they are registered as outlined in the definition.

*Open Burning:*

Garay asked if the Fire Departments are involved in the appointing of the burning official. It was clarified that this is a board appointed position that requires specific online training/certification by DEEP.

Selectman Kennerson recommended that this draft be reviewed by the Scout rangers for their input, especially as they relate to the diameter of fire pits. Questions were raised regarding the exclusion of open burning on vacant lots. It was suggested that this question be posed to the current burning officials for clarification. Penalties were discussed – it was agreed to increase first offense to \$50.00 (25.00 fine plus the cost of the permit).

*Appointment of Town Clerk:*

The Board of Selectmen reviewed the proposed draft Ordinance. Mr. Jerram stated again his belief that the Town Clerk position should not be a political position. A Town Clerk acts as a “librarian” of Town records and it is important that the individual acting in this capacity has the proper training and background knowledge to perform the duties associated with the job. It is a professional position and should not be subject to a “popularity contest.” There is a need to be sure that anyone who fills this position has the necessary credentials. The Tax Collector position underwent this change a couple of years ago, following the retirement of the longstanding elected Tax Collector. This has worked well and there has not been any issue with it being appointed rather than elected, as it previously was. The Town Clerk is currently elected for a 4 year term and therefore the ordinance outlines that the Board of Selectmen will appoint the Town Clerk after every other Municipal election. First Selectman Jerram commented that the Town Attorney may revise the language regarding the specifics of the appointment process. There were no concerns or objections expressed regarding the proposed ordinance or its intent.

*Building Permit Fee increase/Land Use fee increase:*

Jerram explained that there are currently 2 fee ordinances that need adjusting to allow for a surcharge that needs to be implemented to cover the costs of online permitting software. A fee is charged by the software company and this is passed directly on to the permittee.

The fee ordinance will need to be reviewed by the Town Attorney to see whether it is best to amend the current fee ordinances or whether an additional ordinance should be adopted that deals exclusively with the surcharge.

The Board members will support either option.

Jerram mentioned that a while back, there had been a request by Regional Refuse Disposal District Number 1 to adopt a revised ordinance regarding operations, but Jerram needs to check into this and see if this is still something that needs to be addressed.

**Review of Agenda items for Special Town Meeting:**

*Stanclift Cove Representative:*

Mr. Jerram stated that the term for Penny Miller on the Stanclift Cove Authority expires at the end of June and this will be an item on the Special Meeting agenda. No discussion needed, Penny would like to continue on this Board.

*Community Club Parking Area:*

Selectmen discussed the draft lease agreement that had been sent to them for consideration. Part of the agreement includes having the Town assume responsibility for the electric bills associated with the Community Club. Kennerson asked if the electric bills will be changed so that they come directly to the Town. Jerram replied that the account will be held in the town’s name. Garay wanted to be sure that all taxes are up to date and that there are no outstanding fees that would become the responsibility of the town. Jerram stated that having this lease arrangement allows for extra parking spaces for the downtown area and access to a charging station – which is being considered for this area.

Kennerson asked about the construction schedule. Jerram stated that it might be possible to get this done in the fall. He was not certain whether the Town will go out to RFP for this or whether it might be done in-house.

*Donation of land adjacent to Beekley Views:*

First Selectman Jerram had the survey of the land that is being donated adjacent to the town leased Beekley parcel available for the Selectmen to view. He stated that this should be a pretty straight forward donation of land and expressed appreciation to the landowner (Bailey/Douglas) for gifting this land. No questions were asked regarding this parcel.

**Appointment of Assistant Animal Control Officer:**

Jerram explained that there is an opportunity to have an Assistant Animal Control Officer appointed to assist the Animal Control Officer. The Animal Control Officer has been consulted and is pleased to have someone who can assist when needed.

**MOTION:** by Kennerson to appoint Brooke Gero to Assistant Animal Control Officer seconded by Garay.

*Unanimous*

First Selectman Jerram stated that one ordinance that has been mentioned in the past but has not been addressed is a blight ordinance. He stated that this type of an ordinance is a situation where the Board needs to tread lightly. Many times, there are mitigating factors that prevent property owners from performing maintenance. There may be times when family members or other interested individuals might be willing to intervene, but they don't have the authority to take any action. An ordinance might allow for others to step in and offer assistance in creating change.

Since the Town Attorney has not yet opined on the draft ordinances, the Selectmen will wait to decide what items should be on the call of the next Special Town Meeting.

**MOTION:** by Kennerson to adjourn at 8:20 PM, seconded by Garay.

*Unanimous.*

Respectfully Submitted,

Christine Hayward, Administrative Assistant

No attachments

(draft ordinances only – not final format)