

Town of Goshen  
**BOARD OF SELECTMEN**

**March 5, 2024**

**REGULAR MEETING**

This meeting held in-person and recorded via Zoom.us and is available as a recording

**PRESENT:** Todd M. Carusillo, Scott Olson, Dexter S. Kinsella (zoom)

**OTHERS:** Dawn Wilkes; Patrick Lucas; Marissa Wright; Henrietta Horvay; Audrey Blondin; Michael Leonard; Marissa Wright; Eric Warner, *Goshen News*; Judi Armstrong; Bernie Harrington; Marianne Stilson; Cindy Barrett; John Carroll; Erin Reilly, Recreation Director;

**1. Call to order:** Todd M. Carusillo called the meeting to order at 5:00 p.m.

**2. Approval of the minutes of the meeting of February 27, 2024:** The motion was to approve the minutes as amended by Dexter S. Kinsella, seconded by Scott Olson. Motion carried. Scott Olson felt the motion to appoint five (5) members for the proposed Housing Committee should read “recommended that this Committee consist of only five (5) members”. No designated political parties would be assigned to membership at this time. Scott Olson also stated that 9b of these minutes should be clarified. To secure the STEAP grant; and move it on to P&Z for additional security.

**3. Matters arising out of the minutes:** None

**4. Approval of the Payroll and Warrant – March 7, 2024:**

In a **motion** made by Scott Olson, seconded by Dexter S. Kinsella, it was **voted** to approve the total warrant and payroll of March 7, 2024 in the amount of \$101,369.03. Included in this warrant were the payroll in the amount of \$15,142.79 and the warrant in the amount of \$86,226.24. Voted unanimous. Also included in this warrant: Cargill Salt: \$29,573.25; Dime Oil- \$2,360.05; Mountain Top Trucking (Gravel) - \$21,984.51; Haleywood (Bridge Engr.)– \$7,361.50

**5. First Selectman’s Report:**

Todd attended the meeting with WLPOA and their Safety Committee. Topic: Speed bumps or speed cameras to curb the speeding around the Lake. Discussed were speed bumps vs. “*speed humps*”. Samples of rubber “mats” were shown; signs on town roads. *Speed Hump* signs must be properly marked and clearly painted. Todd will be checking with the towns of Farmington, West Hartford, etc. regarding their usage of Speed Bumps signage.

*Eversource* has begun its tree trimming/cutting program here in Goshen (north of route 63).

A State Police officer made a visit to Todd today to advise that they will be setting up radar traps in this area.

This past weekend found our Library with no heat. After a call from Jerry Harmon, Todd called DRC Plumbing to come to investigate; they found a hole in one of the heating supply lines. Repairs were made; the heat is now in working order in the Library. Special “thanks” DCR Plumbing for coming out late Saturday afternoon.

**CAUTION:** The bears are out in force!!

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**6. Public Comment:**

Audrey Blondin stated she respectfully, is not in favor of *Public Comment* being limited to agenda items. Storage barn/STEAP Grant projects, all towns in the area received monies from the Opioid settlement. With Goshen, being a part of the NWCOG, it also participated. Todd explained how he filled out a numerous amount of paperwork with Chief of Police, Waterbury in the past for this. Goshen received – \$48.00

Marissa Wright wishes *Public Comments* were 3 minutes in duration. In addition, Todd stated that the building application is now in P&Z's hands – from there it will go to the Board of Finance for funding. The funding will embrace a two (2) yr. plan upon receipt of the monies (four (4) years to use the Grant monies.)

**7. Correspondence:**

Marissa Wright showed interest in being on the Housing Committee.

The results of the Housing Committee will be known on Friday, April 5<sup>th</sup>.

**8. Old Business:**

**8a. Recreation Director w/ List:** (attached)

Dexter Kinsella stated that he feels Camp Coch is a tremendous asset, however, in his opinion, it is underutilized. Perhaps a presence of Goshen's Recreation Dept. can be utilized at both Camp Coch and Town Hall. Recreation Director, Erin Reilly submitted and read aloud a formal list of expenses and ramifications therein. The Board of Selectmen will review and consider the report submitted by Ms. Reilly and report their findings.

**8b. Appointments:** None

**8c. Budgets:** BOARD OF FINANCE:

In a **motion** made by Dexter Kinsella, seconded by Scott Olson, it was **voted** to receive the *Board of Finance Budget 2024 – 2025* for their review and consideration. Voted unanimous.

**9. New Business:**

In a **motion** made by Scott Olson, seconded by Dexter S. Kinsella, it was **voted** to add to the agenda under 9. New Business, **item 9a. Tax Collector's Report**. Voted unanimous.

**9a. Tax Collector's Report: 03/05/2024**

Percent collected: Real Estate:	99.08%
Personal Pro	98.72%
Motor Vehicle	97.63%
Motor Vehicle (Sup)	85.50%

Total Billed: \$11,443,191.57

Total Paid: \$11,315,193.34

(Total Due: \$127,998.23)

**10. Other Business:** None

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**11. Adjournment:** In a **motion** made by Dexter S. Kinsella, seconded by Scott Olson, it was **voted** to adjourn the meeting at 5:50 p.m. Voted unanimous.

Respectively submitted:

Lucille A. Paige, First Selectman's Aide

## Concern's for Moving the Recreation office over to Camp Coch

These are some of the expenses and ramifications.

- 1) Job and Hours accountability ( a time clock will need to be installed )
  - The Recreation Director position is salaried and does not require hours to be logged or a time clock to be punched. I do keep a time log, of my own choosing, and submit to the 1st Selectman on a quarterly basis. My accountability can be measured by reviewing the multiple programs that are scheduled and running on a monthly, weekly, and daily basis. I welcome anyone to view the [goshenrec.com](http://goshenrec.com) website and see what is happening in the Department. There are also programs that are planned months in advance that are not yet listed or available for registration. All of the summer bands are booked, senior bus trips are scheduled into May, Camp Coch Summer Day Camp programs are in place, and more. I also keep up with budgeting, invoices, facility rentals, conversations with other organizations to collaborate events, discussion with residents and the general public on a daily basis. As a side note, the Recreation Department is the only Town employee based department in this Town that does not have an assistant except for 7 weeks of Camp and Camp preparation, of which, they are solely there to help with Camp.
- 2) Elections 14 day early voting ( Camp Coch is our State Certified Election polling place )
  - As with the 6 weeks of summer camp, programming will cease at Kobylenski Lodge during this time. Notices will be posted physically and electronically. I can work from any number of locations with the laptop and am always accessible via the Town cell phone. If the weather is permittable during this voting period, I could also move my office to the Headquarters building by the track for that time period. It is outside the 75 foot perimeter and has wifi, electricity, bathroom facilities, and I could have a small portable heater if needed.
- 3) Not able to work during elections.
  - Please see above.
- 4) Election workers lunch and dinner room is the office
  - The plan for the West Wing becoming the office is to still have it accessible to small groups that use it currently. Any items with sensitive information or of value will be locked in locking file cabinets that will be housed in a closet that I would switch out the handle to a locking handle.
- 5) Liability issues more usage with kids and seniors, We will need to check with CIRMA.
  - As Kobylenski Lodge and the Camp Cochipianee grounds are now utilized for a variety of public and private events, there should be no additional

liability with running more programs at the Camp. It is a Town owned facility and should be covered no matter how many programs the Town's Recreation Department runs there.

- 6) Camp 8 ½ weeks closing during mid -June thru August 8th  
-Camp runs for 6 weeks. There are 3 days of training the week before Camp begins and generally 1 day of clean up the week after Camp ends. The camp grounds have been closed to the public for decades during camp season. However, to alert the public to this , it will be noted in physical postings and electronic postings to remind the public that programming during the hours of 8am-4pm, Monday- Friday, will cease for 6 ½ weeks during summer camp. There are programs that run after hours; yoga, concerts, art classes, using the Lodge and grounds with no conflict issues.
- 7) Lodge cleaning and maintenance ( cost will go up for Custodial services & supplies )  
-I do not believe there would be additional cost for labor, as I would clean up after programs, restock supplies as needed, as well as be there daily to be sure the sidewalks and ramps are shoveled during the winter. There may be an increase in supplies such as toilet paper and paper towels, but that cost would be supplemented by the additional revenue programs will produce. The rate of wear and tear on the building would most likely increase, however, with upkeep and proper maintenance, the impact should be minimal. A maintenance and replacement plan can be created and implemented into the 5 year capital budget. Again, the majority of these additional costs would most likely be supplemented by an increase in revenue created by additional program offerings.
- 8) Garden Club use it.
- 9) Quilter's Club use it.
- 10) Boy Scouts use it.
- 11) American Legion Men and Women use it.  
-Spoke with all the groups and all are comfortable with the proposed office relocation. Pros and cons were discussed with each group and we are on the same page with the use of the West Wing. They will continue to use the West Wing as usual with some modifications with storage. As previously stated, nothing confidential or of value will be stored in the open, locking file cabinets and a new door lock will be installed on the closet for my use. After discussions, I heard mostly positive feedback and encouragement from the group members in support of relocating the office. They feel that it would enhance the quality of programs and opportunities for socialization that Goshen is lacking without a "Community Center" and feel this move will be a good way to fill that need.
- 12) There's no A/C, added expense, if installed for one office.  
-I am not asking for AC to be installed, however, there was \$5,000 appropriated in the FY 23/24 Capital Non-Recurring budget for an AC unit to be installed at Camp. That was a discussion before the idea of an office relocation was presented. For the time being, and over the last 2 summers,

there are 2 window units that get installed in Kobylenski Lodge for the summer months and do a decent job keeping the temperature down. There are also multiple fans that are used during camp to keep the temperature down.

13) Heating and Electrical cost will increase.

-The increase in these two items are a necessary expense in an effort to bring more opportunities for socialization and recreation to the community. Programming fees, possible grant monies, and upgrading equipment could offset these costs. The increase would be difficult to predict at this time.

14) The Lodge gets rented out, We will lose square footage w/ the office there, plus office security?

-In the nearly 2 years that I have been Director, I have not rented the West Wing out to a private organization or for a private party. Reviewing the rental history in the MyRec Software System back to 2018, there have been no outside rentals. All use has been by organizations that currently use the room at no charge. The locks for the West Wing would be changed. I am proposing a key fob system to keep better track of who has the ability to enter the building and by which door. The idea to change the key system has been in the works since I started in 2022 and will be proposed whether the office is relocated or not as a security improvement to the facility.

15) If we make it a senior center, what would we do during camp?

-There is not a proposal to change the classification to a Senior Center as that would limit the use of the facility to senior programs only. The idea is to create a Community Center type atmosphere, not to reclassify the facility. It is a Recreational Facility, my goal is to open the doors to more community programming and events, and be accessible and a presence on the grounds for the public to have more opportunities to meet and interact with me.

16) The Director is an EMT that goes out on calls, who would responsible for the seniors or kids?

-While I am honored to be part of the Goshen Fire Company and privileged to serve the community as an EMT, it is a volunteer position. I am not contractually obligated to respond to calls that I am not logistically able to. With that said, I would never leave a children's program unattended. If there were volunteers or Commission members that I felt safe to leave in charge of a program and the degree of the emergency warranted my services, I would consider, discuss, and consult with the First Selectman prior to any decision to leave a program. If the event is an adult event, and there are adults that I would trust to oversee, close down and lock up the lodge, then I would have a discussion with them and notify the First Selectman of my decision to leave the program to tend to whatever emergency is taking place. Again, the severity of the emergency and the need for additional EMT services would come into play before any decision to leave an active program. Which is the personal protocol that I have already adopted in the time that I have been Director, this would not change from what I do now.

17) Cost of kitchen upgrade?

-There is no plan to upgrade the kitchen. Only to have it be certified by TAHD, which is a matter of me taking an online course to become a Certified Food Protection Manager. I already earned the Food Handler Certificate. The Manager Certificate is also a requirement for us to be able to continue to run the brunch program that we currently hold in the Parish Hall, so I will need to obtain this certification anyway. This will come out of the Education Line item, which has enough funds to cover this already, no additional monies need to be allotted.

18) Cyber security- complete update.

-I am not sure what this item is referring to other than wifi or hacking of the computer. There is a separate wifi for guests and administration at Camp. They are both password protected. The laptop that I would use in any short term, is a Town owned computer with any cyber security measurements already installed.

19) Winter months require more maintenance ice/snow removal.

-This winter I was without a dedicated maintenance person. The DPW graciously helped to keep the walkways clear, but I also went on several occasions to remove snow and clean up walkways. If my office were there, I would remove the snow as needed. I do not have any objections to do that work as I see it as part of my duties to keep the Lodge open and safe for use. However, it is in the current contract for the Independent Contractor to keep the snow cleared and walkways open during winter months so this would not change the current requirements within that job description.

20) Kitchen usage, lunch dates, more critters like Bears in the garbage. Clean up etc,

-The kitchen is currently used to a minimum by any organizations that regularly use the building and by any renter that indicates the need for the kitchen to be included in the rental. The propane stove is only turned on and lit when requested and is done either the day before or the morning of the rental or event. The gas is turned off at the end of the event or the next day by the Recreation Director or Independent Contractor, as stated in his contract. Until the kitchen is certified for use by TAHD, the use is very limited for programming purposes. Critters are present on the grounds already, with the limited use of the building. That is the nature of being in a wooded area. There is a metal lid dumpster that is locked, as a bear and critter deterrent. I had that changed to a metal lid last summer when there was an obvious bear problem and the solution was the metal lid dumpster. The Independent Contractor is already part of the clean up efforts for any rental and a maintenance fee is charged above and beyond the rental and hourly rate paid by the Town.

21) Well water isn't the best, more testing equals \$\$\$

-It is a State of Connecticut requirement that the water be tested in the Lodge on a monthly basis. This has always been a requirement. I believe

with Covid and the change of Directors twice in 2 years, the testing was inadvertently paused. This has resumed and we are in compliance and the testing fees will be reflected in the proposed budget going forward. It is my hope that with an increased and constant presence in the building and the water being used more regularly, that there will no longer be an issue with the water tests going forward. The issue with the well cover seems to have been resolved and the only way to know for sure is to see what happens this summer. But with the water not sitting in the pipes stagnant during the warmer weather, the theory is that there will be less of an opportunity for bacteria to build up. Time will tell.

22) Septic tank & usage of year around, is the septic sufficient w/ kitchen usage?

-There two septic tanks on the grounds. One for the Lodge and one for the Headquarters/bathroom building. Theoretically, they were designed according to the size and number of bathrooms and capacity of the buildings and any increase in use should not effect that. I have a call into B&B Septic and will consult with TAHD.

23) Personal security w/ the director being there all alone.

-There are many times that I am there alone now, with and without anyone's knowledge. If my office were there regularly, then there would always be knowledge of my presence there. There are currently 8 security cameras covering the building and grounds. I have 2 cell phones and there are 2 landline phones in the building. The Independent Contractor's hours would overlap mine to some extent and programming would cause me not to be alone. As with being in the office on the second floor of Town Hall alone, there is always a risk. No one checks on me in my office now. There are 2 egresses that someone that wanted to cause harm could access me through. When people leave the building before me now, I am not informed, nor does anyone call and let me know I will be alone. I believe there are plenty of good and decent people that use the grounds on a regular basis that may notice something wrong or become more aware of my presence and "keep tabs" on me. And vice versa, there are multiple people that use the grounds alone, that would now have someone present to see they are there and note their arrival and departure and any suspicious activity.

24) The camp has Frontier for internet, it's slower. That will need to be upgraded. More \$\$\$ for monthly cost.

-The wifi equipment has already been upgraded and, thanks to the efforts of the Broadband Committee, Optimum cable was run to the building. We are waiting for the broadband to become active in the area to activate an account and receive the service. The monies have already been included in the budget for this action to occur.

25) There's no zoom equipment for monthly meetings, cost of equipment is too expensive.

-Monthly meetings can still be held in the Conference Room at Town Hall. Although, meetings have been held at Camp via Zoom on the laptop with no issues. Part of the reason there was a push to get the Optimum



broadband service installed at Camp was so that Zoom equipment could be purchased at some point and more Town meetings be held in the Lodge at Camp.

26) Mileage reimbursement's will be asked for, of going back and forth to the Fiscal office with payroll and bill paying.

-There is already a budget of \$800 for mileage reimbursement. The probability is mileage would decrease as Town Hall is on the way to Camp Coch from my home. Any business I needed to conduct at Town Hall could be done on my way to Camp or on my way home.

During summer camp, I am always on the grounds. Last year was my first year running camp and I never left during camp hours. We utilized our Office/Float staff to run errands, bring paperwork back and forth to Town Hall as needed, and perform any other duties off site that needed to be done. If at all possible, off site errands were done by me before or after Camp hours. Again, I never left the grounds and did not go on ambulance calls. However, if the need arose or if I was unable to be present at Camp due to illness or other unforeseen factors, I have full confidence in the Assistant Director and her abilities to run the Camp successfully without me. All of the Counselors, Lifeguards, and CIT's are CPR and First Aid certified and multiple types of safety drills are reviewed and practiced throughout training days and during Camp.