



# TOWN OF MIDDLEBURY

Office of the Selectmen

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TOWN CLERK'S OFFICE  
MIDDLEBURY, CT

## MINUTES

### MEETING OF THE BOARD OF SELECTMEN

Monday, October 18, 2021 – 4:00 p.m.

*Priscilla M. Barra*  
TOWN CLERK

**Present:** Edward B. St. John, First Selectman  
Elaine M. Strobel, Selectman  
Ralph J Barra, Selectman

**Also Present:** Attorney Robert Smith  
Attorney Dana D'Angelo  
Barbara J. Whitaker, Recording Clerk  
Mark Lubus, Acting Building Official  
Greg Barnes  
Marj Needham, Reporter – Bee Intelligencer

#### Call to Order with Pledge of Allegiance

The meeting was called to order by the First Selectman at 4:00 p.m. with the Pledge of Allegiance.

#### Approval of October 4, 2021 Meeting Minutes

First Selectman St. John MOTIONED to approve the minutes of the October 4, 2021 meeting; SECONDED by Selectman Barra. Unanimous approval.

#### Tax Rebates

Acar Leasing, Ltd., Arlington, TX	\$826.59
Acar Leasing, Ltd., Arlington, TX	\$435.38
Acar Leasing, Ltd., Arlington, TX	\$597.68
CCAP Auto Lease, Ltd., Dallas, TX	\$341.30
Financial Services Vehicle Trust, Hilliard, OH	\$389.47
J. P. Morgan Chase Bank, Fort Worth, TX	\$394.45

First Selectman St. John MOTIONED to approve the above-mentioned tax rebates; SECONDED by Selectman Barra. Unanimous approval.

#### Appointment

First Selectman St. John MOTIONED to approve the appointment of Curtis S. Bosco as the Naugatuck Valley Council of Governments representative on the NVCOG Regional Planning Commission as recommended by the Planning & Zoning Commission effective December 3, 2020; SECONDED by Selectman Barra. Unanimous approval.

#### Reappointments

First Selectman St. John MOTIONED to approve the reappointment of Curtis S. Bosco (D) as a member of the Conservation Commission for a term from November 3, 2021 to November 3, 2024; SECONDED by Selectman Barra. Unanimous approval.

#### Discussion and Consideration

##### Approval of Records Clerk – Middlebury Police Department Job Description

First Selectman St. John MOTIONED to approve the above-mentioned job description; SECONDED by Selectman Barra. Unanimous approval. The First Selectman added that this

job description should have been approved with the other job descriptions from the police department several weeks prior.

Contract between the Town of Middlebury and Middlebury Police Union Fraternal Order of Police Lodge 034

First Selectman St. John MOTIONED to approve the union contract between the Town of Middlebury and Middlebury Police Union Fraternal Order of Police. Lodge 034; SECONDED by Selectman Barra. Unanimous approval. Attorney Smith added that they negotiated over wages and medical benefits. There will be a 9% increase in wages over three years and the officers will contribute more to medical insurance.

Referral of Sale of Lots 1131-1320 Narcissus Road to Town Meeting

First Selectman St. John MOTIONED to refer the sale of lots 1131-1320 Narcissus Road to a Town Meeting set for a date to be determined; SECONDED by Selectman Barra. Unanimous approval.

Region 5 Memorandum of Agreement - State Homeland Security Grant Program

First Selectman St. John MOTIONED to approve the authorizing resolution for the Region 5 Memorandum of Agreement - State Homeland Security Grant Program; SECONDED by Selectman Barra. Unanimous approval.

Revised Building Fees

At this time Mark Lubus, Acting Building Official discussed the attached revised building fee schedule that incorporates increases that have not been made since 2013. Mr. Lubus pointed out that homeowners assume the all responsibility when purchasing a home for any outstanding permits. If someone does not agree, they can check the list of what needs to be done to obtain a permit in the State codebook and they can go to the State Building Department to appeal if they do not agree with the municipal building inspector. The new rates will be implemented on January 1, 2022. First Selectman St. John MOTIONED to approve the revised Building Permit Fee Schedule; SECONDED by Selectman Strobel. Unanimous approval.

Public Comments

Greg Barnes inquired about a status update on his request. The First Selectman said there was nothing new to report. Mr. Barnes stated that he would attend the Police Commission meeting on Monday, October 18, 2021 to discuss his concerns and requests with the members. Attorney Smith will be present at the Police Commission meeting and voice the Board of Selectman's support for a resolution based on the Commission's findings.

Adjournment

First Selectman St. John MOTIONED to ADJOURN the meeting at 4:29 p.m; SECONDED by Selectman Strobel. Unanimous approval.

These minutes are submitted subject to approval.

Respectfully submitted,

*Barbara J. Whitaker*

Barbara J. Whitaker  
Recording Clerk



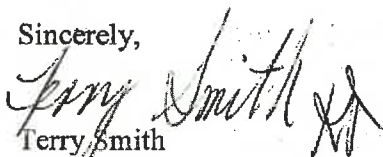
## TOWN OF MIDDLEBURY

*Planning & Zoning Commission  
1212 Whittemore Road  
Middlebury, Connecticut 06762*

To: Edward B. St. John, First Selectman  
From: Terry Smith, Chairman-Planning and Zoning  
Commission  
Date: October 8, 2021  
Re: NVCOG Regional Planning Commission Liaison

Please be advised that at the December 3, 2020 meeting of the Planning and Zoning Commission, it was voted unanimously to recommend the appointment of Curtis Bosco as the Middlebury representative to the Naugatuck Valley Council of Governments Regional Planning Commission to the Board of Selectmen.

Sincerely,

  
Terry Smith  
Chairman

- Discussions with CT DOT commenced as they will need to tie into the catch basin at the corner of JoAnn Drive and Straits Turnpike
- Due to the location of the fieldstone wall, a guardrail was added on the inside
- Lighting for the parking area was updated to include more residential looking light posts while still being in compliance with the full cutoff requirement
- Landscaping was extended along the full frontage of the property
- A 6 yard dumpster was added and will be fully enclosed with landscaping behind and around it to be buffered from the neighboring property.

Emily Jones went on to add that the applicant is aware that there is a need to return to this Commission for signage approval. She shared what the light post fixture will look like but was unable to share what the building lighting will look like. However, she did state that it will be residential in nature. With the Commission she shared the rendering, which includes a 3-3.5 feet high stone wall, which was also presented to EIDC who provided a positive referral.

Chairman Smith questioned the height of the parking lot lighting fixtures.

Emily Jones stated they are ten (10) feet.

**Motion:** to approve the Site Plan for 1556 Straits Turnpike for Dana & Jason Scozzafava prepared by Civil 1 Engineering, dated November 5, 2020, Revised 12-3-2020 per the condition that they meet the requirements of the Town Engineer. Made by William Stowell, seconded by Erika Carrington. Unanimous Approval.

#### **NEW BUSINESS**

None

#### **OTHER BUSINESS**

#### **11. Any other business added to the agenda by a 2/3 vote of the Commission**

**Motion:** to add the appointment of a liaison to NVCOG from Middlebury to the agenda. Made by William Stowell, seconded by Matthew Robison. Unanimous Approval.

#### **P&Z – the appointment of a liaison to NVCOG from Middlebury**

**Motion:** to appoint Curtis Bosco to be the liaison to NVCOG from Middlebury. Made by Joseph Drauss, seconded by Erika Carrington. Unanimous Approval.

**TOWN OF MIDDLEBURY**  
**DEPARTMENT OF BUILDING, HEALTH & LAND USE**

NEW RESIDENTIAL PERMIT FEE WORKSHEET 2021

DATE PREPARED \_\_\_\_\_ BY \_\_\_\_\_

ADDRESS \_\_\_\_\_

Space / Item	Square Footage / Units	OLD Cost Factor	NEW Cost Factor
BASEMENT (Unfinished)		\$ 16.00	\$ 30.00
BASEMENT (Finished)		\$ 36.00	\$ 40.00
LIVING SPACE (First Floor)			
Single Family Residence		\$ 99.00	\$ 125.00
Duplex (2-Family)		\$ 94.00	\$ 125.00
Townhouse, 3 or more units per bldg)		\$ 88.00	\$ 125.00
LIVING SPACE (Second Floor)			
Single Family Residence		\$ 99.00	\$ 125.00
Duplex (2-Family)		\$ 94.00	\$ 125.00
Townhouse, 3 or more units per bldg)		\$ 88.00	\$ 125.00
LIVING SPACE (Third Floor)			
Single Family Residence		\$ 99.00	\$ 125.00
Duplex (2-Family)		\$ 94.00	\$ 125.00
Townhouse, 3 or more units per bldg)		\$ 88.00	\$ 125.00
BONUS ROOM (Unfinished)		\$ 26.00	\$ 30.00
ATTIC (Usable, unfinished)		\$ 16.00	\$ 30.00
ATTIC/LOFT (Finished)		\$ 31.00	\$ 30.00
GARAGE (Attached)	PER BAY	\$ 42.00	\$ 6,000.00
GARAGE (Detached)		\$ 52.00	\$ 50.00
ACCESSORY BUILDING		\$ 16.00	\$ 40.00
DECKS, OPEN PORCHES		\$ 10.00	\$ 30.00
COVERED PORCHES / DECKS		\$ 31.00	\$ 40.00
EXISTING LIVING SPACE ( First Floor )		\$36.00	\$ 125.00
EXISTING LIVING SPACE ( Second Floor )		\$36.00	\$ 125.00
EXTERIOR VENEER		\$ 16.00	REMOVED
CHIMNEY (Masonry, w/ Fireplace)	PER CHIMNEY	\$ 6,250.00	\$ 12,000.00
CHIMNEY (Metal, Factory-built, w/ Fireplace)		\$ 4,150.00	\$ 6,000.00
FIREPLACE (Gas, Direct-vent)		\$ 2,600.00	\$ 6,000.00

GRAND TOTAL:

CERTIFICATE OF OCCUPANCY FEE \$50.00

FEE #VALUE!



TOWN OF MIDDLEBURY BUILDING DEPARTMENT

# Building Permit Fee Schedule as of 10/15/21

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Fees are based on cost estimates of project fair market value for materials and labor. Building Official will use cost value sheet or supplied estimate whichever is larger amount.

Based on the estimated cost, excluding mechanical cost. Residential and Commercial Permit Fees are \$40.00 for the first \$1000 and \$13.00 for each additional \$1,000. State Education Fee of \$.26 per \$1,000 per permit.

Mechanical permits, Miscellaneous Permits are based on estimated cost of \$40.00 for the first \$1,000, \$13.00 for each additional \$1000. State Education Fee of \$.26 for each \$1000.

#### Plan Review Fees:

Residential New Homes, Habitable Additions, Habitable Accessory Structures and Interior Alterations (>1000 sq. ft). \$100.00 – Commercial- \$150 min . \$150 per additional hour and Third Party is Cost of Review

#### Administration Fees:

Certificate of Occupancy, Approval and Compliance Fee for all General permits \$50.00 for Residential, Commercial \$100.00. \$30 for Mechanical Permits

Change of use or Occupancy Fee \$50.00

Transfer work from one Permit to another Permit. \$50.00

Re-Inspection fee after 2 inspections for same items. \$75.00

Refund on Permits with No work, No Inspections will be

Full cost minus 20% Administration Fee.