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TOWN CLERK, NORFOLK CT

Board of Selectmen Meeting
Wednesday, October 7, 2026
4:30 PM Town Hall

Present: Henry Tirrell, Leo Colwell, Sandy Evans, Barbara Gomez, Avice Meehan and Kathryn Boughton

The meeting was called to order at 4:32 p.m.

Public Comments: None

Approval of Minutes: September 2, 2026
MOTION S. Evans to approve the minutes of the September 2, 2026 meeting as presented. Second L. Colwell. Carried unanimously.

Approval of 2027 Meeting Schedule
MOTION L. Colwell to approve the 2027 Meeting Schedule as presented. Second S. Evans. Carried unanimously.

Appointment: City Meadow Committee
The NVFD asked that Ted Hinman fill the vacancy on the City Meadow Committee, following Martyn Banks stepping down, with the term limit expiring on 2/1/28.
MOTION L. Colwell to appoint Ted Hinman to fill the vacancy with term expiring on 2/1/28. Second S. Evans. Carried unanimously.

Letter of Support: SHPO Grant – Congregational Church
There needs to be an edit to the letter of support for the State of CT Historic Preservation Office grant. The Town previously offered a letter of support for the stained-glass window restoration, but church members recently discovered the ceiling in the church is cracking.
MOTION L. Colwell to edit the letter of support to cover the ceiling repair. Second S. Evans. Carried unanimously.

DESPP/DEMHS MOA Resolution
H. Tirrell presented a resolution for the Northwest Hills Council of Governments (NHCOG) authorizing Norfolk to enter into an agreement with DESPP/DEMHS listing Henry Tirrell as First Selectman. H. Tirrell reviewed and distributed copies of the resolution.
MOTION L. Colwell to approve the updated resolution presented by First Selectman Henry Tirrell. Second S. Evans. Carried unanimously.

Ad Hoc Tree Committee Resolution and Appointments

- H. Tirrell distributed copies of the resolution and appointments to establish an Ad Hoc Tree Committee consisting of five members appointed by the Board of Selectmen to include the tree warden and public works supervisor as ex officio members to meet as needed with the intent of establishing policies and procedures related to tree

Ad Hoc Tree Committee Resolution and Appointments (continued)

maintenance and provide recommendations to the Board of Selectmen. So far, we have membership commitments from John Anderson, Nash Pradhan and Ted Hinman. Sandy Evans volunteered to be a committee member. The tree warden, public works supervisor and first selectman will be ex officio members.

MOTION S. Evans to accept the resolution for the establishment of an Ad Hoc Tree Committee as presented. Second L. Colwell. Carried unanimously.

MOTION L. Colwell to appoint John Anderson, Nash Pradhan, Ted Hinman and Sandy Evans to the Ad Hoc Tree Committee. Second H. Tirrell. S. Evans abstained. Motion carried.

Ad Hoc Automated Speed Enforcement Study Committee Resolution and Appointments

- H. Tirrell distributed a draft resolution for a temporary 7-member committee to consider the automated traffic enforcement safety devices, and to possibly draft an ordinance to be presented to the town, ideally for the town meeting next Spring.
  MOTION S. Evans to accept the Ad Hoc Automated Speed Enforcement Study Committee Resolution as presented. Second L. Colwell. Carried unanimously.
- H. Tirrell presented the following people for appointments: Henry Tirrell, first selectman and local traffic authority, Richard Byrne, Emergency Management Director, Mike Listorti, NVFD and Board of Ed, Bill Brodnitzki, volunteer ambulance, Leo Colwell, selectman and Michael Selleck, resident.
  MOTION L. Colwell to appoint all those presented. Second S. Evans.
  Carried unanimously

Selectman's Report

- H. Tirrell was approached by a resident about the possibility of adding a streetlight to his road. H. Tirrell researched and reviewed other towns' policies and there was much discussion. More information will be needed.
- Another question posed to H. Tirrell recently was what the procedure would be for renaming a town street. H. Tirrell did some research, and some towns require a majority of residents that reside on or abut the street to submit a petition at which point it would need approval from zoning, highway department, postal service, and EMS and fire department for 911 services. It would then be voted on at a town meeting. A town policy needs to be created.
- Fire House – The roof is almost finished on the back section. The back area is now water-tight and is being used for office space by the project manager. The trailer has been taken out. The remaining roof should be completed within the next month and hopefully some electrical work to get power to the building. The trucks should be inside by January.

Selectman's Report (continued)

- Mountain Road Bridge (over Spaulding Brook) – Aquarion will be out to do some final work on the water main, at which point the construction company will complete work.
- Mountain Road Culvert (past Westside Road) – Preliminary engineering work is being done and hopefully we will have enough information to apply for a TRIP grant through the State of CT by the Spring and work can begin next Summer. Waiting to hear what we can do to keep the road open through the winter. Also, an application has been submitted for a federal grant to cover the preliminary engineering work.
- Other Norfolk Bridges – Some engineering and inspection work has been done for other Norfolk bridges in the 6' to 20' range which could enable a 50/50 split with the State of CT for the cost. (8 bridges fit into this 6' to 20' category.)
- Old Goshen Road Bridge/Smith Road Bridge – Bid opening on October 21st. Will start on Old Goshen Road bridge in April.
- Wall Project – Route 44 should be fully open by the end of the year. Traffic lights will be back in use by next week.
- One of the new plow trucks is almost complete, and the second truck should be ready later in the winter.
- Laurel Way Ext. – The paving is finished and some final work in ongoing.

MOTION S. Evans to adjourn at 5:15 p.m. Second L. Colwell. Carried unanimously.

Respectfully submitted,

Barbara Gomez, Secretary

TOWN of NORFOLK

NORFOLK, CONNECTICUT

AUTHORIZING RESOLUTION OF THE
TOWN OF NORFOLK – BOARD OF SELECTMEN

CERTIFICATION:

I, Deborah M. Nelson, the Town Clerk of The Town of Norfolk, do hereby certify that the following is a true and correct copy of a resolution adopted by The Board of Selectmen at its duly called and held meeting on October 7th, 2026, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Board of Selectmen may enter into with and deliver to the **State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security** any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Henry D. Tirrell, as First Selectman of The Town of Norfolk, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Norfolk and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Henry D. Tirrell now holds the office of First Selectmen and that he/she has held that office since November 18th, 2025.

IN WITNESS WHEREOF: The undersigned has executed this certificate on this 8th day of October 2026.

Deborah M. Nelson, Norfolk Town Clerk

PLACE SEAL HERE (or "L.S." if no seal

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Norfolk, CT 06058

norfolkct.org 860-542-5829

TOWN of NORFOLK

NORFOLK, CONNECTICUT

CERTIFICATION:

I, Deborah M. Nelson, the Town Clerk of The Town of Norfolk, do hereby certify that the following is a true and correct copy of a resolution adopted by The Board of Selectmen at its duly called and held meeting on October 7th, 2026, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

TOWN OF NORFOLK
BOARD OF SELECTMEN
RESOLUTION ESTABLISHING THE AD HOC TREE COMMITTEE

WHEREAS, trees contribute significantly to the community character, environmental health, property values, stormwater management, and overall quality of life in the Town of Norfolk; and

WHEREAS, the town desires to review, clarify, and update its current municipal policies, practices, and procedures regarding tree planting, preservation, maintenance, and removal on town-owned property and public rights-of-way; and

WHEREAS, C.G.S. § 23-59 outlines the responsibilities and authority of municipal tree wardens, and the town seeks to support and collaborate with the Tree Warden to ensure comprehensive urban forest management; and

WHEREAS, the creation of a temporary, advisory ad hoc committee will allow the town to study best practices, engage the public, and determine the long-term governance structure for municipal tree management;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Selectmen hereby establishes the Ad Hoc Tree Committee subject to the following provisions:

Section 1. Purpose and Charge

The Ad Hoc Tree Committee shall serve in an advisory capacity to the Board of Selectmen and shall be charged with the following responsibilities:

1. Review existing municipal ordinances, policies, and procedures related to trees on town lands and along public rights-of-way within the Town of Norfolk, excluding trees along state highways controlled by the Connecticut Department of Transportation.

2. Examine current practices for tree maintenance, risk assessment, replacement, and removal, in consultation with the Tree Warden and the Department of Public Works.

3. Identify opportunities to improve public communication, tree risk management, and local reforestation or canopy goals.

4. Evaluate the feasibility, structure, scope, and necessity of creating a permanent municipal tree commission or advisory body by local ordinance or other lawful municipal action.

5. Submit a final report containing recommendations, policy drafts, and proposed legislative next steps to the Board of Selectmen.

6. Nothing in this resolution shall limit, transfer, or supersede the statutory powers and duties of the Municipal Tree Warden.

Section 2. Membership and Appointments

1. Composition: The Committee shall consist of five (5) voting members who are appointed by the Board of Selectmen.

2. Ex-Officio Members: The Municipal Tree Warden (or designee) and the Public Works Supervisor (or designee) shall serve as non-voting ex-officio members to provide technical guidance. The First Selectman an ex-officio, non-voting member of all town boards, commissions, and committees.

3. Qualifications: To the extent feasible, appointments should include individuals with experience or demonstrated interest in arboriculture, forestry, environmental science, land use planning, or local civic affairs.

4. Officers: The Committee shall elect a Chair, Vice-Chair, and Secretary from among its voting members at its organizational meeting.

Section 3. Rules and Governance

1. FOIA Compliance: The Committee shall comply with the Connecticut Freedom of Information Act, including all applicable requirements concerning meeting schedules, notices, agendas, public access, voting records, records of proceedings, and minutes.

2. Quorum: A simple majority of the voting membership shall constitute a quorum for the transaction of business.

Section 4. Term and Reporting Schedule

1. Term: The Committee is established for a period of twenty-four (24) months after the Committee's first meeting.

2. Interim Report: The Committee shall present an interim progress report to the Board of Selectmen within six (6) months of its first meeting.

3. Final Report & Dissolution: The Committee shall present its final report and recommendations no later than 24 Months from Start. Upon delivery of the final report, the Committee shall automatically dissolve unless formally extended by action of the Board of Selectmen.

ADOPTED by the Board of Selectmen of the Town of Norfolk on this 7th day of October, 2026.

Henry D. Tirrell – First Selectman

The undersigned further certifies that Henry D. Tirrell now holds the office of First Selectmen and that he/she has held that office since November 18th, 2025.

IN WITNESS WHEREOF: The undersigned has executed this certificate on this 8th day of October 2026.

Deborah M. Nelson, Norfolk Town Clerk

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TOWN of NORFOLK

NORFOLK, CONNECTICUT

CERTIFICATION:

I, Deborah M. Nelson, the Town Clerk of The Town of Norfolk, do hereby certify that the following is a true and correct copy of a resolution adopted by The Board of Selectmen at its duly called and held meeting on October 7th, 2026, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

TOWN OF NORFOLK
BOARD OF SELECTMEN
A RESOLUTION ESTABLISHING AN AD HOC COMMITTEE ON AUTOMATED TRAFFIC ENFORCEMENT SAFETY DEVICES TO STUDY SPEED SAFETY CAMERAS AND MAKE RECOMMENDATIONS REGARDING A MUNICIPAL ORDINANCE

WHEREAS, Public Act No. 23-116, as codified in Sections 14-307b through 14-307h of the Connecticut General Statutes, authorizes Connecticut municipalities to adopt local ordinances authorizing the use of Automated Traffic Enforcement Safety Devices ("ATESDs"), including devices that detect vehicles traveling at least ten miles per hour over the posted speed limit and devices that detect failures to stop at a steady red signal, at locations approved in accordance with state law; and

WHEREAS, excessive motor vehicle speeds create significant public safety hazards for pedestrians, cyclists, motorists, and school children within the Town of Norfolk; and

WHEREAS, Connecticut Department of Transportation ("CTDOT") requirements for municipal ATESD implementation include adoption of a local enabling ordinance, establishment of a citation hearing procedure pursuant to C.G.S. § 7-152c, reliance on an eligible transportation safety plan, a public hearing and approval of the municipal ATESD plan by the appropriate municipal body, and submission of the plan and proposed locations to CTDOT for approval; and

WHEREAS, the Board of Selectmen seeks to evaluate the potential benefits, costs, equity considerations, privacy protections, and operational requirements of an ATESD program prior to drafting and submitting any formal ordinance for public hearing and legislative enactment.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Selectmen hereby establishes the Ad Hoc Automated Speed Enforcement Study Committee subject to the following provisions:

Section 1. Establishment and Name

TOWN of NORFOLK

NORFOLK, CONNECTICUT

There is hereby established an ad hoc committee to be known as the "Ad Hoc Automated Speed Enforcement Study Committee" (hereinafter referred to as the "Committee").

Section 2. Charge and Responsibilities

The Committee is charged with evaluating the viability, scope, and implementation strategy for automated speed enforcement cameras within the Town. Specifically, the Committee shall:

1. Traffic & Location Analysis: Identify and evaluate candidate locations, including school zones, pedestrian safety zones, and other locations supported by documented safety conditions and eligible for consideration and CTDOT approval under state law.

2. Statutory & Guideline Compliance Review: Review C.G.S. §§ 14-307b through 14-307h and the CTDOT Automated Traffic Enforcement Safety Device Guidelines, including the maximum fine of $50 for a first violation and $75 for a second or subsequent violation occurring within one year of the owner's most recent violation, any authorized electronic processing fee, the location-specific 30-day warning period beginning when a device becomes operational, revenue restrictions, privacy protections, reporting requirements, and public education mandates.

3. Draft Ordinance Recommendation: Evaluate model language and prepare recommendations for a local ordinance authorizing ATESD deployment, establishing citation hearing procedures, governing data privacy and retention, and requiring that vendor compensation not be contingent upon the number of citations issued or fines paid.

4. Public Input & Outreach: Conduct public information gathering sessions to gather feedback from residents, business owners, and community stakeholders regarding traffic safety concerns and automated enforcement.

5. Transportation Safety Planning: Coordinate with municipal staff to determine whether the Town may rely on a Comprehensive Safety Action Plan, the municipality-specific portion of a Regional Transportation Safety Plan, a Vision Zero Action Plan, or another plan accepted by CTDOT, and identify any additional planning needed to support a municipal ATESD plan submission.

Section 3. Membership and Appointments

The Committee shall consist of seven (7) voting members appointed by the Board of Selectmen as follows:

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TOWN of NORFOLK

NORFOLK, CONNECTICUT

One representative of the Local Traffic Authority; one member of the Board of Selectmen; one representative of the Norfolk Volunteer Fire Department; one representative of Norfolk Lions Club Ambulance; one representative of the Board of Education; and two members of the public.

Section 4. Leadership and Governance

The Committee shall elect a Chair, Vice-Chair, and Secretary from among its voting members at its organizational meeting.
The Committee shall comply with all applicable provisions of the Connecticut Freedom of Information Act, C.G.S. § 1-200 et seq., including meeting notice and agenda requirements, open meetings, written records of votes, preparation and public availability of minutes, and public access to records.

Section 5. Reporting and Sunset Provision

Final Report: The Committee shall submit a comprehensive written report containing its findings, recommendations, and draft ordinance, if recommended, to the Board of Selectmen no later than December 31, 2027.
Termination: Upon submission of its final report to the Board of Selectmen, or unless extended by vote of the Board of Selectmen, the Committee shall be automatically dissolved.

ADOPTED by the Board of Selectmen of the Town of Norfolk on this 7th day of October, 2026.

Henry D. Tirrell – First Selectman

The undersigned further certifies that Henry D. Tirrell now holds the office of First Selectmen and that he/she has held that office since November 18th, 2025.

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