



TOWN OF CLINTON
54 East Main Street
Clinton, CT 06413
860-669-9333

Town Council Regular Meeting Minutes
Wednesday, December 03, 2025
Town Hall Green Room

In Attendance: Chairman Hank Teskey, Carrie Allen, Dennis Donovan, Brian Roccapiore, Chris Passante, Chris Aniskovich (left meeting at 8:34 AM) and Jeremiah Dunn

Also participated: Michelle Benivegna, Town Manager

H. Teskey called the meeting to order at 8:00 AM. Dennis Donovan led the council in the pledge of allegiance.

VISITORS

No visitors wished to speak at this time.

APPROVAL OF AMENDED MINUTES – NOVEMBER 19, 2025

C. Allen made a motion, seconded by J. Dunn to approve the minutes of November 19, 2025. The motion was unanimously approved.

APPOINTMENTS & REAPPOINTMENTS

C. Passante made a motion, seconded by C. Allen to appoint Nicki Dakis (D) to the Economic Development Commission alternate seat for a term until June 30, 2027. The motion was unanimously approved.

J. Dunn made a motion, seconded by B. Roccapiore to reappoint Maribeth Breen, Laraine Scherban, W. Dave LeVasseur, Christy Pontillo, Michael Rush, Dana Horrigan, Nancy Meinke, Judith Danek, Margaret Abbott, Leah Saunders and Mary Young to the America 250 Committee for a term until 1/1/28. The motion was unanimously approved.

CONNECTICUT SURFCASTERS EXEMPTION REQUEST TO ORDINANCE 194-4A AND 194-5A, 2025
HOLIDAY PARTY

C. Allen made a motion, seconded by B. Roccapiore to approve the Connecticut Surfcasters exemption request to ordinance 194-4A and 194-5A. The motion was unanimously approved.

AMERICA 250 ADVISORY COMMITTEE UPDATE

The America 250 Advisory Committee was established to plan and organize events commemorating the 250th anniversary of the signing of the Declaration of Independence. Committee Chair Nancy Meinke



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reported that the group is developing a variety of activities, including a major event scheduled for August 2026.

N. Meinke also requested that the Town Council issue a proclamation at the beginning of next year, designating 2026 as the “Year of America 250.”

REQUEST TO ENDORSE THE 2025 PLAN OF CONSERVATION AND DEVELOPMENT

C. Allen made a motion, seconded by B. Roccapriore to endorse the 2025 Clinton Plan of Conservation and Development. The motion was unanimously approved.

POSSIBLE ACTION ON SIDEWALK PROJECT TRANSPORTATION ALTERNATIVES PROGRAM

Town Planner Abby Piersall provided the Council with an update on the sidewalk project designed to connect the north and south sides of Route 1. A copy of her report is attached to the meeting minutes. B. Roccapriore made a motion, seconded by C. Passante to authorize the Town Manager to send a letter to the CT Department of Transportation to request that the project proceed to final design, to execute the Additional Services Agreement No. 1 with consultant BL Companies for the Transportation Alternatives Program Route 1 Pedestrian Safety Improvements Project, and to authorize the use of project line 306000-58500 for associated costs. The motion was unanimously approved.

CT DEEP LONG ISLAND SOUND ECOSYSTEMS GRANT

Town Planner Abby Piersall recommended that the Town apply for the CT DEEP Long Island Sound Ecosystems Grant. Additional information regarding the grant is attached to the meeting minutes. C. Allen made a motion, seconded by C. Passante to authorize the Town Manager to apply for the Long Island Sound Ecosystems Grant in the amount of \$175,000 for the Indian River Green Stormwater Infrastructure Project. The motion was unanimously approved.

EDC CONSULTANT UPDATE

EDC Consultant Dale Kroop delivered an oral report to the Council, noting that funding is expected to be fully expended by the end of January. He highlighted several key accomplishments, including the CT Main Street Program, the Brokers Breakfast, and the development of a guide for the Economic Development Commission. In addition, a Small Business Breakfast Seminar is scheduled for January 27, 2026, with save-the-date notices to be distributed shortly.



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TOWN MANAGER'S REPORT

Christmas in Clinton

Christmas in Clinton will take place this Saturday, December 6, from 2:00 to 5:00 p.m. A special thank you is extended to Placemakes for their assistance in organizing the event. Event maps are available online and at Town Hall.

Union Contracts

The clerical contract is in the final stages of negotiation and will be included on the next meeting agenda for approval.

Ribbon Cutting Ceremonies

- Toy Hunter, 16 West Main Street — Thursday, December 4, at 10:00 a.m.
- Yale New Haven Health Urgent Care, Indian River Shops — Monday, December 15, at 9:00 a.m.

Indian River Tax Abatement

An update on the funding amounts for the current abatement will be presented at the first Town Council meeting in January 2026. D. Donovan inquired about which year of the abatement the Town is currently in. M. Benivegna confirmed that she will provide the Council with the information by the end of today.

CHAIRMAN'S REPORT

H. Teskey provided the following updates from the last Council meeting:

Financial Subcommittee

A legal opinion will be attached to the minutes. The Council will continue to hold workshops with the full council when discussing the budget.

Leadership Guide and Mission Statement

Given the importance of this document, the Council will schedule workshops to review and refine it.

Meeting Agendas

To ensure adequate preparation time, all meeting agendas will now be posted on the Friday prior to each meeting.

TOWN COUNCIL DISCUSSION

C. Allen expressed appreciation to all who contributed to the success of Christmas in Clinton.

TOWN COUNCIL COMMITTEE AND LIAISON REPORTS

There were no new committee or liaison reports presented at this time.



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ADJOURN

B. Roccapriore made a motion, seconded by D. Donovan, and unanimously adjourned the meeting at 9:10 AM.

Respectfully submitted,

Mary Schettino
Executive Assistant
Town Manager



LAND USE DEPARTMENT

TO: Michelle Benivegna, Town Manager
Clinton Town Council

FROM: Abby Y. Piersall, AICP, Town Planner

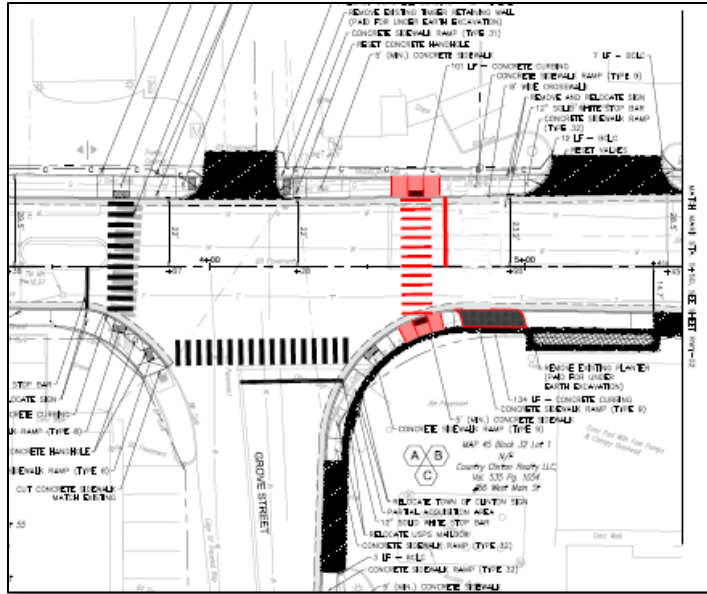
DATE: November 24, 2025

TITLE: Sidewalks Project Transportation Alternatives Program (27-131)

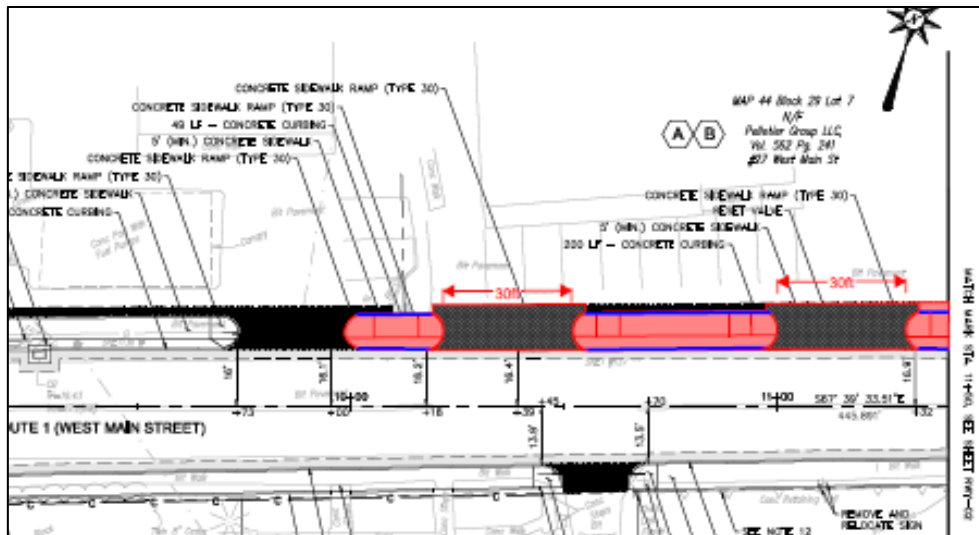
This memo includes an update on the sidewalk project to connect the north and south sides of Route 1 from Downtown to Grove and North High Streets, and a request to consider advancing to final design. The Council discussed this project in September, when plans reached 30% design. At the time, staff presented the 30% design, discussed potential additional work, and reviewed the process for advancing the project.

Staff and the Town's consulting firm, BL Companies, in partnership with the CT Department of Transportation, have taken the following steps since this project was last discussed with the Town Council:

1. A public meeting took place on September 16, 2025. Abutters to the project were sent letters via certified and regular mail advising them of the meeting and inviting them to attend or reach out to staff with questions or comments. Approximately 15 people attended, and the meeting resulted in follow-up conversation with three abutting property owners. One property owner requested that the final design take into account driveway access at an existing intersection. This feedback was noted by the consultants.
2. Site access issues were raised at the meeting and via email by the two property owners most affected by the project. Town staff met with the owners and representatives from CTDOT in the field on October 23rd. The meetings resulted in design compromises at both sites to better preserve the owners' existing site access and parking. Modifications proposed in the October field visits would be made in the final plans. The project team will remain in communication with these owners throughout the final design process. Redline sketches of the proposed plan amendments are shown below:



The crosswalk location originally proposed in the 30% design plans would be shifted west to allow for a controlled access driveway onto Route 1 at 56 West Main Street. This change will help maintain the existing traffic flow at the site for deliveries and customer access.



The raised sidewalk in front of 25-27 West Main Street will be moved from the locations proposed in the 30% design plans to maximize the number of parking spaces that can be accessed in the front of the building.

The process to advance this project is as follows:

1. The Town Council will need to vote on whether to advance this project to final design.
2. The Town Council will need to consider whether the additional work discussed in September, including the Pearl Street Pedestrian Crossing and the Drainage Design will be added to the project scope with the Town's consultant, BL Companies.

Approval to advance the project to final design constitutes an agreement that the Town will execute the project through construction.

The project is funded by the Transportation Alternatives Program (TAP) which reimburses the Town for 80% of the project costs. Prior to the start of design work, the Town Council agreed to expand the scope of this project to include both sides of Route 1, rather than only the north side as was originally contemplated. The Council originally appropriated \$1,400,000 for the "north side" scope. Based on the 30% design documents, BL Companies estimates that the project cost will be \$1,480,000 to complete sidewalk improvements on both sides of Route 1. \$296,000 of this estimated cost would be paid by the Town, after reimbursements. Exact costs would be known after the project is fully designed and bid.

Potential Extra Work

During the 30% design phase, Town Staff, BL Companies, and CT DOT reviewed the potential for two areas of additional work outside of the current project scope. The first is a crosswalk connection from between the end of the existing project across Pearl Street to the existing downtown sidewalks. The second is the design of drainage improvements to address flooding on Route 1 during intense rainfall. The projects are discussed in greater detail below. If the Town Council authorizes the additional work, these projects would be included in the final design and bid documents when the project proceeds to construction. The proposed agreement is attached to this memo. Locations are shown on the next page. The total estimated cost to advance these two items to final design is \$74,170. After reimbursement, the Town's cost for the extra design work would be \$14,834.

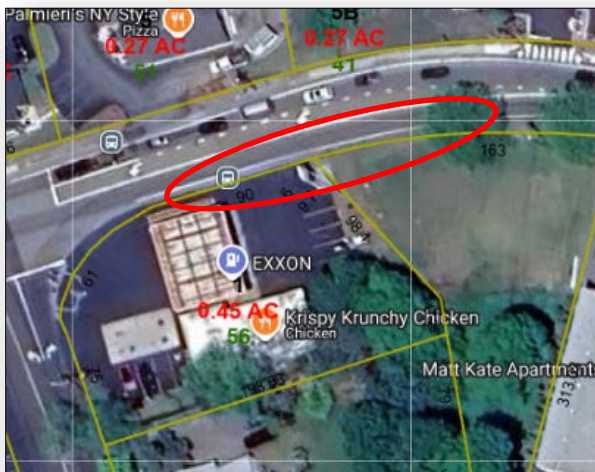
1. Pearl Street Pedestrian Crossing

When the project scope was changed to include the south side of Route 1, the project boundary ended at the original Joun Street end point. To connect this project to the downtown sidewalks, staff recommends expanding the project area to enable crosswalks across Stevens Rd. south to Pearl Street, and across Pearl Street to the corner next to the UPS Store. The design work for this area would cost \$9,040, of which the Town would ultimately pay \$1,808.



2. Drainage Design

During intense rainfalls, Route 1 floods at the catch basin near the Mobile station. While this flooding is usually of short duration, water depths impede vehicle travel and would likely submerge the new sidewalks on the south side of Route 1. Staff requested that the State consider solutions to this flooding issue. The CT Department of Transportation agreed to include the design and construction of drainage improvements in this project, making the work eligible for 80% funding. The design work for this area would cost \$65,130, of which the Town would ultimately pay \$13,026.



Process and Next Steps

The Transportation Alternatives Program requires specific actions to advance projects from preliminary to final design. The 30% design milestone marks the point at which the Town Council will need to affirmatively vote whether or not to proceed to final design, and ultimately construction. Once the Town makes this final commitment, it is expected that the project will proceed. Future funding is contingent on completion of construction. Next steps in this process are:

1. The public comment period for the 30% design ended October 1, 2025 and the project team has responded to comments received.
2. The Town Council is now asked to vote on whether to authorize the Town Manager to send a letter to the CT DOT requesting that the project proceed to final design. Upon receipt of the letter, CT DOT will provide an authorization to advance to final design.
3. The Town Council is now asked to vote on whether to authorize the proposed extra design work described herein. If approved, the design work would be incorporated into the final design authorization.

Potential Motion

I move to authorize the Town Manager to send a letter to the CT Department of Transportation to request that the project proceed to final design, to execute the Additional Services Agreement No. 1 with consultant BL Companies for the Transportation Alternatives Program Route 1 Pedestrian Safety Improvements Project, and to authorize the use of project line 306000-58500 for associated costs.

**CLIENT ADDITIONAL SERVICES AGREEMENT
NO. 01
RE: Survey & Drainage Design**

This is an Agreement between BL Companies, Inc., on behalf of itself and its affiliated companies or wholly owned subsidiaries (the “**Consultant**”) and the Client for Additional Services in connection with an existing Project. The Effective Date of this Agreement is August 29, 2025. The Consultant agrees to provide such Additional Services with regard to the Project and the Client agrees to pay for such services on the terms and conditions set forth below.

1. The **Client** is: The Town of Clinton, CT
2. The **Project** which is the subject of this Agreement is:

Route 1 Pedestrian Safety Improvements - Clinton, CT

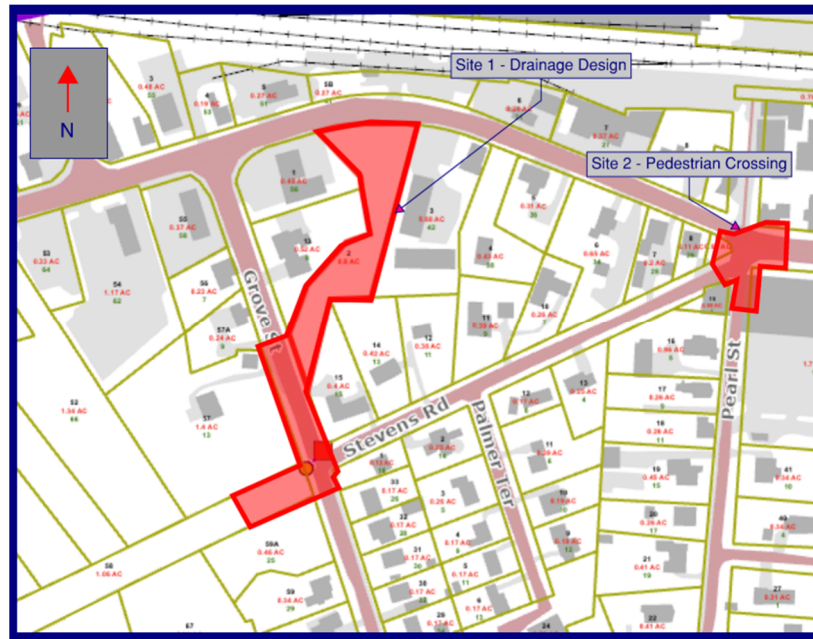
BL’s Project Number: 2401708

3. There is an existing **Base Contract** between the Consultant and the Client with regard to the Project which is:

A letter agreement dated: January 23, 2025

4. The **Additional Services**, not included in the Base Contract, that the Consultant will provide are as follows:

The Client has requested that the project limits be extended to include one additional pedestrian crossing and that a detailed drainage design be conducted on a portion of an existing drainage system from just north of Route 1 to its anticipated outlet location southwest of the intersection of Grove Street and Stevens Road. These pieces of scope were not included in the original agreement and shall be added by this extra work.



- 4.1 Additional Land Surveying.** The Consultant shall complete the additional survey per the map above. The limits will include approximately 100LF east and 100LF south of the John Street at Stevens Road intersection. Additionally, an approximate 900 LF will be surveyed south of Route 1 through the Clinton Realty Associates parcel to Grove Street, continuing south to Stevens Road.

4.1.1 Control and Baseline. Consultant will prepare a Class A-2 baseline throughout the project limits. Horizontal control shall be tied to the Connecticut State Plane Coordinate System (NAD 83) and vertical control shall be tied to NAVD88. Ties to the control will be made available to the Town upon request. All survey field notes, baseline stationing, on-site benchmarks, control point ties, and project coordinates shall be in English units. A minimum of two (2) permanent benchmarks will be provided within the project site. The survey will be in accordance with the “Minimum Standards for Surveys & Maps in the State of Connecticut” adopted by the Connecticut Association of Land Surveyors.

4.1.2 Rights of Way/Property Boundaries. Consultant will establish the right-of-way lines in and along the John Street and Grove Street intersections to support the pedestrian crossing design. In addition, Consultant will establish the property/boundaries of the Colonial Real Estate parcel and the Grove Street right-of-way to support the drainage design in that area. Right-of-way lines and Property boundaries will conform to horizontal accuracy Class A-2. Right of way lines and property boundaries will be established from record maps, deeds and monumentation recovered during the field survey. Property lines of adjacent property owners will be compiled from town records and conform to horizontal accuracy Class D.

4.1.3 Topographic Survey. Consultant will prepare a Class T-2 topographic survey within the project limits. This survey will be prepared using English units with 1-foot contour intervals. The topographic survey will include the location of site features within the survey limits including, but not be limited to, buildings, structures, utility poles & guide rails, signs, roadway(s), driveways, sidewalks, fences, mailboxes, landscape areas, trees larger than 6" DBH, top and bottom of curbs, drainage structures & piping (including type, size, location, flow lines, and inverts) and surface evidence of other utilities.

4.1.4 Utilities. Underground utilities will be compiled and plotted from surface evidence of utilities located during the survey and available record drawings requested from the Town and local utility companies. Police protection and traffic control services may be required to obtain inverts within the project limits. This will be considered a direct cost.

- 4.2 Wetland Delineation & Report.** Consultant will provide a professional soil scientist (meeting the qualifications found in Section 22a-38 of the Connecticut General Statutes) who will be responsible for delineating the limits of wetlands and watercourses located within the project boundary. Wetlands and watercourses will be delineated with consecutively numbered survey tape at nominal 25 to 50 foot intervals in accordance with State of Connecticut Inland Wetlands and Watercourse regulations and the Corps of Engineers Wetlands Delineation Manual (January 1987) in conjunction with the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region (Version 2.0) (Environmental Laboratory U.S. Army Corps of Engineers, January 2012). The Ordinary High-Water mark, if present on the project site, will be determined based on the physical indicators outlined in USACE Regulatory Guidance ERDC/CRREL TR-22-26 interim version November 2022.

Where the differences between the federal and state wetland boundaries are less than 10 feet, separate boundaries will not be delineated and will be considered coincident. Both wetland and adjacent non-wetland soil type units will be classified and represented in the report. If the project is anticipated to impact federal wetlands, there will be a collection of data necessary to prepare federal wetland determination data forms. In addition to the delineation, a general inventory of wetland soils, evidence of wetland hydrology, and a list of dominant plant species within the tree, shrub, and herbaceous strata will be collected.

A wetland delineation report will be prepared documenting the results of the investigation. The report will include a sketch of the site showing wetland flags locations and general soil types, a list of the sequence of wetland delineation flags used to complete the delineation, a list of wetland and non-wetland soil types encountered during fieldwork, a general description of wetland and upland plant associations, and a narrative describing existing wetland conditions.

- 4.3 Pearl Street Pedestrian Crossing Design.** The Consultant shall design approximately 50 additional LF of concrete sidewalk at the West Main & Pearl St intersection. The sidewalk will end at the southwest corner of the intersection. One (1) crosswalk will be designed across Pearl Street, and one (1) crosswalk will be designed across Steven's Road. Appropriate concrete sidewalk ramps will be designed with detectable warning strips both crossings. It is assumed that no additional property will be required from the Preliminary Design submission. Utility & catch basin relocations are not anticipated and will be designed around.

This scope includes response to comments for the 60%, 90% and 100% submissions.

- 4.4 Drainage Design.** The Consultant will develop one (1) pre-development and one (1) post-development StormCAD drainage analysis for the subject closed drainage system. The analysis will begin at the drainage structure on the northern edge of road of Route 1, near Palmieri's Pizzeria (approximate Sta. 6+05 LT), and continue south to the outlet, southwest of the intersection of Grove Street and Stevens Road. The drainage analysis will investigate the hydraulic grade line and capacity of the system. A gutter flow analysis was previously performed for the stretch of Route 1 within the project limits and additional structures along Route 1 that do not contribute to the subject system will not be included in this analysis. Changes to the proposed drainage system will be determined based on meeting standards outlined in the CTDOT Drainage Manual.

The anticipated location of the drainage outlet is along Coastal Transect 55, as shown on the FEMA Flood Insurance Rate Map. Information contained within the County of New Haven Flood Insurance Study shows this transect has a 10-year elevation of 5.9 (NAVD 1988). This elevation will be used as the downstream tailwater elevation of the drainage system. It is likely that the outlet will be proposed to be replaced with a larger pipe due to the results of this analysis. Outlet protection will be designed per the CTDOT Drainage Manual.

The current existing drainage condition survey will be appended to include the additional, accessible catch basins contributing to the system as well as the outlet location.

The consultant will address and respond to one round of comments each per remaining submission (60%, 90% and 100% design) relating to the drainage analysis.

Deliverables for the drainage analysis will be:

- Pre-development pipe capacity table
- Pre-development hydraulic grade line table
- Pre-development drainage profile for the extents of the system

- Post-development pipe capacity table
- Post-development hydraulic grade line table
- Post-development drainage profile for the extents of the system
- Outlet protection design
- Appended existing condition survey
- 1-2 page memo outlining the findings of the analysis

4.5 Permitting. The Consultant obtain the necessary permits for the drainage design and update outlet to accept the new pipe. The anticipated location of the drainage outlet is southwest of the intersection of Grove Street and Stevens Road. Based on site vegetation, inland wetlands are anticipated to be found surrounding the outlet area. This area is also within the 100-year floodplain associated with Long Island Sound. Due to site disturbance, permits are anticipated to include submission of the Town of Clinton Inland Wetlands Permit (including the CTDEEP Activity Reporting Form), the Town of Clinton Floodplain Development Permit and the USACE Self-Verification Form. This does not include Interagency Coordination Meetings or coordination with their staff. The self-verification permit shall be uploaded via the RRS portal. No coordination with THPO, SHPO, NDDB, Fisheries or iPAC is included. We assume coordination with those agencies will be handled by the CLE.

4.6 Traffic Counts. The Consultant shall procure traffic counts for the intersection of West Main, Grove & N High Streets. The cost associated with the traffic counts will be considered a direct cost.

5. Schedule. Consultant will work with the Client to develop a schedule that is mutually agreeable to both parties, which schedule may be revised during the Project by mutual agreement of the parties.

6. Fees. Client will pay for the Additional Services specified above on the following basis:

Fixed Fee. Consultant will provide the Additional Services for the Fixed Fee set forth below regardless of the time spent. Fees for each phase will be billed monthly on the basis of percentage completion.

<u>Phase</u>	<u>Service</u>	<u>Fee Type</u>	<u>Fee</u>
4.1	Additional Land Surveying	Fixed	\$22,500
4.2	Wetland Delineation	Fixed	\$6,500
4.3	Pearl Street Pedestrian Crossing Design	Fixed	\$1,500
4.4	Drainage Design	Fixed	\$30,000
4.5	Permitting	Fixed	\$10,000
4.6	Traffic Counts	Direct Cost	\$3,640
		Total	\$74,140

7. **Expenses.** Expenses incurred in providing Additional Services are reimbursable on the same basis as provided in the Base Contract, but are in addition to the amount, if any, specified in the Base Contract.
8. **Further Additional Services.** The only services being provided within the Fee for Additional Services specified above are those set forth in this Agreement.
9. **Base Contract Still in Effect.** Except as provided in this Agreement for Additional Services, all of the terms and conditions of the Base Contract remain in effect.
10. **Acceptance of Agreement.** Upon receipt of an executed Agreement from the Client, Consultant shall execute the Agreement to make it a binding Agreement. An electronic signature shall be binding to the same extent as an original.

AGREED AND ACCEPTED:

BL COMPANIES, INC.

(Printed Client Name)

By: _____
(Signature)

By: _____
(Signature)

(Printed Name)

(Printed Name)

Title: _____

Title: _____

Date: _____

Date: _____

catch basin that is then directed toward the river and outfalls via a pipe in the bank. Pollutants on the parking lot surface are transported via this stormwater into the River; there is no treatment of the water to remove contaminants.

The proposed project includes an assessment of the existing stormwater infrastructure and the funds to design and permit green infrastructure retrofits that would meet the CT Stormwater Manual standards for redevelopment. Types of green infrastructure retrofits could include small landscape islands that function as bioretention area, tree filters, subsurface infiltration or storage, dry sumps, pervious pavement, or similar infrastructure. Most improvements would be designed on Town-owned property, or if necessary at 27 West Main Street. The new property owner at 27 has indicated that they are receptive to the idea of helping to address stormwater management by allowing access to the property along the riverbank. The project would be designed so that it would not interfere with future installation of a downtown wastewater system.

The Grant would not fund construction, but would advance the concept of green infrastructure to a permitted design, resulting in a “shovel-ready” project for future funding. Key benefits of pursuing the Grant include:

- Reducing the pollutant load that reaches the Indian River as it flows through the heart of Town.
- The opportunity to create connected green space and landscaped areas to improve both the aesthetic of downtown and to provide new area for people to enjoy the River.
- Demonstrating an effort to comply with requirements to disconnect impervious area in our Municipal Separate Storm Sewer System (MS4) permit.
- An opportunity to create public awareness surrounding the benefits of green infrastructure. When the project is constructed in the future, its location would serve as a showcase for continued outreach and education.
- A platform for public engagement surrounding the design of the parking lot.

The grant deadline is December 16, 2025. Staff has reviewed the application, and has the capacity to prepare the application.

Draft Motion:

I move to authorize the Town Manager to apply for the Long Island Sound Ecosystems Grant in the amount of \$175,000 for the Indian River Green Stormwater Infrastructure Project.