

AGENDA  
VERNON TOWN COUNCIL  
**REGULAR MEETING**

TOWN HALL — 14 PARK PLACE — 3<sup>RD</sup> FLOOR  
VERNON, CONNECTICUT

CALL IN: 1-929-205-6099  
MEETING ID: 830 4282 3145      PASSWORD: 0119

**TUESDAY, JANUARY 19, 2021**  
7:30 P.M.

- A.) PLEDGE OF ALLEGIANCE
- B.) ROLL CALL
- C.) CITIZENS FORUM

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- D.) EXECUTIVE SESSION

THE TOWN COUNCIL PURSUANT TO THE AUTHORITY GIVEN IN CONNECTICUT GENERAL STATUTES 1-200 (6) (B) , HEREBY MOVES TO GO INTO EXECUTIVE SESSION TO DISCUSS TAX SETTLEMENT RELATIVE TO **JLS REALTY, LLC, 70 WILSON LANE, VERNON, CONNECTICUT PARCEL NUMBER: 07002400027** AND INVITES MICHAEL J. PURCARO, TOWN ADMINISTRATOR, DAVID WHEELER, TOWN ASSESSOR AND TOWN ATTORNEY LOU SPADACCINI, TO ATTEND.

THE TOWN COUNCIL PURSUANT TO THE AUTHORITY GIVEN IN CONNECTICUT GENERAL STATUTES 1-200 (6) (D), HEREBY MOVES TO GO INTO EXECUTIVE SESSION RELATIVE TO CONTRACT NEGOTIATIONS AND INVITES MICHAEL J. PURCARO, TOWN ADMINISTRATOR, SHAUN GATELY, ECONOMIC DEVELOPMENT COORDINATOR AND TOWN ATTORNEY LOU SPADACCINI, TO ATTEND.

- E.) PUBLIC HEARING

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- F.) PRESENTATIONS BY THE ADMINISTRATION

- Mayor Daniel A. Champagne to update the Town Council on various topics.
- 

21 JAN 15 PM 12:16  
VERNON TOWN CLERK

G.) ACTION ON CONSENT AGENDA

- C 1. Request the Town Council approve Tax Refunds for Prior and Current years.**  
(See copy of a memorandum from Terry Hjarne, Collector of Revenue, to Michael J. Purcaro, Town Administrator dated January 6, 2021 included in the Council packet.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES (5) TAX REFUNDS FOR PRIOR YEARS TOTALING \$1,104.60 AND SIXTEEN (16) CURRENT YEAR TAX REFUNDS TOTALING \$7,909.20 AS REFERENCED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO MICHAEL J. PURCARO, TOWN ADMINISTRATOR DATED JANUARY 6, 2021.

- C 2. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Everett Ray Weaver, (U), 14 Deepwood Drive, Vernon, Connecticut as a regular member of the Water Pollution Control Authority, said term to commence on January 20, 2021 and expires on December 31, 2021.** (See a copy of Mr. Weaver's resume included for Council review. It should be noted that Mr. Weaver is completing the unexpired term of Carina Hart.)

**PROPOSED MOTION**

PURSUANT TO CHARTER CHAPTER VIII, SEC. 3; AND CHARTER CHAPTER XII, SEC. 4, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF EVERETT RAY WEAVER, (U), 14 DEEPWOOD DRIVE, VERNON, CONNECTICUT, AS A REGULAR MEMBER OF THE WATER POLLUTION CONTROL AUTHORITY, SAID APPOINTMENT TO COMMENCE ON JANUARY 20, 2021 AND EXPIRES DECEMBER 31, 2021.

- C 3. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of James Kenny, Vernon's Chief of Police, 725 Hartford Turnpike, Vernon, Connecticut to the Vernon Traffic Authority as a regular member, said term to commence on February 21, 2021 and expires February 20, 2024.** (Chief Kenny is an employee of the Town of Vernon and therefore no resume included.)

**PROPOSED MOTION**

PURSUANT TO THE VERNON TOWN CODE, ARTICLE II, SECTIONS 13-16 AND 13-17; THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF CHIEF JAMES KENNY, 725 HARTFORD TURNPIKE, VERNON, CONNECTICUT, AS A REGULAR MEMBER OF THE TRAFFIC AUTHORITY. SAID TERM TO COMMENCE ON FEBRUARY 21, 2021 AND EXPIRES FEBRUARY 20, 2024.

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H.) DISCUSSION OF PULLED CONSENT ITEMS
I.) PENDING BUSINESSJ.) NEW BUSINESS

1. **Request the Town Council authorize the transfer of FY 2019-2020 funds from the Board of Education Operating Budget to the Capital and Non-Recurring Account in the amount of \$129,077.00.** (See letter from Dr. Joseph Macary, Superintendent of Schools to Mayor Daniel A. Champagne dated December 8, 2020 relative to same. It should be noted that this request is in addition to the request by the Board of Education on July 21, 2020 approved by the Council in the amount of \$431,906.30.)

**PROPOSED MOTION**

THE TOWN COUNCIL APPROVES THE TRANSFER OF \$129,077.00 FROM AVAILABLE FUNDS IN THE BOARD OF EDUCATION OPERATING BUDGET FY 2019-2020 TO THE BOARD OF EDUCATION RESERVE FUND FOR CAPITAL AND NON-RECURRING EXPENDITURES.

2. **Request the Town Council approve the asset disposal request for the Vernon Board of Education.** (See memorandum from Jeffrey A. O'Neill, Finance Officer and Treasurer to Michael J. Purcaro, Town Administrator dated December 29, 2020 relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OF ASSETS FOR THE VERNON BOARD OF EDUCATION AS DISCLOSED ON THE FIXED ASSET INFORMATION FORMS.

3. **Request the Town Council approve the bid waiver and authorize the purchase of a bulldozer for the Department of Public Works, previously discussed at the November 17, 2020 Town Council meeting.** (See memorandum from Dwight Ryniewicz, Director of Public Works dated January 12, 2021 to Mayor Daniel A. Champagne, Town Administrator, Michael Purcaro and Finance Officer and Treasurer Jeffrey A. O'Neill relative to same.)

**PROPOSED MOTION**

RESOLVE, THE TOWN COUNCIL, CONSISTENT WITH THE TOWN CHARTER, CHAPTER 12, SECTION 9, HEREBY WAIVES THE BID PROCEDURE FOR THE COST OF PURCHASING A USED BULLDOZER FROM **WILCOX EXCAVATING CONSTRUCTION COMPANY, INC., 71 WILLOW STREET, SOUTH WINDSOR, CONNECTICUT 06074 IN THE AMOUNT OF \$74,900.00**, AND FURTHER AUTHORIZES TOWN

ADMINISTRATOR MICHAEL J. PURCARO TO EXECUTE ANY AND ALL DOCUMENTS RELATIVE TO SAME. FURTHER, THE TOWN COUNCIL AUTHORIZES THE TRANSFER OF FUNDS IN THE AMOUNT OF \$74,900.00 FROM THE **GENERAL FUND TO CAPITAL IMPROVEMENTS - OTHER EQUIPMENT AND MACHINERY** FOR SAID PURCHASE.

4. **Request the Town Council approve the bid waiver requested by Jeffrey A. O'Neill, Finance Officer and Treasurer for Auditing Services.** (See the proposal offered by Michael J. VanDeventer, Partner at MahoneySabol for extension of services for 1,2, and 3 years for review. Also included is a memorandum from Jeffrey A. O'Neill, Finance Officer and Treasurer to Michael J. Purcaro, Town Administrator dated January 7, 2021 relative to same.)

**PROPOSED MOTION**

RESOLVE, THE TOWN COUNCIL, CONSISTENT WITH THE TOWN CHARTER, CHAPTER 12, SECTION 9, HEREBY WAIVES THE BID PROCEDURE FOR THE EXTENSION OF A CONTRACT FOR AUDITING SERVICES PROVIDED BY MAHONEYSABOL, 180 **GLASTONBURY BOULEVARD, SUITE 400, GLASTONBURY, CONNECTICUT 06033** AND FURTHER AUTHORIZES TOWN ADMINISTRATOR MICHAEL J. PURCARO TO EXECUTE ANY AND ALL DOCUMENTS RELATIVE TO SAME.

5. **Request the Town Council authorize Finance Officer and Treasurer Jeffrey A. O'Neill to submit a request on behalf of the Town of Vernon for reimbursement to the Office of Policy and Management relative to Corona Virus Relief.** (See memorandum from Jeffrey A. O'Neill, Finance Officer and Treasurer to Daniel A. Champagne, Mayor and Michael J. Purcaro, Town Administrator dated January 6, 2021 relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY AUTHORIZES JEFFREY A. O'NEILL, FINANCE OFFICER AND TREASURER TO SUBMIT A REQUEST TO RECEIVE \$344,225.00 IN ADDITIONAL CORONA VIRUS RELIEF FUNDS VIA THE OFFICE OF POLICY AND MANAGEMENT PORTAL.

6. **Update on the Citizens Block Project.**

**NO PROPOSED MOTION**

7. Request the Town Council authorize the Vernon Senior Center's application for the Department of Aging and Disability Services, State Unit on Aging, Cares Act Funding Opportunity. (See memorandum from Maureen Gabrielle, Senior Center Director dated January 15, 2021 to Michael J. Purcaro, Town Administrator relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL AUTHORIZES THE VERNON SENIOR CENTER'S APPLICATION FOR THE DEPARTMENT OF AGING AND DISABILITY SERVICES, STATE UNIT ON AGING, CARES ACT FUNDING.

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K.) INTRODUCTION OF ORDINANCES

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L.) ACTION ON ORDINANCE(S) PREVIOUSLY PRESENTED

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M.) IDENTIFICATION/ADOPTION OF ADDITIONAL AGENDA ITEMS

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N.) DISCUSSION OF ADDITIONAL ITEMS AND INFORMATIONAL ITEMS

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O.) ADOPTION OF MINUTES

THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE REGULAR TOWN COUNCIL MEETING ON **DECEMBER 15, 2020** AND THAT MINUTES OF SAID MEETING BE APPROVED.

THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE SPECIAL JOINT MEETING OF THE VERNON TOWN COUNCIL AND THE VERNON BOARD OF EDUCATION ON **JANUARY 5, 2021** AND THAT MINUTES OF SAID MEETING BE APPROVED.

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P.) INFORMATIONAL ITEMS, PETITIONS, COMMUNICATIONS, CORRESPONDENCE, REPORTS, ETC. NOT REQUIRING ACTION

1. Monthly Report – Town Clerk, November, 2020 as submitted by Karen Daigle, Town Clerk.
2. Monthly Report – Vernon Police Department, November, 2020 as submitted by Captain John Kelley.
3. Monthly Report – Vernon Police Department, December, 2020 as submitted by Captain John Kelley.
4. Monthly Report – Town Clerk, December, 2020 as submitted by Karen Daigle, Town Clerk.

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Q.) ADJOURNMENT



PRINT FORM

# TOWN OF VERNON DEPARTMENT SUBMISSION **CONSENT** #1 TOWN COUNCIL AGENDA

FROM  
DEPARTMENT/NAME

COLLECTOR OF REVENUE

PROPOSED ITEM

TAX REFUNDS

SUBJECT

TAX REFUNDS

ACTION REQUESTED

REQUEST FOR TAX REFUNDS FOR PRIOR YEAR(S) AND CURRENT YEAR. (A COPY OF A MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE, TO MICHAEL J. PURCARO, TOWN ADMINISTRATOR, IS INCLUDED IN THE COUNCIL PACKET.

DATED

01/06/2021

BACKGROUND  
INFORMATION

APPROPRIATION  
REQUIRED ?

☐ NO ☐ YES

AMOUNT SOUGHT

LIST OF SUPPORTING  
DOCUMENTATION

WORDING  
PROPOSED MOTION

THE TOWN COUNCIL HEREBY APPROVES  TAX REFUND(S) FOR PRIOR YEAR(S)

TOTALING  AND CURRENT YEAR  TOTALING

AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE,  
COLLECTOR OF REVENUE TO MICHAEL J. PURCARO, TOWN ADMINISTRATOR DATED



## TOWN OF VERNON

Terry Hjarne CCMC  
Collector of Revenue

8 Park Place, VERNON, CT 06066  
Tel: (860) 870-3660  
Fax: (860) 870-3585  
E-mail: thjarne@vernon-ct.gov

TO: Michael J. Purcaro, Town Administrator  
FROM: Terry Hjarne, Collector of Revenue  
DATE: January 6, 2021  
SUBJECT: Refunds for Town Council Approval

**PRIOR YEARS:**

ACAR LEASING LTD .....	117.66
Assessor's Correction – Vehicle Sold	
ACAR LEASING LTD .....	114.21
Assessor's Correction – No Longer In Vernon	
SCHOENEGER MICHAEL W .....	299.52
Assessor's Correction – Vehicle Sold	
TOYOTA LEASE TRUST .....	434.72
Assessor's Correction – Vehicle Sold	
MINICH JENNIFER .....	138.47
Assessor's Correction – Vehicle Sold	

**CURRENT YEAR: 2019 GRAND LIST**

CORELOGIC TAX SERVICES .....	1739.17
Overpaid by Escrow Service Company	
CORELOGIC TAX SERVICES .....	2521.66
Overpaid by Escrow Service Company	
ACAR LEASING LTD .....	38.17
Assessor's Correction – Vehicle Sold	
ADOMAKO SALOMEY .....	434.72
Assessor's Correction – Vehicle Out of Town	
ADOMAKO SALOMEY .....	301.56
Assessor's Correction – Vehicle Out of Town	
ENTERPRISE FM TRUST .....	133.92
Assessor's Correction – Vehicle Sold	
HYUNDAI LEASE TITLING TRUST .....	165.72
Assessor's Correction – Vehicle Sold	

HYUNDAI LEASE TITLING TRUST .....	406.28
Assessor's Correction – Out of State	
KASMA SPIRO .....	184.28
Assessor's Correction – Vehicle Sold	
KASMA SPIRO .....	48.38
Assessor's Correction – Vehicle Sold	
NISSAN INFINITI LT .....	261.32
Assessor's Correction – Vehicle Sold	
SCHOENEGER MICHAEL W .....	429.05
Assessor's Correction – Vehicle Sold	
TOYOTA LEASE TRUST .....	409.71
Assessor's Correction – Vehicle Sold	
TOYOTA LEASE TRUST .....	528.66
Assessor's Correction – Vehicle Sold	
TOYOTA LEASE TRUST .....	275.42
Assessor's Correction – Vehicle Sold	
FAZZINO JOSEPH L .....	31.02
Assessor's Correction – Vehicle Junked	

(5) Prior Overpayments.....	\$1104.61
(16)Current Overpayments .....	\$7909.21

Cc: Jeff O'Neill TXP21071 TXC21071



# CONSENT

#2

**RESUME FOR APPOINTMENT  
TO A TOWN OF VERNON AGENCY,  
BOARD, COMMITTEE, COMMISSION OR AUTHORITY**

Name: EVERETT RAY WEAVER

Address: 14 DEEPWOOD DR.

Home Telephone: [REDACTED] Work Telephone: N/A

Email Address: [REDACTED]

Educational Background: B.A. GEOGRAPHY (URBAN & REGIONAL  
PLANNING) CCSU

Employment Experience: OPERATOR/MAINTAINER, PROCESS  
CONTROL SUPERVISOR, ACTIVE SUPERINTENDANT  
MANCHESTER WPCF 34 YRS 7 MONTHS

Civic Activity: YOUTH COACH SOCCER SOFTBALL  
VERNON WPCA 18 YRS FORMER CHAIRMAN  
YMCA CAMP JEWELL BOARD OF ADVISORS 20 YRS

Personal Data/Comments: RETIRED  
CT WATER ENVIRONMENTAL ASSOCIATION 20 YRS

**Political Affiliation:**

☐ Democrat

☐ Republican

☒ Unaffiliated

☐ Other

I hereby request that I be considered for appointment to:

WPCA

Date: 12-16-2020 Signature: Everett R. Weaver

This form should be returned to: Office of the Mayor, Memorial Building, 14 Park Place, Vernon, CT 06066.

Please list any other Commission, Committee, or Authority that you are a member of:



# TOWN OF VERNON

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14 PARK PLACE, VERNON, CT 06066

Tel: (860) 870-3600

Fax: (860) 870-3580

## CONSENT

#3

**REAPPOINTMENT CHIEF JAMES KENNY**

**TO THE**

**VERNON TRAFFIC AUTHORITY**

# VERNON PUBLIC SCHOOLS



Office of the Superintendent  
30 Park Street • P.O. Box 600

Vernon, CT 06066-0600

Fax (860) 870-6005

Website: [www.vernonpublicschools.org](http://www.vernonpublicschools.org)

NEW BUSINESS #1

Joseph Macary, Ed.D.  
Superintendent of Schools  
(860) 870-6000 ext. 4660

Robert Testa  
Assistant Superintendent of Schools  
(860) 870-6000 ext. 4676

December 8, 2020

The Honorable Daniel Champagne  
Mayor of Vernon  
14 Park Place  
Vernon, CT 06066

**RE: Request from the Vernon Board of Education for Deposit to Capital and Non-Recurring Education Account**


Dear Mayor Champagne:

The Vernon Board of Education would like to request that the Vernon Town Council transfer the amount of \$129,077.00 which represents available funds from the Board's 2019-2020 budget to the Capital and Non-Recurring Account. This request for transfer of funds was approved by the Vernon Board of Education.

This balance was largely due to General Fund expenditures on COVID-19 related costs which were reimbursed by the ESSER Grant afterwards.

Please let me know if any additional information is needed. I thank you in advance for your assistance.

Respectfully,

  
Joseph Macary, Ed.D.  
Superintendent of Schools

JM/dlr

cc: Mr. Michael J. Purcaro, Town Administrator  
Ms. Angela Wang, Director of Business and Finance

*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*



OFFICE OF THE  
FINANCE DEPARTMENT

# TOWN OF VERNON ~~NEW BUSINESS~~ #2

14 PARK PLACE, VERNON, CT 06066

Tel: (860) 870-3634

Fax: (860) 870-3587

E-mail: [joneill@vernon-ct.gov](mailto:joneill@vernon-ct.gov)

Date: December 29, 2020

To: Michael J. Purcaro, Town Administrator

From: Jeffrey A. O'Neill, Finance Officer & Treasurer

Re: Request for Asset Disposal

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The Vernon Public Schools request approval to dispose of the items listed as per the attachment. The items requested for disposal were approved by the Board of Education at their meeting on December 14, 2020.

Please request the Town Council to approve the following motion at the January 19, 2021 meeting:

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OF ASSETS FOR THE VERNON PUBLIC SCHOOLS AS DISCLOSED ON THE FIXED ASSET INFORMATION FORMS.

If there are any questions, please do not hesitate to contact me.

Attachments: Request for Disposal of Fixed Assets (5 pages)

**TOWN OF VERNON**

**REQUEST FOR DISPOSAL OF FIXED ASSETS**

**Department:** World Language Box#1

Date: 11/03/2020

[illegible]

**REQUEST FOR DISPOSAL OF FIXED ASSETS**

Department: World Language Box #2

**Date:** 11/03/2020

[illegible]

## **REQUEST FOR DISPOSAL OF FIXED ASSETS**

Date: 11/03/2020

[illegible]

# TOWN OF VERNON

## REQUEST FOR DISPOSAL OF FIXED ASSETS

Department: Maple Street School

Date: October 7, 2020

Fixed Asset #	Description	Make/Model	ID # / Serial #	Date of Acquisition	Original Cost	Location			Please Dispose
						Building	Floor	Room	
1	WIAT-2 Testing material	Harcourt Assessment Company		Unknown	Unknown	MSS	First	1--7	X
2	Kiln	L and L Manufacturing Company		Unknown	Unknown	SRS	North Hall		X



**REQUEST FOR DISPOSAL OF FIXED ASSETS**

Department: Center Road School

Date: 11/30/2020

Fixed Asset #	Description	Make/Model	ID # / Serial #	Date of Acquisition	Original Cost	Building	Floor	Room	Place to Dispose
	smartboard	Epson	00-2980			CRS	custodial	hallway	✓



DWIGHT E. RYNIEWICZ  
DIRECTOR OF PUBLIC WORKS

# TOWN OF VERNON

375 HARTFORD TURNPIKE, VERNON, CT 06066

Tel: (860) 870-3500

Fax: (860) 870-3505

E-mail: [dryniewicz@vernonct.gov](mailto:dryniewicz@vernonct.gov)

NEW BUSINESS #3

TO: Daniel Champagne, Mayor  
Michael Purcaro, Town Administrator  
Jeffrey O'Neill, Chief Finance Officer

FROM: Dwight Ryniewicz, Director of Public Works

DATE: January 12, 2021

RE: Bid Waiver – Purchase of Bulldozer

Over the past several years the Public Works Department has found the need for a bulldozer on numerous occasions. With the insourcing of many construction projects, this piece of equipment would be beneficial to the Town.

Several machines were researched and a 2011 Caterpillar D5K has been located. The machine has 3262 hours, has a full rollover protection structure (ROPS) enclosed cab, extended life bottom end, and has a pre-emissions engine. The machine has had one owner and is in very good condition. The asking price was \$77,500 and we have negotiated a price of \$74,900. In comparison, the cost of a new D5 would be \$177,684.

We compared the machine described above with several other D5K's and found it to be in the best condition, have the lowest number of hours and a competitive price.

The following jobs are a sample of what could be accomplished with this machine:

- Build new fields, stockpile material
- Shape and regrade Tower Hill
- Various construction projects handled by Public Works such as drainage outflows
- Grading and distribution of material at various town projects
- Cleaning waterways and retention stormwater retention areas
- Maintenance and improvement work on the Rails to Trails network
- Push snow at Legion Field during snow removal operations

I am hereby requesting a bid waiver for the purchase of the 2011 Caterpillar D5K for the amount of \$74,900. It is in the best interest of the Town to acquire this machine without competitive bidding to purchase it at the most competitive price.

Should you have any other questions or concerns, please do not hesitate to contact me.

## Budget Amendment Request

Total Amount Requested: \$74,900.00

Fiscal Year 2020 - 2021

Date: January 14, 2021

To: Finance Officer From (Department): Capital Improvements via DPW/Finance Amendment #: 9

Type of Amendment (X): ☒ Additional Appropriation ☐ Pass-Through ☐ Transfer

*Request is hereby submitted for amendment(s) of budget as indicated.*

Department	Account Description	Org Code	Object	Amount
<b>FROM:</b>				
Fund Balance		100	31200	\$ 74,900.00
<b>"FROM" Subtotal:</b>				<b>\$ 74,900.00</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1 Capital Improvements	Other Equipment and Machinery	10780290	57590	74,900.00
2				
3				
4				
5				
6				
7				
8				
<b>"TO" Subtotal:</b>				<b>\$ 74,900.00</b>

No.                      COMMENTS CONCERNING BUDGET AMENDMENT REQUEST

1 Request per DPW Directors memo.

	1	2	3	4
Balance in account for which funds are requested:	-	-	-	-
Original appropriation in account:	-	-	-	-
Plus or minus prior amendments:	-	-	-	-
Amount of appropriation to date:	-	-	-	-

Jeffrey A. O'Neill

Department Head

Jeffrey A. O'Neill

Signature

January 14, 2021

Date

At a meeting of the Town Council held on                     

the above request(s) was/were approved in the amount of:                     

Signature of Town Administrator

November 17, 2020

**K.) INTRODUCTION OF ORDINANCES**

None

**L.) ACTION ON ORDINANCE(S) PREVIOUSLY PRESENTED**

None

**M.) IDENTIFICATION/ADOPTION OF ADDITIONAL AGENDA ITEMS**

None

**N.) DISCUSSION OF ADDITIONAL ITEMS AND INFORMATIONAL ITEMS**

None

**O.) ADOPTION OF MINUTES**

THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE REGULAR TOWN COUNCIL MEETING ON **OCTOBER 6, 2020** AND THAT MINUTES OF SAID MEETING BE APPROVED.

Council Member Wakefield, seconded by Council Member Bush, made a motion to waive the reading of and approve the minutes of the regular Town Council meeting held on October 6, 2020. Motion carried unanimously by voice vote.

**C.) EXECUTIVE SESSION**

Mayor Champagne stated that only Town Council members and those invited to the Executive Sessions be in the room or on the teleconference call.

8:00PM – Council Member Wakefield, seconded by Council Member Bush, made the following motion to go into Executive Session #1:

THE TOWN COUNCIL PURSUANT TO THE AUTHORITY GIVEN IN CONNECTICUT GENERAL STATUTES 1-200 (6) (C), HEREBY MOVES TO GO INTO EXECUTIVE SESSION TO DISCUSS CONTRACT NEGOTIATIONS AND INVITES MICHAEL J. PURCARO, TOWN ADMINISTRATOR AND DWIGHT RYNIEWICZ, DIRECTOR OF PUBLIC WORKS TO ATTEND.

Motion carried with no opposition.

Council Member Wakefield, seconded by Council Member Bush, made the following motion as to Executive Session #1:



THE TOWN COUNCIL HEREBY AUTHORIZES THE PURCHASE OF A USED BULLDOZER BY THE DEPARTMENT OF PUBLIC WORKS AND WILL BRING THE FINAL AMOUNT BACK TO THE COUNCIL AT THE NEXT MEETING.

Motion carried unanimously by roll call vote.

8:23PM – Executive Session #1 ended.

8:25PM – Council Member Wakefield, seconded by Council Member Bush, made the following motion to go into Executive Session #2:

THE TOWN COUNCIL PURSUANT TO THE AUTHORITY GIVEN IN CONNECTICUT GENERAL STATUTES 1-200 (6) (C), HEREBY MOVES TO GO INTO EXECUTIVE SESSION TO DISCUSS CONTRACT NEGOTIATIONS AND INVITES MICHAEL J. PURCARO, TOWN



# TOWN OF VERNON

14 PARK PLACE, VERNON, CT 06066

Tel: (860) 870-3634

Fax: (860) 870-3587

E-mail: [joneill@vernon-ct.gov](mailto:joneill@vernon-ct.gov)

OFFICE OF THE  
FINANCE DEPARTMENT

**NEW BUSINESS**

#4

Date: January 7, 2021

To: Michael J. Purcaro, Town Administrator

From: Jeffrey A. O'Neill, Finance Officer & Treasurer

Re: Bid Waiver Request – Auditing Services

Upon the completion of the Fiscal Year 2021 audit, the 4 year contract awarded to Mahoney Sabol & Company, LLP will come to an end. The firm provides excellent service and has become a valued partner of Vernon's while maintaining the integrity of an audit in conformity with U.S. Generally Accepted Accounting Principles (GAAP).

I would like to request a bid waiver and extension of auditing services with MahoneySabol for a period of three (3) years. Extending the contract is a prudent route to take at this time with a local firm that provides an experienced team with strong technical expertise to efficiently handle the complex nature of Vernon's financial processes and reporting requirements inclusive in the Comprehensive Annual Financial Report (CAFR).

Having an experienced audit firm that has gained significant knowledge of the Town's operational and financial activities allows for a more efficient audit process for Town personnel. In general the first 2 years of an engagement is difficult for both the audit firm and town as each firm's approach is different when it comes to information gathering and subsequent reporting. As the Finance team continues to pursue improved technological efficiencies in regards to financial activities and reporting, having a firm that understands and supports the goals we have set is beneficial. The team at MahoneySabol have and will continue to provide assistance on these initiatives.

Furthermore, the Governmental Accounting Services Board (GASB) will be implementing new standards for accounting and financial reporting; having the continuation of service from an auditor ensures a more accurate and efficient implementation process.

Included for review is a proposal from Michael J. VanDeventer, Partner at MahoneySabol for extension of services for 1, 2 and 3 years. Consistent with the initial contract awarded, the year over year increase in cost is set at 1% for each of the 3 years proposed. Mr. VanDeventer also included the most recent report on the Firm's System of Quality Control for which the firm has achieved a peer review rating of *pass* (firms receive a rating of *pass*, *pass with deficiency(ies)* or *fail*).

If you have any question, please do not hesitate to contact me.

January 4, 2021

Jeffrey A. O'Neill  
Finance Officer | Treasurer  
14 Park Place  
Vernon, CT 06066

Dear Mr. O'Neill:

The purpose of this letter is to provide you with a proposal to continue to provide professional auditing services for the Town of Vernon, Connecticut (the "Town") for the years ending June 30, 2021, 2022 and 2023. We believe Mahoney Sabol & Company, LLP ("MahoneySabol" or "MSCO") is uniquely qualified to continue to render competent and responsive auditing services to the Town on a minimum cost basis.

#### Experienced Team

We provide an experienced governmental auditing team in order to serve the auditing needs of the Town. We realize that our most important asset is our people and that attracting and retaining high caliber employees is the key to success in any organization. We take pride in the fact that we are able to commit to year-to-year continuity of the engagement team assigned to the Town. We believe that the use of experienced professionals during all segments of the engagement is critical to the performance of an efficient and effective audit. As the Town's current audit firm, we have acquired significant knowledge of the Town's operational and financial activities, which streamlines the audit process for Town personnel.

#### Technical Expertise

We handle some of the most sophisticated governmental engagements of any firm our size. A significant portion of our practice is devoted to serving clients in the governmental/nonprofit sector.

#### Additional Benefits of MahoneySabol

MahoneySabol is a Connecticut based accounting firm with offices located in Glastonbury, Middletown and Essex. Our market share is growing rapidly. We believe this is happening because organizations appreciate our regional presence, expertise, client service, and lower cost structure. Our size is important, as it allows us to serve clients better than any of our competitors.

We can offer the Town the following additional benefits:

**Responsive Service:** As an existing client of the firm, the Town receives preferential timing in terms of audit scheduling and will continue to receive our highest priority and attention. We value our relationship with you and consider responsive service as the foundation of that relationship.

**Unique Audit Approach:** Our engagement approach balances the experience and creativity of our engagement team with leading-edge technology to implement an efficient 'risk based' audit approach.

**Additional Benefits of MahoneySabol (Continued)**

**National Firm Resources:** We are an independent member of the BDO Alliance USA, a nationwide association of independently owned local and regional accounting, consulting and service firms with similar client service goals. The BDO Alliance USA presents an opportunity for firms to expand services to clients without jeopardizing our existing relationships or our autonomy by accessing the resources of BDO USA, LLP and other Alliance members. The BDO Alliance USA was developed to provide Member firms with an alternative strategy for gaining competitive advantage in the face of a changing business landscape. The Alliance represents an opportunity for BDO to enhance relationships with reputable firms that share a mutual business understanding. The BDO Alliance USA is a subsidiary of BDO USA, LLP, a Delaware limited liability partnership. Through this affiliation, our team has developed a network with technical experts in the governmental industry and with Alliance member firms that serve several types of governmental entities, including local governments.

**True to Our Roots:** The accounting industry in Connecticut has seen regional and local firms being consolidated upward by larger firms outside of Connecticut. In many cases this has resulted in service issues and fee increases. MahoneySabol has become the exception. MahoneySabol is committed to growing locally while staying connected to the communities where we and our clients, work, live and play.

**Professional Fees**

We will spare no effort – now or in subsequent years – to provide the level of service you require at a reasonable cost and to always exceed your expectations.

Our fee proposal is based upon our discounted hourly rates and our estimate of the time involved by each level of our staff. The fee proposal is based on the books and records being “audit ready”, anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Any increase in our fees will be immediately disclosed to the Town, including an estimate of the increased fees and the reason for the increase. Our fee proposal is as follows:

	Year Ended June 30th:		
	2021	2022	2023
<b>General Government:</b>			
- Financial	\$ 50,000	\$ 50,500	\$ 51,000
- Single Audit (State)	3,200	3,300	3,400
- Single Audit (Federal)	2,200	2,300	2,400
<b>Subtotal</b>	<b>55,400</b>	<b>56,100</b>	<b>56,800</b>
<b>Education:</b>			
- Financial	13,600	14,000	14,500
- Single Audit (State)	3,200	3,300	3,400
- Single Audit (Federal)	4,200	4,300	4,400
- EFS Agreed Upon Procedures	4,000	4,100	4,200
<b>Subtotal</b>	<b>25,000</b>	<b>25,700</b>	<b>26,500</b>
<b>Total All-Inclusive Maximum Price</b>	<b>\$ 80,400</b>	<b>\$ 81,800</b>	<b>\$ 83,300</b>

#### **Commitment to Quality Control**

In December of 2019, our firm underwent an AICPA peer review, including a review of specific government engagements. The peer review team determined that the quality control system for our auditing and accounting practice met the stringent professional standards established by the AICPA. In addition, our 2019 report did not have an accompanying letter of comments which is an outstanding achievement.

MahoneySabol is also one of a small percentage of accounting firms registered with and inspected by the Public Companies Accounting Oversight Board (PCAOB). The PCAOB was created by the Sarbanes-Oxley Act of 2002 to oversee auditors of public companies in order to protect the interest of investors and further the public interest in the preparation of informative, fair and independent audit reports. We are proud to be registered and believe it is a testament to the highest level of quality controls directed towards client service. MahoneySabol is also subject to periodic inspection by the PCAOB of our auditing practice applicable to SEC issuers. PCAOB inspections are designed to identify and address weaknesses and deficiencies related to audit conduct to determine if that portion of the firm's auditing practice is being conducted in accordance with PCAOB standards. Our most recent PCAOB inspection was conducted in 2019.

The firm has not had any federal or state desk audit reviews or disciplinary action taken against it by state regulatory bodies or professional organizations during the past three years or since its inception, nor is any such action pending against the firm.

#### **Commitment to Perform the Work**

We are committed to performing the services requested in accordance with your specified timeline. This proposal constitutes a firm and irrevocable offer for 90 days.

We are enthusiastic about providing continued auditing services for the Town of Vernon, Connecticut. If you should have any questions or desire any additional information, please contact me at 860.781.7924, as I have full authorization to make representations for the firm.

Very truly yours,



Michael J. VanDeventer, CPA  
Partner





## Report on the Firm's System of Quality Control

February 4, 2020

To the Partners of Mahoney Sabol & Co., LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Mahoney Sabol & Co., LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and audits of employee benefit plans.



As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion the system of quality control for the accounting and auditing practice of Mahoney Sabol & Co., LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Mahoney Sabol & Co., LLP has received a peer review rating of *pass*.

A handwritten signature in black ink that reads "Marcum LLP". The script is cursive and fluid, with the letters "M", "a", "r", "c", "u", "m" and "L", "L", "P" being clearly legible despite the cursive style.

Marcum LLP



OFFICE OF THE  
FINANCE DEPARTMENT

# TOWN OF VERNON

14 PARK PLACE, VERNON, CT 06066

Tel: (860) 870-3634

Fax: (860) 870-3587

E-mail: [joneill@vernonct.gov](mailto:joneill@vernonct.gov)

NEW BUSINESS #5

Date: January 6, 2021

To: Daniel A. Champagne, Mayor  
Michael J. Purcaro, Town Administrator

From: Jeffrey A. O'Neill, Finance Officer & Treasurer

Re: Municipal Coronavirus Relief Fund (CRF) Program  
July 1 – December 30, 2020 Claim Period

Per a memo to Municipal Officials dated December 16, 2020, the Office of Policy and Management (OPM) amended the method for providing additional Municipal CRF funds to municipalities.

Rather than requesting reimbursement as was done for the March – June 2020 period, the remaining Municipal CRF funds will be allotted based on the population formula below:

- 33% population density
- 33% population / Adjusted Equalized Net Grand List per Capita
- 34% population

As a result of this formula, Vernon is to receive \$344,225 in additional funds for COVID eligible expenses which was requested on December 18<sup>th</sup> per OPM instructions.

We have been asked to ensure the Vernon Town Council authorizes the submission of this request for COVID-19 related expenditure reimbursement and such authorization is memorialized in the minutes of any required municipal meeting.

## **PROPOSED MOTION**

THE TOWN COUNCIL AUTHORIZES FINANCE OFFICER & TREASURER, JEFFREY A. O'NEILL TO SUBMIT A REQUEST TO RECEIVE \$344,225 IN ADDITIONAL CORONAVIRUS RELIEF FUNDS VIA THE OFFICE OF POLICY AND MANAGEMENT PORTAL.

If you have any question, please do not hesitate to contact me.



# TOWN OF VERNON

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14 PARK PLACE, VERNON, CT 06066

Tel: (860) 870-3600

Fax: (860) 870-3580

NEW BUSINESS #6

## DISCUSSION

## CITIZENS BLOCK PROJECT



# TOWN OF VERNON

VERNON SENIOR CENTER  
135 Bolton Rd.  
Vernon, CT 06066

**Maureen Gabriele**  
Director

**NEW BUSINESS**

#17

DATE: January 15, 2021  
TO: Michael J. Purcaro, Town Administrator  
FROM: Maureen Gabriele, Director  
RE: CT Senior Center Project: CARES Act Funding Opportunity

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The Department of Aging and Disability Services and the State Unit on Aging is offering a one-time funding opportunity for state-wide Senior Centers to assist with providing valuable services to older adults. This funding opportunity will assist with programming and services and prepare for a safe reopening. This funding request of \$2,500 will reimburse purchases made that are associated with Covid-19 preparedness and response. In particular, it will assist with virtual programming, the "Grab & Go" nutritional program, and provide materials for a safe and welcoming reopening. This project is funded using federal CARES Act funding from the Administration for Community Living.

We are very excited about this opportunity and look forward to completing the application process and will keep you informed when a letter of commitment is received.

Attached are the following documents for your review:

- Information on the CARES Act Funding Opportunity from the Department of Aging and Disability Services and the State Unit on Aging
- Application Form

Please don't hesitate to contact me if you have any questions regarding this request.

## **Department of Aging and Disability Services**

### **State Unit on Aging**

#### **Connecticut Senior Center Project: CARES Act Funding Opportunity**

The Department of Aging and Disability Services (ADS) is a state agency that seeks to maximize opportunities for the independence and well-being of people with disabilities and older adults in Connecticut. As part of ADS, the State Unit on Aging (SUA) ensures that Connecticut's older adults have access to the supportive services necessary to live with dignity, security, and independence. The SUA is responsible for planning, developing, and administering a comprehensive and integrated service delivery system for older individuals in Connecticut.

#### **Background:**

There are more than 150 senior centers in Connecticut. Senior centers connect older adults to vital community services to help them stay healthy and independent. Senior centers offer a broad spectrum of programs, activities, and services that may include meals and nutrition; health, fitness and wellness; transportation; public benefits counseling; employment assistance; volunteer and civic engagement; social and recreational; and education and arts.

Due to the Coronavirus pandemic (COVID-19), senior centers across the state closed to the public in March 2020. During the pandemic, many senior centers continued to provide services: telephone reassurance, "grab and go" meals to congregate meal site participants, and programs and services through the telephone, remotely through the internet, and through outdoor settings. Senior centers are looking at options for reopening slowly and safely. As senior centers continue to provide services, serve as a resource for older adults in their communities, and plan for reopening, the SUA is looking to support the centers in this process.

#### **Purpose/Goal:**

The purpose of this project is to support senior centers in their goal to serve older adults safely during the Coronavirus pandemic. The SUA is accepting applications from senior centers for a one-time funding opportunity to help support the centers efforts to prevent the spread, prepare for reopening and respond to COVID-19-related issues.

The SUA will reimburse the centers for purchases made that are directly associated to the centers' COVID-19 preparedness and response. The SUA will not make purchases for the centers. The SUA will provide reimbursement for purchases made from March 1, 2020 through March 31, 2021. This project is non-competitive. This project is funded using federal CARES Act funding from the Administration for Community Living.

#### **Eligibility/Qualifications:**

Connecticut senior centers are eligible for funding through this opportunity. Senior centers include municipal senior centers and 501(c)(3) senior centers. For the purposes of this funding opportunity, senior centers are defined as those that provide multiple services including the core services of

information, referral and assistance. Additional services may include nutrition, wellness, educational, social and recreational activities.

**Amount:**

The maximum funding under this funding opportunity is \$2,500 per senior center.

**Use of the funding:**

Funds shall be reimbursed to a senior center for the purchase of equipment or tangible good(s). The purchase shall be related to the COVID-19 and shall be used to enhance the function of the senior center with an emphasis on safety and well-being of participants. The reimbursement may be requested for the purchase of multiple items but must be submitted to the SUA in a single reimbursement request. The reimbursement may also cover the partial cost(s) of equipment or tangible good(s) not to exceed \$2,500 as long as another source of funding is used to complete the purchase. Reimbursement shall be for purchases that were not previously reimbursed through CARES Act funding.

Examples of purchases eligible for reimbursement include:

- Personal Protective Equipment for staff or participants (contactless thermometers, masks, hand sanitizers, touchless dispensers, face shields, etc.)
- software to be utilized for participant registration to visit the center and potential COVID-19 contact tracing and occupancy tracking
- computer equipment and other technology for staff or participants to utilize for virtual interactions
- sanitizing equipment or supplies for cleaning of loaned electronic devices
- video conferencing platform subscription (such as Zoom)
- personal hygiene kits (including supplies such as soap, shampoo, toothpaste, other oral health items, sanitary wipes, incontinent supplies, toilet paper)
- social isolation prevention kit (such as crafts, puzzles, note cards)
- surveillance cameras to monitor social distancing and to increase the safety of participants,
- devices necessary to increase the safety of participants such as automatic door openers or touchless auto-faucets
- cleaning/disinfecting products and equipment
- signage to communicate public health guidance
- tables and chairs to increase social distancing
- room dividers to increase social distancing
- tents/canopies for outside use to assure social distancing
- heaters for outside patio events
- safety shields for desks or buses

Examples of purchases not eligible for reimbursement include:

- construction or installation expenses,
- the cost of other services paid to another party,

- salaries or wages,
- gift cards.

## **Part I: Application Package**

### **Application Form:**

In order to be considered for this funding, an application shall be submitted on the Application Form provided. A typed signature is acceptable on the Application Form; an electronic signature is not required for this form.

Note that if awarded the one-time funding, the senior center must be able to support any recurring expenses that result from the one-time expenditure.

### **Vendor Profile Form and W-9:**

Applicants shall complete the Vendor Profile Form and W-9 and submit with the application package.

A signature must be included on these forms. To include electronic signatures on these forms, follow the instructions in the document, "How to add your signature to a PDF document", then return the Vendor Profile and W-9 forms with the Application Form. If an electronic signature cannot be obtained, you must print out the forms, sign them, scan them and return them electronically with the Application Form.

### **Deadline for Application package:**

Application packages will be accepted beginning **December 9, 2020 through January 29, 2021**. The deadline for submitting the application packages is **January 29, 2021, 3:00 PM**. Electronic submissions only. Only one application shall be accepted per senior center.

You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or, with [stateunitonaging@ct.gov](mailto:stateunitonaging@ct.gov).

### **Submission of Application package:**

Checklist for Submission (for Applicant use only - do not submit this checklist with Application package):

- ☐ Application Form
- ☐ Vendor Profile Form
- ☐ W-9 Form

Email Application package with the Application Form, Vendor Profile Form and W-9 Form together to:

Aging and Disability Services, State Unit on Aging



## **Part 2: SUA Letter of Commitment**

The SUA will review the application package for consideration of approval. Following the approval of the completed application package, the SUA shall provide a letter of commitment to the senior center, formally obligating the SUA to the reimbursement of their purchase(s). The requirements in the "Reimbursement and Reporting" section below must be met in order for the senior center to receive their approved reimbursement. Incomplete application packages and requests for the purchase of items not eligible for reimbursement will not be approved by the SUA and will be returned to the senior center along with a letter of explanation.

The Reimbursement Invoice and Reporting Form will be sent with the Letter of Commitment. A sample Reimbursement Invoice and Reporting Form accompanies this document.

## **Part 3: Reimbursement and Reporting**

### **Deadline for Reimbursement and Reporting:**

Following the receipt of the letter of commitment and the Reimbursement Invoice and Reporting Form from the SUA, the senior center shall request reimbursement and provide the required reporting information. As mentioned above, the SUA will provide reimbursement for purchases made from March 1, 2020 through **March 31, 2021**. The deadline for submitting the completed Reimbursement Invoice and Reporting Form with the receipt(s) for the equipment/tangible good(s) is **April 15, 2021**. Electronic submissions only. Only one Reimbursement Invoice and Reporting Form will be accepted per senior center; however, multiple items may be purchased and submitted for reimbursement (See Use of Funding Section). When the Reimbursement Invoice and Reporting Form and receipt(s) are received and approved, the payment is expected within 45 days.

### **Submission of Reimbursement and Reporting:**

Checklist for Reimbursement and Reporting (for senior center use only - do not submit this checklist with the Reimbursement Invoice and Reporting Form):

- ☐ Reimbursement Invoice and Reporting Form
- ☐ Copy of paid receipt(s) from purchase(s), showing final purchase cost

Email the Reimbursement Invoice and Reporting Form along with the receipt for the purchase to:

Aging and Disability Services, State Unit on Aging  
[stateunitonaging@ct.gov](mailto:stateunitonaging@ct.gov)

### **Contact for questions:**

Sandra Leubner, State Unit on Aging

[stateunitonaging@ct.gov](mailto:stateunitonaging@ct.gov) or (860) 424-5023

RECEIVED  
VERNON TOWN CLERK  
21 JAN -7 PM 1:31

**MINUTES**  
**VERNON TOWN COUNCIL**  
**VIRTUAL REGULAR MEETING**

TELECONFERENCE CALL IN NUMBER: 1-929-205-6099

MEETING ID: 896 5941 1685 PASSWORD: 1215

**TUESDAY, DECEMBER 15, 2020 – 7:30 PM**

Mayor Daniel A. Champagne called the meeting to order at 7:30 PM.

**A.) PLEDGE OF ALLEGIANCE**

Recited

**ROLL CALL**

Present: Council Members Laura Bush, Bill Campbell, Julie Clay, Thomas DiDio, Linda Gessay, Ann Letendre, Maryann Levesque, Brian Motola, Pauline Schaefer, Jim Tedford, Steve Wakefield, Michael Wendus

Absent:

Entered During Virtual Regular Meeting:

Also Present: Town Administrator Michael J. Purcaro, Recording Secretary Kathleen Minor

**B.) CITIZENS FORUM**

- Mark Shekleton, 280 Phoenix Street spoke regarding pedestrian safety and the recent petitions
- Eileen Dee, 137 Washington Street – spoke regarding speed humps
- Joann Bianca, 162 Washington Street – spoke regarding sidewalks
- Mike Winkler, 20 Gottier Drive – spoke regarding safety
- Genaro Gonzalez, 59 High Street – spoke regarding various topics

7:44PM – Citizens Forum ended.

**D.) PUBLIC HEARING**

None

**E.) PRESENTATIONS BY THE ADMINISTRATION**

Mayor Daniel A. Champagne updated the Town Council on the following topics:

- The Historical Society Video Project documenting local historic monuments was recently completed and released at can be found at <https://vernonhistoricalsoc.org>.
- Winterfest 2020 received over 1050 cars passing through the new format and the lights continue to be displayed nightly from 4pm-10pm nightly through the holiday season.
- The TOV late night business hours have been changed with the exception of offices normally open 24 hours for the two holiday weeks.
- Anyone interested in ad space for the first edition of the new town magazine can contact Shaun Gately, Economic Development Coordinator.
- The Vernon Volunteer Firefighters Association are collecting toys through 12/19/2020.
- A joint Town Council and Board of Education meeting will be held January 5, 2021 via Zoom to discuss medical insurance.
- Socktober, organized by Tommy Glinski, a 7<sup>th</sup> grade student at VCMS, raised \$915.15 and collected 2331 pairs of socks for the homeless.

- The annual Wreaths Across America Ceremony will be held Saturday, December 19, 2020 at Lugg Field, Grove Hill Cemetery.
- The Office of Emergency Management is closely monitoring the upcoming winter storm and is coordinating our local preparedness efforts. Refuse and Recycling has been postponed for December 17, 2020 pickup, as well as the COVID-19/Flu clinic at the Senior Center.

Mayor Champagne wished everyone a Merry Christmas and happy holiday season.

**G.) ACTION ON CONSENT AGENDA**

Council Member Wakefield, seconded by Council Member Bush, made a motion to move the Consent Agenda. Council Member Wakefield pulled C2. Motion carried unanimously to approve C1 by roll call vote.

- C 1. Request the Town Council approve Tax Refunds for Prior and Current years.** (See copy of a memorandum from Terry Hjarne, Collector of Revenue, to Michael J. Purcaro, Town Administrator dated December 7, 2020 included in the Council packet.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES SIX (6) TAX REFUNDS FOR PRIOR YEARS TOTALING \$2,230.14 AND TWENTY (20) CURRENT YEAR TAX REFUNDS TOTALING \$4,264.82 AS REFERENCED IN THE LETTER FROM TERRY HJARNE, COLLECTOR OF REVENUE TO MICHAEL J. PURCARO, TOWN ADMINISTRATOR DATED DECEMBER 7, 2020.

**H.) DISCUSSION OF PULLED CONSENT ITEM(S)**

- C 2. Request the Town Council approve budget amendment requests #4, #5, #6, #7 and #8 for FY 2020-2021 as provided by Jeffrey A. O'Neill on the budget amendment forms attached.** (See memorandum from Jeffrey A. O'Neill, Finance Officer and Treasurer to Michael J. Purcaro, Town Administrator dated December 10, 2020 relative to same.)

**PROPOSED MOTION**

RESOLVED, THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUESTS #4, #5, #6, #7 AND #8 FOR FISCAL YEAR 2020-2021 AS PROVIDED BY FINANCE OFFICER AND TREASURER JEFFREY A. O'NEILL ON THE BUDGET AMENDMENT FORMS ATTACHED.

Council Member Wakefield, seconded by Council Member Levesque, made a motion to approve budget amendment requests #4, #5, #6, #7 and #8 for FY2020-2021. Mayor Champagne spoke regarding request #8. Chief James Kenney spoke and answered questions. Discussion ensued. Motion carried unanimously by roll call vote.

**I.) PENDING BUSINESS**

None

**J.) NEW BUSINESS**

**1.) Update for the Town Council provided by Jeffrey A. O'Neill, Finance Officer and Treasurer relative COVID Grants from State.** (no documents attached.)

Jeffrey A. O'Neill, Finance Officer and Treasurer updated the Town Council on the COVID grants and funds received. Overall, \$261,046 has been or will be received from various sources. We have recovered 92% of expenses submitted for reimbursement through both the State of Connecticut Municipal Coronavirus Relief Fund and the Federal CARES Act.

**2.) Request the Town Council approve the asset disposal requests by the Police and Parks and Recreation Departments.** (See memorandum from Jeffrey A. O'Neill, Finance Officer and Treasurer to Michael J. Purcaro, Town Administrator dated December 8, 2020 relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OF ASSETS FOR THE POLICE AND PARKS AND RECREATION DEPARTMENTS AS DISCLOSED ON THE FIXED ASSET INFORMATION FORMS.

Council Member Wakefield, seconded by Council Member Schaefer, made a motion to approve the asset disposal requests by the Police and Parks and Recreation Departments. Mayor Champagne answered questions regarding the purchase of vehicle and spare parts. Discussion ensued. Motion carried unanimously by roll call vote.

**K.) INTRODUCTION OF ORDINANCES**

None

**L.) ACTION ON ORDINANCE(S) PREVIOUSLY PRESENTED**

None

**M.) IDENTIFICATION/ADOPTION OF ADDITIONAL AGENDA ITEMS**

None

**N.) DISCUSSION OF ADDITIONAL ITEMS AND INFORMATIONAL ITEMS**

None

**O.) ADOPTION OF MINUTES**

THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE REGULAR TOWN COUNCIL MEETING ON ***DECEMBER 1, 2020*** AND THAT MINUTES OF SAID MEETING BE APPROVED.

Council Member Wakefield, seconded by Council Member Clay, made a motion to waive the reading of and approve the minutes of the regular Town Council meeting held on December 1, 2020. Motion carried unanimously by voice vote.

**C.) EXECUTIVE SESSION**

8:22 PM - Council Member Wakefield, seconded by Council Member Bush made the following motion to enter into Executive Session #1:

THE TOWN COUNCIL PURSUANT TO THE AUTHORITY GIVEN IN CONNECTICUT GENERAL STATUTES 1-200 (2), HEREBY MOVES TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL, AND INVITES MICHAEL J. PURCARO, TOWN ADMINISTRATOR AND DAWN MASELEK, ASSISTANT TOWN ADMINISTRATOR TO ATTEND.

Motion carried unanimously by voice vote.

8:43 PM - Executive Session #1 ended. No action taken.

8:45 PM - Council Member Wakefield, seconded by Council Member Bush, made the following motion to enter into Executive Session #2:

THE TOWN COUNCIL PURSUANT TO THE AUTHORITY GIVEN IN CONNECTICUT GENERAL STATUTES 1-200 (2), HEREBY MOVES TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL AND INVITES MICHAEL J. PURCARO, TOWN ADMINISTRATOR AND DAWN MASELEK, ASSISTANT TOWN ADMINISTRATOR TO ATTEND.

Motion carried unanimously by voice vote

9:23 PM - Executive Session #2 ended and resulted in the following action:

Council Member Wakefield, seconded by Council Member Schaefer, made a motion pursuant to Chapter X, Sec 3, and Chapter XI, Sec 3, of the Vernon Town Charter and the Town Council, hereby approves Mayor Daniel A. Champagne's recommendation to renew the contract of Michael J. Purcaro, Town Administrator, and further approves the contract for same as presented. Motion carried unanimously by roll call vote.

Council Member Wakefield, seconded by Council Member Levesque, made a motion that the Town Council hereby moves to approve the adjustment to the Emergency Management Director's stipend and benefits as presented. Motion carried with 11 in favor by roll call vote (Council Member Clay had left the call).

P.) INFORMATIONAL ITEMS, PETITIONS, COMMUNICATIONS, CORRESPONDENCE, REPORTS, ETC. NOT REQUIRING ACTION  
None

Q.) ADJOURN (9:29PM)

Mayor Champagne reminded the Town Council of the joint Board of Education and Town Council Special Meeting to be held on January 5, 2021.

Council Member Wakefield, seconded by Council Member Levesque, made a motion to adjourn the meeting. Motion carried unanimously by voice vote.

Received:

Approved:

Respectfully Submitted,



Kathleen Minor  
Recording Secretary

**MINUTES**  
**VERNON TOWN COUNCIL AND VERNON BOARD OF EDUCATION**  
**VIRTUAL JOINT SPECIAL MEETING**

TELECONFERENCE CALL IN NUMBER: 1-929-205-6099

MEETING ID: 896 2581 6189 PASSWORD: 0105

**TUESDAY, JANUARY 5, 2021 - 7:30 PM**

Mayor Daniel A. Champagne called the meeting to order at 7:30 PM.

**A.) PLEDGE OF ALLEGIANCE**

Recited

**B.) ROLL CALL - TOWN COUNCIL**

Present: Council Members Laura Bush, Bill Campbell, Thomas DiDio, Linda Gessay, Ann Letendre, Maryann Levesque, Brian Motola, Pauline Schaefer, Jim Tedford, Steve Wakefield, Michael Wendus

Absent:

Entered During Virtual Regular Meeting: Julie Clay

Also Present: Town Administrator and Emergency and Risk Management Director

Michael J. Purcaro; Finance Officer/Treasurer Jeffrey A. O'Neill

Recording Secretary Kathleen Minor

**ROLL CALL - BOARD OF EDUCATION**

Present: Board Members Anne Fischer, Kevin Brown, E. Mason Thrall, Mark Kalina, Stephen Linton, Patricia Buxton

Absent:

Entered During Virtual Meeting: Deborah Rodriguez

Also Present: Dr Joseph Macary, Superintendent

**C.) CITIZENS FORUM**

- Genaro Gonzalez, 59 High Street – spoke regarding the COVID-19 vaccine and thanked first responders

Mayor Champagne commented that the Town of Vernon is relying on guidance from the local health Department

- Maryann Levesque, 183 Bolton Road – spoke regarding the timing for seniors to receive the vaccine

Mayor Champagne commented that the Town of Vernon is ready to administer vaccines and is waiting for permission from the State of Connecticut

7:40PM – Citizens Forum ended.

**D.) NEW BUSINESS**

1. Discussion of self-insurance opportunities.

Mayor Champagne introduced the presentation regarding the discussion of self-insurance opportunities for both the Town and the Board of Education. Michael J. Purcaro, Town

Administrator and Emergency and Risk Management Director for the Town of Vernon was asked to lead the presentation.

Mr. Purcaro verified for the record that Town Council member Julie Clay and Board of Education member Deborah Rodriguez had joined the virtual meeting after roll call.

Mr. Purcaro introduced himself, as well as the presentation team comprised of Superintendent of Schools Dr. Joseph Macary, Town of Vernon Finance Officer and Treasurer Jeffrey A. O'Neill and health insurance brokers Christopher Monroe and Tom Kowalchik from USI Insurance Services. He explained that this initial presentation is intended to help inform council and board members about the strategy, plan and recommendations for moving forward to transition from a fully insured to a self-insured model in the upcoming budget cycle. Discussion ensued.

**E.) ADJOURN (9:07PM)**

Town Council Member Motola, seconded by Town Council Member Bush, made a motion to adjourn the meeting. Motion carried unanimously by voice vote.

Received:

Approved:

Respectfully Submitted.

A handwritten signature in cursive script, appearing to read 'Kathleen Minor', is written in dark ink.

Kathleen Minor  
Recording Secretary



# TOWN OF VERNON

INFORMATIC..

#1

OFFICE OF TOWN CLERK  
KAREN C. DAIGLE, CCTC  
REGISTRAR OF VITAL STATISTICS  
CLERK OF THE TOWN COUNCIL

14 PARK PLACE, VERNON, CT 06066

Tel: (860) 870-3662

Fax: (860) 870-3623

E-mail: townclerk@vernon-ct.gov

TO: Mayor Daniel Champagne  
Michael Purcaro, Town Administrator  
Members of the Town Council

FROM: Karen C. Daigle, Town Clerk

RE: **Monthly Report for November 2020**

DATE: December 11, 2020

In addition to the normal activities of the office, the following are specific to the month of November.

Total vital statistics processed for the month were 28 birth certificates, 22 marriage licenses and 22 death certificates. Attested copies of the certificates were issued to residency towns as well as to the State of Connecticut Department of Public Health. A total of 225 vital statistics requests were processed and sold for the month, which consisted of 74 birth, 104 death, 22 marriage, 18 burial permits, and 7 cremation permits, for a total amount of \$4,175.00.

There were no sporting licenses processed.

The monthly total of land record documents recorded and processed was 475. Included in this total were 78 property transfers of title. \$96,245.37 in State Conveyance Tax was collected and forwarded to the State of Connecticut Department of Revenue Services, while \$32,119.78 was collected in Town Conveyance Tax and retained by the Town, consisting of a large, commercial transfer.

A total of 34 dog licenses were sold.

In addition, 21 notary transactions, 3 trade names, 1 liquor permit, 5 maps and 0 Veteran discharges were filed, recorded and processed.

Approximately **327 (limited public access due to COVID-19)** sign in customers were assisted in addition to numerous email requests and telephone calls (especially from people looking for information from our department, as well as other town departments). **Emails and research significantly increased due to limited access.**

#### Monthly Highlights:

- An unprecedented Presidential Election was held on November 3, 2020; post-election reports sent to the State of CT.
- Karen Daigle participated in the Election internal audit with the Registrars of Voters on November 5<sup>th</sup>.
- \$7,500 Historic Preservation Grant contract was executed by the Mayor and forwarded to the State of CT.
- Unaffiliated Justices of the Peace were notified of their positions, with swearing-in to be done in December.
- Regular Town Council Meeting was held via teleconference on November 17<sup>th</sup>.





**TOWN OF VERNON**  
**DEPARTMENT OF POLICE**  
725 HARTFORD TURNPIKE  
VERNON, CONNECTICUT 06066



Phone (860)872-9126 ext. 4913 Fax (860)872-7249

John Kelley  
Captain of Police

**Police Department Monthly Report**  
**November 2020**

**PATROL DIVISION**

Activity	Nov. 2020	Nov. 2019	2020 Year to Date
Calls for Service	1,315	1,751	14,987
Arrests	62	100	731
Traffic Stops	58	309	1180
DUI Arrests	8	16	123
Domestic Violence	19	16	280
Traffic Accidents	54	71	549
Narcan Incidents/Vials Used	4/5	3/5	33/48
Prescription Drug Disposal	53.8lbs./ oz.	79 lbs./oz.	796.1 lbs./oz.

**SIGNIFICANT CASES:**

Officers responded to two fatal motor vehicle accidents in November. On 11/24/20 at 2:16 PM, officers were dispatched to an unresponsive male in the area of 151 Phoenix St. Upon arrival, officers attempted life saving measures on the victim, Andrew Aggarwala, age 44 of Vernon. Life saving attempts were unsuccessful and he was pronounced deceased at the scene. Officers determined that Aggarwala had been struck by a vehicle that had fled the scene. The suspect vehicle and possible suspect driver were identified on 11/25/20 while officers were conducting a checkpoint in the area. The investigation resulted in the arrest of Philip Holmes, age 41, of Somers on 11/30/20. Holmes was charged with the following:

- 53a-57 Misconduct with a motor vehicle
- 14-224(a)\* Evading responsibility resulting in a death
- 21a-279(a)(1) Possession of a controlled substance
- 21a-267(a) Possession of drug paraphernalia

Holmes was presented at G.A. 19 on 12/1/20 and subsequently released from court. His court case is pending.

On 11/27/20 at 8:53 PM officers were dispatched to a car vs. motorcycle accident on Route 83 at the intersection of Thrall Road. Officers found the motorcycle rider, Willie Cooper, age 62, of Vernon

unresponsive. Life saving measures were attempted but were unsuccessful. Cooper was pronounced deceased at the scene. The other involved vehicle remained on scene and the incident is still under investigation. No arrests have been made yet.

### DETECTIVE DIVISION

The Detective Division currently has 33 open cases. Detectives made 2 arrests.

Cases	Crime	Cases	Crime
3	"Cold Case" Homicide	1	Robbery
2	"Cold Case" missing persons	3	Child Abuse
3	Burglary	3	Weapons Violations
8	Sexual Assault	What services are offered to victims (others)	Sex Assault
2	Fraud	4	Background Investigation
1	Larceny	9	Cell phones analyzed

Partially open/offering one or more services inside the  
SIGNIFICANT CASES:

A warrant for Ramon Gomez's arrest was authorized by Judge Seeley at G.A. 19, in Rockville. The warrant charged Ramon with three counts of Sexual Assault 1st degree, in violation of CGS 53a-70(a)(2), two counts of Risk of Injury to a Child, in violation of CGS 53-21(a)(1) and three counts of Illegal Sexual Contact with a victim under 13 years old, in violation of CGS 53-21(a)(2). The arrest stems from a report that he sexually assaulted a child over a period of time between June 2016 and October 2020. He was apprehended in Hartford on 11/06/2020 with the help of Hartford Police.

On 11/24/2020, an officer responded to Hartford Police headquarters and took Alphonso Williams (02/10/1967) into custody. Williams was transported to VPD headquarters where he was routinely processed, fingerprinted, and photographed. Williams was charged for violating CGS 53a-123, Larceny 2nd, and CGS 53a-48/53a-123, Conspiracy to Commit Larceny 2nd. Williams was held on a \$50,000.00 Surety bond and is scheduled to appear at GA 19, located at 20 Park St, on 11/25/2020. His arrest stems from continuous burglaries of motorsports equipment from a local dealership.

### TRAINING DIVISION

#### Training:

Nov 2-6 Recert - Sembersky, Middleton - 40 hrs.  
Nov 2-6 Negotiator Training - Grechko 40 hrs.  
Nov 3 CISS System Administration Training - Gallant - 8 hrs.  
Nov 16-20 Recert - Van Tasel - 40 hrs.  
Nov 16-18 LEADS instructor training - St. Pierre & Roberge - 24 hrs.  
Nov 16 Collect Recert - Zawadski - 4 hrs.  
Nov 17 Drone training in Enfield - Thiel, Marra, Flanigan, & Roberge 5 hrs.  
Nov 17&18 Fair and Impartial Policing, train the trainer - Grechko - 16 hrs.  
Nov 23 Collect Recert - Marandino - 4 hrs.

We started training Day 2 of Fiscal year 2020-2021 on November 2, 2020 and completed it on November 16, 2020. Topics included CIT, Use of Force Policy, Pursuit Policy, Stinger Spike Strip, Lowlight classroom, Lowlight qualification.

**FTO & New Hires.**

3 Recruits (Perez, Pino, & Batchelor) were sworn in June 1, 2020. They completed the POSTC Academy November 20, 2020 and started on FTO. Our most current application process Closed June 15, 2020 and Oral Boards were completed July 21, 22, & 23<sup>rd</sup>. The Detective Division has completed all backgrounds and two conditional officers have been given. We have requested two seats in the 371<sup>st</sup> recruit class scheduled to start on January 8, 2021 but those seats have not been confirmed. As a backup, we have asked for two seats in New Britain's next academy. Retired Connecticut State Trooper Corey Sutherland has a conditional offer to lateral transfer to VPD with an expected start date of December 28, 2020. We currently have three openings. A new Police Officer Application process has been started on Policeapp and will close on January 10, 2021.

The testing/application process for Dispatchers is just about exhausted. New dispatcher Amy DePietro started her training on October 19, 2020. We have one opening and have one person left in the background process. If that person does not work out we will start another process.

**K-9 Training**

Sembersky & Condon Nov 10<sup>th</sup> & Nov 24<sup>th</sup>

**Capitol Region Emergency Services Team: Training:**

King, Patrizz & Trantalis Nov 4<sup>th</sup> & 5<sup>th</sup>

Thiel, Marra, Flanigan, & Roberge, DiVenere Nov 5<sup>th</sup>

**ANIMAL CONTROL**

	November (calls for service)	Year to Date (calls for service)
Vernon	39	488
Cruelty	1	20
Dog Bite	0	16
Exotics	0	3
Impound Cat	1	19
Impound Dog	1	32
Livestock	2	6
Missing	3	14
Nuisance/Barking	1	21
Roaming	12	99
Sick Wildlife	2	57
Wildlife	4	85
General Complaints	12	116
Bolton/Coventry	1	42
Cruelty	0	0
Dog Bite	0	4
Exotics	0	0
Impound Cat	0	1
Impound Dog	0	6
Livestock	0	2
Missing	0	2
Nuisance/Barking	1	2
Roaming	0	9

Sick Wildlife	0	3
Wildlife	0	5
General Complaints	0	8



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**Police Department Monthly Report**  
**December 2020**

**PATROL DIVISION**

Activity	Dec. 2020	Dec. 2019	2020 Year to Date	2019 Year to Date
Calls for Service	1,434	1,574	16,446	20,139
Arrests	86	117	817	1,251
Traffic Stops	79	292	1259	3,294
DUI Arrests	7	18	130	189
Domestic Violence	32	28	312	230
Traffic Accidents	69	87	618	801
Narcan Incidents/Vials Used	1/1	4/4	34/49	45/62
Prescription Drug Disposal	68.8lbs./ oz.	74.5 lbs./oz.	864.9 lbs./oz.	952.13 lbs./oz.

**SIGNIFICANT CASES:**

On 12/20/20 at 10:45 officers were dispatched to a fire at 26 Union Street. Upon arrival, officers found a fire on the second floor and began assisting the fire department evacuating residents. Several residents of the building reported injuries and were taken across the street to Rockville General Hospital. The cause of the fire was determined to be an unattended candle.

On 12/22/20 at 9:33 AM, officers responded to a two car motor vehicle accident near 400 Talcottville Road. A vehicle driven by John Delaney of South Windsor made a left turn in front of another vehicle causing a collision. Three people were transported to the hospital with serious injuries. Unfortunately, Mr. Delaney died at the hospital. The other two individuals injured in the crash were later released from the hospital. The investigation is still ongoing and no charges have been filed yet.

### DETECTIVE DIVISION

The Detective Division currently has 36 open cases. Detectives made 2 arrests.

Cases	Crime	Cases	Crime
3	"Cold Case" Homicide	3	Robbery
2	"Cold Case" missing persons	5	Child Abuse
1	Burglary	3	Weapons Violations
8	Suspicious Situations	4	Sex Assault
2	Fraud	3	Background Investigation
2	Larceny	12	Cell phones analyzed

#### SIGNIFICANT CASES:

On 12/02/2020, East Central Narcotics Task Force investigators observed Julio Mulero outside of his home at 50 Spring St. They were aware that Mulero was wanted by Vernon Police. Mulero was arrested without incident. The charges were related to the shooting investigation from Prospect St. in August. He was formally charged with one count of Hindering Prosecution in the 2nd Degree.

### TRAINING DIVISION

#### Training:

Nov 30 – Dec 4 <sup>th</sup>	Recertification via Zoom, Thiel, Marra, Curley – 40 hrs.
Dec 1 <sup>st</sup>	Collect Recertification Anthony – 4 hrs.
Dec 1 <sup>st</sup> & 8 <sup>th</sup>	Crisis Intervention Techniques (CIT) via Zoom Rand & Vogt – 16 hrs.
Dec 9 <sup>th</sup>	Firearms, Handcuffing, Baton & OC Casida & Boucher – 4 hrs.
Dec 12 <sup>th</sup> – 14 <sup>th</sup>	Methods of Instruction (MOI) Roberge – 40 hrs.
Dec 12 <sup>th</sup>	EMT recertification Reynolds 8 hrs.
Dec 30 <sup>th</sup> & 31 <sup>st</sup>	CACC training St. Pierre 16 hrs.

#### FTO & New Hires.

3 Recruits (Perez, Pino, & Batchelor) completed the POSTC Academy November 20, 2020, started FTO, and are expected to complete FTO in April. Retired Connecticut State Trooper Corey Sutherland and Zachary Johanson were both sworn in on December 28, 2020. Zachary starts the Police Academy January 8, 2021 via Zoom and Corey Sutherland will start an abbreviated FTO process January 7, 2021. We currently have one opening for Police Officer. A new Police Officer Application process has been started on Policeapp and will close on January 10, 2021.

The testing/application process for Dispatchers is exhausted. Dispatcher Trainee, Amy DePietro, is still in training. We have one dispatcher opening and have no one left in the background process. A new application process is started and will close April 1, 2021.

**K-9 Training**Sembersky & Condon Dec 8<sup>th</sup> & 21<sup>st</sup>**Capitol Region Emergency Services Team: Training:**King, Patrizz & Trantalis Dec 2<sup>nd</sup> & 3<sup>rd</sup>**ANIMAL CONTROL**

	December (calls for service)	Year to Date (calls for service)
Vernon	23	511
Cruelty	0	20
Dog Bite	1	17
Exotics	0	3
Impound Cat	0	19
Impound Dog	2	34
Livestock	0	6
Missing	0	14
Nuisance/Barking	0	21
Roaming	5	104
Sick Wildlife	2	59
Wildlife	5	90
General Complaints	8	124
Bolton/Coventry	2	44
Cruelty	0	0
Dog Bite	0	4
Exotics	0	0
Impound Cat	0	1
Impound Dog	0	6
Livestock	0	2
Missing	0	2
Nuisance/Barking	0	2
Roaming	0	9
Sick Wildlife	0	3
Wildlife	0	5
General Complaints	2	10

Prepared by: Captain John Kelley



OFFICE OF TOWN CLERK  
KAREN C. DAIGLE, CCTC  
REGISTRAR OF VITAL STATISTICS  
CLERK OF THE TOWN COUNCIL

# TOWN OF VERNON

14 PARK PLACE, VERNON, CT 06066

Tel: (860) 870-3662

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TO: Mayor Daniel Champagne  
Michael Purcaro, Town Administrator  
Members of the Town Council

FROM: Karen C. Daigle, Town Clerk

RE: **Monthly Report for December 2020**

DATE: January 12, 2021

In addition to the normal activities of the office, the following are specific to the month of December.

Total vital statistics processed for the month were 21 birth certificates, 10 marriage licenses and 30 death certificates. Attested copies of the certificates were issued to residency towns as well as to the State of Connecticut Department of Public Health. A total of 178 vital statistics requests were processed and sold for the month, which consisted of 72 birth, 69 death, 17 marriage, 15 burial permits, and 5 cremation permits, for a total amount of \$3,260.00.

There were 10 sporting licenses processed.

The monthly total of land record documents recorded and processed was 415. Included in this total were 60 property transfers of title. \$77,420.50 in State Conveyance Tax was collected and forwarded to the State of Connecticut Department of Revenue Services, while \$25,916.84 was collected in Town Conveyance Tax and retained by the Town, consisting of a large, commercial transfer.

A total of 6 dog licenses were sold.

In addition, 23 notary transactions, 1 trade name, 1 liquor permit, 16 maps and 0 Veteran discharges were filed, recorded and processed.

Approximately **323 (limited public access due to COVID-19)** sign in customers were assisted in addition to numerous email requests and telephone calls (especially from people looking for information from our department, as well as other town departments). **Emails and research significantly increased due to limited access.**

## Monthly Highlights:

- Karen Daigle swore in 2 new Vernon Police Officers.
- Karen Daigle swore in 27 Justices of the Peace during December, effective term 2021 – 2025.
- Town Council and Town Clerk budgets submitted to Finance.
- Regular Town Council Meetings were held via teleconference on December 1<sup>st</sup> and December 15<sup>th</sup>.