

September 17, 2019

**APPROVED MINUTES**  
**VERNON TOWN COUNCIL REGULAR MEETING**  
**TOWN HALL - 14 PARK PLACE - 3<sup>RD</sup> Floor**  
**VERNON, CONNECTICUT**

RECEIVED  
VERNON TOWN CLERK  
19 OCT -7 PM 3:46

September 17, 2019 - 7:30 PM

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

**A) PLEDGE OF ALLEGIANCE:**

**B) ROLL CALL:**

**Present:** Council Members Pauline Schaefer, Brian Motola, Julie Clay, Steve Wakefield, Laura Bush, Bill Campbell, Jim Tedford, Steve Peterson, Ann Letendre, Ralph Zahner

**Absent:** Council Members Thomas DiDio and Michael Wendus

**Entered During Meeting:**

**Also Present:** Town Administrator Michael Purcaro, Recording Secretary Karen Daigle

**CANCELLATION OF SPECIAL TOWN MEETING**

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY AFFIRMS THE CANCELLATION OF THE PUBLIC HEARING AND SPECIAL TOWN MEETING SCHEDULED FOR SEPTEMBER 17, 2019.

Council Member Wakefield, seconded by Council Member Bush, made a motion to affirm the cancellation of the Public Hearing and Special Town Meeting scheduled for September 17, 2019. Motion carried unanimously.

**C.) CITIZEN'S FORUM**

None

**G.) ACTION ON CONSENT AGENDA**

Council Member Wakefield, seconded by Council Member Bush, made a motion to move the Consent Agenda. Motion carried unanimously.

- 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 August 27, 2019 included in the Council packet.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES TWELVE (12) PRIOR YEAR TAX REFUNDS TOTALING \$2295.81 AND SIXTY-THREE (63) CURRENT YEAR TAX REFUNDS TOTALING \$13,665.67 AS REFERENCED IN THE LETTER FROM TERRY HJARNE, COLLECTOR OF REVENUE TO MICHAEL J. PURCARO, TOWN ADMINISTRATOR DATED AUGUST 27, 2019.

- C 2.** **Request the Town Council approve budget amendment requests #38, 39, #40, and #41 for FY 2018-2019 as outlined in the budget amendment forms included in the packet.** (See budget amendment forms in the Council packet as provided by Finance Officer Jeffrey O'Neill.)

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**PROPOSED MOTION**

RESOLVED, THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUEST #38, #39, #40 and #41 FOR FISCAL YEAR 2018-2019 AS OUTLINED IN THE BUDGET AMENDMENT FORMS PROVIDED BY FINANCE OFFICER JEFFREY O'NEILL.

- C 3. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Larry Rodriguez, (R), 2 Valerie Drive, Vernon, Connecticut as a regular member of the Risk Management Advisory Committee, said term to commence on September 18, 2019 and expires August 30, 2022. (A copy of Mr. Rodriguez's resume is included for Council review.)**

**PROPOSED MOTION**

PURSUANT TO THE TOWN COUNCIL RESOLUTION DATED NOVEMBER 18, 1986 AND TOWN CHARTER CHAPTER XV, SECTION 3, THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF LARRY RODRIGUEZ, (R), 2 VALERIE DRIVE, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE RISK MANAGEMENT ADVISORY COMMITTEE, SAID TERM TO COMMENCE ON SEPTEMBER 18, 2019 AND ENDS AUGUST 30, 2022.

- C 4. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Donald Scott Schubert, (R), 22 Wildwood Road, Vernon, Connecticut as a regular member of the Risk Management Advisory Committee, said term to commence on September 18, 2019 and expires August 30, 2022. (A copy of Mr. Schubert's resume is included for Council review.)**

**PROPOSED MOTION**

PURSUANT TO THE TOWN COUNCIL RESOLUTION DATED NOVEMBER 18, 1986 AND TOWN CHARTER CHAPTER XV, SECTION 3, THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF DONALD SCOTT SCHUBERT, (R), 22 WILDWOOD DRIVE, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE RISK MANAGEMENT ADVISORY COMMITTEE, SAID TERM TO COMMENCE ON SEPTEMBER 18, 2019 AND ENDS AUGUST 30, 2022.

- C 5. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Sherrin Roch, (R), 14 Lantern Lane, Vernon, Connecticut as an alternate member of the Zoning Board of Appeals, said term to commence on September 18, 2019 and expires June 30, 2021. (A copy of Ms. Roch's resume is included for Council review. Ms. Roch is completing the alternate term of Mr. Carmen Melaragno. Mr. Melarango has been moved to regular member.)**

**PROPOSED MOTION**

PURSUANT TO CHARTER CHAPTER VIII, SEC. 2, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF SHERRIN ROCH, (R), 14 LANTERN LANE, VERNON, CONNECTICUT AS AN ALTERNATE MEMBER OF THE ZONING BOARD OF APPEALS, FOR A TERM BEGINNING ON SEPTEMBER 18, 2019 AND ENDING JUNE 30, 2021.

- C 6. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Claire Crane, (R), 62 Zoey Drive, Vernon, Connecticut as an alternate member of the Zoning Board of Appeals, said term to commence on September 18, 2019 and expires on June 30, 2022. (A copy of Ms. Crane's resume is included for Council review. Ms. Crane is completing the term of Howard Steinberg. Mr. Steinberg has been moved to regular member.)**

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**PROPOSED MOTION**

PURSUANT TO CHARTER CHAPTER VIII, SEC. 2, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF CLAIRE CRANE, (R), 62 ZOEY DRIVE, VERNON, CONNECTICUT AS AN ALTERNATE MEMBER OF THE ZONING BOARD OF APPEALS, FOR A TERM BEGINNING ON SEPTEMBER 18, 2019 AND ENDING JUNE 30, 2022.

**F.) PRESENTATIONS BY THE ADMINISTRATION**

Mayor Daniel A. Champagne presented a proclamation to Dr. Patricia Buxton from the Daughters of the American Revolution (DAR), proclaiming September 17-23, 2019 as Constitution Week in Vernon.

Mayor Daniel A. Champagne made a presentation to the Town Council on various topics.

- The 100<sup>th</sup> anniversary of the Rockville American Legion – Post 14 was celebrated on September 14, 2019.
- The groundbreaking ceremony for the Wastewater Treatment Facility Upgrade is September 19<sup>th</sup> at 10:00 AM.
- The annual Halloween Event for Parks and Recreation will be held on October 31<sup>st</sup> at the Rockville Public Library and Town Hall. Details are forthcoming in October.
- This week CIRMA presented the Town of Vernon with a check in the amount of \$30,653 for the 2019 Members' Equity Distribution.
- The gross proceeds from the 2019 Summer Days Carnival were \$101,000.
- To go along with the Town's Community Engagement Program, a presentation on the new website is showcased this evening (see below).
- Crumbling Foundations update – the testing program is moving forward for those who have applied; an informational meeting is scheduled for October 2<sup>nd</sup> at 6:30 PM in Council Chambers.
- Volunteer resume forms have been distributed at the Library, Senior Center, Council Chambers and at Parks and Recreation to generate new volunteers for our Boards and Commissions; the effort has been effective.
- Bernice Dixon, prior Town Clerk and currently Deputy Town Clerk, will be retiring after 22.3 years of service to the Town of Vernon.
- Beverly States will be retiring from our Finance Department after 22 years of service to the Town of Vernon.
- The Veterans monuments in Central Park are being renovated, adding the Afghan and Iraq Wars, and securing the stone walls and steps.

Jennifer Kowal, Director of the Community Arts Center East, gave an update relative to energy recommendations for the Arts Center Building.

Allison Maynard, Director of Social Services, and Cassandra Minor, Administrative Assistant, made a presentation of the new Town of Vernon website, with \$50,000 being funded from the Hartford Foundation for consultants, steering committee and focus groups, with a general consensus that communications could be improved with an enhanced website.

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- D.) EXECUTIVE SESSION  
None
- E.) PUBLIC HEARING  
SEE ABOVE CANCELLATION
- H.) DISCUSSION OF PULLED CONSENT ITEMS  
None
- I.) PENDING BUSINESS  
None
- J.) NEW BUSINESS

1. **Request the Town Council amend the "Town of Vernon, Americans with Disabilities Act, Municipal Grievance Procedure" to reflect the Town's appointment of the new Building Official Steven Prattson.** (See full procedure document attached.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY AMENDS THE DOCUMENT ENTITLED "*TOWN OF VERNON, AMERICANS WITH DISABILITIES ACT, MUNICIPAL GRIEVANCE PROCEDURE*", TO REFLECT THE TOWN'S APPOINTMENT OF THE NEW BUILDING OFFICIAL STEVEN PRATTSON AS ADA COORDINATOR.

Council Member Wakefield, seconded by Council Member Bush, made a motion to amend the document entitled "Town of Vernon, Americans with Disabilities Act, Municipal Grievance Procedure" to reflect the Town's new building official, Steven Prattson, as ADA Coordinator. Motion carried unanimously.

2. **Request the Town Council amend the "Town of Vernon, Americans with Disabilities Act, ADA Notice" to reflect the Town's appointment of the new Building Official Steven Prattson.** (See ADA Notice attached for Council review.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY AMENDS THE DOCUMENT ENTITLED, "*TOWN OF VERNON, AMERICANS WITH DISABILITIES ACT, ADA NOTICE*", TO REFLECT THE TOWN'S APPOINTMENT OF THE NEW BUILDING OFFICIAL STEVEN PRATTSON AS ADA COMPLIANCE COORDINATOR.

Council Member Wakefield, seconded by Council Member Clay, made a motion to amend the document entitled "Town of Vernon, Americans with Disabilities Act, ADA Notice" to reflect the Town's new building official, Steven Prattson, as ADA Compliance Coordinator. Motion carried unanimously.

3. **Request the Town Council authorize Mayor Daniel A. Champagne to execute the necessary paperwork to receive the FY 2019 Emergency Management Performance Grant (EMPG).** (See memorandum dated September 11, 2019 from Michael J. Purcaro, Town Administrator to Mayor Daniel A. Champagne and the Vernon Town Council relative to same.)

**PROPOSED MOTION**

BE IT RESOLVED THAT THE TOWN COUNCIL AUTHORIZES MAYOR DANIEL A. CHAMPAGNE TO EXECUTE ALL NECESSARY PAPERWORK TO MAKE APPLICATION FOR AND RECEIVE FY 2019 EMERGENCY MANAGEMENT

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PERFORMANCE GRANT (EMPG) FUNDING OFFERED BY THE STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION IN THE AMOUNT OF \$14,574.00.

Council Member Wakefield, seconded by Council Member Schaefer, proposed a resolution authorizing Mayor Daniel A. Champagne to make application for and receive FY 2019 Emergency Management Performance Grant (EMPG) funding offered by the State of Connecticut Department of Emergency Services and Public Protection in the amount of \$14,574. Town Administrator, Michael Purcaro, answered questions. Motion carried unanimously.

- 4. Request the Town Council approve the request from the Board of Education to deposit the remaining funds from the 2018-2019 budget in their Capital and Non-Recurring Education Account.** (See letter from Dr. Joseph Macary, Superintendent to Mayor Daniel A. Champagne dated August 29, 2019 relative to same.)

**PROPOSED MOTION**

BE IT RESOLVED THAT THE TOWN COUNCIL AUTHORIZES THE BOARD OF EDUCATION REQUEST TO TRANSFER THE REMAINING FUNDS FROM THE 2018-2019 BUDGET IN THE AMOUNT OF \$24,743.42 FROM THE BOARD OF EDUCATION BUDGET TO THE CAPITAL AND NON-RECURRING EDUCATION ACCOUNT.

Council Member Wakefield, seconded by Council Member Schaefer, proposed a resolution authorizing the Board of Education request to transfer the remaining funds from the 2018-2019 budget in the amount of \$24,743.42 from the Board of Education budget to the capital and non-recurring education account. Motion carried unanimously.

- 5. Request the Town Council approve the job description of Senior Revenue Clerk in the Collector of Revenue Department.** (A copy of the job description is included for Council review.)

**PROPOSED MOTION**

THE TOWN COUNCIL, CONSISTENT WITH THE TOWN OF VERNON PERSONNEL RULES AND REGULATIONS, SECTION 4.1 (B) ENTITLED "JOB DESCRIPTIONS", HEREBY ADOPTS THE JOB DESCRIPTION OF *SENIOR REVENUE CLERK*.

Council Member Wakefield, seconded by Council Member Bush, made a motion to adopt the job description of Senior Revenue Clerk. Assistant Town Administrator, Dawn Maselek, answered questions. Motion carried unanimously.

- 6. Request the Town Council authorize the execution of the necessary paperwork for the Youth Services Bureau to apply for the Enhancement Funds from the State Department of Children and Families in the amount of \$10,734.00.** (See memorandum from Michelle Hill, YSB Director and memorandum dated July 31, 2019 from Steven Smith, Program Supervisor for the Department of Children and Families relative to same.)

**PROPOSED MOTION**

BE IT RESOLVED THAT THE TOWN COUNCIL AUTHORIZES MAYOR DANIEL A. CHAMPAGNE TO EXECUTE THE NECESSARY PAPERWORK TO MAKE APPLICATION FOR AND RECEIVE YOUTH SERVICES BUREAU ENHANCEMENT FUNDS FROM THE STATE DEPARTMENT OF CHILDREN AND FAMILIES IN AN AMOUNT OF \$10,734.00.

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Council Member Wakefield, seconded by Council Member Tedford, proposed a resolution authorizing Mayor Daniel A. Champagne to make application for and receive Youth Services Bureau Enhancement funds from the State Department of Children and Families in an amount of \$10,734. Director of Youth Services, Michelle Hill, answered questions. Motion carried unanimously.

7. **Request the Town Council authorize the disposal of fixed assets for the Vernon Public Schools and the Rockville Public Library.** (See memorandum from Jeffrey A. O'Neill, Finance Officer & Treasurer relative to same dated September 3, 2019)

**PROPOSED MOTION**

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

Council Member Wakefield, seconded by Council Member Clay, made a motion to approve the disposal of fixed assets for the Vernon Public Schools and Rockville Public Library as disclosed on the fixed asset information forms. Motion carried unanimously.

8. **Discussion relative to the establishment of a Dog Park in the Town of Vernon.**

**NO PROPOSED MOTION**

Update by Parks and Recreation Director, Marty Sitler, relative to the study and findings for the establishment of a dog park at the intersection of West Road and Regan Street. Mayor Daniel Champagne and Town Administrator Michael Purcaro spoke. Mr. Sitler answered questions. Discussion ensued. No action taken.

9. **Request the Town Council authorize the disposal of fixed assets for the Department of Public Works.** (See memorandum from Jeffrey A. O'Neill, Finance Officer & Treasurer relative to same dated September 12, 2019.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OF A FIXED ASSET FOR THE DEPARTMENT OF PUBLIC WORKS AS DISCLOSED ON THE FIXED ASSET INFORMATION FORM.

Council Member Wakefield, seconded by Council Member Schaefer, made a motion to approve the disposal of a fixed asset for the Department of Public Works as disclosed on the fixed asset information form. Motion carried unanimously.

K.) **INTRODUCTION OF ORDINANCES**  
None

L.) **ACTION ON ORDINANCES PREVIOUSLY PRESENTED**  
None

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

Council Member Wakefield, seconded by Council Member Bush, made a motion to add an additional agenda item. Motion carried unanimously.

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

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY SCHEDULES A PUBLIC HEARING AND SPECIAL TOWN MEETING FOR OCTOBER 1, 2019 AT 7:35 PM ON THE THIRD FLOOR, TOWN COUNCIL CHAMBERS IN THE TOWN HALL MEMORIAL BUILDING, 14 PARK PLACE, VERNON, CONNECTICUT TO HEAR COMMENT AND TAKE THE NECESSARY ACTION RELATIVE TO "A RESOLUTION REGARDING AN ADDITIONAL APPROPRIATION FOR GENERAL GOVERNMENT LAND ACQUISITION AND RELATED LAND IMPROVEMENTS IN THE AMOUNT OF \$1,193,000".

Council Member Wakefield, seconded by Council Member Bush, made a motion to schedule a Public Hearing and Special Town Meeting for October 1, 2019 at 7:35 PM on the third floor, Town Council Chambers in the Town Hall Memorial Building, 14 Park Place, Vernon, Connecticut to hear comment and take the necessary action relative to "A Resolution Regarding and Additional Appropriation for General Government Land Acquisition and Related Land Improvements in the amount of \$1,193,000. Town Clerk, Karen Daigle, answered questions. Motion carried unanimously.

**O.) ADOPTION OF MINUTES**

THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE REGULAR TOWN COUNCIL MEETING OF AUGUST 20, 2019 AND THAT MINUTES OF SAID MEETING BE APPROVED.

Council Member Wakefield, seconded by Council Member Schaefer, made a motion to waive the reading of and approve the minutes of the August 20, 2019 regular Town Council meeting. Motion carried unanimously.

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

None


**Adjourn ( 8:05 PM)**

Council Member Wakefield, seconded by Council Member Schaefer, made a motion to adjourn. Motion carried unanimously.

Received: September 24, 2019

Approved: October 1, 2019

Respectfully Submitted,



Karen C. Daigle  
Recording Secretary