

March 6, 2018

Approved Minutes  
Vernon Town Council- Regular Meeting  
Town Hall- 14 Park Place- 3<sup>rd</sup> Floor  
Vernon, Connecticut  
March 6, 2018- 7:30PM

RECEIVED  
VERNON TOWN CLERK  
18 MAR 26 AM 9:59

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

A) PLEDGE OF ALLEGIANCE

B) ROLL CALL:

Present: Council Members Steve Wakefield, Thomas DiDio, Brian Motola, Julie Clay, Mike Wendus, Laura Bush, Bill Campbell, Ann Letendre, Jim Tedford, Pauline Schaefer, and Steve Peterson,

Absent: None

Entered During Meeting: Ralph Zahner at 8:06PM

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

C) CITIZENS FORUM

None.

Council Member Wakefield, seconded by Council Member Bush made a motion to add additional agenda item #1 (See Executive Session#2). Motion carried unanimously.

F) PRESENTATIONS BY THE ADMINISTRATION

ADMINISTRATION AND THE OFFICE OF EMERGENCY MANAGEMENT ARE ACTIVELY WORKING WITH DEPARTMENT HEADS, AS APPROPRIATE, TO PREPARE AND RESPOND AS NECESSARY TO THE STORM PREDICTED FOR TOMORROW.

IT SHOULD BE NOTED THE TOWN OF VERNON IS ISSUING A PARKING BAN ON ALL STREETS FROM 3:00 AM WEDNESDAY, MARCH 7TH UNTIL 12:00 NOON ON THURSDAY MARCH 8TH. Violators will be ticketed and/or towed.

G) ACTION ON CONSENT AGENDA:

Council Member Wakefield, seconded by Council Member Bush made a motion to move the Consent Agenda. Mayor Daniel A. Champagne clarified action. Motion to approve C-1 carried unanimously.

- C) 1. Request the Town Council approve Tax Refunds for Current Years. (See copy of a memorandum from Terry Hjarne, Collector of Revenue, to Michael J. Purcaro, Town Administrator dated February 23, 2018 included in the Council packet.)

PROPOSED MOTION

THE TOWN COUNCIL HEREBY APPROVES THIRTEEN CURRENT YEAR TAX REFUNDS TOTALLING \$15,828.34 AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO MICHAEL J. PURCARO, TOWN ADMINISTRATOR DATED FEBRUARY 23, 2018.

7:33PM Recess; Reconvened: 7:35PM.

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**E) PUBLIC HEARING (7:35 PM) -Special Town Meeting (7:40PM)**

PUBLIC HEARING AND SPECIAL TOWN MEETING TO RECEIVE COMMENTS AND QUESTIONS REGARDING A "RESOLUTION TO APPROVE AN ADDITIONAL APPROPRIATION OF \$273,924.00 FROM GENERAL FUND BALANCE TO THE FISCAL YEAR 2017-2018 CAPITAL IMPROVEMENT BUDGET FOR THE PURCHASE OF THIRTEEN (13) VEHICLES AS A FLEET REPLACEMENT AND UPDATE TO THE GENERAL GOVERNMENT INVENTORY." (A copy of the Resolution and the legal ad are included in the Council's agenda packet.)

**7:35PM MAYOR DANIEL A. CHAMPAGNE CALLED THE PUBLIC HEARING TO ORDER**

**CLERK READ THE LEGAL NOTICE**

**MAYOR DANIEL A. CHAMPAGNE CALLED FOR PUBLIC COMMENT**

Justin Conforti of 655 Talcottville Road, Apartment, 41, Vernon, CT questioned the details of the fleet purchase. Mayor Daniel A. Champagne answered questions.

**MAYOR CHAMPAGNE DECLARED THE PUBLIC HEARING CLOSED- 7:39PM**

**MAYOR CHAMPAGNE RECOMMENDS ACTION ON THE PROPOSED RESOLUTION** (See Special Town Meeting minutes of March 6, 2018)

**7:39PM MAYOR CHAMPAGNE RECESSED TOWN COUNCIL MEETING** UNTIL COMPLETION OF THE SPECIAL TOWN MEETING.

7:51PM Reconvened.

**D) EXECUTIVE SESSION:**

7:52PM Council Member Wakefield, seconded by Council Member Peterson made the following motion to go into Executive Session #1. Motion carried unanimously.

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

Council Member Ralph Zahner entered Executive Session at 8:06PM

No action taken.

8:12 PM Executive Session #1 ended.

8:12PM Council Member Wakefield, seconded by Council Member Bush made the following motion to go into Executive Session #2. Motion carried unanimously.

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

No action taken.

8:24PM Executive Session #2 ended.

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H) **DISCUSSION OF PULLED CONSENT ITEMS**

None.

I) **PENDING BUSINESS**

None.

J) **NEW BUSINESS**

1. **Request the Town Council approve the job descriptions for *Facilities Assistant and Bus Driver for the Vernon Senior Center*** (See memorandum from Dawn Maselek, Assistant Town Administrator in the Town Council packet relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL, CONSISTENT WITH THE TOWN OF VERNON PERSONNEL RULES AND REGULATIONS, SECTION 4.1(B) ENTITLED "JOB DESCRIPTIONS", HEREBY ADOPT THE JOB DESCRIPTIONS OF *FACILITIES ASSISTANT* AND *BUS DRIVER* FOR THE VERNON SENIOR CENTER.

Council Member Wakefield, seconded by Council Member Bush made a motion to adopt the job descriptions of Facilities Assistant and Bus Driver for the Vernon Senior Center. Council Member Campbell noted their copy stated Facilities Assistant and Project Coordinator. Assistant Town Administrator, Dawn Maselek, and Mayor Champagne commented on correction to Project Coordinator. Council Member Wakefield read the following:

**AMENDED PROPOSED MOTION**

THE TOWN COUNCIL, CONSISTENT WITH THE TOWN OF VERNON PERSONNEL RULES AND REGULATIONS, SECTION 4.1(B) ENTITLED "JOB DESCRIPTIONS", HEREBY ADOPT THE JOB DESCRIPTIONS OF *FACILITIES ASSISTANT* AND *PROJECT COORDINATOR* FOR THE VERNON SENIOR CENTER.

Council Member Wakefield, seconded by Council Member Bush made a motion to adopt the job descriptions of Facilities Assistant and Project Coordinator. Motion carried unanimously.

2. **Request the Town Council approve the Town of Vernon's participation in Solarize Connecticut – Round 10.** See memorandum from Michael J. Purcaro, Town Administrator to Mayor Daniel A. Champagne, and the Vernon Town Council dated February 28, 2018 relative to same.)

**PROPOSED MOTION:**

THE VERNON TOWN COUNCIL HEREBY APPROVES THE TOWN'S PARTICIPATION IN SOLARIZE CONNECTICUT - ROUND 10, AND FURTHER AUTHORIZES TOWN ADMINISTRATOR MICHAEL J. PURCARO TO EXECUTE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF VERNON AND SOLARIZE CONNECTICUT, A PROGRAM MANAGED BY SMARTPOWER, INC.

Council Member Wakefield, seconded by Council Member Bush made a motion to approve the Town's participation in Solarize Connecticut- Round 10, and further authorizes the Town Administrator Michael J. Purcaro to execute the Memorandum of Understanding between the Town of Vernon and Solarize Connecticut, a program managed by Smartpower, Inc. Jeffrey Boulrice, Chairman of the Energy Improvement Development Board spoke and answered questions. Discussion ensued. Motion carried unanimously.

3. **Request the Town Council authorize the appointment of the auditor to audit the books and account of the Town in accordance with the provisions of Chapter III of the CGS, Revision of 1958, as amended.** (See memorandum from Interim Finance Officer James M. Luddecke relative to same.)

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**PROPOSED MOTION:**

RESOLVED, THE VERNON TOWN COUNCIL HEREBY APPOINTS THE FIRM OF MAHONEY SABOL & COMPANY, LLP, OF 180 GLASTONBURY BOULEVARD, GLASTONBURY, CONNECTICUT, AS AUDITORS TO AUDIT THE BOOKS AND ACCOUNTS OF THE TOWN OF VERNON FOR THE FISCAL YEAR ENDING JUNE 30, 2018; AND TO AUTHORIZE THE TOWN ADMINISTRATOR TO EXECUTE CONTRACT #2007 IN THE AMOUNT OF \$77,350.00 FOR THE YEAR 2018 AUDIT.

Council Member Wakefield, seconded by Council Member Bush made a motion to appoint the Firm of Mahoney Sabol & Company, LLC of 180 Glastonbury Boulevard, Glastonbury, Connecticut, as auditors to audit the books and accounts of the Town of Vernon for the Fiscal Year ending June 30, 2018; and to authorize the Town Administrator to execute contract #2007 in the amount of \$77,350.00 for the Year 2018 audit. Discussion ensued. Jim Luddecke and Jeffrey O'Neil spoke and answered questions. Motion carried unanimously.

4. **Request the Town Council approve the re-designation of funds in the Capital Projects Fund.** (See memorandum from James M. Luddecke, Treasurer dated February 27, 2018 to Michael J. Purcaro, Town Administrator relative to same.)

**PROPOSED MOTION:**

THE TOWN COUNCIL AUTHORIZES THE RE-DESIGNATION OF AVAILABLE RESOURCES IN THE CAPITAL PROJECTS FUND FROM THE DART HILL ROAD BRIDGE RECONSTRUCTION PROJECT TO THE PLEASANTVIEW BRIDGE REPLACEMENT PROJECT IN THE AMOUNT OF \$350,000.00 AND FURTHER THE TOWN COUNCIL FURTHER AUTHORIZES MAYOR DANIEL A. CHAMPAGNE OR HIS DESIGNEE TO SIGN ANY AND ALL DOCUMENTS FOR THE SAME.

Council Member Wakefield stated the last sentence above is added (but didn't appear on the original agenda). Council Member Wakefield, seconded by Council Member Bush, made a motion to authorize the re-designation of available resources in the Capital Projects Fund from The Dart Hill Road Bridge Reconstruction Project to The Pleasantview Bridge Replacement Project in the amount of \$350,000.00. Discussion ensued. Motion carried unanimously.

5. **Request the Town Council approve the disposal or sale of items from Skinner Road School.** (See memorandum Jeffrey J. O'Neill, Finance Officer to Michael J. Purcaro dated February 27, 2018 and various fixed asset disposal forms relative to same enclosed for Council review.)

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OR SALE AT PUBLIC AUCTION OF ITEMS FROM SKINNER ROAD SCHOOL, AS DISCLOSED ON THE FIXED ASSET DISPOSAL REQUEST FORMS AND ATTACHMENTS.

Council Member Wakefield, seconded by Council Member Bush made a motion to approve the disposal or sale at public auction of items from Skinner Road School, as disclosed on the fixed asset disposal request forms and attachments. Motion carried unanimously.

**K) INTRODUCTION OF ORDINANCES**

1. **Request the Town Council send proposed ordinance "Ordinance No. \_\_\_\_, An Ordinance Concerning Litter in the Town of Vernon", to public hearing.** (See memorandum from Mayor Daniel A. Champagne to the Vernon Town Council dated March 1, 2018 relative to same.)

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**PROPOSED MOTION:**

THE TOWN COUNCIL, CONSISTENT WITH CHAPTER V, SECTIONS FIVE AND SIX OF THE VERNON TOWN CHARTER, ENTITLED "PUBLIC HEARING ON AND PUBLICATION OF ORDINANCES", HEREBY SCHEDULES A PUBLIC HEARING REGARDING AN ORDINANCE ENTITLED, "ORDINANCE NO. \_\_\_\_\_, AN ORDINANCE CONCERNING LITTER IN THE TOWN OF VERNON", AT 7:35 PM ON TUESDAY, MARCH 20, 2018 LOCATED AT THE TOWN COUNCIL CHAMBERS, THIRD FLOOR, 14 PARK PLACE, VERNON, CONNECTICUT TO HEAR COMMENTS AND TAKE NECESSARY ACTION RELATIVE TO THE PROPOSED ORDINANCE

Council Member Wakefield, seconded by Council Member Bush made a motion to schedule a public hearing regarding an Ordinance entitled, "Ordinance No. \_\_, an Ordinance concerning litter in the Town of Vernon", at 7:35PM on Tuesday, March 20, 2018 located at the Town Council Chambers, Third Floor, 14 Park Place, Vernon, Connecticut to hear comments and take necessary action relative to the proposed ordinance. Discussion ensued. Motion carried unanimously.

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

None

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

Council Member Wakefield, seconded by Council Member Schaefer made a motion to add additional agenda item #2. Motion carried unanimously.

Council Member Wakefield, seconded by Council Member Bush made a motion to approve Budget Amendment #16 as presented. Motion carried unanimously.

**N) DISCUSSION OF ADDITIONAL ITEMS AND INFORMATION ITEMS**

None

**O) ADOPTION OF MINUTES:**

THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE REGULAR TOWN COUNCIL MEETING OF February 20, 2018 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 amended regular Town Council Meeting of February 20, 2018. Recording Secretary proposed two corrections to said minutes. Motion, with corrections, carried with 11 in favor and 1 abstention, Council Member Schaefer.

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

1. Invitation from the American Legion and the American Legion Auxiliary to participate in the **2018 Town of Vernon Memorial Day Parade** scheduled for May 28, 2018.

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Q) ADJOURNMENT (9:21pm):

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

Received: March 13, 2018

Approved: March 20, 2018

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Cassandra Minor".

Cassandra Minor  
Recording Secretary.