

June 20, 2017

APPROVED MINUTES
VERNON TOWN COUNCIL REGULAR MEETING
TOWN HALL – 14 PARK PLACE - 3RD FLOOR
VERNON, CONNECTICUT

RECEIVED
VERNON TOWN CLERK
17 JUL 20 PM 2: 52

June 20, 2017 - 7:30 PM

Mayor Daniel Champagne called the meeting to order at 7:31 PM

A) PLEDGE OF ALLEGIANCE:

B) ROLL CALL:

Present: Council Members Pauline Schaefer, Thomas DiDio, Brian Motola, Julie Clay, Kim Appleyard, Steve Wakefield, Laura Bush, Bill Campbell, Jim Tedford, Steve Peterson, and Virginia Gingras

Absent: Council Member Ann Letendre

Entered During Meeting:

Also Present: Town Administrator John Ward, Recording Secretary Karen Daigle

C.) CITIZEN'S FORUM

No one spoke at Citizen's Forum.

D.) EXECUTIVE SESSION

None

F.) PRESENTATIONS

Presentation to the Town Council by Mayor Daniel A. Champagne on various topics.

- "July in the Sky" Fireworks is set for July 5, 2017 beginning at 6:00 PM with fireworks commencing around 9:30 PM. The rain date is July 6th. Come join in the fun at either Henry Park and the "Fun Zone", or in the center of Rockville for fun, games and the "Push, Pedal, Pull Parade". Thank you beforehand to the many sponsors of the fireworks and the festivities.
- A ribbon cutting and grand opening of the Talcottville Mill is June 22, 2017 from 9:00 AM – 12:00 Noon.
- The Annual Carnival is set for July 26 – July 29, 2017. Mark your calendars and join the fun.
- Congratulations to all 2017 graduates. Be proud of all you have accomplished. Take this time to celebrate responsibly with your friends and families.
- Meeting schedule reminder: the town council summer schedule starts in July. There will be a meeting on July 18th, August 15th and September 19th. Regular schedule resumes on October 3, 2017. Enjoy your summer!

G.) ACTION ON CONSENT AGENDA

Council Member Wakefield, seconded by Council Member Bush, made a motion to move

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the consent agenda items as presented C1 – C21. Council Member DiDio pulled C-2. Motion to approve C-1, C3 - C-21 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 John D. Ward, Town Administrator dated June 2, 2017 included for Council review.)

PROPOSED MOTION

THE TOWN COUNCIL HEREBY APPROVES NINE (9) CURRENT YEAR TAX REFUNDS TOTALLING \$3239.06 AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO JOHN D. WARD, TOWN ADMINISTRATOR DATED JUNE 2, 2017.

- C 3. Request the Town Council approve Mayor Daniel A. Champagne's appointment of James Ferguson, Jr., (U), 65 Dockerel Road, Vernon, Connecticut as Town of Vernon Citation Hearing Officer, said term to commence on June 21, 2017 and expires December 31, 2017.** (A copy of Mr. Ferguson's resume is included for Council review. It should be noted that Mr. Ferguson is completing the unexpired term of Mr. Nicholson.)

PROPOSED MOTION

PURSUANT TO ORDINANCE #215, TOWN CODE 2-5, AS AMENDED BY ORDINANCE 218 TO ENFORCE ORDINANCES 214 AND 216 THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF JAMES FERGUSON JR., (U), 65 DOCKEREL ROAD, VERNON, CONNECTICUT AS THE TOWN OF VERNON CITATION HEARING OFFICER, SAID NEW TERM TO COMMENCE ON JUNE 21, 2017 AND EXPIRES DECEMBER 31, 2017.

- C 4. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Lt. William Meier, Vernon Police Officer, 725 Hartford Turnpike, Vernon, Connecticut as a regular member of the North Central District Health Department, said appointment will commence June 21, 2017 and expires December 31, 2017.** (Lt. Meier is an employee of the Police Department, therefore, no resume is included.)

PROPOSED MOTION

PURSUANT TO C.G.S. §19a-241; CHARTER CHAPTER XI, SECTIONS 1,5, & 14, THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF LT. WILLIAM MEIER, VERNON POLICE OFFICER, 725 HARTFORD TURNPIKE, VERNON, CONNECTICUT AS MEMBER OF THE BOARD OF DIRECTORS OF THE NORTH CENTRAL DISTRICT HEALTH DEPARTMENT. SAID TERM TO COMMENCE ON JUNE 21, 2017 AND EXPIRES ON DECEMBER 31, 2017.

- C 5. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Judy Mitchell Hany, (R), Franklin Park, Franklin Street, Vernon, Connecticut as a member of the Cemetery Commission, said term to commence July 1, 2017 and expires June 30, 2020.** (A copy of Ms. Hany's resume is included for Council review.)

PROPOSED MOTION

PURSUANT TO C.G.S. §19A-296; CHARTER CHAPTER VIII, SECTION 10, THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF JUDY MITCHELL HANY, (R), FRANKLIN PARK, FRANKLIN STREET, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE CEMETERY COMMISSION, SAID TERM TO COMMENCE ON JULY 1, 2017 AND EXPIRES ON JUNE 30, 2020.

- C 6. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of William E. Breslau, (R), 60 Haylin Drive, Vernon, Connecticut as a regular member of the Economic Development Commission said term to begin July 1, 2017 and expires June 30, 2022.** (A copy of Mr. Breslau's resume is included for Council review.)

PROPOSED MOTION

PURSUANT TO C.S.G. § 7-136 AND ORDINANCE NO. 15; TOWN CODE SECTION 10-81 AND 82, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF WILLIAM E. BRESLAU, (R), 60 HAYLIN DRIVE, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE ECONOMIC DEVELOPMENT COMMISSION FOR A TERM BEGINNING ON JULY 1, 2017 AND ENDING JUNE 30, 2020.

- C 7. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of William J. McGurk, (R), 21 Stillmeadow Lane, Somers, Connecticut as a regular member of the Economic Development Commission, said term to begin on July 1, 2017 and expires June 30, 2020.**(A copy of Mr. McGurk's resume is included for Council review.)

PROPOSED MOTION

PURSUANT TO C.S.G. § 7-136 AND ORDINANCE NO. 15; TOWN CODE SECTION 10-81 AND 82, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF WILLIAM J. MCGURK, (R), 21 STILLMEADOW LANE, SOMERS, CONNECTICUT AS A REGULAR MEMBER OF THE ECONOMIC DEVELOPMENT COMMISSION FOR A TERM BEGINNING ON JULY 1, 2017 AND ENDING JUNE 30, 2020.

- C 8. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Meghan Scranton Wilson, (R), 323 Woodland Road, Coventry, Connecticut as a regular member of the Economic Development Commission, said term to begin on July 1, 2017 and expires June 30, 2020.** (A copy of Ms. Wilson's resume is included for Council review.)

PROPOSED MOTION

PURSUANT TO C.S.G. § 7-136 AND ORDINANCE NO. 15; TOWN CODE SECTION 10-81 AND 82, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF MEGHAN SCRANTON WILSON, (R), 323 WOODLAND ROAD, COVENTRY, CONNECTICUT AS A REGULAR MEMBER OF THE ECONOMIC DEVELOPMENT COMMISSION FOR A TERM BEGINNING ON JULY 1, 2017 AND ENDING JUNE 30, 2020.

- C 9. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Jeffrey Cohen, (U), 27 Valley View Drive, Vernon, Connecticut as a regular member of**

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the Economic Development Commission, said term to begin on July 1, 2017 and expires June 30, 2020. (A copy of Mr. Cohen's resume is included for Council review.)

PROPOSED MOTION

PURSUANT TO C.S.G. § 7-136 AND ORDINANCE NO. 15; TOWN CODE SECTION 10-81 AND 82, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF JEFFREY COHEN, (U), 27 VALLEY VIEW DRIVE, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE ECONOMIC DEVELOPMENT COMMISSION FOR A TERM BEGINNING ON JULY 1, 2017 AND ENDING JUNE 30, 2020.

- C 10. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Bruce Kloter, (U), 8 Frog Hollow Road, Ellington, Connecticut as a regular member of the Economic Development Commission, said term to begin on July 1, 2017 and expires on June 30, 2020.** (A copy of Mr. Kloter's resume is included for Council review.)

PROPOSED MOTION

PURSUANT TO C.S.G. § 7-136 AND ORDINANCE NO. 15; TOWN CODE SECTION 10-81 AND 82, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF BRUCE KLOTER, (U), 8 FROG HOLLOW ROAD, ELLINGTON, CONNECTICUT AS A REGULAR MEMBER OF THE ECONOMIC DEVELOPMENT COMMISSION FOR A TERM BEGINNING ON JULY 1, 2017 AND ENDING JUNE 30, 2020.

- C 11. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of James Sendrak, (U), 34 Snipsic Street, Vernon, Connecticut as a regular member of the Economic Development Commission, said term to begin on July 1, 2017 and expires on June 30, 2020.** (A copy of Mr. Sendrak's resume is included for Council review.)

PROPOSED MOTION

PURSUANT TO C.S.G. § 7-136 AND ORDINANCE NO. 15; TOWN CODE SECTION 10-81 AND 82, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF JAMES SENDRAK, (U), 34 SNIPSIC STREET, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE ECONOMIC DEVELOPMENT COMMISSION FOR A TERM BEGINNING ON JULY 1, 2017 AND ENDING JUNE 30, 2020.

- C 12. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Howard Steinberg, (R), 75 Meadowview Lane, Vernon, Connecticut as an alternate member of the Zoning Board of Appeals, said term to begin on July 1, 2017 and expires June 30, 2022.** (A copy of Mr. Steinberg's resume is included for Council review.)

PROPOSED MOTION

PURSUANT TO VERNON'S CHARTER CHAPTER VIII, SEC. 2 & 6; THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF HOWARD STEINBERG, (R), 75 MEADOWVIEW LANE, VERNON, CONNECTICUT AS AN ALTERNATE MEMBER OF THE ZONING BOARD OF APPEALS, SAID TERM TO BEGIN ON JULY 1, 2017 AND EXPIRES JUNE 30, 2022.

- C 13. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Sally Geer (U), 15 Hatch Hill Road, Vernon, Connecticut as a regular member of the Senior Citizen's Advisory Committee, said term to commence on July 1, 2017 and ends June 30, 2020.** (A copy of Ms. Geer's resume is included for Council review.)

PROPOSED MOTION

PURSUANT TO VERNON'S CHARTER CHAP. XV, SEC. 3; EST. 03-02-1982, THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF SALLY GEER, (U), 15 HATCH HILL ROAD, VERNON, CONNECTICUT AS A MEMBER OF THE SENIOR CITIZEN'S ADVISORY COMMITTEE, SAID TERM TO BEGIN ON JULY 1, 2017 AND EXPIRE ON JUNE 30, 2020.

- C 14. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Maryann Hopowiec, (U), 62 Legion Drive, Vernon, Connecticut as a regular member of the Senior Citizen's Advisory Committee, said term to commence on July 1, 2017 and ends June 30, 2020.** (A copy of Ms. Hopowiec's resume is included for Council review.)

PROPOSED MOTION

PURSUANT TO VERNON'S CHARTER CHAP. XV, SEC. 3; EST. 03-02-1982, THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF MARYANN HOPOWIEC, (U), 62 LEGION DRIVE, VERNON, CONNECTICUT AS A MEMBER OF THE SENIOR CITIZEN'S ADVISORY COMMITTEE, SAID TERM TO BEGIN ON JULY 1, 2017 AND EXPIRE ON JUNE 30, 2020.

- C 15. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of John T. Mytych, (D), 53 Hany Lane, Vernon, Connecticut as a regular member of the Senior Citizen's Advisory Committee, said term to commence on July 1, 2017 and ends June 30, 2020.** (A copy of Mr. Mytych's resume is included for Council review.)

PROPOSED MOTION

PURSUANT TO VERNON'S CHARTER CHAP. XV, SEC. 3; EST. 03-02-1982, THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF JOHN T. MYTYCH, (D), 53 HANY LANE, VERNON, CONNECTICUT AS A MEMBER OF THE SENIOR CITIZEN'S ADVISORY COMMITTEE, SAID TERM TO BEGIN ON JULY 1, 2017 AND EXPIRE ON JUNE 30, 2020.

- C 16. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Ronald Kane, (R), 15 Tobias Court, Vernon, Connecticut as a regular member of the Senior Citizen's Advisory Committee, said term to begin on July 1, 2017 and expires on June 30, 2020.** (A copy of Mr. Kane's resume is included for Council review.)

PROPOSED MOTION

PURSUANT TO VERNON'S CHARTER CHAP. XV, SEC. 3; EST. 03-02-1982, THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF RONALD KANE, (R), 15 TOBIAS COURT, VERNON, CONNECTICUT AS A MEMBER OF THE SENIOR CITIZEN'S ADVISORY COMMITTEE, SAID TERM TO BEGIN ON JULY 1, 2017 AND EXPIRE ON JUNE 30, 2020.

- C 17. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Bill Campbell, (R), Town Council Member, 14 Park Place, Vernon, Connecticut as a regular member of the Human Services Advisory Commission, said term to commence July 1, 2017 and expires June 30, 2019.**

PROPOSED MOTION

PURSUANT TO CHARTER CHAPTER XV, SEC. 3, 05-02-1989 TOWN RESOLUTION VOL. 24, PAGE 382 AS AMENDED /VOL. 37 PAGE 266 AND TOWN COUNCIL RESOLUTION DATED 02-19-2002, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF BILL CAMPBELL, (R), TOWN COUNCIL MEMBER, 14 PARK PLACE, VERNON, CONNECTICUT, AS A REGULAR MEMBER OF THE HUMAN SERVICES ADVISORY COMMISSION FOR A TERM BEGINNING JULY 1, 2017 AND EXPIRES ON JUNE 30, 2019.

- C 18. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Judge O. James Purnell, (R), 14 Park Place, Vernon, Connecticut as a regular member of the Human Services Advisory Commission, said term to commence July 1, 2017 and expires June 30, 2019.**

PROPOSED MOTION

PURSUANT TO CHARTER CHAPTER XV, SEC. 3, 05-02-1989 TOWN RESOLUTION VOL. 24, PAGE 382 AS AMENDED /VOL. 37 PAGE 266 AND TOWN COUNCIL RESOLUTION DATED 02-19-2002, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF O. JAMES PURNELL, (R), 14 PARK PLACE, VERNON, CONNECTICUT, AS A REGULAR MEMBER OF THE HUMAN SERVICES ADVISORY COMMISSION FOR A TERM BEGINNING JULY 1, 2017 AND EXPIRES ON JUNE 30, 2019.

- C 19. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Terilyn Rogers, (D), 26 White Street, Vernon, Connecticut as a regular member of the Human Services Advisory Commission, said term to commence on July 1, 2017 and expires on June 30, 2019.** (A copy of Ms. Rogers' resume is included for Council review.)

PROPOSED MOTION

PURSUANT TO CHARTER CHAPTER XV, SEC. 3, 05-02-1989 TOWN RESOLUTION VOL. 24, PAGE 382 AS AMENDED /VOL. 37 PAGE 266 AND TOWN COUNCIL RESOLUTION DATED 02-19-2002, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF TERILYN ROGERS, (D), 26 WHITE STREET, VERNON, CONNECTICUT, AS A REGULAR MEMBER OF THE HUMAN SERVICES ADVISORY COMMISSION FOR A TERM BEGINNING JULY 1, 2017 AND EXPIRES ON JUNE 30, 2019.

- C 20. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Ann Letendre, (D), Town Council Members, 14 Park Place, Vernon, Connecticut as a regular member of the Human Services Advisory Commission, said term to commence on July 1, 2017 and expires on June 30, 2019.**

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PURSUANT TO CHARTER CHAPTER XV, SEC. 3, 05-02-1989 TOWN RESOLUTION VOL. 24, PAGE 382 AS AMENDED /VOL. 37 PAGE 266 AND TOWN COUNCIL RESOLUTION DATED 02-19-2002, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF ANN LETENDRE, (D), 14 PARK PLACE, VERNON, CONNECTICUT, AS A REGULAR MEMBER OF THE HUMAN SERVICES ADVISORY COMMISSION FOR A TERM BEGINNING JULY 1, 2017 AND EXPIRES ON JUNE 30, 2019.

- C 21. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Karen L. Roy-Guglielmi, (U), 66 Indian Trail, Vernon, Connecticut as a regular member of the Human Services Advisory Commission, said term to commence on July 1, 2017 and expires on June 30, 2019. (A copy of Ms. Roy-Guglielmi's resume is included for Council review.)**

PROPOSED MOTION

PURSUANT TO CHARTER CHAPTER XV, SEC. 3, 05-02-1989 TOWN RESOLUTION VOL. 24, PAGE 382 AS AMENDED /VOL. 37 PAGE 266 AND TOWN COUNCIL RESOLUTION DATED 02-19-2002, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF KAREN L. ROY-GUGLIELMI, (U), 66 INDIAN TRAIL, VERNON, CONNECTICUT, AS A REGULAR MEMBER OF THE HUMAN SERVICES ADVISORY COMMISSION FOR A TERM BEGINNING JULY 1, 2017 AND EXPIRES ON JUNE 30, 2019.

E.) PUBLIC HEARING (7:35 PM)

PUBLIC HEARING TO RECEIVE COMMENTS AND QUESTIONS RELATIVE TO THE FACILITY PLAN FOR THE VERNON WATER POLLUTION CONTROL FACILITY, LOCATED AT 100 WINDSORVILLE ROAD, VERNON, CONNECTICUT.

- ***MAYOR DANIEL A. CHAMPAGNE CALLED THE PUBLIC HEARING TO ORDER TO RECEIVE COMMENTS AND QUESTIONS***
- ***CLERK READ THE LEGAL NOTICE INTO THE RECORD***

Robert Grasis, Director of the Water Pollution Control Authority, gave the background and overview of the plan by the firm of Tighe&Bond for the upgrade to the plant.

Steve Siegel of Tighe&Bond, gave an overview and recommendations by his firm on several key issues relating to the plant. These included wastewater flow estimates, the town plan of conservation and development, cost sharing percentages, nutrient discharge limits, nitrogen removal alternatives, phosphorus removal system alternatives, disinfection system alternatives, project schedule and project costs.

- ***MAYOR CHAMPAGNE AND TOWN COUNCIL RECEIVED COMMENTS***

Numerous council members asked questions, answered by Mr. Seigal and Finance Director, James Luddecke.

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- Carl Schaefer, 1A Fox Hill Drive, had concerns with the time frame and complying with the schedule set by the State of Connecticut, and the time frame with having a referendum.
- Everett Ray Weaver, 14 Deepwood Drive, clarified some questions that had been asked, particularly concerning phosphorus and nitrogen levels and origins.
- 9:15 PM MAYOR CHAMPAGNE DECLARED THE PUBLIC HEARING ADJOURNED
- RETURNED TO THE REGULAR TOWN COUNCIL MEETING AGENDA

9:15 PM recess; 9:22 PM reconvened

H.) DISCUSSION OF PULLED CONSENT ITEMS

- C 2. Request the Town Council approve budget amendments # 40, #41, #42, #43, #44, #45 and # 46 for fiscal year 2016-2017 as provided by Finance Officer and Treasurer James M. Luddecke on the budget amendment forms attached. (See the budget amendment forms with explanation attached to this agenda.)

PROPOSED MOTION

RESOLVED, THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUESTS # 40, #41, #42, #43, #44, #45 AND # 46 FOR FISCAL YEAR 2016-2017 AS OUTLINED IN THE BUDGET AMENDMENT FORMS PROVIDED BY FINANCE OFFICER AND TREASURER, JAMES M. LUDDECKE.

Council Member Wakefield, seconded by Council Member Bush made a motion to approve budget amendments #40-#46 for fiscal year 2016-2017. Council Member Didio indicated that his questions had been answered during the public hearing. No discussion took place. Motion carried with 10 in favor; Council Member Campbell was away from the table at the time of the vote.

9:23 PM Council Member Campbell returned to the meeting.

I.) PENDING BUSINESS
None

J.) NEW BUSINESS

1. Request the Town Council authorizes Administration to change the hours of the Senior Center Director to 35 hours. (See memorandum from John D. Ward, Town Administrator dated June 16, 2017 to Mayor Daniel A. Champagne and the Vernon Town Council relative to same.)

PROPOSED MOTION

THE VERNON TOWN COUNCIL HEREBY AUTHORIZES THE ADMINISTRATION TO CHANGE THE NUMBER OF WORK HOURS FOR THE

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SENIOR CENTER DIRECTOR FROM 28 HOURS PER WEEK TO 35 HOURS PER WEEK EFFECTIVE JULY 1, 2017.

Council Member Wakefield, seconded by Council Member Schaefer made a motion to approve the increase of number of work hours for the Senior Center Director from 28 to 35 hours per week effective July 1, 2017. No discussion took place. Motion carried unanimously.

2. **Request the Town Council approve the job description of Crossing Guard Coordinator as recommended by Assistant Town Administrator Dawn Maselek.** (See attached new and old descriptions from Dawn Maselek 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 ADOPTS THE JOB DESCRIPTION OF **CROSSING GUARD COORDINATOR**.

Council Member Wakefield, seconded by Council Member Bush made a motion to adopt the job description of Crossing Guard Coordinator. No discussion took place. Motion carried unanimously.

3. **Request the Town Council approve the general wage increase for all non-union employees and permanent part-time non-union employees.** (See memorandum from Mayor Daniel A. Champagne dated June 15, 2017 relative to same.)

PROPOSED MOTION

THE TOWN COUNCIL CONSISTENT WITH THE TOWN OF VERNON PERSONNEL RULES AND REGULATIONS, SECTION 5.2 AND 5.3 (B)(3), HEREBY AUTHORIZES THAT ALL NON-UNION EMPLOYEES AND PERMANENT PART-TIME NON-UNION EMPLOYEES BE GIVEN A GENERAL WAGE INCREASE OF ONE PERCENT (1.0%), EFFECTIVE JULY 1, 2017.

Council Member Wakefield, seconded by Council Member Campbell made a motion that all non-union and permanent part-time employees be given a general wage increase of one percent (1.0%) effective July 1, 2017. Council Member Motola provided his approval of this being done in a timely manner. Motion carried unanimously.

4. **Request the Town Council authorizes Mayor Daniel A. Champagne or his designee to sign any and all documents relative to town business in the absence of the Town Administrator.** (See memorandum from John D. Ward, Town Administrator dated June 16, 2017 relative to same.)

PROPOSED MOTION

THE TOWN COUNCIL HEREBY AUTHORIZES MAYOR DANIEL A. CHAMPAGNE OR HIS DESIGNEE TO SIGN ANY AND ALL DOCUMENTS IN THE ABSENCE OF THE TOWN ADMINISTRATOR.

Council Member Wakefield, seconded by Council Member Bush made a motion authorizing Mayor Daniel A. Champagne or his designee to sign any and all documents in the absence of the Town Administrator. Mayor Champagne explained this necessity in

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light of Town Administrator, John D. Ward, resigning from the Town of Vernon. No discussion took place. Motion carried unanimously.

5. Request the Town Council approve the job description of *Town Administrator* as recommended by Assistant Town Administrator Dawn Maselek. (See attached new and old descriptions from Dawn Maselek 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 ADOPTS THE JOB DESCRIPTION OF **TOWN ADMINISTRATOR**.

Council Member Wakefield, seconded by Council Member Bush made a motion to adopt the job description of Town Administrator. Assistant Town Administrator, Dawn Maselek, answered questions. Council Member DiDio added "the duties as outlined in the town charter" under Essential Job Functions, and all agreed. He also questioned, under Experience & Training, that the words "increasingly responsible" were taken out. Discussion took place. Said wording was subsequently kept in, with 7 in favor and 4 against.

Mayor Daniel A. Champagne announced that this was Town Administrator, John D. Ward's, last council meeting, as he is resigning from the Town of Vernon. He thanked Mr. Ward for his service, his professionalism, and work ethics. In turn, Mr. Ward said it was an honor and privilege to have worked for the town and was grateful to the prior mayors, the town council, the department heads, and to his staff in Administration.

K.) INTRODUCTION OF ORDINANCES

None

L.) ACTION ON ORDINANCES 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 OF JUNE 6, 2017 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 June 6, 2017 regular Town Council meeting. Motion carried unanimously.

THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE SPECIAL TOWN COUNCIL MEETING OF JUNE 5, 2017 AND THAT MINUTES OF SAID MEETING BE APPROVED.

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Council Member Wakefield, seconded by Council Member Bush, made a motion to waive the reading of and approve the minutes of the June 5, 2017 special Town Council meeting. Motion carried with 10 in favor and 1 abstention, Council Member Schaefer.

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

- 1.** Monthly Report – May, 2017 from the Vernon Police Department as submitted by John Kelley, Captain of Police.

Adjourn (9:45 PM)

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

Received: June 28, 2017

Approved: July 18, 2017

Respectfully Submitted,



Karen C. Daigle
Recording Secretary