

Posted 9/14/20

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VERNON TOWN CLERK  
20 SEP 11 AM 11:36

AGENDA  
VERNON TOWN COUNCIL  
REGULAR MEETING

**VIRTUAL INFO: CALL IN #1-929-205-6099**  
**Meeting ID: 886 4996 3880 Password: 0915**

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

**TUESDAY, SEPTEMBER 15, 2020**  
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 A POTENTIAL SETTLEMENT RELATED TO **KING V TOWN OF VERNON FILE NO. 0135028** AND INVITES MICHAEL J. PURCARO, TOWN ADMINISTRATOR, DAWN MASELEK, ASSISTANT TOWN ADMINISTRATOR AND ATTORNEY RICHARD BARTLETT OF THE LAW FIRM MCGANN, BARTLETT AND BROWN TO ATTEND.

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 MICHAEL J. PURCARO, TOWN ADMINISTRATOR, AND DAWN MASELEK, ASSISTANT TOWN ADMINISTRATOR 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.

- Proclamation presentation by Mayor Daniel A. Champagne recognizing the week of **September 17<sup>th</sup> – 23<sup>rd</sup> as Constitution Week** in the Town of Vernon. Dr. Niki Rittenhouse representing the Daughters of the American Revolution will be on the call to accept.
- Presentation by Catherine Marx, Partnership Specialist representing U.S. Census Bureau relative to the ongoing 2020 U.S. Census.

#### G.) ACTION ON CONSENT AGENDA

- C 1. Request the Town Council approve Tax Refunds for Prior and Current year.**  
(See copy of a memorandum from Terry Hjarne, Collector of Revenue, to Michael J. Purcaro, Town Administrator dated August 31, 2020 included in the Council packet.)

#### **PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES EIGHT (8) FOR PRIOR YEAR REFUNDS TOTALING \$1,248.49 AND SIXTY-THREE (63) CURRENT YEAR TAX REFUNDS TOTALING \$9,510.43 AS REFERENCED IN THE LETTER FROM TERRY HJARNE, COLLECTOR OF REVENUE TO MICHAEL J. PURCARO, TOWN ADMINISTRATOR DATED AUGUST 31, 2020.

#### H.) DISCUSSION OF PULLED CONSENT ITEMS

#### I.) PENDING BUSINESS

#### J.) NEW BUSINESS

- 1. Request the Town Council authorize the asset disposal for the Rockville Public Library, Vernon Police Department and the Vernon Data Processing Department.** (See memorandum dated September 8, 2020 from Jeffrey A. O'Neill, Finance Officer & Treasurer to Michael J. Purcaro, Town Administrator relative to same.)

#### **PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OF FIXED ASSETS FOR THE ROCKVILLE PUBLIC LIBRARY, POLICE AND DATA PROCESSING DEPARTMENTS AS DISCLOSED ON THE REQUEST FOR DISPOSAL OF FIXED ASSET FORMS.

2. **Request the Town Council approve an additional appropriation for Security Enhancements at the Gene Pitney Memorial Park and Grove Hill Cemetery.** (See memorandum dated September 9, 2020 from Jeffrey A. O'Neill, Finance Officer and Treasurer to Michael J. Purcaro, Town Administrator relative to same.)

**PROPOSED MOTION**

RESOLVED, THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUEST #2 FOR FISCAL YEAR 2020-2021 AS PROVIDED BY JEFFREY A. O'NEILL, FINANCE OFFICER AND TREASURER, ON THE ATTACHED BUDGET AMENDMENT FORM.

3. **Request the Town Council authorize Mayor Daniel A. Champagne to execute any and all documents relative to the State of Connecticut Department of Emergency Services and Public Protection Grant in the amount of \$14,644.50.**

**PROPOSED RESOLUTION**

BE IT RESOLVED THAT THE TOWN COUNCIL AUTHORIZES MAYOR DANIEL A. CHAMPAGNE TO EXECUTE ALL NECESSARY PAPERWORK TO MAKE APPLICATION FOR AND RECEIVE FFY 2020 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FUNDING OFFERED BY THE STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION IN THE AMOUNT OF \$14,644.50.

4. **Request the Town Council consider Town Council Member Tom Didio's agenda item relative to Town Council audio/visual virtual format.** (See email and proposed motion from Mr. Didio for consideration.)

**PROPOSED MOTION**

ALL FUTURE REMOTE TOWN COUNCIL MEETINGS SHALL BE AVAILABLE IN AUDIO/VISUAL VIRTUAL FORMAT BY ZOOM, GOOGLE MEETING OR OTHER WIDELY AVAILABLE FORMAT.

5. **Request the Town Council consider Town Council Member Tom Didio's agenda item relative to amending the previously passed Social Media Policy.** (See email and proposed motion from Mr. Didio for consideration. Also included for Council reference is the current Social Media Policy as passed at the Town Council August 18, 2020 meeting.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY AMENDS THE CURRENT SOCIAL MEDIA POLICY AS FOLLOWS:

EMPLOYEES HAVE A RIGHT TO COMMENT PUBLICLY AS CITIZENS ON "MATTERS OF PUBLIC CONCERN", SUCH AS ISSUES OF SOCIAL OR POLITICAL SIGNIFICANCE OR OTHER COMMUNITY TOPICS. EXAMPLES OF SUCH "PROTECTED SPEECH" ARE DISCOURSE ABOUT THE QUALITY OF GOVERNMENT SERVICES, MISCONDUCT IN OFFICE, MISMANAGEMENT OF PUBLIC FUNDS, OR OTHER SIGNIFICANT BREACHES OF PUBLIC TRUST. SPEECH STRICTLY ABOUT INTERNAL OPERATIONS OR JOB DUTIES IS NOT PROTECTED.

6. **Request the Town Council authorize Mayor Daniel A. Champagne to execute the necessary paperwork to make application for and receive September, 2020 – June 2021 School Readiness Funds in the amount of \$294,434.24.** (See memorandum from Michelle Hill, Youth Services Director to Michael J. Purcaro, Youth Services Director relative to same.)

**PROPOSED MOTION**

REQUEST THE TOWN COUNCIL AUTHORIZE MAYOR DANIEL A. CHAMPAGNE TO EXECUTE ALL NECESSARY PAPERWORK TO MAKE APPLICATION FOR AND RECEIVE SEPTEMBER, 2020-JUNE, 2021 SCHOOL READINESS FUNDS IN THE AMOUNT OF \$294,434.24.

7. **Request the Town Council approve change in seasonal wages as presented by Dawn R. Maselek, Assistant Town Administrator.** (See memorandum dated September 10, 2020 from Dawn R. Maselek, Assistant Town Administrator to Michael J. Purcaro, Town Administrator relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES THE NEW WAGE TABLE FOR SEASONAL EMPLOYEES AS PRESENTED.

8. **Request the Town Council approve an addition appropriation to cover expenses related to preparation and paving of the Parks Maintenance Garage area at Henry Park.** (See budget amendment submitted by Marty Sitler, Director of Parks and Recreation and Jeffrey A. O'Neill, Finance Officer and Treasurer for your review.)

**PROPOSED MOTION**

RESOLVED, THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUEST #3 FOR FISCAL YEAR 2020-2021 AS PROVIDED BY JEFFREY A. O'NEILL, FINANCE OFFICER AND TREASURER, ON THE ATTACHED BUDGET AMENDMENT FORM.

9. Request the Town Council approve the job description for **Building Maintainer Mason** for the Department of Public Works. (See job description attached.)

**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 **BUILDING MAINTAINER MASON** FOR THE DEPARTMENT OF PUBLIC WORKS.

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K.) INTRODUCTION OF ORDINANCES

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L.) ACTION ON ORDINANCE(S) PREVIOUSLY PRESENTED

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 **AUGUST 18, 2020** 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 for July, 2020, Town Clerk's Office, as submitted by Karen C. Daigle, Vernon Town Clerk.
2. Monthly Report for August, 2020, Vernon Police Department, as submitted by John Kelley, Captain of Police.

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Q.) ADJOURNMENT



PRINT FORM

# CONSENT

## TOWN OF VERNON DEPARTMENT SUBMISSION FOR 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

08/31/2020

BACKGROUND  
INFORMATIONAPPROPRIATION  
REQUIRED ?☒ NO ☐ YES

AMOUNT SOUGHT

LIST OF SUPPORTING  
DOCUMENTATIONWORDING  
PROPOSED MOTIONTHE TOWN COUNCIL HEREBY APPROVES  TAX REFUND(S) FOR PRIOR YEAR(S)TOTALING  AND CURRENT YEAR  TOTALING 

AS OUTLINED IN THE MEMORANDUM FORM 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: August 31, 2020  
SUBJECT: Refunds for Town Council Approval

**PRIOR YEARS:**

GAKODI SELE.....	119.75
Taxpayer paid too much	
BOLAND CARLA A .....	130.00
Taxpayer paid too much	
BOLAND CARLA A .....	77.16
Taxpayer paid too much	
BOLAND TIMOTHY F .....	279.18
Taxpayer paid too much	
HALPRYN ANDREW L.....	40.65
Assessor's Correction – Vehicle Totaled	
KOUTSOUMBOS PORTIA.....	54.34
Assessor's Correction – Vehicle Sold	
VW CREDIT LEASING LTD .....	211.47
Assessor's Correction – Vehicle Sold	
VW CREDIT LEASING LTD .....	335.94
Assessor's Correction – Vehicle Sold	

**CURRENT YEAR: 2019 GRAND LIST**

HABERMAN DENNIS L & SCHMEISKE SHERI.....	501.32
Taxpayer paid too much	
HOGG THOMAS W.....	270.00
Taxpayer paid too much	
MICELI JAMES T & JANET R .....	527.83
Taxpayer paid too much	

LERETA RVS MTG .....	1474.02
Overpaid by Mortgage Company	
DUVA THOMAS .....	29.72
Taxpayer paid too much	
SCHIEBEL KIMBERLY .....	96.70
Taxpayer paid too much	
THE CELLULAR CONNECTION LLC .....	1116.38
Taxpayer Paid Too Much	
ACAR LEASING LTD .....	105.18
Assessor's Correction – No Longer in Vernon	
ANDERSON DANIEL E .....	13.51
Assessor's Correction – Vehicle Sold	
BABINEAU ZACHARY D .....	26.95
Assessor's Correction – Registered Out of State	
BOLAND CARLA A .....	101.85
Taxpayer Paid Too Much	
BOLAND TIMOTHY F .....	219.15
Taxpayer Paid Too Much	
BOTTI STEVEN A .....	39.59
Assessor's Correction – Vehicle Sold	
BROWN PAUL N .....	226.48
Assessor's Correction – Vehicle Sold	
CAPLIN DONNA M .....	20.00
Taxpayer Paid Too Much	
CLEARE GEOFFREY S .....	87.70
Assessor's Correction – Registered Out of State	
CLERE XIAN T .....	41.62
Assessor's Correction – Vehicle Sold	
CONTI BRENDA L .....	15.42
Assessor's Correction – Vehicle Sold	
CONWAY MARY P .....	28.97
Assessor's Correction – Registered Out of State	
CONWAY WILLIAM K .....	81.67
Assessor's Correction – Registered Out of State	
CROSSEN MICHAEL S .....	71.94
Assessor's Correction – Vehicle Sold	



DAIELLO RICHARD A.....	22.51
Assessor's Correction – Vehicle Sold	
DAIELLO SUSAN J.....	21.16
Assessor's Correction – Vehicle Sold	
DONOHUE ERIN B.....	18.19
Assessor's Correction – Vehicle Sold	
DREW KENDRA J.....	50.00
Taxpayer Paid Too Much	
DUVA THOMAS J.....	40.22
Assessor's Correction – Vehicle Junked	
ELLERT MARK F.....	79.26
Assessor's Correction – Apply Disability Exemption	
GRANT DOUGLAS G.....	154.29
Taxpayer Paid Too Much	
HAMMOND NEIL R.....	57.35
Assessor's Correction – Vehicle Sold	
HAUSER BARRY L.....	10.00
Taxpayer Paid Too Much	
HETTRICK ANDREW W.....	93.84
Assessor's Correction – Vehicle Sold	
HEYDEN KENNETH A.....	33.88
Taxpayer Paid Too Much	
HONDA LEASE TRUST.....	313.24
Assessor's Correction – Vehicle Sold	
HONDA LEASE TRUST.....	366.66
Assessor's Correction – Vehicle Sold	
HONDA LEASE TRUST.....	530.92
Assessor's Correction – Vehicle Sold	
JENSEN JAMES F.....	78.86
Assessor's Correction – Vehicle Junked	
KAMINSKI ABIGAIL L.....	204.25
Assessor's Correction – Vehicle Totaled	
KAMINSKI-SAWICKI IZABELA M.....	303.17
Assessor's Correction – Resident of Southington	
LAMBERT SCOTT D.....	45.93
Taxpayer Paid Too Much	
LATIF ADNAN.....	47.87
Taxpayer Paid Too Much	

LOCICERO REBECCA A .....	16.13
Assessor's Correction – Vehicle Sold	
LUNNY ROBERT OR MAILHOT CHERYL .....	130.19
Assessor's Correction – Vehicle Sold	
MAILHOT MICHAEL OR CHERYL.....	50.80
Assessor's Correction – Vehicle Sold	
MCAULIFFE JAMIE D .....	90.16
Assessor's Correction – Vehicle Sold	
MORE APURVA S.....	34.28
Assessor's Correction – Registered Out of State	
NIGHTINGALE ANDREW M .....	52.27
Assessor's Correction – Vehicle Junked	
ONEILL JANICE M .....	27.70
Assessor's Correction – Vehicle Sold	
OSE JEAN E.....	55.52
Assessor's Correction – Vehicle Sold	
PINA GREGORY D .....	35.04
Assessor's Correction – Vehicle Sold	
PROVENCHER MARIE P .....	42.76
Assessor's Correction – Vehicle Sold	
ROSE JOHN A .....	57.35
Assessor's Correction – Vehicle Sold	
SHAKAR MUHAMMAD S.....	45.77
Assessor's Correction – Vehicle Sold	
SUN CHANG .....	16.37
Assessor's Correction – Registered Out of State	
TAYLOR COURTNEY J .....	153.37
Assessor's Correction – Sent to Windsor	
TOPRANI VISHAL M.....	160.11
Assessor's Correction – Registered Out of State	
TOYOTA LEASE TRUST .....	141.75
Assessor's Correction – Vehicle Sold	
WALZ BARBARA N .....	118.89
Lease Vehicle - Apply Veteran Exemption per §12-81 (19), (20), (21), (22), (23), (24), (25) or (26)	
TRACY JAMES M JR .....	40.90
Assessor's Correction – Vehicle Sold	
URBANSKI TOMASZ .....	280.54
Assessor's Correction – Vehicle Sold	

VINCZE JOHN J .....	23.38
Assessor's Correction – Vehicle Junked	
WHEELER JOSEPH A.....	309.91
Taxpayer Paid Too Much	
WHITE MARIA J.....	45.77
Assessor's Correction – Vehicle Sold	
ZDANIS MARK A.....	13.87
Assessor's Correction – Vehicle Sold	

(8) Prior Overpayments .....	\$1248.49
(63)Current Overpayments .....	\$9,510.43

Cc: Jeff O'Neill TXP21031 TXC21031



# TOWN OF VERNON NEW BUSINESS

#1

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

Date: September 8, 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 Rockville Public Library, Police and Data Processing Departments request approval to dispose of the items listed as per the attachments. The items requested for disposal have met their useful life and/or are beyond reasonable repair.

Please request the Town Council to approve the following motion at the September 15, 2020 meeting:

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OF FIXED ASSETS FOR THE ROCKVILLE PUBLIC LIBRARY, POLICE AND DATA PROCESSING DEPARTMENTS AS DISCLOSED ON THE REQUEST FOR DISPOSAL OF FIXED ASSETS FORMS.

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

Attachments: RPL Weeding Report Adult Department – February 2020 (1)  
Request for Disposal of Fixed Assets; Rockville Public Library (2)  
Request for Disposal of Fixed Assets; Data Processing (1)  
Request for Disposal of Fixed Assets; Police (4)

Fixed Asset #	Description	Make/Model	ID # / Serial #	Date of Acquisition	Original Cost	Location			Please Check	
						Building	Floor	Room	Dispose	Sell
	FIREWALL	Sonic Wall TZ 215	C0EAE4335B08	2013	\$ 789.00	DPW			X	
	AUDIO PROCESSOR	SHURE DFR22	80437664	2008	unknown	Council Chambers			X	
	DESKTOP	HP Compaq Pro 6300	MXL246288F	2012	\$ 633.00	Data Processing			X	
	SWITCH	Switch 5500G-EI	9KBF9QM712D00	10 years ago - approx.	unknown	Data Center			X	
	SWITCH	Rackcons1701	231160747058	10 years ago - approx.	unknown	Data Center			X	
	SWITCH	IBM 2005-16b	106389A	10 years ago - approx.	unknown	Data Center			X	
	SWITCH	IBM 2005-16b	106393G	10 years ago - approx.	unknown	Data Center			X	
	SWITCH	Switch 5500G-EI	9KBF9QM716700	10 years ago - approx.	unknown	Data Center			X	
	SWITCH	IBM 4364	KQNLHG2	10 years ago - approx.	unknown	Data Center			X	
	SERVER	IBM System x3650	79779B5U-99Z1491	10 years ago - approx.	unknown	Data Center			X	
	SERVER	IBM System x3650	7979B5U-99Z1501	10 years ago - approx.	unknown	Data Center			X	
	SWITCH	IBM 4364	KQNLGT4	10 years ago - approx.	unknown	Data Center			X	
	SERVER	IBM System x3650	99Z1486	10 years ago - approx.	unknown	Data Center			X	
	SERVER	IBM System x3650	99Z1492	10 years ago - approx.	unknown	Data Center			X	
	SERVER	IBM 4600	A072970273	10 years ago - approx.	unknown	Data Center			X	
	SERVER	IBM 4600	A072840217	10 years ago - approx.	unknown	Data Center			X	
	SWITCH	HP 1920-24G	CN52GP40CV	8 years ago - approx.	unknown	Data Center			X	
	SWITCH	IBM 2005-16b	106388T	8 years ago - approx.	unknown	Data Center			X	
	SWITCH	IBM 2005-16b	106391A	8 years ago - approx.	unknown	Data Center			X	
	SWITCH	LIVEU LU2000	SID-1U-432	8 years ago - approx.	unknown	Data Center			X	
	SWITCH	Switch 5500G-EI	9KBF9QM716500	8 years ago - approx.	unknown	Data Center			X	
	SWITCH	SA TABOY	3500142522	8 years ago - approx.	unknown	Data Center			X	

## REQUEST FOR DISPOSAL OF FIXED ASSETS

Date: August 31, 2020[illegible]

# WEEDING REPORT ADULT DEPARTMENT - FEBRUARY 2020

Category	# of Items	Justification			Disposition			
		Condition	Circ. Count	Outdated	Recycle	Donate	Book Nook	Btr Wrld
Fiction	97	4	93		69		22	6
Nonfiction	184	63	91	30	146		30	8
Juvenile Fiction	169	18	122	29	47	92	26	4
Large Print	61	9	52		9	52		
<b>TOTAL</b>	<b>511</b>	<b>94</b>	<b>358</b>	<b>59</b>	<b>271</b>	<b>144</b>	<b>78</b>	<b>18</b>

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

Date: August 11, 2020

[illegible]



ASSET DISPOSAL REQUEST

AUGUST 2020

VERNON POLICE DEPARTMENT

I Respectfully request permission to dispose of the following items of electronic or computer hardware.  
The items have exceeded their estimated useful life and or are no longer functioning:

Computer Monitors:

Brand	Type	Model	SN#
Acer	LCD	V193	24203140885
Acer	LCD	V913	24203153885
Hanns-G	LCD	HX193DFBUF	2522C3WY00511
Acer	LCD	X233H	ELTFM0C03391111653404
Hanns-G	LCD	HE225DPB	3337P3302895
Hanns-G	LCD	HX193DBUF	3352C3WY02472
HP	LCD	v241	3CQ417200V
Plannar	LCD	PL1910M	CDB38A42296
Hyundai	LCD	X224W	X224WDS1A8B00935
Hanns-G	LCD	HX193DFBUF	2462C3W791417
Acer	LCD	5220HQL	ELTTKOP029210064EF2400
Hyundai	LCD	X224W	X224WDSIA830049
Hanns-G	LCD	HX193DPB	2462C3WY01413
Hanns-G	LCD	HE225DPB	3337P3C02890

**COMPUTERS:**

<b>Brand</b>	<b>Model</b>	<b>SN#</b>
Antec	Net Admin Tower	No Serial Number found
Dell	XPS Desktop	HNLVSD2
Lenovo	Think Center 88U	MUHVBL C
Lenovo	Think Center 88U	MJHVBMK
Lenovo	Think Center 88U	MJHVBLR
Dell	Optiplex GXHD	J41Z201
Shuttle	PC Glamor	SG310G200R090902F01589
Lenovo	Think Center 88U	MJHVBM M
HP	Pro Curve J8692A	S6023TF00W (network Switch)
D-Link	DKVM 8 Port Switch	BKUM8EA
3 Comm	Superstack 3CR17161-91	9LAF9KLBA6380
3 Comm	Superstack 3CR17302	7Y3V107D48040

**NOTE: All computers have had the hard drive storage devices removed in accordance with federal and state laws on criminal justice information storage.**

**PRINTERS:**

<b><u>Brand</u></b>	<b>Model</b>	<b>Serial Number</b>
HP	LaserJet 3200	CNFH183601
HP	LaserJet 3015	VNBCBD62X4
HP	LaserJet 2100	USGX098555

**UPS**

Tripp Lite	SmartPro	2711BY0SM826800363
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**Sierra Wireless Vehicle Modems****Model 595: (17)****Serial Numbers#**

09605790469	09605790577	09605790427	096605787566
09605787055	09605786990	09605787531	09605786765
09605786996	09605786128	09605786759	09605792327
09605790485	09650787104	09605787132	09605786769
096057790517			

**Mobile Vehicle Radios**

Brand	Model	Serial Number#
Tait	TM8110	19589100
Tait	TM8110	19585782
Motorola	MC1000	L3213A124CET0648
Motorola	MC1000	L3213A124CET0698
Motorola	MC2599	L3217A124CET0205

**Portable Radios**

Motorola	CDM1250	103TFG3006
Motorola	HT1250LS	008TCW1955
Kenwood	TK380	21103028
Maxon	SL-77WU2	970629899E
Maxon	SL-77WU2	970629472E

**Old In car video system**

**Kustom Signal Model DSM-9300-N1E (8)**

Serial numbers:

GV01758	GV01759	GV01760	GV01761	GV01762	GV01763
GV01768	GV01769				

**IN Car Computers**

**DataLux**

**Model TCU-TX204 (7)**

Serial Numbers:

520493	520492	527292	520491	523810	520494	523809
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**Planar**

**Model: LX1200TR (2)**

Serial Numbers:

A654618N0111K0193	A654618N0111K0199
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**Miscellaneous**

Da-Lite Bessler Overhead Projector No serial number found.

Wollensak 3M Cassette Recorder Model 2820AV	Serial# D2010667
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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: September 9, 2020  
To: Michael J. Purcaro, Town Administrator  
From: Jeffrey A. O'Neill, Finance Officer & Treasurer  
Re: Request for Additional Appropriation – Security Enhancements

For consideration at the September 15, 2020 Town Council meeting, a request for an additional appropriation in the amount of \$45,362.34 for security enhancements at Gene Pitney Memorial Park and Grove Hill Cemetery.

The breakdown of expenses for the proposed project(s) is listed below and included for review are detailed quotes for each.

Security cameras, licenses, equipment and other items inclusive of installation:

19 Grove Street – Gene Pitney Memorial Park	\$ 5,980.00
Grove Hill Cemetery Surveillance	\$10,730.00

Fiber Optic Cable Installation:

19 Grove Street – Gene Pitney Memorial Park	\$13,160.02
Grove Hill Cemetery	\$15,492.32

## **PROPOSED MOTION**

**RESOLVED, THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUEST #2, FOR FISCAL YEAR 2020-2021 AS PROVIDED BY JEFFREY A. O'NEILL, FINANCE OFFICER AND TREASURER, ON THE ATTACHED BUDGET AMENDMENT FORM.**

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

## Budget Amendment Request

Total Amount Requested: \$45,362.34

Fiscal Year 2020 - 2021

Date: September 8, 2020

To: Finance Officer

From (Department):

Information Technology via Finance

Amendment #:

2

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	\$ 45,362.34
<b>"FROM" Subtotal:</b>				<b>\$ 45,362.34</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1 Data Processing	Security Systems	10117160	57874	45,362.34
2				
3				
4				
5				
6				
7				
8				
<b>"TO" Subtotal:</b>				<b>\$ 45,362.34</b>

No.	COMMENTS CONCERNING BUDGET AMENDMENT REQUEST
1	Requested to cover expenses related to fiber optic cable and security camera installation(s) at Grove Hill Cemetery and Gene Pitney Memorial Park.
	Quotes for work are attached. This is a new Object Code for tracking of the project(s).

	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 O'Neill

Department Head

Jeffrey A. O'Neill

Signature

September 8, 2020

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:

## O'Neill, Jeffrey

---

**From:** Sigan, Robert  
**Sent:** Tuesday, August 4, 2020 3:05 PM  
**To:** Purcaro, Michael  
**Cc:** O'Neill, Jeffrey  
**Subject:** FW: Fiber Gene Pitney Memorial Park / Grove St Cemetery  
**Attachments:** Estimate - 2020 Gene Pitney Memorial Park Fiber Run.pdf; Estimate - 2020 Grove Hill Cemetery.pdf

Mike,

Attached are two quotes for fiber runs with your approval.

- Gene Pitney Memorial Park - Fiber cost **\$13,160.02**
  - Includes fiber termination waterproof box at the top of the pole.
  - Does not include security camera costs
- Grove Hill Cemetery - Fiber cost **15,492.32**
  - Currently, the cemetery has a Sonicwall with an internet connection cost \$1200 annually and renewal for the SonicWALL every two years is \$900. These costs would be eliminated.
  - This does not include security cameras costs or fiber modules

**Note:** It takes a while to get pole permits and make-ready work completed. We never know how long this will take as we have no control of Frontier. The fastest we have ever seen make ready work completed is 6 months. If you would like to proceed with the above fiber runs please let me know. Currently, this is not in my fiscal budget.

Thanks,  
Bob



## CONSTRUCTION ESTIMATE

**TO:** Town Of Vernon, CT  
5 Park Street 2nd floor  
Vernon, CT 06066  
Attn: Robert Segan

**DATE:** 7/30/2020

**REF:** Fiber Optic Cable Installation - Gene Pitney Memorial Park Fiber Run

**PREPARED BY:** Russ Freeman

CODE	DESCRIPTION	PART NUMBER	UM	QTY	UNIT	EXTENSION
<u>Install Fiber Connection from Gene Pitney Memorial Park to P.50 Grove St</u>						
<u>Leave LC Patch Cable at pole for Camera Interface</u>						
					<u>Prevailing Wage:</u> NO	
101	Aerial Fiber Design - Up to 1,000 ft	E-1	LS	1	\$ 2,575.00	\$ 2,575.00
102	Aerial Fiber Design - Each ft over 1,000 ft	E-2	LF	589	\$ 1.10	\$ 647.90
105	Pole Permitting	E-5	EA	3	\$ 28.00	\$ 84.00
402	Project Manager	L-2	HR	8	\$ 125.00	\$ 1,000.00
201	Install 1/4" EHS Strand and Hardware	C-1	LF	400	\$ 0.78	\$ 312.00
202	Aerial Lash Cable	C-2	LF	1,589	\$ 1.04	\$ 1,652.56
208	Install OSP Enclosure	C-8	EA	2	\$ 535.00	\$ 1,070.00
210	Fusion Splice Fiber	C-10	EA	12	\$ 15.50	\$ 186.00
211	Testing	C-11	Fiber	6	\$ 25.75	\$ 154.50
411	Flagman	L-11	HR	32	\$ 45.00	\$ 1,440.00
1002	ALTOS® Loose Tube, Gel-Free Cable, 24 F, Single-mode (OS2)	024EU4-T4701D20	LF	1,589	\$ 0.45	\$ 715.05
5006	Splice Closure Fiber (SCF), 144 Single-fiber Splice Capacity, 8-inch Diameter, 28-inch Dome Length	SCF-8C28-01	EA	2	\$ 501.61	\$ 1,003.22
8005	Splice Protection, Heat-Shrink Fusion Splice Protectors, 60 mm long, package of 50	2806031-01	EA	1	\$ 65.92	\$ 65.92
9001	1/4" EHS Strand and Hardware	STRAND	LF	400	\$ 0.47	\$ 188.00
9002	Aerial Lashing Materials including slack storage brackets	LASH	LF	1,589	\$ 0.19	\$ 301.91
<b>TOTAL ENGINEERING &amp; CONSTRUCTION</b>						<b>\$ 11,396.06</b>
1%	CRCOG Administration Fee	CRCOG FEE	LS	1	\$ 113.96	\$ 113.96
	Estimated Application Fees (Paid Directly by Town)	MAKE READY	POLE	3	\$ 50.00	\$ 150.00
	Estimated Make Ready (Paid Directly by Town)	MAKE READY	POLE	3	\$ 500.00	\$ 1,500.00
<b>TOTAL PROJECT</b>						<b>\$ 13,160.02</b>



# THREE-WAY COMMUNICATIONS

1000 Old County Circle unit 114  
Windsor Locks, CT 06096

DATE: 9/8/20  
QUOTE: 29131H

Town of Vernon  
14 Park Place  
Vernon, CT 06066

Cemetery Surveillance

QTY	DESCRIPTION
2	ACC7-ENT ACC 7 Enterprise Edition camera license
1	VMA-AS3-8P4-NA HD Video Appliance 8-port 4TB unit, NA. ACC7-ENT-FO 12ch
2	15C-H4A-3MH-270 4x 5 MP, WDR, LightCatcher, 2.8mm, Camera Only
2	IRPTZ-MNT-WALL1 Pendant wall mount adapter for use with H4 IR PTZ -PEND1 w/Corner
2	H4AMH-AD-PEND1 Outdoor pendant mount adapter, must order one of IRPTZ-MNT-WALL1
2	H4AMH-AD-IRIL1 Optional IR illuminator ring, up to 30m (100ft), for use with H4AMH
2	H4AMH-DO-COVR1 Dome bubble and cover, for in-ceiling mount, clear.
2	POE-INJ2-60W-NA Indoor single port Gigabit PoE++ 60W, North American power cord
2	Electrical including cable installation and required conduit and cable management
2	Camera installation sleeving and aim/ focus-network setup

The above quote includes two 270 Degree multi sensor dome cameras with integrated Infrared Illumination. Cameras will be corner mounted on the maintenance building to provide building perimeter coverage. Cable installation will utilize an existing underground conduit (pricing is based on a useable conduit cable path). Both cameras will interface to an onsite failover appliance and record all video to the Towns Centralized server (fiber to the Annex will be required). Installation, termination and setup is included.

SUBTOTAL	\$10,730.00
TAX RATE	0.00%
SALES TAX	-
<b>TOTAL</b>	<b>\$10,730.00</b>

**CONSTRUCTION ESTIMATE**

**TO:** Town Of Vernon, CT  
5 Park Street 2nd floor  
Vernon, CT 06066  
Attn: Robert Segan

**DATE:** 7/30/2020

**REF:** Fiber Optic Cable Installation - Grove Hill Cemetery

**PREPARED BY:** Russ Freeman

CODE	DESCRIPTION	PART NUMBER	UM	QTY	UNIT	EXTENSION
<u>Grove Hill Cemetery Fiber Connection to Existing Back Bone Fiber Cable</u>						
<u>Install 24 Fiber Cable from 99 Cemetery Ave to Pole 50 Grove St</u>						
<u>Prevailing Wage: NO</u>						
101	Aerial Fiber Design - Up to 1,000 ft	E-1	LS	1	\$ 2,575.00	\$ 2,575.00
102	Aerial Fiber Design - Each ft over 1,000 ft	E-2	LF	412	\$ 1.10	\$ 453.20
105	Pole Permitting	E-5	EA	5	\$ 28.00	\$ 140.00
402	Project Manager	L-2	HR	8	\$ 125.00	\$ 1,000.00
201	Install 1/4" EHS Strand and Hardware	C-1	LF	800	\$ 0.78	\$ 624.00
202	Aerial Lash Cable	C-2	LF	1,412	\$ 1.04	\$ 1,468.48
205	Indoor Cable / Innerduct Placement	C-5	LF	50	\$ 4.65	\$ 232.50
208	Install OSP Enclosure	C-8	EA	1	\$ 535.00	\$ 535.00
209	Install Patch Panel	C-9	EA	1	\$ 260.00	\$ 260.00
210	Fusion Splice Fiber	C-10	EA	48	\$ 15.50	\$ 744.00
211	Testing	C-11	Fiber	24	\$ 25.75	\$ 618.00
411	Flagman	L-11	HR	32	\$ 45.00	\$ 1,440.00
1002	ALTOS® Loose Tube, Gel-Free Cable, 24 F, Single-mode (OS2)	024EU4-T4701D20	LF	1,412	\$ 0.45	\$ 635.40
6001	Closet Connector Housing (CCH), 1 rack unit, accepts up to 2 CCH panels, cassettes or modules; comes with blank panels and hardware to strain-relieve cables internally or externally	CCH-01U	EA	1	\$ 234.84	\$ 234.84
8003	Closet Connector Housing (CCH) Pigtail Cassette, loaded with CCH panel and factory-terminated pigtails, 12 F, SC Simplex, SM/UPC, single fiber splicing	CCH-CS12-3C-P00RE	EA	2	\$ 472.77	\$ 945.54
8005	Splice Protection, Heat-Shrink Fusion Splice Protectors, 60 mm long, package of 50	2806031-01	EA	1	\$ 65.92	\$ 65.92
9001	1/4" EHS Strand and Hardware	STRAND	LF	800	\$ 0.47	\$ 376.00
9002	Aerial Lashing Materials including slack storage brackets	LASH	LF	1,412	\$ 0.19	\$ 268.28
<b>TOTAL ENGINEERING &amp; CONSTRUCTION</b>						<b>\$ 12,616.16</b>
1%	CRCOG Administration Fee	CRCOG FEE	LS	1	\$ 126.16	\$ 126.16
	Estimated Application Fees (Paid Directly by Town)	MAKE READY	POLE	5	\$ 50.00	\$ 250.00
	Estimated Make Ready (Paid Directly by Town)	MAKE READY	POLE	5	\$ 500.00	\$ 2,500.00
<b>TOTAL PROJECT</b>						<b>\$ 15,492.32</b>

# THREE-WAY COMMUNICATIONS

1000 Old County Circle unit 114  
Windsor Locks, CT 06096

DATE: 7/7/20  
QUOTE: 29011

Town of Vernon  
19 Grove Street  
Vernon, CT 06066

19 Grove Street  
Park coverage Pole/ Fiber feed

QTY	DESCRIPTION
1	ACC7-ENT ACC 7 Enterprise Edition camera license
1	20C-H4A-4MH-360 4x 5 MP, WDR, LightCatcher, 2.8mm, Camera Only
1	IRPTZ-MNT-WALL1 Pendant wall mount adapter for use with H4 IR PTZ -PEND1 Pole
1	H4AMH-AD-PEND1 Outdoor pendant mount adapter, must order one of IRPTZ-MNT-WALL
1	H4AMH-AD-IRIL1 Optional IR illuminator ring, up to 30m (100ft), for use with H4AMH
1	H4AMH-DO-COVR1 Dome bubble and cover, for In-ceiling mount, clear.
1	ES-PS-S4 Managed switch Outdoor IP66, -40°C (-40°F) to 50°C (122°F), Gigabit Ethernet, AC po
1	SCE 20x12x6 Nema outdoor enclosure with required Rigid conduit and Flex
1	Installation including server interface and exterior pole mounting

The above quote includes hardware for the 19 Grove street. Included is a 360 degree 20MP Multi Sensor camera with required Pole mount bracket and IR Illumination, the camera will provide a 360 degree coverage pattern of the surrounding area. A pole mounted NEMA enclosure will house a 4 port hardened fiber enabled switch, the switch will accommodate 3 additional future cameras. Fiber feed and power is required and supplied by others, conversations have been initiated with the town for both items.

SUBTOTAL	\$5,980.00
TAX RATE	0.00%
SALES TAX	0.00
<b>TOTAL</b>	<b>\$5,980.00</b>

Accepted By \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



# TOWN OF VERNON

Office of the Town Administrator  
14 Park Place • Vernon, CT 06066  
Tel: (860) 870-3665 • Fax: (860) 831-1380  
www.Vernon-CT.gov

NEW BUSINESS #3

Michael J. Purcaro  
Town Administrator

DATE: September 9, 2020

TO: Mayor Daniel A. Champagne  
Vernon Town Council

FROM: Michael J. Purcaro, Town Administrator

RE: Department of Emergency Services and Public Protection (DESPP)  
FFY 2020 Emergency Management Performance Grant (EMPG)

Annually, the Department of Emergency Services and Public Protection (DESPP) invites municipalities to make application with them through the State and Local Assistance Program (SLA) to provide funding for municipal Emergency Operations Centers (EOC), staffing and other emergency management activities.

The Town has successfully made application and been awarded funding through the Emergency Management Performance Grant (EMPG) program for over thirteen (13) years.

I am recommending the Town Council approve the application for Federal Fiscal Year 2020.

Upon approval by Town Council, the EMPG grant submittal also requires an **Authorizing Resolution of the Governing Body** to accompany the application.

## **PROPOSED RESOLUTION**

BE IT RESOLVED THAT THE TOWN COUNCIL AUTHORIZES MAYOR DANIEL A. CHAMPAGNE TO EXECUTE ALL NECESSARY PAPERWORK TO MAKE APPLICATION FOR AND RECEIVE FFY 2020 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FUNDING OFFERED BY THE STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION IN THE AMOUNT OF \$14,644.50.



# **E.MERGENCY M.ANAGEMENT P.ERFORMANCE G.RANT**

**FFY 2020 APPLICATION  
Due: September 30,  
2020**



## **State of Connecticut**

**Department of Emergency Services and Public Protection  
Division of Emergency Management and Homeland Security**

**SECTION B. EMPG APPLICATION INFORMATION AND DATA SHEET**

**All Forms Must Be Original - Copies Will Not Be Accepted**

**Mail Completed Applications To:**

DEMHS Regional Coordinator (See Page 2 of this application for contact information)

**SPCP Unit Use Only**

**1. Name of Municipality or Agency Applying for Subgrant:**  
Town of Vernon

**2. Period of Award for this Subgrant:** 10/1/20 – 9/30/21

**3. Emergency Management Director Name & Address**

Name: Michael J. Purcaro Title: EMD & Town Administrator  
Organization: Town of Vernon  
Address Line 1: 14 Park Place  
Address Line 2:  
City/State/Zip: Vernon, CT 06066  
Phone: 860-870-3665 Fax: 860-870-3670  
E-mail: mpurcaro@vernon-ct.gov

**4. Official Authorized to Sign for the Applicant:**

Name: Daniel Champagne Title: Mayor  
Organization: Town of Vernon  
Address Line 1: 14 Park Place  
Address Line 2:  
City/State/Zip: Vernon, CT 06066  
Phone: 860-870-3600 Fax: 860-870-3670  
E-mail: dchampagne@vernon-ct.gov

**5. Municipal/Agency Financial Officer**

Name: Jeffrey O'Neill Title: Finance Officer  
Organization: Town of Vernon  
Address Line 1: 14 Park Place  
Address Line 2:  
City/State/Zip: Vernon, CT 06066  
Phone: 860-870-3634 Fax: 860-870-3587  
E-mail: joneill@vernon-ct.gov

**6. Fiscal Point of Contact: (If Different than Financial Officer)**

Name: Title:  
Organization:  
Address Line 1:  
Address Line 2:  
City/State/Zip:  
Phone: Fax:  
E-mail:

**7. Applicant FEIN:** 020E146A

**8. Applicant DUNS #:** 081301244

**9. Applicant Fiscal Year End:** June 30, 2020

**10. Date of Last Audit:** March 2020

**11. Dates Covered by Last Audit:** 07/01/2018 to 06/30/2019

**12. Date of Next Audit:** February 2021

**13. Dates to be Covered by Next Audit:** 07/01/2019 to 06/30/2020

Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.

**FEDERAL AUDIT AND DEBARMENT REQUIREMENT CERTIFICATION**

**14. ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS**

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regard to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

**Initial to indicate that this requirement has been read and understood:**

INITIAL

**15. ACKNOWLEDGEMENT OF DEBARMENT REQUIREMENTS:**

- The sub-grantee will confirm the eligibility status (via Sam.gov) of all vendors/contractors that the sub-grantee pays with EMPG SLA funds. The subgrantee will confirm that the vendors/contractors do not appear on the SAM's Exclusion List of federally debarred or suspended vendors.

**Initial to indicate that this requirement has been read and understood:**

INITIAL

**16. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.**

SIGN & DATE

**Authorized Signatory:** X

**Date:**

Wheelock, Diane

NEW BUSINESS

#4

**From:** THOMAS DiDio <thomas.didio@vermont.gov>  
**Sent:** Wednesday, September 09, 2020 1:26 PM  
**To:** Wheelock, Diane  
**Cc:** Champagne, Daniel; Purcaro, Michael  
**Subject:** Request agenda item, Proposed Amendment (Audio/Visual Format for Future Meeting)  
**Attachments:** Town Council Meetings in AudioVisual Format.pdf

Vernon Town Council,

Request for New Business item:

Please add the attached amendment to the Sept. 15 agenda for discussion and action.

Re: Future Town Council Meetings to be in Audio/Visual Format.

Thank you,  
Thomas A. DiDio  
Vernon Town Council Member

**Proposed Motion:**

**All future remote Town Council meetings shall be available in audio/visual virtual format by Zoom, Google Meeting or other widely available format.**



**Wheelock, Diane**

---

**From:** THOMAS DiDio <thomas.didio@vernon-nh.gov>  
**Sent:** Wednesday, September 09, 2020 1:26 PM  
**To:** Wheelock, Diane  
**Cc:** Champagne, Daniel; Purcaro, Michael  
**Subject:** Request agenda item, Proposed Amendment (Social Media Policy)  
**Attachments:** Amendment to Social Media Policy.pdf

**NEW BUSINESS**

#5

Vernon Town Council,

Request for New Business item:

Please add the attached amendment to the Sept. 15 agenda for discussion and action.

Re: Amendment to Social Media Policy

Thank you,  
Thomas A. DiDio  
Vernon Town Council Member

**Proposed Motion:**

**Add the following amendment to the Social Media Policy:**

**Employees have a right to comment publicly as citizens on "matters of public concern", such issues of social or political significance or other community topics. Examples of such "protected speech" are discourse about the quality of government services, misconduct in office, mismanagement of public funds, or other significant breaches of public trust. Speech strictly about internal operations or job duties is not protected.**



# TOWN OF VERNON

Office of the Assistant Town Administrator

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www.Vernon-CT.gov

*Amended*  
8-18-2020

## SOCIAL MEDIA POLICY

The Town of Vernon recognizes the importance of social media and the role it can play in providing vital information regarding essential government services to our residents. The Town also acknowledges employees have certain rights under the First Amendment to reasonably use social media. Those rights may be limited when:

1. Communications disrupt the workplace or negatively affect working relationships; and/or
2. Communications adversely affect the performance of an employee, employees, or department in the delivery of services to the public.

**Definition: Social Media** - "Social Media" are various forms of discussion and information-sharing tools, including social networks, blogs, video sharing, podcasts, wikis, message boards and online forums. Technologies include picture and video sharing, wall postings, e-mail, instant messaging, and music sharing. Examples of Social Media applications include, but are not limited to, Google and Yahoo Groups; Wikipedia; Myspace and Facebook; YouTube; Flickr; Twitter; LinkedIn; and news media comment sharing/blogging. This policy covers all Social Media tools, both current and future.

### PROCEDURES AND COMPUTER NETWORK USE

1. Department Heads who establish official department social media sites will do so with the express permission of the Town Administrator.
2. The Department Head will designate employee(s) responsible for site content.
3. Employees responsible for updating and monitoring the site will not share the user name or password, with the exceptions of providing to their supervisor, and with Human Resources upon leaving employment with the Town.
4. Under no circumstances will the Town Seal, department logo, or its employees be posted on a social media site without the express permission of the Town Administrator.
5. Under no circumstances will these sites be used to pursue personal relationships. Social media accounts established by the departments will be used solely for the purposes of the assignment or organization.



# TOWN OF VERNON

## Office of the Assistant Town Administrator

14 Park Place • Vernon, CT 06066  
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www.Vernon-CT.gov

*Amended  
8-18-2020*

6. An employee may not use Town-sponsored social media communications for private financial gain, political, commercial, advertising, proselytizing or solicitation purpose.
7. An employee may not use Town-sponsored social media communications in a manner that misrepresents personal views as those of the Town, or in a manner that could be construed as such.
8. The Town of Vernon reserves the right to monitor all employee use of Town computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of privacy in any personal communication or post made through social media while using district computers, cellular telephones or other electronic devices.

### PERSONAL SOCIAL MEDIA ACCOUNTS

1. Employees should be mindful that their speech may become part of the worldwide electronic domain. *Government employees do not have the same first amendment protections to free speech as others, and may be subjected to disciplinary sanctions for use of social media posted on personal time, and through personal social media accounts that constitutes a violation of this policy.*
2. This policy is not intended to inhibit or prohibit employees from engaging in any lawful activities that do not violate the department's social media policy.
3. Employees will refrain from the use of personal social media sites during normal work hours, except during one's lunch break.
4. Employees should caution sending or accepting "friend" requests from persons who they have interaction with under their official duties. Employees are required to maintain professional boundaries and not engage in conduct whether implied or explicit which would bring disrepute upon the department or the Town of Vernon.
5. Employees must refrain from posting official correspondence, reports, photographs, recording, policies, memos, or other material and information which directly relate to the operation of the department. Nor should employees mention other employees, or members of the community, on personal social networking sites, without such individuals' express consent unless the employee is addressing an issue of public concern and the employee's speech falls under applicable constitutional protections pertaining to



# TOWN OF VERNON

## Office of the Assistant Town Administrator

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www.Vernon-CT.gov

*Amended  
8-18-20*

the same. Any posts mentioning the above requires the employee to state the post is the personal communication of the employee of the Town of Vernon, and that the views posted are the employee's alone and do not represent the views of the Town.

6. The Town Seal and department logos are not permitted for posting in any format under any circumstances.
7. Employees will refrain from using harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Such posts reflect poorly on the department and its members and may adversely affect the performance of an employee, employees, or department in the delivery of services to the public and may be subject to disciplinary action, up to, and including termination.
8. An employee may not link a Town-sponsored social media site or webpage to any personal social media sites.
9. Employees are reminded that social media posts may be the subject of legal discovery motions in criminal or civil actions. Any content which the employee would not want exposed in open court should not be posted.
10. The use of all departmental computers and other electronic communication devices issued for department use is intended for Town business purposes only. Employees do not have a reasonable expectation of privacy when using department computers or electronic communication devices.

### COMPLAINTS

1. Any concerns regarding Town-sponsored social media sites should be directed to the Human Resources Department for review.
2. Persons with concerns of an employee's personal social media content will need to provide Human Resources their name and contact number, as well as copies of the offensive media. The Human Resources Department will investigate the complaint to determine if a violation of this policy has occurred.

To: Michael Purcaro, Town Administrator  
From: Michelle Hill, Youth Services Director

Regarding: The request for the Vernon Town Council to authorize Mayor Champagne to execute the necessary paperwork to make application for and receive September 2020 – June 2021 School Readiness Funds in the amount of \$294,434.24.

Background:

The CT Office of Early Childhood announced the Request for proposal (RFP) Process for School Readiness funding for September 2020 to June 30, 2020 at the end of August 2020.

The purpose of School Readiness (SR) grant is to:

- Provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling
- Provide opportunities for parents to choose among affordable and accredited program
- Encourage coordination and cooperation among programs and prevent the duplication of services.
- Recognize the specific service needs and unique resources available to particular municipalities and provide flexibility in the implementation of programs
- Prevent or minimize the potential for developmental delay in children prior to their reaching the age of five
- Enhance federally funded school readiness programs
- Strengthen the family through encouragement of parental involvement in a child's development and education, and enhancement of a family's capacity to meet the special needs of the children, including children with disabilities;
- Reduce educational costs by decreasing the need for special education services for school age children and avoiding grade repetition.
- Assure that children with disabilities are integrated into programs available to children who are not disabled.
- Improve the availability and quality of school readiness programs and their coordination with the services of child care providers.



MAYOR  
**TOWN OF VERNON**

Page 2 of 3

The School Readiness grant is intended to provide funds for:

Preschool spaces in center-based programs: These spaces include for-profit or not-for-profit private preschool programs, public preschool programs, Head Start programs, faith-based preschool programs and state-funded day care programs. Programs must be Head Start approved, NAEYC accredited or eligible for NAEYC accreditation. Services may be provided in combination of the following space types:

Q8.

<b>FY 21 GRANT SPACE TYPE REQUIREMENTS WITH COMMUNITY WAIVER* GRANT TERM 10 MONTHS SEPTEMBER 2020 THROUGH JUNE 2021</b>			
Space Type	Hours of Access per day	Days/Weeks of Access per Grant Term	Rate
FULL DAY/FULL YEAR	10 hours per day	41 weeks**	\$ 734.66 per month
SCHOOL DAY/SCHOOL YEAR	6 hours per day	177 days***	\$600 per month
PART DAY/PART YEAR On-site/ Remote/Hybrid*	2.5 hours per day	177 days***	\$450 per month
EXTENDED DAY/FULL YEAR (Priority Districts Only) (Wrap Around)	Extend the Day	41 weeks**	\$231 per month

\* Access to on-site services should be provided whenever possible. If the delivery of on-site services is not possible, programs may request to provide alternative models for learning.



MAYOR  
TOWN OF VERNON

---

Page 3 of 3

Refer the FY 21 School Readiness September to June Guidance for additional information regarding requirements and types of alternate models for learning available. (This is attached to this memo for your reference)

\*\*Calculated based on FY20 requirement of 50 weeks less 9 weeks funded through COVID-19 Emergency Summer Funding.

\*\*\* Aligned with Connecticut State Department of Education modification of 2020-2021 School Year 180-day requirement.

Vernon's application requests funding for 18 full day, full year spaces for onsite services and 32-part day, part year slots for a hybrid learning model that includes both on site and remote learning opportunities. This is consistent with the level of SR funding that Vernon received in the fiscal grant year of 2019-20.

This SR application was released after the most recent Town Council meeting in August and is due by September 13, 2020, before the first September Town Council meeting. In order to meet the grant deadline, I am requesting the Mayor execute the necessary paper work in the application prior to September 13, 2020.



## **SCHOOL READINESS GRANT SIGNATURE PAGE**

### **GRANT PERIOD**

September 1, 2020 to June 30, 2021

**COMMUNITY:** Vernon

**APPLICATION CONTACT PERSON:**  
(Name, Address, Telephone, E-mail)

Michelle Hill  
9 Elm St.  
Vernon, CT. 06066  
(860)- 870-3557  
mhill@vernon-ct.gov

**ESTIMATED FUNDING:**

School Readiness: \$290,553.24  
Quality Enhancement: \$3881  
Total: \$294,434.24

We, the Mayor of Vernon and the Superintendent of Vernon Public School, the undersigned authorized chief administrative officials submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained therein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein.

**Signature: (Chief Elected Official)**

Name: (typed)

Daniel Champagne

Title: \_\_\_\_\_

Agency:

Town of Vernon

Date: \_\_\_\_\_

**Signature: (Superintendent)**

Name: (typed)

Dr. Joseph Macary

Title: \_\_\_\_\_

Agency:

Vernon Public Schools

Date: \_\_\_\_\_



# TOWN OF VERNON

Office of the Assistant Town Administrator

14 Park Place • Vernon, CT 06060

Tel: (860) 870-3600 • Fax: (860) 870-3580

[www.Vernon-CT.gov](http://www.Vernon-CT.gov)

NEW BUSINESS #7

**Dawn R. Maselek**

*Assistant Town Administrator*

**David Woodruff**

*Human Resources Specialist*

**Donna Madsen**

*Human Resources Assistant*

**DATE:** September 10, 2020

**TO:** Michael J. Purcaro, Town Administrator

**FROM:** Dawn R. Maselek, Assistant Town Administrator *DM*

**CC:** Jeffrey O'Neill, Finance Officer  
Marty Sitler, Director of Parks & Recreation

**RE:** Change in seasonal wages

Based upon the State of Connecticut changes to minimum wage, several of the Parks & Recreation seasonal wage categories are below the new minimum effective September 1, 2020. Please find attached a new recommended wage table to comply with the next two minimum wage increases.

This table will have to be addressed again in the 2022-2023 budget year, as the minimum wage is scheduled to increase to fourteen dollars (\$14.00) on July 1, 2022 and again to fifteen dollars (\$15.00) on June 1, 2023.

All returning employees who are in wage categories below the current minimum have been increased to comply with State law.

Title	Position	Grade	Step	Recommended for 2020 (\$12 min wage)	New Step #	Recommended for 2021 (\$13 min wage)
Entry	Attendant Park Maintainer 1	1	1	12.00	1	13.00
Rec. Leader	Program Counselor (moved to Step 3 see below)	2	1 2	12.25 12.50	1	13.20
	Lifeguard Park Maintainer 2 (moved to Step 3) Counselor 1	3	1 2	12.25 12.50	1	13.20
Sr. Rec. Leader	Office Assistant Lifeguard 2 Counselor 2 REK, Teen Center Park Mainatiner 2 Swim Instructor Program Specialist	4	1 2 3	12.75 13.00 13.25	1	13.50
Asst. Director	Assistant Director Head Lifeguard Park Maintainer 3	5	1	13.75	1	13.90
Director	Facility Monitor Aquatic Facility Director Program Director Park Maint. Team Leader	6	1	14.75	1	15.00
			2	15.50	2	15.75
			3	16.00	3	16.25
			4	16.50	4	16.75
Coordinator	Camp/REK Coordinator Aquatic Coordinator Facility Coordinator	7	1	17.00	1	17.25

Items in shades of RED indicate wage will be below CT minimum by July 2022

Some increases are based upon a GWI of current employees, as decrease steps as the minimum wage increases.

July 2022 minimum wage will be \$14.00/hr

**VERNON PARKS & RECREATION DEPARTMENT****Part Time & Seasonal Pay Scale**

Starting April 1, 2019

	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
I	Aquatic Attendant Park Maintainer 1	\$11.00	\$11.25	\$11.50	\$11.75	\$12.00
II	Program Counselor	\$11.25	\$11.50	\$11.75	\$12.00	\$12.25
III	Lifeguard Park Maintainer 2	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00
IV	Office Assistant Senior Counselor Swim Lesson Instructor Program Specialist	\$12.50	\$12.75	\$13.00	\$13.25	\$13.50
V	Head Lifeguard Park Maintainer 3 Assistant Director	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00
VI	Facility Monitor Aquatic Facility Director Program Director	\$14.00	\$14.75	\$15.50	\$16.25	\$17.00
VII	Park Maintainer 4 Program Coordinator	\$16.50	\$17.50	\$18.50	\$19.50	\$20.50
VIII	Sports Officials	\$20-\$40 per game based on assignment & qualifications				
IX	Specialty Instructors	\$30-\$50 per class based on assignment & qualifications				

All staff at Step 5 shall be awarded the COLA increase approved for non-union employees each July 1<sup>st</sup>.

This pay scale shall be reviewed annually and as necessary due to minimum wage increases.

---

Marty Sitler-Director of Parks & Recreation

---

Date

# Budget Amendment Request

**NEW BUSINESS**

#3

Total Amount Requested: \$56,000.00

Fiscal Year 2020 - 2021

Date: September 10, 2020

To: Finance Officer From (Department): **Information Technology via Finance** Amendment #: **3**

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	\$ 56,000.00
<b>"FROM" Subtotal:</b>				<b>\$ 56,000.00</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1 Parks Maintenance	Paving - Parking Lots	10117160	57370	56,000.00
2				
3				
4				
5				
6				
7				
8				
<b>"TO" Subtotal:</b>				<b>\$ 56,000.00</b>

No. *COMMENTS CONCERNING BUDGET AMENDMENT REQUEST*

1 Requested to cover expenses related to preparation and paving of the Parks Maintenance Garage area at Henry Park.

	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:	-			

Martin Sitler

Department Head

Signature

September 10, 2020

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:



TOWN OF VERNON  
DEPARTMENT SUBMISSION FOR  
TOWN COUNCIL AGENDA

NEW BUSINESS #9

FROM  
DEPARTMENT/NAME

Administration/Dawn Maselek

PROPOSED ITEM

Job Description for Building Maintainer Mason.

SUBJECT

Job Description for Building Maintainer Mason.

ACTION REQUESTED

Approval from Vernon Town Council of job description Building Maintainer Mason.

BACKGROUND  
INFORMATION

The attached job description of Building Maintainer Mason is a new position.

APPROPRIATION  
REQUIRED ?

☒ NO ☐ YES

AMOUNT SOUGHT

LIST OF SUPPORTING  
DOCUMENTATION

Copy of Section 4.1B (Job Descriptions) of the Town of Vernon Personnel Rules.  
Copy of proposed job descriptions listed.

WORDING  
PROPOSED MOTION

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 BUILDING MAINTAINER MASON.

**Town of Vernon**

**Department: Public Works**

**Job Title: Building Maintainer Mason**

**Bargaining Unit: Local 1471**

**General Statement of Duties:** To build, repair and maintain stone, block, brick, tile and masonry structures and buildings.

**Supervision Received:** Receives primary supervision from the Director and/or Roads Foremen; however, may be assigned to other supervisors who will make assignments, review completed work, and provide instruction as necessary.

**Essential Job Functions:** Sets building materials, including concrete and brick, and constructs or repairs surfaces or structures. Prepares surfaces prior to beginning work. Fabricates, alters, repairs, and maintains walls, sidewalks, street curbs, floors, bathroom showers, sink counters, partitions, manholes, and other related structures or surfaces. Lays blocks or bricks following blueprints, plans, or drawings. Performs repointing, in building maintenance, the technique of repairing mortar joints between bricks or other masonry elements. Determines work requirements and sequence of masonry/tile assignments through review of work orders, plans, or drawings. Lays out work using chalk lines, plumb bobs, tapes, squares, and levels. Mixes cement using hoes, cement-mixing equipment, and/or hand tools. Cuts or breaks bricks and concrete using hammers, powered abrasive saws, paving breakers, drills, and/or hand tools. Molds expansion joints and edges using edging tools, jointers, and straight edge. Operates equipment, such as hand tools, mixers, saws, grinders, forklift, manlifts, dump truck, and flatbed. Estimates materials and labor. Regular and punctual attendance.

**Other Job Functions:** Other job duties as required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls, walk, talk and hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl and stand.

The employee must lift, push and/or move up to 50 pounds, 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The noise level in the work environment can be loud.

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills & Abilities:** Knowledge of related tools, masonry techniques, equipment and materials. Skill in the construction, alteration, repair, and maintenance of masonry structures and surfaces. Ability to read and understand blueprints and drawings as needed to complete construction and repair projects. Some knowledge and experience of a variety of unskilled and semi-skilled manual maintenance and construction tasks. Ability to understand and follow oral and written instructions, willingness to perform heavy manual work for an extended period under varying climatic conditions, excellent physical condition, knowledge of occupational hazards and safety precautions, ability to get along and work well with others thoroughness and dependability in performing assignments expected.

Must be available for call in related overtime for emergencies, leaf collection and winter storm operations.

**Experience & Training:** Three years of masonry or bricklaying experience; OR, completion of a three year federally approved technical training program in masonry or bricklaying; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. This is a journey-level classification. High school or Trade school diploma or completion of high school equivalency diploma (GED). Must possess a valid Connecticut Motor Vehicle Operator's license, minimum CDL B preferred.

*This job description is not, nor is it intended to be, a complete statement of duties, functions and responsibilities which comprise this position and is subject to Town Council approval. Adopted:*



RECEIVED  
VERNON TOWN CLERK  
20 SEP -9 AM 11:41

**MINUTES**  
**VERNON TOWN COUNCIL**  
**VIRTUAL REGULAR MEETING**  
TELECONFERENCE CALL IN NUMBER: 1-929-205-6099  
MEETING ID: 893 6346 1179 PASSWORD: 0818  
**TUESDAY, AUGUST 18, 2020 - 7:30 PM**

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

**A.) PLEDGE OF ALLEGIANCE**

Recited

**B.) ROLL CALL**

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

Absent:

Entered During Virtual Regular Meeting: Brian Motola at 7:33PM

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

**C.) CITIZEN'S FORUM**

- Thomas DiDio, 112 Box Mountain Drive, spoke regarding the tropical storm response efforts
- Maryanne Levesque, 183 Bolton Road, spoke regarding the tropical storm response efforts
- Genaro Gonzalez, 59 High Street, spoke regarding various topics
- Father Rick Ricard, 25 St Bernard Terrace, spoke regarding the related agenda item

**D.) EXECUTIVE SESSION**

None

**E.) PUBLIC HEARINGS**

None

**F.) PRESENTATIONS BY THE ADMINISTRATION**

Mayor Daniel A. Champagne presented the following updates to the Town Council:

- Attorney Martin Burke has retired from his position as Assistant Town Attorney
- A re-opening plan for the Rockville Public Library is being worked on.
- A \$12,324 rebate from Connecticut Interlocal Risk Management Agency (CIRMA) was awarded. To date, the Town and the Board of Education have received a combined \$153,846 in distributed rebates
- The town participated in the USDA Federal Farmers to Families Food Program distributing 12,000 pounds of fresh fruits and vegetables using various agencies and resources to deliver and distribute
- The Mayor's Summer 2020 Concert Series received rave reviews and was enjoyed by all
- The town-wide, multi-function copiers that have been contracted with Ryan Business Services were installed in all departments including the Board of Education. The progress and savings during this four year contract will be tracked and reported quarterly.
- Progress continues on the Safe Routes to School Project with 5 bids received and reviewed. Street improvements in the vicinity of Dart Hill, Talcottville and Loveland Hill Roads and includes refining safety conditions for bicycling and walking to school, and proposed improvements to sidewalks, walkways, handicap ramps and signage.

- Dwight Ryniewicz, Director of Public Works, proactively identified better pricing for treated salt and propane resulting in a cost savings of \$24,540 for salt and \$3,087.61 for propane for FY21.
- A five-year tiered agreement for municipal refuse and recycling services with Willimantic Waste Paper, Inc. that will save \$43,775 for FY21.
- A savings of \$3,701.65 by using in house staff to for HVAC work at the Police Department.
- The new Communication Specialist, David Owens, will begin with his career with the Town of Vernon on August 24, 2020.

Town Administrator and Director of Emergency Management and Incident Commander Michael J. Purcaro presented the following updates to the Town Council:

- Tropical Storm Isaias was handled as a team effort with multiple town departments and staff. The Town is still in the recovery phase and an on-going damage assessment is underway. In support of the state's effort for the Federal Disaster Declaration, an email, [isaias@vernon-ct.gov](mailto:isaias@vernon-ct.gov), has been established for public sharing to document damage.
- The Local Recovery Advisory Committee meets and invited the Superintendent of Schools and a Physician Assistant from Primary Urgent Care in Ellington to the recent meeting to participate and keep the group as informed as possible.
- The Board of Education has announced hybrid re-opening plan was announced this week and communication was shared with all Vernon families.
- The Governor's office released an interim report received from Mathematica Policy Research detailing their primary assessment of the COVID-19 response in Connecticut's long-term facilities.
- The Milan Cultural Association distributed free face masks and hand sanitizer to the public and our local community.
- Updates to internal policies and procedures as well as training to the department heads and staff are on-going to ensure compliance with new executive orders and the travel restrictions.
- To date, there have been 926 COVID-19 tests administered, including both viral swab and antibody blood tests, through the weekly drive thru and walk up testing at St Bernard's and the Vernon Senior Center, as well as testing for staff at Priority Urgent Care in Ellington.
- Rapid testing capacity for our front line first responders has been recently introduced through Priority Urgent Care. After careful selection of a vendor, testing equipment was chosen that shows a 95% plus accuracy and is offered weekly for staff that are most at risk.
- A federal vaccine initiative led by the United States Dept of Health and Human Services and Dept of Defense involving a public private partnership has a goal of producing 300 million doses of COVID-19 vaccine by January 2021 with anticipation of an additional 3 months for distribution to the public.
- In preparation of the for the upcoming influenza season, the vaccine program for our employees will be ramped up to ensure access to the flu vaccine. An additional component to expand a community vaccination program is being explored as well.

Mayor Champagne stated that an amended Social Media Policy was sent to all Town Council members via electronic mail this afternoon.

The Rockville Public Library volunteer Poet Laureate, Pegi Dietz Shea recited a poem she wrote relative to the recent storm.

**G.) ACTION ON CONSENT AGENDA**

Council Member Wakefield, seconded by Council Member Levesque, made a motion to move the Consent Agenda. Council Member Clay pulled C-1. Council Member Campbell pulled C-4. Motion to approve C-2 and C-3 carried unanimously by roll call vote.

**C-2 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 6, 2020 included in the Council packet.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES SEVEN (7) PRIOR YEAR TAX REFUNDS TOTALING \$1214.17 AND FOUR (4) CURRENT YEAR TAX REFUNDS TOTALING \$1163.73 AS REFERENCED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO MICHAEL J. PURCARO, TOWN ADMINISTRATOR DATED AUGUST 6, 2020.

**C-3 Request the Town Council approve Mayor Daniel A. Champagne's appointment of Officer Gregory St. Pierre, of the Vernon Police Department, 725 Hartford Turnpike, Vernon, Connecticut, as the Staff Liaison to the Vernon Youth Services Advisory Board, said term to commence on August 19, 2020 and expires December 31, 2020.** (Officer Gregory St. Pierre will be completing the unexpired term of the previous Liaison Officer.)

**PROPOSED MOTION**

PURSUANT TO CHARTER CHAPTER XV, SECT. 3; TOWN COUNCIL RESOLUTION DATED 08-24-1976 AND TOWN COUNCIL RESOLUTION DATED 03-01-1994, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF OFFICER GREGORY ST. PIERRE, OF THE VERNON POLICE DEPARTMENT, 725 HARTFORD TURNPIKE, VERNON, CONNECTICUT AS THE STAFF LIAISON TO THE VERNON YOUTH SERVICES ADVISORY BOARD, SAID TERM TO COMMENCE ON AUGUST 19, 2020 AND EXPIRES DECEMBER 31, 2020.

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

**C-1 Request the Town Council approve budget amendments #37, #38, #39, #40, #41, #42, #43, #44 and #45 for fiscal year 2019-2020 as provided by Finance Officer and Treasurer Jeffrey A. O'Neill on the budget amendment forms attached.** (See budget amendment forms with explanation attached to this agenda.)

**PROPOSED MOTION**

RESOLVED, THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUESTS **#37, #38, #39, #40, #41, #42, #43, #44 AND #45** FOR FISCAL YEAR 2019-2020 AS PROVIDED BY FINANCE OFFICER AND TREASURER JEFFREY A. O'NEILL ON THE BUDGET AMENDMENT FORMS ATTACHED.

Council Member Wakefield, seconded by Council Member Schaefer, made a motion to move Consent Agenda C-1. Jeffrey O'Neill, Finance Director and Treasurer, answered questions. Discussion ensued. Motion carried unanimously by roll call vote.

**C-4 Request the Town Council approve Mayor Daniel A. Champagne's appointment of Ian C. Mills, (U), Franklin Park, Franklin Street, P.O. Box 165, Vernon, Connecticut 06066 as a Tenant Commissioner to the Housing Authority of the Town of Vernon, said term to commence August 19, 2020 and expires February 28, 2025.** (A copy of Mr. Mills resume is included for Council review. See correspondence from Betsy Soto, Executive Director of the Housing Authority of the Town of Vernon dated August 12, 2020 to Mayor Daniel A. Champagne relative to same.)

**PROPOSED MOTION**

PURSUANT TO CHAPTER 8, SECTION 5 OF THE VERNON TOWN CHARTER THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF IAN C. MILLS, (U), FRANKLIN PARK, FRANKLIN STREET, P.O. BOX 165, VERNON, CONNECTICUT AS A TENANT COMMISSIONER TO THE HOUSING AUTHORITY OF THE TOWN OF VERNON, SAID TERM TO COMMENCE ON AUGUST 19, 2020 AND EXPIRES FEBRUARY 28, 2025.

Council Member Wakefield, seconded by Council Member Clay, made a motion to move Consent Agenda C-4. Town Administrator Purcaro spoke and answered questions. Discussion ensued. Council Member DiDio requested that more detail regarding the appointment recommendation be provided in the future. Motion failed 0 in favor and 10 against with 2 abstentions (Didio and Letendre).

**I.) PENDING BUSINESS**

None

**J.) NEW BUSINESS**

- 1. Request the Town Council approve the Vernon Republican Town Committee nomination of E. Mason Thrall, III to fill the vacant seat on the Vernon Board of Education created by the resignation of Linda B. Gessay.** (See letter dated August 13, 2020 from Robert Hurd, Chairman of the Vernon Republican Town Committee to Mayor Daniel A. Champagne confirming the party's endorsement of Mr. Thrall.)

**PROPOSED MOTION**

RESOLVED, THE VERNON TOWN COUNCIL HEREBY ENDORSES THE NOMINATION OF E. MASON THRALL, III, (R), 172 IRENE DRIVE, VERNON, CONNECTICUT TO REPLACE LINDA B. GESSAY ON THE VERNON BOARD OF EDUCATION, SAID TERM TO COMMENCE AUGUST 18, 2020 AND ENDING NOVEMBER 8, 2021.

Council Member Wakefield, seconded by Council Member Schaefer, made a motion to endorse the nomination of E. Mason Thrall, III, (R), 172 Irene Drive, Vernon to replace Linda B. Gessay

on the Vernon Board of Education, said term to commence August 18, 2020 and end November 8, 2021. Discussion ensued. Motion carried unanimously with roll call vote.

2. **Request the Town Council accept final conveyance of Jen Drive, Vernon, Connecticut from Woodland Place, LLC and developer Kenneth J. Boynton.** (See memorandum from George K. McGregor, Town Planner to Michael J. Purcaro, Town Administrator relative to the CGS 8-24 review completed by the Vernon Planning and Zoning Commission on August 6, 2020.)

**PROPOSED MOTION**

BE IT RESOLVED THAT THE TOWN COUNCIL APPROVES THE ACCEPTANCE OF JEN DRIVE, OPEN SPACE, AND SEWER EASEMENTS AS REQUESTED.

Council Member Wakefield, seconded by Council Member Clay, made a motion to approve the acceptance of Jen Drive, Open Space, and sewer easements as requested. Town Planner George McGregor spoke and answered questions. Discussion ensued. Motioned carried with 11 in favor and 1 abstention (Bush) by roll call vote.

3. **Request the Town Council authorize Mayor Daniel A. Champagne to apply for and receive the Fiscal Year 2020 State Homeland Security Grant.** (See memorandum dated August 11, 2020 from Michael J. Purcaro, Town Administrator and Emergency and Risk Management Director to Mayor Daniel A. Champagne and the Vernon Town Council relative to same.)

**PROPOSED RESOLUTION**

**BE IT RESOLVED**, THE TOWN COUNCIL HEREBY AUTHORIZES THE TOWN OF VERNON TO ENTER INTO AND DELIVER TO THE STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION, DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY ANY AND ALL DOCUMENTS WHICH IT DEEMS TO BE NECESSARY OR APPROPRIATE ; AND **FUTHER RESOLVED**, THE TOWN COUNCIL HEREBY AUTHORIZES DANIEL A. CHAMPAGNE, AS MAYOR OF THE TOWN OF VERNON, TO EXECUTE AND DELIVER ANY AND ALL DOCUMENTS ON BEHALF OF THE TOWN OF VERNON AND TO DO AND PERFORM ALL ACTS AND THINGS WHICH HE DEEMS TO BE NECESSARY OR APPROPRIATE TO CARRY OUT THE TERMS OF SUCH DOCUMENTS, INCLUDING BUT NOT LIMITED TO, EXECUTING AND DELIVERING ALL AGREEMENTS AND DOCUMENTS CONTEMPLATED BY SUCH DOCUMENTS.

Council Member Wakefield, seconded by Council Member Campbell, made a motion to authorize Mayor Daniel A. Champagne to apply for and receive the Fiscal Year 2020 State Homeland Security Grant. Town Administrator Purcaro spoke and answered questions. Discussion ensued. Motion carried unanimously by roll call vote.

4. **Request the Town Council authorize the disposal of fixed assets for Information Technology, Public Works, Engingeering, Planning, Building and Cemetery Departments as disclosed on the Fixed Asset request forms provided in the Town**

**Council packet.** (See memorandum from Jeffrey A. O'Neill, Finance Officer & Treasurer dated August 10, 2020 to Michael J. Purcaro, Town Administrator relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OF FIXED ASSETS FOR THE INFORMATION TECHNOLOGY, PUBLIC WORKS, ENGINEERING, PLANNING, BUILDING AND CEMETERY DEPARTMENTS AS DISCLOSED ON THE REQUEST FOR DISPOSAL OF FIXED ASSET FORMS.

Council Member Wakefield, seconded by Council Member Bush, made a motion to authorize the disposal of fixed assets for Information Technology, Public Works, Engineering, Planning, Building and Cemetery departments as disclosed. Motion carried unanimously with roll call vote.

5. **Request the Town Council authorize Mayor Daniel A. Champagne to execute any and all documents to make application for and receive Local Prevention Council Grant funds in the amount of \$5342.00.** (See memorandum from Michelle Hill, Youth Services Director to Michael J. Purcaro, Town Administrator relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY AUTHORIZES MAYOR DANIEL A. CHAMPAGNE TO MAKE APPLICATION FOR AND RECEIVE LOCAL PREVENTION COUNCIL GRANT FUNDS IN THE AMOUNT OF \$5342.00.

Council Member Wakefield, seconded by Council Member Schaefer, made a motion to authorize Mayor Daniel A. Champagne to make application for and receive local prevention council grant funds in the amount of \$5,342.00. Michelle Hill, Youth Services Director spoke and answered questions. Discussion ensued. Motion carried unanimously by roll call vote.

6. **Request the Town Council approve the policy entitled "SOCIAL MEDIA POLICY".** (See the policy document included in the Council packet for review.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES THE POLICY ENTITLED "SOCIAL MEDIA POLICY", AS PRESENTED.

Council Member Wakefield, seconded by Council Member Levesque, made a motion to approve the policy entitled "Social Media Policy" as amended. Assistant Town Administrator Dawn Maselek spoke and answered questions. Discussion ensued. Motion carried with 8 in favor, 3 opposed (DiDio, Letendre, Levesque) and 1 abstention (Schaefer) by roll call vote.

7. **Request the Town Council consider the request submitted by The Parish of The Blessed Sacrament at St. Bernard's Church to waive all permitting fees.** (See letter from Rev. Richard J. Rivard, Pastor dated June 19, 2020 to Michael J. Purcaro, Town Administrator relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES THE WAIVER OF PERMITTING FEES AS REQUESTED.

Council Member Wakefield, seconded by Council Member Schaefer, made a motion for the Town Council to approve the waiving of building permitting fees as requested. 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 **JULY 21, 2020** 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 virtual regular Town Council meeting held on July 21, 2020. Motion carried unanimously by voice vote.

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

1. Monthly Report – July 2020 Vernon Police Department as submitted by Capitan John Kelley.

**Q.) ADJOURN (8:52PM)**

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

Received:

Approved:

Respectfully Submitted.

Kathleen Minor  
Recording Secretary



# TOWN OF VERNON

#1

14 PARK PLACE, VERNON, CT 06066

Tel: (860) 870-3662

Fax: (860) 870-3623

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

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

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

FROM: Karen C. Daigle, Town Clerk

RE: **Monthly Report for July 2020**

DATE: August 14, 2020

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

Total vital statistics processed for the month were 24 birth certificates, 24 marriage licenses and 24 death certificates. Attested copies of the certificates were issued to residency towns as well as to the State of Connecticut Department of Revenue Services. A total of 201 vital statistics requests were processed and sold for the month, which consisted of 62 birth, 100 death, 21 marriage, 12 burial permits and 6 cremation permits, for a total amount of \$3,740.00.

There were 2 sporting licenses processed, as Town Clerk's Office was closed for these services.

The monthly total of land record documents recorded and processed was 420. Included in this total were 77 property transfers of title. \$128,034.24 in State Conveyance Tax was collected and forwarded to the State of Connecticut Department of Revenue Services, while \$36,871.11 was collected in Town Conveyance Tax and retained by the Town, consisting of a large, commercial transfer.

A total of 801 dog licenses were sold.

In addition, 19 notary transactions, 2 trade names, 1 liquor permit, 2 maps and 5 Veteran discharges were filed, recorded and processed.

Approximately **283 (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:

- In July, Karen Daigle participated in several conference calls and many emails with Town Clerks Assoc. and Secretary of State's Office regarding the Presidential Preference Primary and COVID-19.
- Town Hall remained closed to the public but the Town Clerk's Office was open for limited services, as required by the State of Connecticut.
- Town Clerk, Karen Daigle, swore in 1 Vernon Police officer.
- Regular Town Council Meeting was held via teleconference on July 21<sup>st</sup>.
- Processed Absentee Ballot Applications (total of 2,600) for August 11<sup>th</sup> Democrat & Republican Primaries.





# 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 August 2020

#### PATROL DIVISION

Activity	August 2020	August 2019	2020 Year to Date
Calls for Service	1,524	1,873	9,426
Arrests	54	136	492
Traffic Stops	36	226	916
DUI Arrests	9	11	72
Domestic Violence	27	22	198
Traffic Accidents	57	80	349
Narcotics Incidents/Vials Used	4/8	4/6	18/26
Prescription Drug Disposal	71 lbs./oz.	127.10 lbs./oz.	566.6 lbs./oz.

On Tuesday, August 4<sup>th</sup>, Tropical Storm Isaias struck Vernon. The first storm related call came in at 2:45 PM. By midnight, officers had responded to 179 calls for service, most were storm related. Officers worked closely with members of other town departments to safely respond to these calls. Normal staffing was augmented to by holding the day shift over and calling in the midnight shift early. Detectives and administrative staff were also used to respond to calls.

On August 6<sup>th</sup> at 1:11 PM an officer was sent to a domestic dispute on Union St. The officer made attempts to de-fuse the incident and separate the involved parties. However, he was unsuccessful and during the incident, Julianna Ricketts, age 18 of Vernon, punched a woman in the face. The officer attempted to arrest Ricketts and a struggle ensued. Additional officers arrived and Ricketts was taken into custody. As she was being escorted to a patrol car she spit at one officer. Once in the patrol car she spit at another officer. Ricketts later bit an officer on the arm at the police station. The officer received medical attention and was able to return to work. Ricketts was charged with 3 counts of assaulting a police officer, interfering with the police, risk of injury to a minor, and breach of peace.

## DETECTIVE DIVISION

The Detective Division currently has 24 open cases. Detectives made 1 arrest.

Cases	Crime	Cases	Crime
3	"Cold Case" Homicide		Untimely/Suspicious Death
2	"Cold Case" missing persons	1	Child Abuse
2	Burglary		
5	Suspicious Situations	1	Robbery
4	Fraud	2	Background Investigation
1	Larcenies	6	Cell phones analyzed
1	Sex Assaults	2	Weapons Violation

### SIGNIFICANT CASES

On August 17, 2020, Daren Yeo turned himself in to Vernon Police after learning a warrant had been issued for his arrest. He was charged with violations of C.G.S. 53a-70(a)(2) Sexual Assault 1st Degree, 53a-73a Sexual Assault 4th Degree and 53-21(a)(2) Illegal Sexual Contact with a child. The charges stem from an investigation conducted by the Vernon Police Department Detective Division related to allegations that Yeo sexually assaulted a four year old child approximately 28 years ago at his home in Vernon. He was released on a court set \$100,000.00 surety bond and was arraigned on August 18, 2020 at the Rockville Superior Court.

On 08/27/20 this department started an investigation into a shooting which occurred in the area of 100 Prospect Street. One firearm potentially used in the shooting was recovered, suspects were identified and multiple vehicles used in the crime were seized. Multiple search warrants were applied for and executed. The investigation continues.

## TRAINING DIVISION

### Training:

August 3 SRO gang and drug detection – St. Pierre 5 hours  
August 3 Building search – Flanigan 3 hours  
August 6-7 Background investigation – Pryputniewicz – 12 hours  
August 10 Legal updates with Daigle – Kenny & Kelley 2 hours  
August 19 UAS task force briefing Windsor Locks – Thiel & Marra 3 hours  
August 28 Collect Recert – Curley – 4 hours

### FTO & New Hires.

Officer Jonathan Santos completed his FTO on August 25, 2020 and is assigned to the midnight shift

### K-9 Training

Sembersky & Condon August 4<sup>th</sup> & 18<sup>th</sup>

### Capitol Region Emergency Services Team: Training:

Patrizz & Trantalis August 5<sup>th</sup> & 6<sup>th</sup>

## ANIMAL CONTROL

	August (calls for service)	Year to Date (calls for service)
Vernon	52	353
Cruelty	5	16
Dog Bite	1	12
Exotics	1	1
Impound Cat	0	9
Impound Dog	4	25
Livestock	0	3
Missing	4	11
Nuisance/Barking	1	14
Roaming	11	71
Sick Wildlife	2	38
Wildlife	13	69
General Complaints	10	84
Bolton/Coventry	7	31
Cruelty	0	0
Dog Bite	1	3
Exotics	0	0
Impound Cat	0	1
Impound Dog	1	4
Livestock	0	1
Missing	0	1
Nuisance/Barking	0	1
Roaming	0	8
Sick Wildlife	0	1
Wildlife	3	5
General Complaints	2	6