

AGENDA  
VERNON TOWN COUNCIL  
REGULAR MEETING

**VIRTUAL INFO: CALL IN #1-929-205-6099**  
**Meeting ID: 893 6346 1179 Password: 0818**

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

**TUESDAY, AUGUST 18, 2020**  
**7:30 P.M.**

RECEIVED  
VERNON TOWN CLERK  
20 AUG 17 AM 11:36

A.) PLEDGE OF ALLEGIANCE

B.) ROLL CALL

C.) CITIZENS FORUM

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D.) EXECUTIVE SESSION

E.) PUBLIC HEARING

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F.) PRESENTATIONS BY THE ADMINISTRATION

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

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G.) ACTION ON CONSENT AGENDA

- 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.

- 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.

- 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.

H.) DISCUSSION OF PULLED CONSENT ITEMS

I.) PENDING BUSINESS

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.

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.

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.

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 & Treasuer 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.

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.

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.

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.

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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 **JULY 21, 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 – July 2020 Vernon Police Department as submitted by Capital John Kelley.

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Q.) ADJOURNMENT



# TOWN OF VERNON

#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: August 13, 2020

To: Michael J. Purcaro, Town Administrator

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

Re: Fiscal Year End Reconciliation – Budget Amendment Requests

To further assist with the closing process for FY20, the following Budget Amendment Requests are proposed for inclusion on the August 18, 2020 Town Council agenda. As all are transfers, no additional appropriation is required.

- #37 Request to cover expenditures within Town Planner, Fire Administration and Police.
- #38 Request to cover expenditures related to staffing of the Senior Center's fitness room. Service provided December – March. Supplemental request to #28 approved June 16, 2020.
- #39 Request to cover shortfall in employer portion of Defined Contribution payments.
- #40 Request to cover Unemployment expenses (actual through May 2020 and anticipated June amount). COVID19 related claims will be included in reimbursement request(s) to FEMA and the State.
- #41 Request to cover expense of adding the Senior Center to the vendor custodial cleaning contract.
- #42 Request to cover wage accounts related to the processing of accrued payroll.
- #43 Request to cover labor expenses incurred as a result of the COVID19 Pandemic. These amounts will be included in reimbursement request(s) to FEMA and the State.
- #44 Request to cover supply and material expenses incurred as a result of the COVID19 Pandemic. These amounts will be included in reimbursement request(s) to FEMA and the State.
- #45 Pass-Through Request to cover State mandated fee for Code Training and Education (fee is calculated as a % of Building Permit construction value). Supplemental request to #33 approved July 21, 2020.

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

## Budget Amendment Request

Total Amount Requested: \$7,833.11

Fiscal Year 2019 - 2020

Date: August 12, 2020

To: Finance Officer

From (Department):

Finance

Amendment #: 37

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>				
Treasury	Banking Service Fees	10114142	53600	\$ 31.86
Fire Administration	Firefighter Remuneration	10231183	51074	5,301.25
Police	Automotive Fuel - Gasoline	10230180	56260	\$ 2,500.00
<b>"FROM" Subtotal:</b>				<b>\$ 7,833.11</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1 Town Planner	Other Fees	10150170	53800	\$ 31.86
2 Fire Administration	Other Fees	10231183	53800	\$ 5,301.25
3 Police	Other Communications	10230180	57790	\$ 2,500.00
4				
<b>"TO" Subtotal:</b>				<b>\$ 7,833.11</b>

No. COMMENTS CONCERNING BUDGET AMENDMENT REQUEST

- 1 MuniCode - Zoning Ordinance changes, edits and additions. Pricing was slightly greater than originally budgeted.
- 2 Additional cost for review and update of LOSAP Actuarial Valuation Reporting.
- 3 Encumbrance was liquidated (returned to the General Fund) by Finance at Fiscal Year End 2019 - funds were allocated and approved for the upgrade of communication equipment for Public Safety at the 6/04/19 Town Council meeting.
- 4

	1	2	3	4
Balance in account for which funds are requested:	(31.86)	(5,301.25)	(2,500.00)	-
Original appropriation in account:	1,000.00	9,650.00	-	
Plus or minus prior amendments:	-			
Amount of appropriation to date:	1,031.86	14,951.25	2,500.00	

Jeffrey O'Neill

Jeffrey A. O'Neill

August 12, 2020

Department Head

Signature

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:

## Budget Amendment Request

Total Amount Requested: \$2,012.50

Fiscal Year 2019 - 2020

Date: August 12, 2020

To: Finance Officer From (Department): Senior Center / Finance Amendment #: 38

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>				
Senior Center	Part-Time Wages	10457242	51030	\$ 2,012.50
<b>"FROM" Subtotal:</b>				<b>\$ 2,012.50</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1 Senior Center	Fitness Staffing	10457242	53500	\$ 2,012.50
2				
3				
4				
<b>"TO" Subtotal:</b>				<b>\$ 2,012.50</b>

No.                      COMMENTS CONCERNING BUDGET AMENDMENT REQUEST

1	This is an additional request to Budget Amendment #28 which was approved at the 6/16/20 Town Council meeting. Total expense was \$6,700 - service began in December 2019 and ceased once Senior Center was closed due to COVID-19.

	1	2	3	4
Balance in account for which funds are requested:	(2,012.50)	-	-	-
Original appropriation in account:	-			
Plus or minus prior amendments:	4,687.50			
Amount of appropriation to date:	6,700.00			

Jeffrey A. O'Neill

Jeffrey A. O'Neill

August 12, 2020

Department Head

Signature

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:

## Budget Amendment Request

Total Amount Requested: \$22,466.16

Fiscal Year 2019 - 2020

Date: August 12, 2020

To: Finance Officer      From (Department): Pension / Finance      Amendment #: 39

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>				
Group Insurance	Medical Employer Premium	10670272	52187	\$ 22,466.16
<b>"FROM" Subtotal:</b>				\$ 22,466.16

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1 Pension	Defined Contribution Employer	10670271	52920	\$ 22,466.16
2				
3				
4				
<b>"TO" Subtotal:</b>				\$ 22,466.16

No.      *COMMENTS CONCERNING BUDGET AMENDMENT REQUEST*

1 Request to cover shortfall in employer Defined Contribution expenditure. Deficit due to the increase in Annual Required Contribution for the Police Pension fund which was addressed in November 2019 (Budget Amendment #4)

	1	2	3	4
Balance in account for which funds are requested:	(22,466.16)	-	-	-
Original appropriation in account:	151,200.00			
Plus or minus prior amendments:	5,725.00			
Amount of appropriation to date:	179,391.16			

Jeffrey A. O'Neill  
Department Head

Jeffrey A. O'Neill  
Signature

August 12, 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: \_\_\_\_\_

## Budget Amendment Request

Total Amount Requested: \$73,398.07

Fiscal Year 2019 - 2020

Date: August 12, 2020

To: Finance Officer From (Department): Unemployment Amendment #: 40

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>				
Contingency	Contingency	10672280	58400	\$ 38,559.67
Social Security and Medicare	Social Security	10670270	52200	34,838.40
<b>"FROM" Subtotal:</b>				<b>\$ 73,398.07</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1 Unemployment	Unemployment Compensation	10670273	52500	\$ 73,398.07
2				
3				
4				
<b>"TO" Subtotal:</b>				<b>\$ 73,398.07</b>

No.	COMMENTS CONCERNING BUDGET AMENDMENT REQUEST
1	Request to cover shortfall in account as a result of increased expense due to COVID-19 pandemic. Actual expenditures cover the period through <b>May 2020</b> . Finance will work on any potential reimbursement with FEMA and the State through the proper reporting channels. Reimbursed funds will be credited back to the General Fund.
	Budget Amendment Request carries June expected invoice at similar level to May (\$22,500)

	1	2	3	4
Balance in account for which funds are requested:	(45,397.81)	-	-	-
Original appropriation in account:	21,400.00			
Plus or minus prior amendments:	-			
Amount of appropriation to date:	66,797.81			

Jeffrey A. O'Neill  
Department Head

Jeffrey A. O'Neill  
Signature

August 12, 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: \_\_\_\_\_

## Budget Amendment Request

Total Amount Requested: \$12,191.32

Fiscal Year 2019 - 2020

Date: August 12, 2020

To: Finance Officer      From (Department): Maintenance of Govt Bldg/Finance      Amendment #: 41

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>				
Maintenance of Govt Bldg	Building Repairs	10340203	54510	\$ 10,000.00
Maintenance of Govt Bldg	Natural Gas	10340203	54120	2,191.32
<b>"FROM" Subtotal:</b>				\$ 12,191.32

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1 Maintenance of Govt Bldg	Custodial Fees	10340203	53090	\$ 12,191.32
2				
3				
4				
<b>"TO" Subtotal:</b>				\$ 12,191.32

No.      *COMMENTS CONCERNING BUDGET AMENDMENT REQUEST*

1 Request to cover additional costs incurred as a result of adding the Senior Center to vendor contract.

	1	2	3	4
Balance in account for which funds are requested:	(12,191.32)	-	-	-
Original appropriation in account:	43,115.00			
Plus or minus prior amendments:	-			
Amount of appropriation to date:	55,306.32			

Jeffrey A. O'Neill  
Department Head

Jeffrey A. O'Neill  
Signature

August 12, 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: \_\_\_\_\_

## Budget Amendment Request

Total Amount Requested: \$17,385.05

Fiscal Year 2019 - 2020

Date: August 12, 2020

To: Finance Officer From (Department): Finance Amendment #: 42

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>				
Town Planner	Regular Wages	10150170	51010	\$ 17,385.05
<b>"FROM" Subtotal:</b>				<b>\$ 17,385.05</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1 Executive & Administrative	Regular Wages	10112120	51010	4,920.36
2 Executive & Administrative	Part-Time Wages	10112120	51030	67.73
3 Registration	Part-Time Wages	10113130	51030	430.05
4 Assessment	Regular Wages	10114144	51010	3,440.92
5 Collector of Revenue	Regular Wages	10114146	51010	930.36
6 Town Clerk	Regular Wages	10115150	51010	974.71
7 Community & Econ Dev	Regular Wages	10151171	51010	3,152.13
8 Animal Control	Regular Wages	10233188	51010	652.05
9 Animal Control	Part-Time Wages	10233188	51030	178.45
10 Equipment Maintenance	Regular Wages	10340202	51010	449.38
11 Recycling	Regular Wages	10340206	51010	2,188.91
<b>"TO" Subtotal:</b>				<b>\$ 17,385.05</b>

No. *COMMENTS CONCERNING BUDGET AMENDMENT REQUEST*

Accrued payroll processing has been completed; the accounts need the requested funds to balance at the end of the fiscal year end. Town Planner account was chosen as funding option solely due to the fact the ORG number was the first with available funds staying within the 51 Character Code.

Accrued Payroll funds are charged to FY20 and credited to FY21 as a result of the payroll(s) being processed in July but compensating employees for work completed in June. (standard practice under accrual basis of accounting)

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

Jeffrey A. O'Neill  
Department Head

Jeffrey A. O'Neill  
Signature

August 12, 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: \_\_\_\_\_

## Budget Amendment Request

 Total Amount Requested: \$28,110.65

Fiscal Year 2019 - 2020

 Date: August 12, 2020

To: Finance Officer	From (Department): <b>Finance - COVID19</b>	Amendment #: <b>43</b>
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 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>				
Police	Regular Wages	10230180	51010	\$ 28,110.65
<b>"FROM" Subtotal:</b>				<b>\$ 28,110.65</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1 Executive & Administrative	Special Pay - COVID19 2020	10112120	51013	312.45
2 Police	Special Pay - COVID19 2020	10230180	51013	19,317.81
3 Animal Control	Special Pay - COVID19 2020	10233188	51013	8,480.39
4				
<b>"TO" Subtotal:</b>				<b>\$ 28,110.65</b>

**No. COMMENTS CONCERNING BUDGET AMENDMENT REQUEST**

- Request to cover labor expenses related to the Pandemic - reimbursement will be requested through FEMA and the State of Connecticut CoronaVirus Relief Fund. Previous internal transfers were made to cover small amounts for Building \$126.25 and Engineering \$163.75. Total for the General Fund is **\$28,400.65**
- Additional Non General Fund expenditures total **\$10,507.10**: Waste Treatment Plant Operations \$10,434.02 and Data Processing \$73.08.
- Total additional labor cost for FY20 is **\$38,907.75** which will be submitted for reimbursement via FEMA and the State.

	1	2	3	4
Balance in account for which funds are requested:	(312.45)	(19,317.81)	(8,480.39)	-
Original appropriation in account:	-	-	-	-
Plus or minus prior amendments:	-	-	-	-
Amount of appropriation to date:	312.45	19,317.81	8,480.39	-

Jeffrey A. O'Neill  
Department Head

Jeffrey A. O'Neill  
Signature

August 12, 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: \_\_\_\_\_

## Budget Amendment Request

Total Amount Requested: \$89,472.68

Fiscal Year 2019 - 2020

Date: August 10, 2020

To: Finance Officer From (Department): **Finance - COVID19** Amendment #: **44**

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>				
Group Insurance	Medical - Employer Contribution	10670272	52187	\$ 89,472.68
<b>"FROM" Subtotal:</b>				<b>\$ 89,472.68</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1 Executive & Administrative	COVID-19 2020	10112120	55705	5,114.23
2 Registration	COVID-19 2020	10113130	55705	1,901.03
3 General Election	COVID-19 2020	10113131	55705	485.85
4 Collector of Revenue	COVID-19 2020	10114146	55705	2,717.07
5 Town Clerk	COVID-19 2020	10115150	55705	6,003.80
6 Data Processing	COVID-19 2020	10117160	55705	150.51
7 Town Planner	COVID-19 2020	10150170	55705	149.90
8 Police	COVID-19 2020	10230180	55705	6,247.08
9 Fire Fighting & Administration	COVID-19 2020	10231183	55705	713.04
10 Emergency Management	COVID-19 2020	10232189	55705	1,789.32
11 Maintenance of Govt Bldgs	COVID-19 2020	10340203	55705	34,259.26
12 Senior Center	COVID-19 2020	10457242	55705	254.20
13 Parks Maintenance	COVID-19 2020	10560254	55705	29,687.39
<b>"TO" Subtotal:</b>				<b>\$ 89,472.68</b>

No. *COMMENTS CONCERNING BUDGET AMENDMENT REQUEST*

Request to cover expenses (supplies and materials) related to the Pandemic through June 30, 2020. Reimbursement will be requested through FEMA and the State of Connecticut CoronaVirus Relief Fund.

Additional Non General Fund expenditures total **\$11,863.75**: Ambulance \$5,524.72, Recreation Programs \$31.65, Waste Treatment Plant Operations \$4,433.27 and Data Processing Center \$1,874.11 and will also be included in reimbursement requests. **(Total of \$101,336.43)**

Jeffrey A. O'Neill

Jeffrey A. O'Neill

August 10, 2020

Department Head

Signature

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:

## Budget Amendment Request

Total Amount Requested: \$3,608.31Fiscal Year 2019 - 2020Date: August 12, 2020

To: Finance Officer

From (Department):

Finance

Amendment #:

45

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	\$ 3,608.31
<b>"FROM" Subtotal:</b>				<b>\$ 3,608.31</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1 Building Inspection	Permits - Education Training Fee	10232187	58232	3,608.31
2				
3				
4				
<b>"TO" Subtotal:</b>				<b>\$ 3,608.31</b>

No.	COMMENTS CONCERNING BUDGET AMENDMENT REQUEST
1	Required to cover State mandated fee for Code Training and Education (\$.25 per \$1,000 of Construction Value) - offset by Building Permits Revenue line item. Fees collected by the State are for code training and educational programs.
2	This represents the final quarterly payment for FY20 (in addition to Budget Amendment Request #33 presented and approved in July)
3	
4	

	1	2	3	4
Balance in account for which funds are requested:	(3,608.31)	-	-	-
Original appropriation in account:	7,000.00			
Plus or minus prior amendments:	14,891.39			
Amount of appropriation to date:	25,499.70			

Jeffrey A. O'Neill

Department Head

Jeffrey A. O'Neill

Signature

August 12, 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

# CONSENT

# #2

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

08/06/2020

BACKGROUND  
INFORMATION

APPROPRIATION  
REQUIRED ?

☐ NO ☐ YES

AMOUNT SOUGHT

LIST OF SUPPORTING  
DOCUMENTATION

WORDING  
PROPOSED MOTION

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

TOTALING  AND CURRENT YEAR  TOTALING

AS OUTLINED IN THE MEMORANDUM 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 6, 2020  
SUBJECT: Refunds for Town Council Approval

**PRIOR YEARS:**

MAGNAN CHELSEA E.....	579.80
TAXPAYER PAID TOO MUCH	
HILLS KENNETH P .....	69.75
Assessor's Correction – Vehicle Sold	
MEYER JOHN J JR .....	142.05
Assessor's Correction – Vehicle repossessed	
TOYOTA LEASE TRUST .....	289.00
Assessor's Correction – Vehicle Sold	
VW CREDIT LEASING LTD .....	33.76
Assessor's Correction – Vehicle Sold	
BURKE JAKE L .....	42.01
Assessor's Correction – Vehicle Sold	
SARTAIN TRISHA L .....	57.71
Assessor's Correction – Vehicle Sold	

**CURRENT YEAR: 2019 GRAND LIST**

CORELOGIC .....	369.90
Overpaid by Escrow Company	
CORELOGIC .....	356.67
Overpaid by Escrow Company	
CORELOGIC .....	416.78
Overpaid by Escrow Company	
SMITH KENNETH R.....	20.20
Assessor's Correction – Vehicle Sold	

(7) Prior Overpayments.....	\$1,214.17
(4) Current Overpayments .....	\$1,163.73

Cc: Jeff O'Neill TXP21021 TXC21021



234<sup>th</sup>

# TOWN OF VERNON

## DEPARTMENT OF POLICE

725 HARTFORD TURNPIKE  
VERNON, CONNECTICUT 06066

Phone (860) 872-9126

Fax: (860) 872-7249



# CONSENT

James L. Kenny  
Chief of Police

June 18, 2020

Mr. Daniel Champagne  
Mayor, Town of Vernon  
14 Park Place  
Vernon, CT 06066

Dear Mayor Champagne,

I would like to recommend for your approval the appointment of Officer Gregory St. Pierre to the Vernon Youth Service Bureau.

The vacant position is currently held by the outgoing School Resource Officer, Officer Joshua Wells, whose tenure at the high school ended this past June. Officer St. Pierre was selected as next SRO at the high school and as part of his duties should serve as a member of the Youth Services Bureau.

Officer St. Pierre joined the department in 2012 and currently serves as a Patrol Officer, Field Training Officer, Drug Recognition Expert (DRE) and as a member of our Crisis Intervention Team (CIT). These areas of expertise will be extremely valuable in the duties required of an SRO.

As the new SRO at Rockville High School, Officer St. Pierre will bring a unique perspective to the Youth Service Bureau and their mission to improve the lives of the youth in this community.

Respectfully Requested,

James L. Kenny  
Chief of Police



## Resumé for appointment to a Town Agency, Board or Commission

Name: Ian C. Mills

Address: Franklin Park, Franklin St. - P.O. Box 165, Vernon, CT 06066-0165

Home Phone: 203-879-1000

Work Phone: none

Cell Phone: 203-879-1000

Email Address: francophilly2@gmail.com

### Educational Background:

High School — Chestnut Hill Academy, Philadelphia, PA; Franco-American Institute, Rennes, Brittany, FR

College — University of Connecticut, Storrs, CT

Additional Schooling — Manchester Community College, Manchester, CT (Phi Theta Kappa honors soc.)

### Employment Experience:

Interactive Web Design / E-commerce / Marketing Communications / Writing / Editing / Content Development / Client & Vendor Relations / Desktop Publishing / Graphics / Print Buying / Insurance & Financial Services — Discover France! / Independent Delivery Services / Diversified Group Brokerage.

### Civic Activity:

- Present memberships — Phi Theta Kappa honors society, MCC Library & Technology Committee, Student Government Association, Alliance française.
- Past memberships — Alpha Phi Omega service fraternity, American Mensa, Art History Webmasters Association, Boston Computer Society, CT Art Directors Club, CT Macintosh Connection, Easter Seals of Conn. (top fundraiser), French-American Chamber of Commerce, Greater Hartford Chamber of Commerce, Greater Hartford Jaycees / U.S. Jaycees, HTML Writers Guild, Mansfield Historical Society, St. Andrew's Society, Univ. of Conn. Macintosh Users Group.
- Honors — Governor's Civic Leadership Award, United States Jaycees Certificate of Merit.

Political Affiliation: ( ) Democrat ( ) Republican (✓) Unaffiliated ( ) Other

I hereby request appointment to the following Agency, Board or Commission:

- |   |   |
|---|---|
| ( ) Advisory Board of Senior Citizens                       | ( ) Arts Commission                         |
| ( ) Board of Assessment Appeals                             | ( ) Board of Ethics                         |
| ( ) Bolton Lakes Regional Water Pollution Control Authority | ( ) Capital Improvement Committee           |
| ( ) Cemetery Commission                                     | ( ) Conservation Commission                 |
| ( ) Design Review Commission                                | ( ) Drug & Alcohol Prevention Council       |
| ( ) Economic Development Commission                         | ( ) Energy Improvement District             |
| ( ) Human Services Advisory Commission                      | ( ) Inland Wetland Commission               |
| ( ) Local Historic Properties Commission                    | ( ) Municipal Flood & Erosion Control Board |
| ( ) North Central District Health Department                | ( ) Open Space Task Force                   |
| ( ) Pension Board   | ( ) Permanent Municipal Building Committee  |
| ( ) Planning & Zoning Commission                            | ( ) Risk Management Committee               |
| (✓) Vernon Housing Authority                                | ( ) Vernon Traffic Authority                |
| ( ) Water Pollution Control Authority                       | ( ) Youth Services Bureau                   |
| ( ) Zoning Board of Appeals                                 |   |

Date: 08/03/2020

Signature:

*Ian C. Mills*

Please return this form to Office of the Mayor, Memorial Building 14 Park Place, Vernon CT 06066  
Or email to Diane Wheelock at [Dwheelock@vernon-ct.gov](mailto:Dwheelock@vernon-ct.gov)



# CONSENT #4

## HOUSING AUTHORITY of the TOWN of VERNON

21 COURT STREET, P.O. BOX 721  
VERNON, CONNECTICUT 06066  
(860) 871-0886 • FAX (860) 875-9811

August 12, 2020

Mayor Daniel A. Champagne  
Town of Vernon  
14 Park Place  
Vernon, CT 06066

RE: Tenant Commissioner Election

Dear Mayor Champagne,

Just a gentle reminder on the email sent to you August 4<sup>th</sup>, 2020 that the tenant commissioner election was held on Monday, August 3, 2020 and Ian Mills was the winner.

He has been notified to follow up with the Town. As always feel free to reach out with any questions or concerns.

Best Regards,

A handwritten signature in black ink, appearing to read "Betsy R. Soto", enclosed within a large, loopy oval.

Betsy R. Soto  
Executive Director, PHM, VEM

Enclosure

VERNON REPUBLICAN TOWN COMMITTEE

NEW BUSINESS #1

August 13, 2020

Daniel Champagne, Mayor and  
Members of the Vernon Town Council  
Town of Vernon  
14 Park Place  
Vernon, CT 06066

**RE: Appointment to Fill Vacancy on the Vernon Board of Education**

Dear Mayor Champagne and Town Council Members:

At our regular meeting held on Wednesday, August 12, 2020, the members of the Vernon Republican Town Committee, present and voting, selected E. Mason Thrall, III, to replace Linda B. Gessay on the Vernon Board of Education and to complete the unexpired term ending in November 2021.

Mason resides at 172 Irene Drive, Vernon, CT, and his email address is [mason\\_thrall@yahoo.com](mailto:mason_thrall@yahoo.com).

We appreciate your support of this nomination.

Sincerely yours,  
VERNON REPUBLICAN TOWN COMMITTEE



Robert B. Hurd, Chairman  
7 Rheel Street  
Rockville, CT 06066  
Cell: 860-402-6375

Cc: K. Daigle, Town Clerk – Town of Vernon  
RTC file

Mason Thrall

[REDACTED]

[REDACTED]

#### QUALIFICATIONS AND STRENGTHS:

- Demonstrated ability to lead and manage staff in a progressive manner with high employee morale.
- Experienced in profit and loss management, payroll, budgeting, and asset management.
- Skilled in contract negotiation, insurance specifications, risk management, and workers' compensation claims.
- Extensive experience in school transportation and facility management.
- Proven expertise in policy and procedure development, team-building, project planning, and personnel management.

#### PROFESSIONAL EXPERIENCE:

- Capitol Region Education Council (CREC) 2006-present
  - Director of Operations
    - Provide direction and oversight to the divisions of Construction, Facilities, Food Services, Security, Technology, and Transportation
    - Cabinet member and served as Interim Director of Construction and Director of Transportation
    - Manage a diverse staff of over 1250 contracted and non-contracted employees
    - Negotiate contracts with labor organizations and service providers
    - Provide services to towns and school districts
- First Student Inc./Ryder Student Transportation Services 1998-2006
  - Contract Manager
    - Managed local school transportation contracts including Vernon and Manchester among others
- Manchester Bus Service Inc. (Windsor Bus Service, Inc) 1984-1998
  - Supervisor/Driver Trainer/Driver/Assistant Mechanic
    - Participated in all aspects of running family business
    - Served school districts in Vernon, Manchester, and West Hartford

#### EDUCATION:

- Rockville High School 1984-1988
- Manchester Community College (Business Administration) 1988-1990
- Central Connecticut State University (Certificate Course) 1998

#### CIVIC:

- Member, Vernon Traffic Authority 2004-present
- Treasurer, Connecticut School Transportation Association 2009-present
- Former Chairman, Town of Vernon Water Pollution Control Authority 2002-2009
- Former Member, Town of Vernon Local Emergency Planning Committee 2001-2002



OFFICE OF THE  
TOWN PLANNER

# NEW BUSINESS #2 TOWN OF VERNON

14 PARK PLACE, VERNON, CT 06066-3291

Tel: (860) 870-3667

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

## MEMORANDUM

TO: Michael J. Purcaro, Town Administrator

FROM: George K. McGregor, AICP, Town Planner *GKM*

SUBJECT: CGS 8-24 Referral – Jen Drive

DATE: August 7, 2020

---

The Town of Vernon requested CGS 8-24 referral for the acceptance of public improvements related to Jen Drive, including appurtenances, and an open space parcel, was reviewed by the Planning and Zoning Commission at their regular meeting on August 6, 2020.

The Planning & Zoning Commission finds that the acceptance of Jen Drive and the open space parcel by the Town of Vernon is consistent with the Plan of Conservation and Development and meets the Street Acceptance procedures found in Section 9 of the Town Subdivision Regulations.

Please contact me if you have any questions.

GKM



# TOWN OF VERNON

## OFFICE OF THE MAYOR

14 Park Place • Vernon, CT 06066

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

**Daniel A. Champagne**  
*Mayor*

**Michael J. Purcaro**  
*Town Administrator*

**Dawn R. Maselek**  
*Assistant Town Administrator*

DATE: July 27, 2020

TO: George McGregor  
Vernon Town Planner

FROM: Michael J. Purcaro  
Town Administrator

RE: Acceptance of Jen Drive, Vernon, Connecticut

*Thank you!*

This property has been offered to the Town of Vernon by the Woodland Place LLC., and Kenneth J. Boynton. At the Town Council Meeting on July 21, 2020 the Town Council voted to forward the request for acceptance to the Planning and Zoning Commission for an 8-24 review.

Included with this request are a memorandum dated July 16, 2020 from Town Engineer, David Smith; Woodland Place LLC request for acceptance dated June 10, 2020 and two maps of the area.



David A. Smith, P.E., L.S.  
Town Engineer

Vernon-ct.gov

## Memo

To: Diane Wheelock, Executive Assistant  
From: David Smith, Vernon Town Engineer *DAS*  
Cc: George McGregor, Vernon Town Planner  
Date: July 16, 2020  
Re: Road Acceptance Jen Drive

It is my understanding that the developer for this project has requested that this road be accepted by the Town Council and made part of our inventory of municipal streets and roads. According to the Town of Vernon Subdivision Regulations, Section 9, once the developer requests acceptance, the Town Council then requests a report from the Planning and Zoning Commission.

The Planning and Zoning Commission would recommend acceptance if all the improvements have been satisfactorily completed, Warrantee Deeds for the parcels/easements to be conveyed have been received. Upon the receipt of a favorable report from PZC the Town Council may then accept the road without condition.

The Engineering Department has received an As-Built Survey of the road and the Parcels to be conveyed. We believe that all required improvements have been completed satisfactorily. I have not seen the deeds but I understand that they are in your possession, and presumably have been reviewed by the Town Attorney.

It looks as though all the components are in place, save for the actual referral to and response from the Planning and Zoning Commission. Perhaps the agenda item for this upcoming Town Council Meeting should be to formally refer this to Planning and Zoning. Mr. McGregor indicates that they have two meetings in August and it is reasonable to expect that the Council could then actually accept the road at their August meeting.

Please let me know if you have any questions or concerns regarding this.

Thank you

***Woodland Place, LLC  
627 Talcottville Road  
Vernon, CT 06066***

June 10, 2020

Town Council

Town of Vernon, CT

RE: Town Acceptance  
Jen Drive  
Vernon, CT 06066

Dear Town Council,

Please accept these Deeds along with the acceptance of the Jen Drive Road, Open Space, Streetlights, Sidewalks, Hydrants, Sewer, Drainage and all easements.

Thank you,

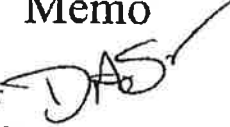
Woodland Place LLC  
Kenneth J. Boynton, Member



David A. Smith, P.E., L.S.  
Town Engineer

Vernon-ct.gov

## Memo

To: Diane Wheelock, Executive Assistant  
From: David Smith, Vernon Town Engineer   
Cc: George McGregor, Vernon Town Planner  
Date: July 16, 2020  
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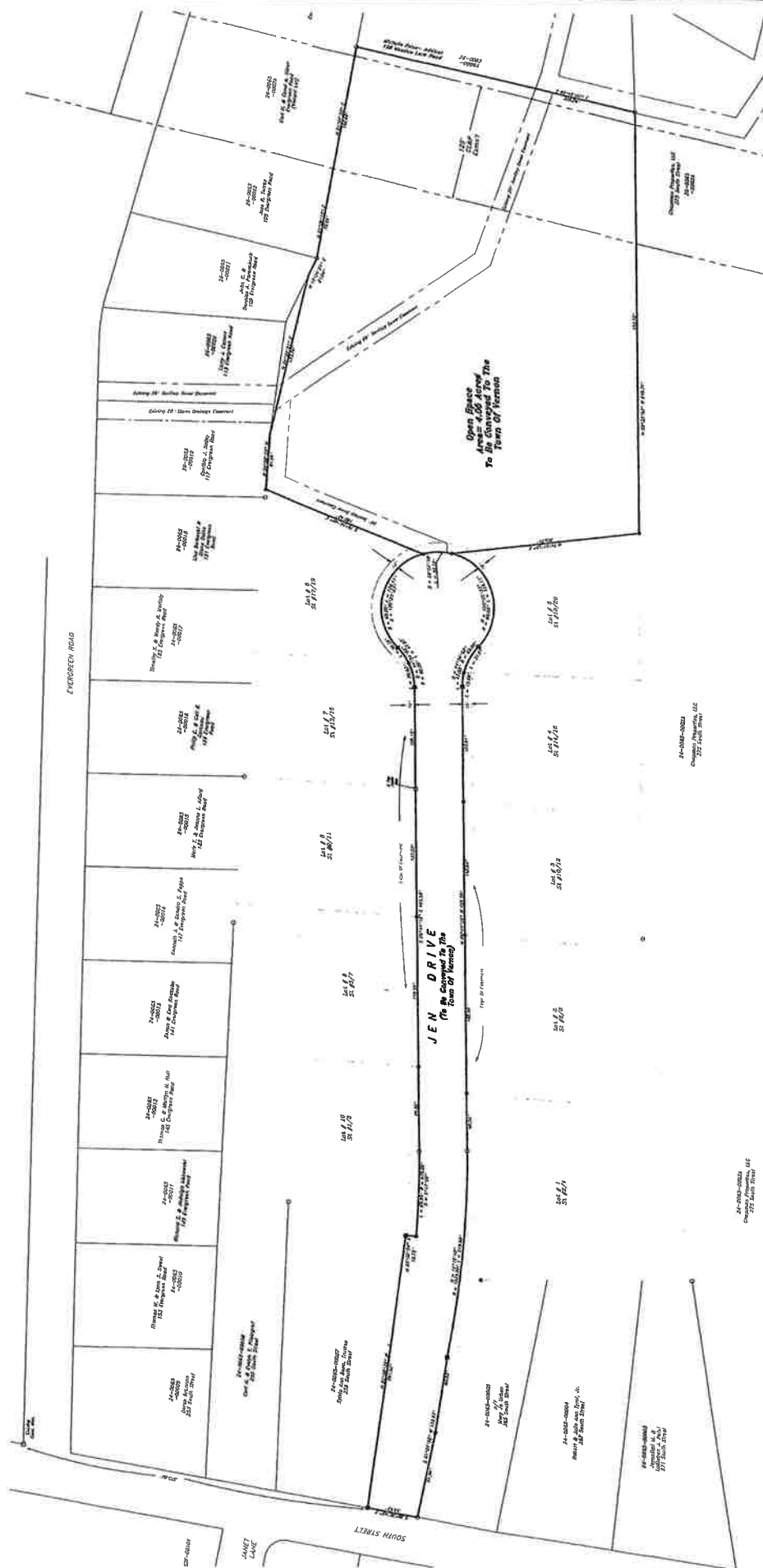
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Please let me know if you have any questions or concerns regarding this.

Thank you

11 FORDLAND PLACE • 253 SOUTH STREET NEWTON, CORRECTION: OWNER: JAMES M. CHAZOVEN  
RD. DRYDEN ROAD ABINGDON, VA 22914 APPLICANT: KENNETH J. BORTONER 607 LAFCVILLE  
RD. NEWTON, CT 06459 ENGINEER: STEVEN TAYLOR HENRIS & ASSOC., INC. 1223 BURNSIDE  
AVE. SUITE 401 EAST HARTFORD, CT SCALE: AS SHOWN DATED 10-19-2014 REV: ZERO 1-21-15  
SHEET 1 OF 2 SEE P. 1094



Scale 1" = 50'

7250-0100-01  
Chapman Property, LLC

Concrete Volumes	Existing Ingot Pile	If on Pine Soil	Py Ball Test
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
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TO THIS END, MY KNOWLEDGE AND BELIEF, THIS WORK IS SUBSTANTIALLY CORRECT

L.S. 15464  
REGISTRATION NO.

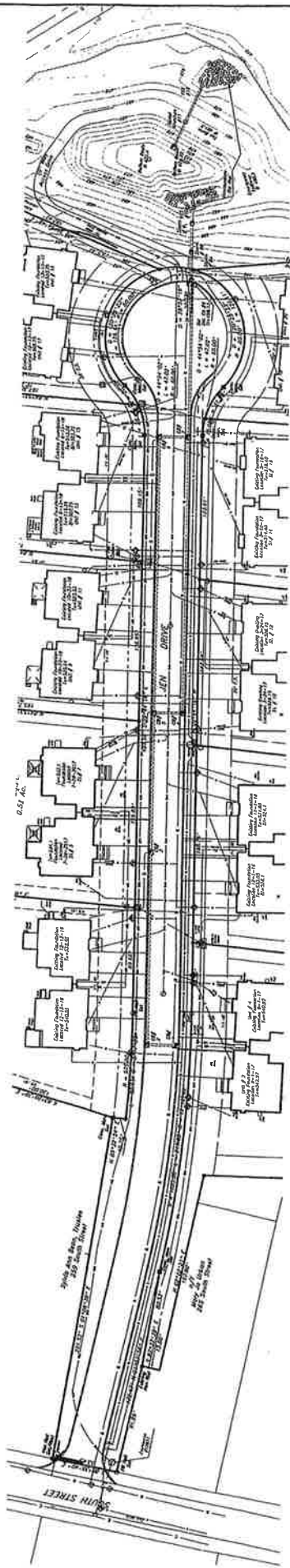
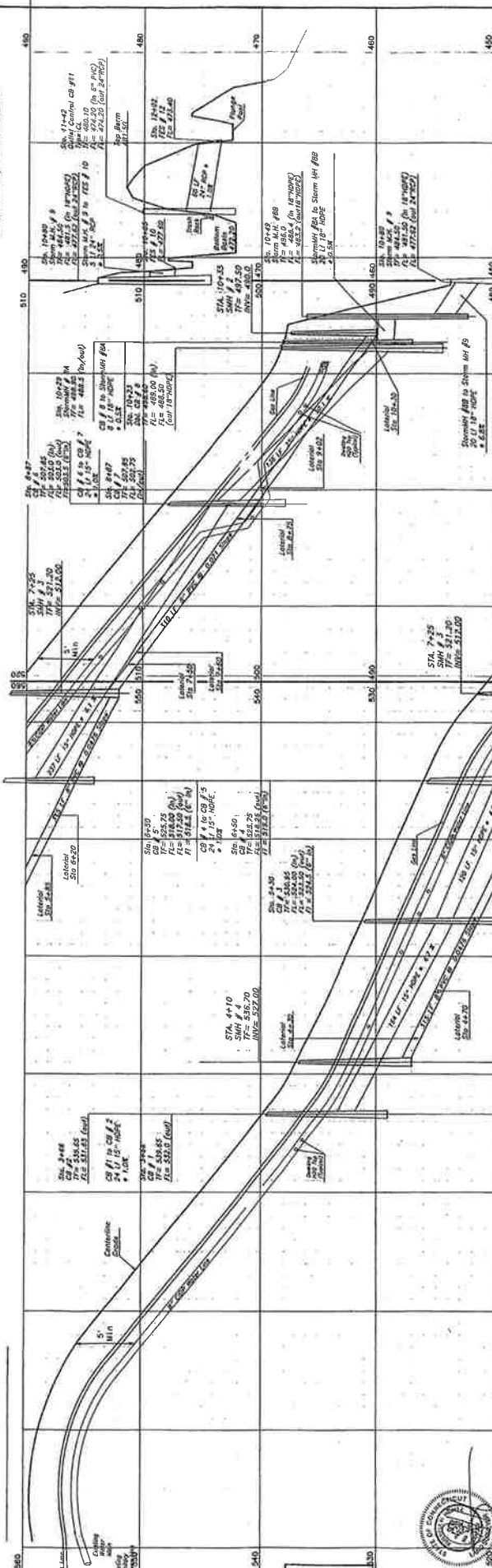
1-26-19  
DATE

THIS MAP PRODUCED BY  
ORANGE BROADCASTING CO.  
POLYFILM  
TRAVELL, HENTZ & ASSOC.  
1227 BLUNDSIDE AVE - SUITE 2  
EAST HARTFORD CT 06108

"CONVEYANCE PLAN"  
MAP SHOWING LAND OF  
WOODLAND PLACE, LLC  
(OPEN SPACE AND JEN DRIVE)  
TO BE CONVEYED  
TO THE TOWN OF VERNON

**TARBELL, HEINTZ & ASSOC., INC.**

CIVIL ENGINEERS - LAND SURVEYORS	DATE	SCALE	GRAPH BY	SHEET NO.
1227 BURNSIDE AVE., WHITE MA., EAST HARTFORD, CT (661) 528-1810	11-28-15	1" = 80'	ROM	1 OF 1

[illegible]

AS BUILT DRAWINGS - JEN DRIVE  
Sta. 0+0 - 12+50

PROFILE - RECORD DRAWING  
"WOODLAND PLACE"

**TARBELL, HEINTZ & ASSOCIATES INC.**  
SURVEYORS & CIVIL ENGINEERS

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# TOWN OF VERNON

## Office of the Mayor

14 Park Place • Vernon, CT 06066  
Tel: (860) 870-3600 • Fax: (860) 870-1180  
www.Vernon-CT.gov

# NEW BUSINESS

# #3


**Daniel A. Champagne**  
Mayor

**Michael J. Purcaro**  
Town Administrator

**Dawn R. Maselek**  
Assistant Town Administrator

DATE: August 11, 2020

TO: Mayor Daniel A. Champagne  
Vernon Town Council

FROM: Michael J. Purcaro, Town Administrator and Emergency and Risk Management Director 

cc: Chief James Kenny, Vernon Police Department  
Chief Steve Eppler, Vernon Fire Department

RE: **FFY2020 State Homeland Security Grant Program – Region 3 MOA**

The attached Memorandum of Agreement (MOA) is regarding the use of federal fiscal year (FFY) 2020 State Homeland Security – Division of Emergency Management and Homeland Security (DEMHS) grant funding and custodial ownership of regional assets in DEMHS Region 3. The parties to this MOA are the State of Connecticut Department of Emergency Services and Public Protection (DESPP) – specifically DEMHS, the Town of Vernon (along with the other Region 3 participating municipalities), the Capitol Region Council of Governments (CRCOG) and the Region 3 Regional Emergency Planning Team (Region 3 REPT).

DESPP/DEMHS is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for FFY 2020 State Homeland Security Grant Program (SHSGP), Award Number **EMW-2020-SS-pending**. DESPP/DEMHS is retaining pass-through funds from SHSGP in the total amount of \$1,654,801.00 (of which \$382,156.80 has been specifically awarded to Region 3 plus an additional \$65,000 for the regional bomb squad) on behalf of local units of government, for the following regional set-aside projects designed to benefit the state's municipalities: Regional Collaboration, Enhancing Information and Intelligence Sharing and cooperation with Federal Agencies, Addressing Emergent Threats, Capitol Metropolitan Medical Response System (MMRS), Medical Preparation and Response; and Cyber Security, Citizens Corps Program, Enhancing Cybersecurity, and Enhancing Protection of Soft Targets and Crowded Places.

The purpose of the MOA is two-fold:

1. To authorize the SSA to act as the agent of the Town of Vernon and to retain and administer grant funds provided under 2020 SHSGP for the regional set-aside projects listed above, and also for CRCOG to provide the financial and programmatic oversight.
2. The Town of Vernon agrees to be the custodial owner of regional assets acquired through this program. Currently there are no new regional assets expected under this agreement for the Town of Vernon. Under prior executed agreements, the Town of Vernon retained custodial ownership of a regional decontamination trailer and its prime moving vehicle.

**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.



**FFY 2020 STATE HOMELAND SECURITY GRANT  
PROGRAM Region 3 MEMORANDUM OF AGREEMENT  
CHECKLIST**



Please use this checklist to insure completion and accuracy of the following agreement.

**1.****Instructions for: TOWN OF VERNON**

**Received by:** Michael J. Purcaro, Town Administrator

**For the MOA:**

- ☐ A municipal point of contact been identified in Part III, Section M.
- ☐ The Chief Executive Officer has signed and dated the agreement.
- ☐ The Chief Executive Officer's name and title has been typed in the space provided.

☐ **Authorizing Resolution Attached**

The Blanket Resolution Template includes the recommended language for the resolution. If you do not use this template, the resolution must reference the FFY 2020 Homeland Security Grant Program. No other resolutions will be accepted.

Please note: The Fiduciary and Municipality shall complete Appendix A Custodial Ownership and Memorandum of Agreement (Appendix A), for any municipality that takes ownership of equipment purchased with 2020 HSGP funds by the REPT. *(These documents are not attached to this MOA, but will be sent directly to the Fiduciary)*

**Once complete, mail or email the complete MOA package to: Cheryl Assis, Capitol Region Council of Governments, 241 Main Street, Hartford, CT 06106**

**2.****Instructions for the Capitol Region Council of Governments**

**Received by:** \_\_\_\_\_

**Review and Signature**

- ☐ The Chief Executive Officer has signed and dated the agreement.
- ☐ The Chief Executive Officer's name and title has been typed in the space provided.
- ☐ The Region 3 REPT Chair has signed and dated the agreement.
- ☐ The Region 3 REPT Chair's name has been typed in the space provided.
- ☐ All of the items listed on this checklist have been completed and are correct.

Once complete please contact your DESPP/DEMHS Program Manager to schedule a MOA review meeting.

Please note: The Fiduciary shall complete Appendix A, Custodial Ownership, for any Municipality that takes ownership of equipment purchased with 2020 HSGP funds by the REPT. *(These documents are not attached to this MOA, but will be sent directly to the Fiduciary)*

**DUE DATE:     October 20, 2020**



**FFY 2020 STATE HOMELAND SECURITY GRANT PROGRAM  
Region 3 MEMORANDUM OF AGREEMENT**



**Data Sheet**

**Step 1- Fill out this datasheet form to auto populate MOA document in this PDF file.**

**THIS DATASHEET MUST BE COMPLETED ELECTRONICALLY**

**Step 2-After populating the document, print out entire MOA and obtain the correct signatures as outlined by the completion checklist on the following page.**

<b>Town Information:</b>	
<b>Person Completing Document:</b>	Michael J. Purcaro, Town Administrator
<b>Municipality Name:</b>	TOWN OF VERNON
<b>Town CEO Name:</b>	Daniel A. Champagne
<b>Town CEO Title (ie. Mayor):</b>	Mayor

**\*Municipality Name - Municipalities can enter the name as either the long or short name, for example: enter name as either "New Haven" or "City of New Haven"**

<b>Point of Contact Information:</b>	
<b>POC Name &amp; Title:</b>	Michael J. Purcaro
<b>Address:</b>	14 Park Place, Vernon, CT 06066
<b>Email:</b>	mpurcaro@vernon-ct.gov
<b>Phone:</b>	860-870-3665
<b>Fax:</b>	860-870-3580

# MEMORANDUM OF AGREEMENT

## REGARDING USE OF FEDERAL FISCAL YEAR 2020 STATE HOMELAND SECURITY GRANT FUNDING AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS IN DEMHS Region 3

### I. AGREEMENT REGARDING THE USE OF FEDERAL HOMELAND SECURITY GRANT FUNDS TO SUPPORT REGIONAL SET-ASIDE PROJECTS

#### A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of TOWN OF VERNON, the Capitol Region Council of Governments (Fiduciary) and the Region 3 Regional Emergency Planning Team (Region 3 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for Federal Fiscal Year 2020 State Homeland Security Grant Program (SHSGP), Award No. EMW-2020-SS-pending. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. The DEMHS Advisory Council, through its Homeland Security Working Group, has approved the allocation formula for grant funds available under the SHSGP;
4. DESPP/DEMHS is retaining pass-through funds from 2020 SHSGP in the total amount of \$1,654,801 on behalf of local units of government, for the following eight regional set-aside projects designed to benefit the state's municipalities:
  - a. Regional Collaboration;
  - b. Enhancing Information and Intelligence Sharing and cooperation with Federal Agencies, including DHS;
  - c. Addressing Emergent Threats;
  - d. Capitol Metropolitan Medical Response System - MMRS;
  - e. Medical Preparation and Response; and Cyber Security; Citizen
  - f. Corps. Program;
  - g. Enhancing Cybersecurity; and,
  - h. Enhancing Protection of Soft Targets and Crowded Places.
5. DEMHS ~~is in coordination and cooperation with the municipalities located within DEMHS Region 3 including~~ TOWN OF VERNON ~~has created, and established bylaws for, the Region 3 REPT, a multi-disciplinary, multi-jurisdictional regional group to facilitate planning and resource coordination within DEMHS Region 3.~~
6. TOWN OF VERNON is eligible to participate in those Federal Fiscal Year 2020 SHSGP regional allocations made through the Region 3 REPT and not included in the set-aside projects, in the amount of \$382,156.80 (and an additional \$65,000 for the regional bomb squad) for Region 3 which will be made available to the jurisdictions in Region 3 in the manner recommended by the REPT in accordance with its approved bylaws, upon execution of the grant accepted by the SAA.

#### B. Purpose of Agreement

The SAA and TOWN OF VERNON enter into Part I of this MOA authorizing the SAA to act as the agent of TOWN OF VERNON and allowing the SAA to retain and administer grant funds provided under 2020 SHSGP for the eight regional set-aside projects listed above, and also for The Capitol Region Council of Governments to provide the financial and programmatic oversight described below.

#### C. SAA and TOWN OF VERNON Responsibilities.

The SAA agrees to administer the SHSGP grant funds of \$1,654,801 in furtherance of the eight regional set-aside projects listed above.

TOWN OF VERNON agrees to allow the SAA to provide financial and programmatic oversight of the \$1,654,801 for the purpose of supporting the allocations and uses of funds under the

2020 SHSGP consistent with the 2020 State Homeland Security Grant Application that has been reviewed and approved by the federal Department of Homeland Security and supported by the Initial Strategy Implementation Spending Plan (ISIP) as part of the Biannual Strategy Implementation Report (BSIR) approved by the Emergency Management & Homeland Security Council, now known as the DEMHS Advisory Council. TOWN OF VERNON agrees to allow the SAA to hold, manage, and disburse the grant funds that have been reserved for the eight regional set-aside projects listed above.

**D. Capitol Region Council of Governments & TOWN OF VERNON Responsibilities.**

TOWN OF VERNON also agrees to allow the Capitol Region Council of Governments to provide financial and programmatic oversight of the Federal Fiscal Year 2020 regional allocation not included in the eight regional set-aside projects in the amount of \$382,156.80 (an additional \$65,000 for the regional bomb squad) targeted to member municipalities in DEMHS Region 3 and recommended through the Region 3 REPT in accordance with its approved bylaws. Such funds will be applied to specific projects developed and approved by the Region 3 REPT and DEMHS.

**II. AGREEMENT REGARDING CUSTODIAL OWNERSHIP OF REGIONAL ASSETS**

**A. Introduction**

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of TOWN OF VERNON, the Capitol Region Council of Governments (Fiduciary), and the DEMHS Region 3 Regional Emergency Planning Team (Region 3 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for grants awarded beginning in Federal Fiscal Year (FFY) 2004, up to the present time. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. TOWN OF VERNON has agreed to operate as the custodial owner of the asset(s) described in Appendix A, on behalf of TOWN OF VERNON, the region, and if necessary, the State. (Please note: If a town takes ownership of assets, the Fiduciary will assist them in completing Appendix A. The Appendix will be added to this MOA).
4. The parties also agree that TOWN OF VERNON may operate as the custodial owner of additional assets purchased on behalf of the Region from FFY 2020 grant funds, as approved by the Region 3 REPT, and DEMHS, which assets will be added to Appendix A by the Fiduciary within thirty (30) days of approval by the Region 3 REPT.
5. The Region 3 REPT has been established to foster regional collaboration and mutual aid through, among other things, collaborative plan development, resource sharing and coordination.
6. The Capitol Region Council of Governments (Fiduciary) has agreed to operate as the fiscal agent for the federal SHSGP grants awarded to DEMHS Region 3 for Federal Fiscal Year 2020.

**B. Purpose.**

DESPP/DEMHS, the Region 3 REPT, Capitol Region Council of Governments (Fiduciary), and TOWN OF VERNON, enter into Part II of this MOA regarding asset(s) for which TOWN OF VERNON agrees to be the custodial owner, and which are described in the approved 2020 Subgrant Application and will be added to this MOA as Appendix A.

**C. Agreements and Responsibilities of the Parties.**

**1. Definitions.**

As used in this MOA:

- The term "authorized training" means training that is authorized by DESPP/DEMHS.
- The term "custodial owner" means a political subdivision or tribe that has agreed to accept title and responsibility for the asset(s), subject to possible redeployment under the terms outlined in Paragraph C(4) below.

**2. Responsibilities of DESPP/DEMHS and Capitol Region Council of Governments (Fiduciary)**

In its role as SAA, DESPP/DEMHS will subgrant funds to Capitol Region Council of Governments which, as the Region 3 Fiscal Agent, will procure the asset(s) listed in their approved Subgrant Application (which will be added to Appendix A).

### 3. Appendix A.

The parties agree that decisions regarding the placement of regional assets in TOWN OF VERNON may be made after the execution of this agreement and that Appendix A shall be completed accordingly. TOWN OF VERNON agrees to be bound by the terms of this agreement for any asset added to Appendix A. The parties also agree that Appendix A must be signed by the DEMHS Deputy Commissioner, the chair of the Region 3 REPT, and the Chief Executive Officer, or his/her designee, of TOWN OF VERNON.

### 4. Responsibilities of Custodial Owner

TOWN OF VERNON understands that it is the Custodial Owner, on behalf of itself and the Region, of the asset(s) which will be added to Appendix A, as may be amended pursuant to Paragraph C(4) above. As Custodial Owner, TOWN OF VERNON agrees:

- a. To safeguard the asset(s) in a secure location, including, for example, providing refrigeration or protection from the elements, if appropriate;
- b. To regularly test, use and maintain the asset(s) in working order. It is understood by the parties that trained personnel of TOWN OF VERNON's municipal agencies may use the asset(s) for appropriate emergency response/emergency management purposes, including authorized training and exercise;
- c. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested: under the terms of this MOA; under a mutual aid agreement, including a civil preparedness mutual aid agreement approved by DESPP/DEMHS, as required by Conn. Gen. Stat. §28-7(d); under the terms of the intrastate mutual aid system, Connecticut General Statutes §28-22a; or at any time by the State of Connecticut, including DESPP/DEMHS;
- d. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested for authorized training and/or exercise;
- e. To maintain records of the use of the asset(s), including deployment for an actual incident or for authorized training, and to provide these records to DESPP/DEMHS as requested;
- f. To maintain an inventory of the asset(s), including a unique tagging system (including the DEMHS logo) so that the asset(s) can be easily identified as separate from the Custodial Owner's other property, and to provide that inventory to DESPP/DEMHS as requested.
- g. To maintain all necessary insurance regarding the asset(s) and their use;
- h. To cooperate with any state or federal audit of the asset(s) and/or their use;
- i. To abide by the bylaws and/or procedures established under any applicable State of Connecticut or regional plan;
- j. That the State, including DESPP/DEMHS, does not guarantee any further funding for, or provision of repairs to, the asset(s) beyond the terms of this MOA;
- k. That all maintenance and operations of the asset(s) by TOWN OF VERNON shall conform to the manufacturer's recommendations. If appropriate, TOWN OF VERNON shall maintain trained personnel available to transport and supervise the operation of the asset(s). All personnel or agents of TOWN OF VERNON performing any maintenance or repair services in connection with these asset(s) shall be fully qualified and authorized or permitted under federal, state, and local laws to perform such services.

### 5. Responsibilities of the REPT.

The Region 3 REPT understands and acknowledges that, in accepting responsibility as the custodial owner of the asset(s), TOWN OF VERNON is furthering regional collaboration and mutual aid on behalf of all of the members of Region 3.

**6. Assignment of Asset(s).**

If TOWN OF VERNON does not comply with the requirements under this MOA, or terminates its involvement in this MOA, then DESPP/DEMHS, in consultation with the REPT Chair, may redirect the asset(s), preferably to a different town within the Region. Whenever possible, DESPP/DEMHS will provide 60 days' notice before re-assigning the asset.

**III. GENERAL TERMS OF AGREEMENT APPLICABLE TO ALL PARTS OF THIS MEMORANDUM OF AGREEMENT****A. Effective Date.**

The terms of this agreement will become effective when all parties have executed it.

**B. Authority to Enter Agreement.**

DESPP/DEMHS is authorized to enter into this Agreement through the Deputy Commissioner of the DESPP/DEMHS pursuant to the authority provided under Connecticut General Statutes §4-8 and Titles 28 and 29. The Municipality of TOWN OF VERNON is authorized to enter into this agreement through its Chief Executive Officer, authorized pursuant to the attached [original or certified copy of resolution, ordinance or charter provision]. The other persons executing this Memorandum of Agreement (MOA) on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this agreement on behalf of the entity for which they sign, as indicated by valid resolutions, if necessary.

**C. Duration of Agreement.**

Part I of this MOA, as modified with the consent of the parties, remains in full force and effect until the end of the grant period, or any extension thereof, covered by this MOA, unless cancelled by the SAA, giving TOWN OF VERNON written notice of such intention at least thirty (30) days in advance. Any party may terminate its involvement with Part II of this agreement upon sixty days' written notice to the other parties. DESPP/DEMHS reserves the right to cancel any funding under this MOA without prior written notice when the funding is no longer available.

**D. Amendment of the Agreement.**

This agreement may be modified upon the mutual written consent of the parties.

**E. Litigation.**

The Parties agree to good faith consultation with one another to resolve disagreements that may arise under or relating to this MOA before referring the matter to any other person or entity for settlement. The Parties agree that any disputes under Part II, Paragraph C.6 shall be resolved by DEMHS. The Parties also agree that the sole and exclusive means for the presentation of any claim against the State, including the SAA, arising from this agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Parties further agree not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.

**F. State Liability.**

The Parties agree to indemnify and hold harmless the State of Connecticut with regard to the activities described within this MOA, and recognize that the State does not waive its right to sovereign immunity with regard to any provision of this MOA. The State of Connecticut assumes no liability for funding under the terms of this MOA until TOWN OF VERNON, through the Region 3 REPT, is notified by the SAA that this MOA has been approved and executed by DEMHS and by any other applicable state agency.

**G. Confidential Information**

**a. Confidential Information:** Any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that DESPP/DEMHS classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

**b. Confidential Information Breach:** Generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the Contractor, the Department or State.

**H. Audit Compliance.**

If TOWN OF VERNON through the Region 3 REPT, agrees to serve as a host or custodial owner of equipment purchased with the grant funds referenced in this MOA, then TOWN OF VERNON must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156 and with the Connecticut Statutes §7-396a and 396b, and the State Single Audit Act § 4-230 through 236 inclusive, and the regulations promulgated thereunder.

TOWN OF VERNON agrees that all fiscal records, if any, pertaining to the projects shall be maintained for a period of not less than three (3) years from the date of the signing of this MOA. Such records will be made available to state and/or federal auditors upon request.

**I. Lobbying, Debarment, and Suspension.**

TOWN OF VERNON commits to compliance with the requirements under 28 CFR Part 66 (Uniform Administrative Requirements for Grants to States); 28 CFR Part 69, New Restrictions on Lobbying; 28 CFR Part 67, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug Free Workplace (Grants); Office of Management and Budget (OMB) Circular A-87, addressing cost principles for grants to state and local governments; 28 CFR Part 70 (Common Rules for Administrative Requirements for Grants to Non-Profits); OMB Circulars A-122 and A-21 addressing Cost Principles for Grants to Non-Profit Entities and requirements included in the Department of Homeland Security Office of Grants and Training Financial Guides.

**J. Executive Orders.**

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be cancelled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning non-discrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree and abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to non-discrimination, until the contract is completed or terminated prior to completion. TOWN OF VERNON agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that it will not discriminate in its employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner. This contract is also subject to the provision of Executive Order No. 16 of Governor John G. Rowland promulgated August 4, 1999 adopting a zero tolerance policy for workplace violence, and as such, this contract may be cancelled terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Sixteen is incorporated herein by reference and made a part thereof. The parties agree to abide by such Executive Order. The contract is also subject to provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such this contract may be cancelled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or non-compliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by such Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service. This contract may also be subject to Executive Order No. 14 and Executive Order No. 49. Executive Order of Governor M. Jodi Rell, promulgated April 17, 2016, concerning procurement of cleaning products and services. Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office in accordance with their respective terms and conditions.

**K. Non-Discrimination Clause.**

In accordance with Public Act 88-351, the Town agrees and warrants that, (a) For the purposes of this section, "minority business enterprise" means any small grantee or supplier of materials fifty-one percent or more of the capital stock, if any, or asset(s) of which is owned by person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. Sect. 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of the section, "Commission" means the Commission on Human Rights and Opportunities. For purposes of this section, "Public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway, or other changes or improvements in real property, or which is financed in whole or in part by the State, including but not limited to, matching expenditures, grants, loans, insurance or guarantees.

The Town agrees and warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group or persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, mental retardation or physical disability, including but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut.

The Town further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved: the Town agrees, in all solicitations or advertisements for employees placed by or on behalf of the Town, to state that it is an "affirmative action – equal opportunity employer" in accordance with the regulations adopted by the Commission; the Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract of understanding and each vendor with which Town has a contract of understanding, a notice to be provided by the Commission advising the labor union of workers' representative of the Town's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; the Town agrees to comply with each provision of this section and Conn. Gen. Stat. Sect. 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. Sect. 46a-56, as amended by Section 5 of Public Act 89-253, 46a-68e and 46a-68f; the Town agrees to provide the Commission of Human Rights and Opportunities with such information requested by the Commission, permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and section 46a-56. If the contract is a public works contract, the Town agrees and warrants that he will make good faith efforts to employ minority business enterprises as subgrantees and suppliers of materials on such public works project.

Determination of the Town's good faith efforts shall include but shall not be limited to the following factors: The Town's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

The Town shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

The Town shall include the provisions of subsection (b) of this section in every subcontract or purchase order entered into in order to fulfill any obligation or a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer, unless exempted by regulations or orders of the Commission. The Town shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Conn. Gen. Stat. Sect. 47a-56, as amended by Section 5 of Public Act 89-253; provided, if such Town becomes involved in, or is threatened with litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation prior thereto to protect the interest of the State and the State may so enter.

The Town agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Pursuant to Public Act 89-227, as amended, as of January 1, 1991, no agency of the State of Connecticut may purchase new products packaged in or composed in whole or part of polystyrene foam if such foam is manufactured using chlorofluorocarbons (CFC). Manufacturers are required by the Act to provide information regarding the CFC content of polystyrene foam used in such products or packaging to any person selling the product who requests such information. By submitting an offer to sell to or accepting an order from the State of Connecticut the vendor certifies that no CFC are used in the manufacture of polystyrene foam contained in such products or packaging.

**L. Non-discrimination on the Grounds of Sexual Orientation.**

1. The Town agrees/warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.
2. The Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract or understanding and each vendor with which such Town has a contract or understanding and each vendor with which such Town or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Town's commitments under this section, and to post

copies of the of the notice in conspicuous places available to employees and applicants for employment;

3. The Town agrees to comply with each provision of this Section and Sections 46a-68f of the General Statutes and with each regulation or relevant order issued by said Commission pursuant to Sections 46a-56, 46a-68e and 46a-68f of the General Statutes;
4. The Town agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and Section 46a-56 of the General Statutes.
5. The Town shall include the provisions of paragraph (1) of this addendum in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Town shall take such actions with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Section 46a-56 of the General Statutes; provided, if such Town becomes involved in, or is threatened with, litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

**M. Points of Contact.**

1. The Point of Contact for the SAA	
<b>Name &amp; Title:</b> Deputy Commissioner Regina Y. Rush-Kittle	
<b>Address:</b> 1111 Country Club Road, Middletown, CT 06457	
<b>Emails:</b> regina.rush-kittle@ct.gov	<b>Phone:</b> 860-685-8531
and rita.stewart@ct.gov	<b>Fax:</b> 860-685-8902
2. The Point of Contact for <u>TOWN OF VERNON</u> (Please fill in the following fields)	
<b>Name &amp; Title:</b> Michael J. Purcaro	
<b>Address:</b> 14 Park Place, Vernon, CT 06066	
<b>Email Address:</b> mpurcaro@vernon-ct.gov	<b>Phone:</b> 860-870-3665
	<b>Fax:</b> 860-870-3580

**N. Other provisions.**

Nothing in this agreement is intended to conflict with current laws or regulations of the State of Connecticut or TOWN OF VERNON. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals on the dates written below:

**THE** TOWN OF VERNON

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Its Chief Executive Officer  
 Duly Authorized  
 Typed Name &  
 Title: Daniel A. Champagne Mayor

**CAPITOL REGION COUNCIL OF GOVERNMENTS**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Its Chief Executive Officer  
 Duly Authorized  
 Typed Name \_\_\_\_\_

**MOA THE Region 3 REGIONAL EMERGENCY PLANNING TEAM**

By:

Date:

Its Chair  
Duly Authorized  
Typed Name: \_\_\_\_\_

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/  
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

Date:

By: \_\_\_\_\_

Regina Y. Rush-Kittle  
Duly Authorized



OFFICE OF THE  
FINANCE DEPARTMENT

# TOWN OF VERNON

NEW BUSINESS #4

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: August 10, 2020

To: Michael J. Purcaro, Town Administrator

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

Re: Request for Asset Disposal

The Information Technology, Public Works, Engineering, Planning, Building and Cemetery 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 August 18, 2020 meeting:

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 ASSETS FORMS.

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

Attachments: Request for Disposal of Assets;  
Information Technology (1page)  
Public Works (1 page)  
Engineering (1page)  
Planning (1 page)  
Building (1 page)  
Cemetery (1 page)

**REQUEST FOR DISPOSAL OF FIXED ASSETS**

Date: July 22, 2020

**TOWN OF VERNON**

**REQUEST FOR DISPOSAL OF FIXED ASSETS**

Department: Engineering

Date: February 5, 2020

Fixed Asset #	Description	Make/Model	ID # / Serial #	Date of Acquisition	Original Cost	Building	Location Floor	Room	Please Check Dispose Sell
	Computer	HP Compaq Pro 6300	2UA30401QD			55 W Main St	2nd	Eng/Planning	X
	Computer	HP ZT	20475838000Z			"	"	"	X
	Computer	HP ZT	20475837000Z			"	"	"	X
	Scanner	HP	MXL7130XKT			"	"	"	X
	HP Monitor	PX849A	CNN71007V7			"	"	Front Entry	X
	Acer Monitor	N/A	N/A			"	"	Front Entry	X
	Staples Monitor	SP9107W	E8278JA014642			"	"	Front Entry	X
	Gateway Monitor	TFT1780PS	MW667BOE07127			"	"	Front Entry	X
	HP Monitor	XN376A	3CQ24314K6			"	"	Front Entry	X

## REQUEST FOR DISPOSAL OF FIXED ASSETS

Date: February 5, 2020

[illegible]

## REQUEST FOR DISPOSAL OF FIXED ASSETS

Date: February 5, 2020

Fixed Asset #	Description	Make/Model	ID # / Serial #	Date of Acquisition	Original Cost	Location		Please Check	
						Building	Floor	Room	Dispose
	Computer	HP Compaq 6300 Pro	2UA3371D08			55 W Main St	2nd	Town Planner	X

### REQUEST FOR DISPOSAL OF FIXED ASSETS

Date: June 23, 2020

[illegible]

**TOWN OF VERNON**

**REQUEST FOR DISPOSAL OF FIXED ASSETS**

Department: Information Technology

Date: August 1, 2020

Fixed Asset #	Description	Make/Model	ID # / Serial #	Date of Acquisition	Original Cost	Location		Please Check	
						Building	Floor	Room	Dispose / Sell
	Desktop	HP Compaq 400 Pro	MXL1070C68			Old Sr. Center	2		X
	Desktop	HP Compaq 400 Pro	MXL1070C8H			Old Sr. Center	2		X
	Desktop	HP Compaq 400 Pro	MXL1070C7N			Old Sr. Center	2		X
	Desktop	HP Compaq 400 Pro	MXL1070C7Z			Old Sr. Center	2		X
	Desktop	HP Compaq 400 Pro	2UA1101C2T			Old Sr. Center	2		X
	Printer	PSC 1500 Series	MY59AD420T			Old Sr. Center	2		X
	Desktop	HP ProDesk 600G1	2UA4161N49			WPCA	1		X
	Desktop	Acer Veriton M4618G	PSVC503001127056509200			BOE	2		X
	Desktop	HP Compaq dc7900	2UA9340DPL			Old Sr. Center	2		X
	Desktop	HP Compaq dc7900	2UA9340DPK			Old Sr. Center	2		X
13-0003	Desktop	HP Compaq Elite 8300	2UA2450FZ7			BOE	2		X
	Desktop	HP Compaq Pro 6300	2UA2282BCK			Finance	2		X
	Desktop	IP-S350CQ2	N/A			N/A			X
	Desktop	Acer Aspire 3400	10302403130			Finance			
	Desktop	HP Compaq Pro 6300	MXL2462882			Tax	1		X
	Desktop	HP Compaq Pro 6300	2UA30401LH			N/A			
	Desktop	HP Compaq Pro 6300	2UA2282BJ3			Parks & Rec.	2		X
	Laptop	HP Mini 1000	CNU9925658N			N/A			X
	Laptop	Gateway KAV60	LUWCX0B00693126FD21601			N/A			X
	Laptop	HP ProBook 4530s	CNU1251K27			Youth Services	2		X
	Laptop	HP EliteBook 8440P	CND1011CH4			IT	2		X
	Laptop	HP EliteBook 8440P	CND003610BX			IT	2		X
251351	Laptop	HP	5CH1391M66			EMS	1		X



Michelle Hill  
Director, Youth Services Bureau

# TOWN OF VERNON

9 ELM STREET VERNON, CT 06066  
Tel: (860) 870-3555  
Fax: (860) 870-3556  
E-mail: mhill@vernon-ct.gov

## NEW BUSINESS

#5

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 Local Prevention Council Grant funds in the amount of \$5342.

### Background:

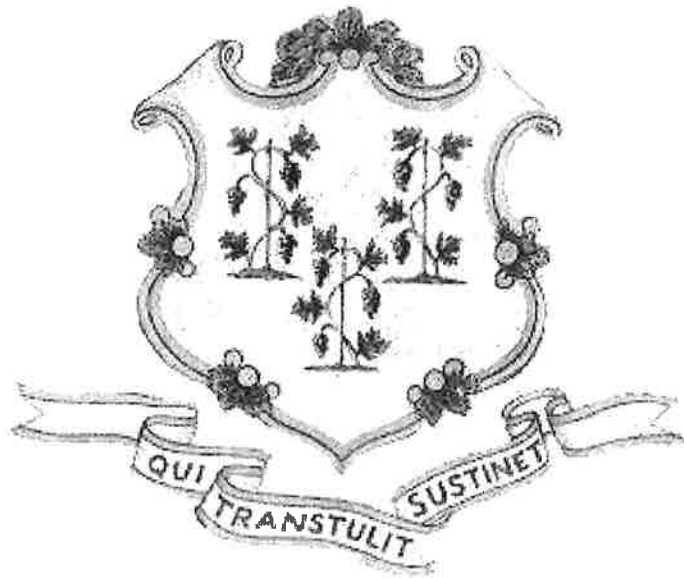
The CT Department of Mental Health and Addiction Services' (DMHAS) Prevention and Health Promotion Division, in collaboration with the Regional Behavioral Health Action Organizations (RBHAOs), annually funds over 150 community-based Local Prevention Councils (LPCs), grass-roots coalitions that build community capacity to plan and implement substance use/misuse prevention strategies for all ages.

The Vernon ROCKS Coalition is Vernon's Local Prevention Council, which based upon Vernon's population (US Census 2013) is eligible to receive \$5,342 from this grant. The Town of Vernon is the fiscal agent for the funds and the grant is administered by the Youth Services Director. There is no matching fund requirement to receive this grant.

This year the overarching State Goal associated with this funding is to reduce vaping use rates by 5% by 2025 among 12-18 year-olds. The specific goals are to:

- 1: To reduce vaping use rates among 12-18 year-olds by targeting related risk and protective factors.
- 2: Increase public awareness of substance abuse prevention.

The Vernon ROCKS Coalition will use the Strategic Prevention Framework to work towards these goals. Please see attached Grant announcement for more details on the Local Prevention Grant.



**GRANT PROGRAM TO SUPPORT THE SERVICES OF  
LOCAL SUBSTANCE USE DISORDER PREVENTION (LOCAL  
PREVENTION COUNCILS)**

**Fiscal Year 2021**

## Background and Purpose

The CT Department of Mental Health and Addiction Services' (DMHAS) Prevention and Health Promotion Division, in collaboration with the Regional Behavioral Health Action Organizations (RBHAOs), annually funds over 150 community-based Local Prevention Councils (LPCs), grass-roots coalitions that build community capacity to plan and implement substance use/misuse prevention strategies for all ages.

## Goals

Overarching State Goal: Reduce vaping use rates by 5% by 2025 among 12-18 year-olds.

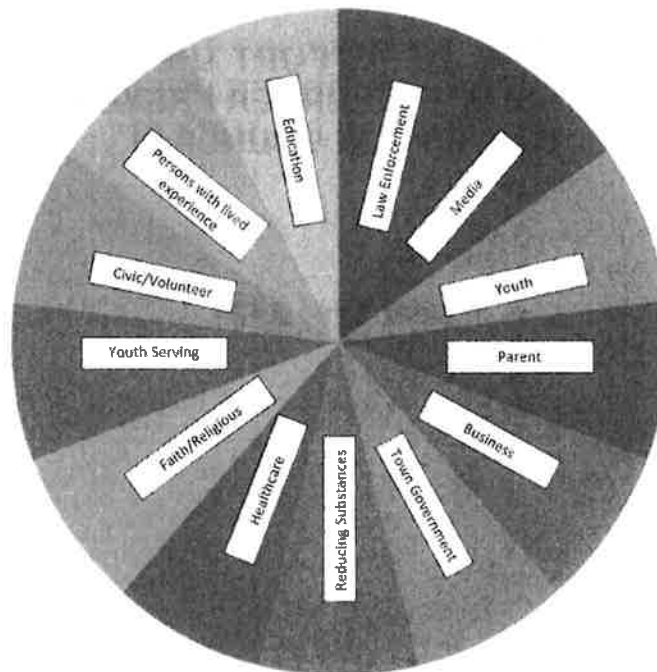
Goal 1: To reduce vaping use rates among 12-18 year-olds by targeting related risk and protective factors.

Goal 2: Increase public awareness of substance abuse prevention.

## Grant Requirements

### I. Local Prevention Council

A Local Prevention Council (coalition) must be established and should be reflective of diversity in your community. A coalition is a combination of concerned citizens including but not limited to business, health care professionals, schools (private/public), local government, youth serving organizations, civic groups, and others (see sectors below) who come together to work collaboratively on the identified priorities. Membership should strive to include at minimum the sectors noted in the wheel below.



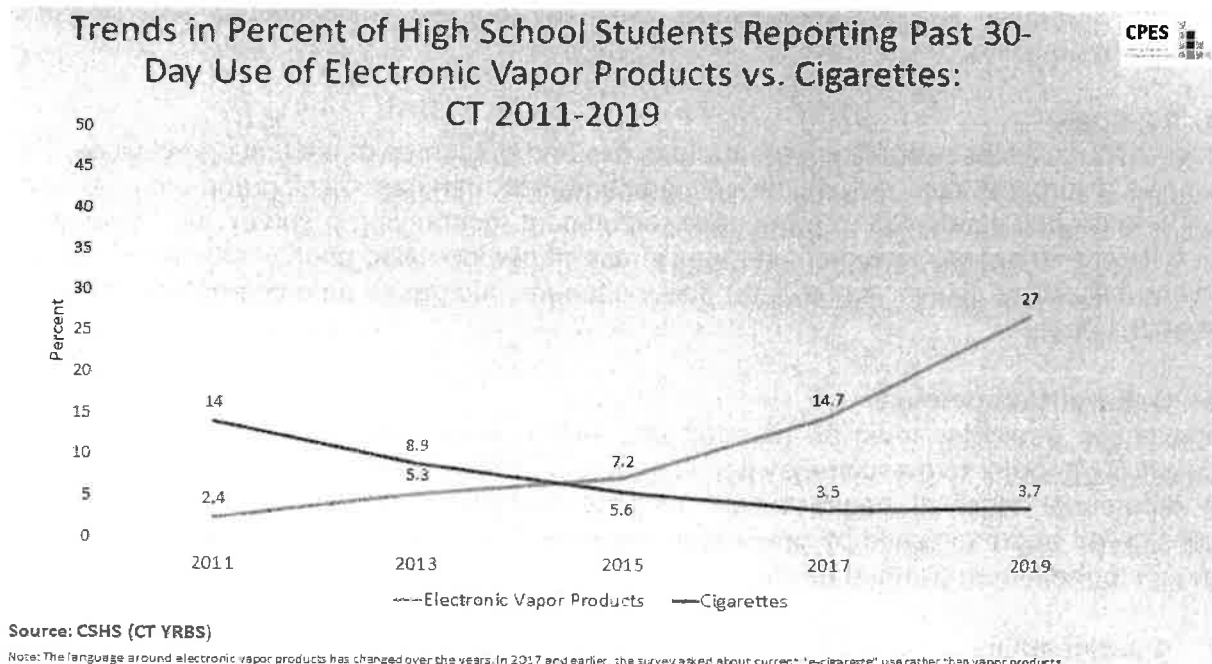
## II. The Strategic Prevention Framework

The federal Substance Abuse Mental Health Services Administration's (SAMHSA) Strategic Prevention Framework (SPF) guides all DMHAS' Prevention and Health Promotion Division initiatives to ensure data-driven decision making, planning, implementation, and continuous improvement to best address existing needs and gaps whether across the state, in a region or community, a specific setting, or of a particular population. All funded initiatives must utilize the SPF model, which is comprised of five elements: needs assessments, capacity building, planning, implementing evidenced based strategies, monitoring and evaluation, and also accounts for sustainability and cultural sensitivity to meet the unique needs of prioritized populations and communities.



### 1. Assess Needs

In the 2019 RBHAOs priority reports, vaping has emerged as a problem of concern among youth statewide. It has proliferated over a year, leaving schools, communities and families struggling to address the problem. In the upcoming funding cycle, RBHAOs will support LPCs to implement strategies to achieve reductions in youth vaping and prevent misuse and addiction.



The LPCs must work with Regional Behavioral Health Action Organizations (RBHAOs) to identify prevention needs of the community and assist in filling these gaps. The Regional Priority Report should be referenced to understand recommendations. The RBHAO can provide guidance to the LPC on identifying data sources that can help inform priorities and target populations. See Appendix B.

## **2. Build Capacity**

Capacity for prevention includes two main components: resources and readiness. Resources include anything a community can use to establish and maintain a prevention effort that can respond effectively to local problems. Readiness describes the motivation and willingness of a community to commit local resources to addressing identified substance misuse problems. The LPC should determine its current capacity to address the identified priority substance. To enhance capacity, the LPC should review membership and identify what expertise and resources are needed to address the problem.

## **3. Plan**

Planning increases the effectiveness of prevention efforts by ensuring that the coalition / LPC selects and implements the most appropriate community-based strategies. In an effective planning process, LPC members replace assumptions with data-driven decisions and create comprehensive prevention plans to address the priority substance. It can be helpful to prioritize the risk and protective factors associated with the priority substance.

## **4. Implement**

A community's prevention plan is put into action by delivering community-based strategies to address the identified priority substance. To accomplish this task the LPC should begin with a work-plan, which at minimum includes information dissemination and capacity-building strategies, including assessment, which are required as identified by asterisks and bold in Appendix C.

## **5. Evaluate**

Evaluation involves examining both the process and outcomes of prevention activities. Examples of process data includes: meeting attendance, minutes, training and event attendance, outreach conducted, membership recruitment, conducting a survey, etc. Examples of outcome measures includes: changes in use of the identified priority substance, reduction in infractions (youth, merchants) policy changes, increased enforcement (youth, merchants, police).

## **6. Cultural Competence**

Prevention strategies must be planned and implemented with cultural competence and sensitivity in order to overcome systemic barriers that may contribute to disparities. Cultural differences, such as health beliefs, religious practices, and language needs must be considered and addressed by prevention providers to ensure members of diverse cultural groups benefit from planned efforts.

## **7. Sustainability**

Sustainability is the capacity of a community to develop, implement and maintain positive prevention outcomes over time. This requires communities to address sustainability during

the planning process, and throughout implementation. Some strategies will work better than others at producing positive outcomes and/or receive community support. It is important to identify and sustain those prevention programs and practices that work well for each unique population and community.

### III. Deliverables

- Recipients are required to collect service data and submit reports on December 15, April 15, and final report July 31<sup>st</sup> at the end of the funding period, using forms provided by the RBHAO.
- Participate in a mid – year check- in by January 31st with RBHAO.
- Projects must focus on two or more of the six strategies. ***Intervention and Treatment services will not be considered for funding.***
- The LPC will participate in the RBHAO priority planning process and shall utilize recommendations from the Regional Priority Report
- Participate in RBHAO meetings and learning opportunities
- Hold a minimum of four LPC meetings
- Approved work-plan

### IV. Expectations

- Required activities at minimum must include information dissemination and capacity- building strategies, including assessment, identified by asterisks and bold in Appendix C.
- Provide an itemized budget of expenses that you expect to incur in the implementation of your projects. This budget should show exactly what requested dollars will purchase. Administrative is up to 15% and not to exceed \$599 and not allowed to support direct services.
- Allowable expenses may include materials/ supplies, equipment rentals, food expenses cannot be more than 5% of the total budget for the entire funding period.

### V. Eligible Applicants

In order to be eligible for this LPC grant, applicants must:

- Be a municipal- based office or partnering community- based organization as the designee. Designee must have the application signed by the official signatory of the municipality (town manager, finance director, Mayor / First Selectman.

- If partnering with a community-based organization (CBO), the LPC must have a town representative in good standing to ensure town commitment and capacity development (examples of appropriate town representatives can be human services, youth services, health departments, school district level, town leadership).
- Towns may submit collaborative applications with other municipalities. If two or more towns choose to apply jointly, an award equal to the total of the individual town allocations will be made. Joint applications must include the following:
  - Letters of collaborations and commitment from the chief elected official of each town involved; and a clearly defined fiduciary.
  - Clear indication of the town (or agency, or organization) that will be the recipient of the contract.
  - Designated town office representative assigned to the coalition from each collaborating town to ensure communication of LPC deliverables.

## **VI. Budget Requirements & Limitations**

- Awards will range from \$2,265.16 to \$10,356.82 per community based on population (US Census 2013). See Appendix A.
- Allowable administrative costs may not exceed \$599 or 15% of total funding.
- Honorariums not to exceed \$500.00.
- Allowable program expenses may include materials/ supplies, equipment rentals, and programmatic food expenses; however, food expenses may not exceed more than 5% of the total budget for the entire funding period.
- Direct services for intervention or treatment are not allowed.
- Receipts must be maintained as you may need to submit them upon request.

## **VII. Application Deadline**

Applications must be submitted by July 31, 2020. Extensions will be negotiated upon request. Applications may be submitted prior to the due date. Funding cycle is 9/1/20-6/30/21. All funds need to be expended by June 30, 2021.

Review Process: The RBHAO will review all the applications and negotiations will occur with applicants if need be.

## **VIII. General Instructions**

- The application must be submitted electronically.
- Complete all items using only the Funding Application Form.
- If two or more towns apply jointly, submit only one application.

**Appendix A: Grant Award Amounts**

Grant awards are contingent upon the availability of funds. Awards will range from \$2,265.16 to \$10,356.82 per community based on population (US Census 2013).

<b>Town</b>	<b>RBHAO</b>	<b>Range</b>	<b>2019-19 Award</b>
Andover	Region 4	1-4,500	\$2,265.16
Ansonia	Region 2	17,001-22,000	\$4,152.79
Ashford	Region 3	1-4,500	\$2,265.16
Avon	Region 4	17,001-22,000	\$4,152.79
Barkhamsted	Region 5	1-4,500	\$2,265.16
Beacon Falls	Region 5	4,501-8,000	\$2,875.50
Berlin	Region 4	17,001-22,000	\$4,152.79
Bethany	Region 2	4,501-8,000	\$2,875.50
Bethel	Region 5	17,001-22,000	\$4,152.79
Bethlehem	Region 5	1-4,500	\$2,265.16
Bloomfield	Region 4	17,001-22,000	\$4,152.79
Bolton	Region 4	4,501-8,000	\$2,875.50
Bozrah	Region 3	1-4,500	\$2,265.16
Branford	Region 2	22,001-30,000	\$5,342.00
Bridgeport	Region 1	Over 130,0000	\$10,356.82
Bridgewater	Region 5	1-4,500	\$2,265.16
Bristol	Region 4	40,001-75,000	\$7,141.55
Brookfield	Region 5	12,001-17,000	\$3,907.40
Brooklyn	Region 3	8,001-12,000	\$3,020.21
Burlington	Region 4	8,001-12,000	\$3,020.21
Canaan	Region 5	1-4,500	\$2,265.16
Canterbury	Region 3	4,501-8,000	\$2,875.50
Canton	Region 4	8,001-12,000	\$3,020.21
Chaplin	Region 3	1-4,500	\$2,265.16
Cheshire	Region 5	22,001-30,000	\$5,342.00
Chester	Region 2	1-4,500	\$2,265.16
Clinton	Region 2	12,001-17,000	\$3,907.40
Colchester	Region 3	12,001-17,000	\$3,907.40
Colebrook	Region 5	1-4,500	\$2,265.16
Columbia	Region 3	4,501-8,000	\$2,875.50
Cornwall	Region 5	1-4,500	\$2,265.16
Coventry	Region 3	12,001-17,000	\$3,907.40
Cromwell	Region 2	12,001-17,000	\$3,907.40
Danbury	Region 5	75,001-130,000	\$8,972.55
Darien	Region 1	17,001-22,000	\$4,152.79
Deep River	Region 2	4,501-8,000	\$2,875.50

<b>Town</b>	<b>RBHAO</b>	<b>Range</b>	<b>2019-19 Award</b>
Derby	Region 2	12,001-17,000	\$3,907.40
Durham	Region 2	4,501-8,000	\$2,875.50
East Granby	Region 4	4,501-8,000	\$2,875.50
East Haddam	Region 2	8,001-12,000	\$3,020.21
East Hampton	Region 2	12,001-17,000	\$3,907.40
East Hartford	Region 4	40,001-75,000	\$7,141.55
East Haven	Region 2	22,001-30,000	\$5,342.00
East Lyme	Region 3	17,001-22,000	\$4,152.79
East Windsor	Region 4	8,001-12,000	\$3,020.21
Eastford	Region 3	1-4,500	\$2,265.16
Easton	Region 1	4,501-8,000	\$2,875.50
Ellington	Region 4	12,001-17,000	\$3,907.40
Enfield	Region 4	40,001-75,000	\$7,141.55
Essex	Region 2	4,501-8,000	\$2,875.50
Fairfield	Region 1	40,001-75,000	\$7,141.55
Farmington	Region 4	22,001-30,000	\$5,342.00
Franklin	Region 3	1-4,500	\$2,265.16
Glastonbury	Region 4	30,001-40,000	\$5,662.90
Goshen	Region 5	1-4,500	\$2,265.16
Granby	Region 4	8,001-12,000	\$3,020.21
Greenwich	Region 1	40,001-75,000	\$7,141.55
Griswold	Region 3	8,001-12,000	\$3,020.21
Groton	Region 3	40,001-75,000	\$7,141.55
Guilford	Region 2	22,001-30,000	\$5,342.00
Haddam	Region 2	8,001-12,000	\$3,020.21
Hamden	Region 2	40,001-75,000	\$7,141.55
Hampton	Region 3	1-4,500	\$2,265.16
Hartford	Region 4	75,001-130,000	\$8,972.55
Hartland	Region 4	1-4,500	\$2,265.16
Harwinton	Region 5	4,501-8,000	\$2,875.50
Hebron	Region 4	8,001-12,000	\$3,020.21
Kent	Region 5	1-4,500	\$2,265.16
Killingly	Region 3	17,001-22,000	\$4,152.79
Killingworth	Region 2	4,501-8,000	\$2,875.50
Lebanon	Region 3	4,501-8,000	\$2,875.50
Ledyard	Region 3	12,001-17,000	\$3,907.40
Lisbon	Region 3	1-4,500	\$2,265.16
Litchfield	Region 5	8,001-12,000	\$3,020.21
Lyme	Region 3	1-4,500	\$2,265.16

<b>Town</b>	<b>RBHAO</b>	<b>Range</b>	<b>2019-19 Award</b>
Madison	Region 2	17,001-22,000	\$4,152.79
Manchester	Region 4	40,001-75,000	\$7,141.55
Mansfield	Region 3	22,001-30,000	\$5,342.00
Marlborough	Region 4	4,501-8,000	\$2,875.50
Meriden	Region 2	40,001-75,000	\$7,141.55
Middlebury	Region 5	4,501-8,000	\$2,875.50
Middlefield	Region 2	1-4,500	\$2,265.16
Middletown	Region 2	40,001-75,000	\$7,141.55
Milford	Region 2	40,001-75,000	\$7,141.55
Monroe	Region 1	17,001-22,000	\$4,152.79
Montville	Region 3	17,001-22,000	\$4,152.79
Morris	Region 5	1-4,500	\$2,265.16
Naugatuck	Region 5	30,001-40,000	\$5,662.90
New Britain	Region 4	40,001-75,000	\$7,141.55
New Canaan	Region 1	17,001-22,000	\$4,152.79
New Fairfield	Region 5	12,001-17,000	\$3,907.40
New Hartford	Region 5	4,501-8,000	\$2,875.50
New Haven	Region 2	Over 130,0000	\$10,356.82
New London	Region 3	22,001-30,000	\$5,342.00
New Milford	Region 5	22,001-30,000	\$5,342.00
Newington	Region 4	30,001-40,000	\$5,662.90
Newtown	Region 5	22,001-30,000	\$5,342.00
Norfolk	Region 5	1-4,500	\$2,265.16
North Branford	Region 2	12,001-17,000	\$3,907.40
North Canaan	Region 5	1-4,500	\$2,265.16
North Haven	Region 2	22,001-30,000	\$5,342.00
North Stonington	Region 3	4,501-8,000	\$2,875.50
Norwalk	Region 1	75,001-130,000	\$8,972.55
Norwich	Region 3	40,001-75,000	\$7,141.55
Old Lyme	Region 3	4,501-8,000	\$2,875.50
Old Saybrook	Region 2	8,001-12,000	\$3,020.21
Orange	Region 2	12,001-17,000	\$3,907.40
Oxford	Region 5	12,001-17,000	\$3,907.40
Plainfield	Region 3	12,001-17,000	\$3,907.40
Plainville	Region 4	17,001-22,000	\$4,152.79
Plymouth	Region 4	12,001-17,000	\$3,907.40
Pomfret	Region 3	1-4,500	\$2,265.16
Portland	Region 2	8,001-12,000	\$3,020.21
Preston	Region 3	4,501-8,000	\$2,875.50

<b>Town</b>	<b>RBHAO</b>	<b>Range</b>	<b>2019-19 Award</b>
Prospect	Region 5	8,001-12,000	\$3,020.21
Putnam	Region 3	8,001-12,000	\$3,020.21
Redding	Region 5	8,001-12,000	\$3,020.21
Ridgefield	Region 5	22,001-30,000	\$5,342.00
Rocky Hill	Region 4	17,001-22,000	\$4,152.79
Roxbury	Region 5	1-4,500	\$2,265.16
Salem	Region 3	1-4,500	\$2,265.16
Salisbury	Region 5	1-4,500	\$2,265.16
Scotland	Region 3	1-4,500	\$2,265.16
Seymour	Region 2	12,001-17,000	\$3,907.40
Sharon	Region 5	1-4,500	\$2,265.16
Shelton	Region 2	40,001-75,000	\$7,141.55
Sherman	Region 5	1-4,500	\$2,265.16
Simsbury	Region 4	22,001-30,000	\$5,342.00
Somers	Region 4	8,001-12,000	\$3,020.21
South Windsor	Region 4	22,001-30,000	\$5,342.00
Southbury	Region 5	17,001-22,000	\$4,152.79
Southington	Region 4	40,001-75,000	\$7,141.55
Sprague	Region 3	1-4,500	\$2,265.16
Stafford	Region 4	8,001-12,000	\$3,020.21
Stamford	Region 1	75,001-130,000	\$8,972.55
Sterling	Region 3	1-4,500	\$2,265.16
Stonington	Region 3	17,001-22,000	\$4,152.79
Stratford	Region 1	40,001-75,000	\$7,141.55
Suffield	Region 4	12,001-17,000	\$3,907.40
Thomaston	Region 5	4,501-8,000	\$2,875.50
Thompson	Region 3	8,001-12,000	\$3,020.21
Tolland	Region 4	12,001-17,000	\$3,907.40
Torrington	Region 5	30,001-40,000	\$5,662.90
Trumbull	Region 1	30,001-40,000	\$5,662.90
Union	Region 3	1-4,500	\$2,265.16
Vernon	Region 4	22,001-30,000	\$5,342.00
Voluntown	Region 3	1-4,500	\$2,265.16
Wallingford	Region 2	40,001-75,000	\$7,141.55
Warren	Region 5	1-4,500	\$2,265.16
Washington	Region 5	1-4,500	\$2,265.16
Waterbury	Region 5	75,001-130,000	\$8,972.55
Waterford	Region 3	17,001-22,000	\$4,152.79
Watertown	Region 5	22,001-30,000	\$5,342.00

<b>Town</b>	<b>RBHAO</b>	<b>Range</b>	<b>2019-19 Award</b>
West Hartford	Region 4	<b>40,001-75,000</b>	\$7,141.55
West Haven	Region 2	<b>40,001-75,000</b>	\$7,141.55
Westbrook	Region 2	<b>4,501-8,000</b>	\$2,875.50
Weston	Region 1	<b>8,001-12,000</b>	\$3,020.21
Westport	Region 1	<b>22,001-30,000</b>	\$5,342.00
Wethersfield	Region 4	<b>22,001-30,000</b>	\$5,342.00
Willington	Region 3	<b>4,501-8,000</b>	\$2,875.50
Wilton	Region 1	<b>17,001-22,000</b>	\$4,152.79
Winchester	Region 5	<b>8,001-12,000</b>	\$3,020.21
Windham	Region 3	<b>22,001-30,000</b>	\$5,342.00
Windsor	Region 4	<b>22,001-30,000</b>	\$5,342.00
Windsor Locks	Region 4	<b>12,001-17,000</b>	\$3,907.40
Wolcott	Region 5	<b>12,001-17,000</b>	\$3,907.40
Woodbridge	Region 2	<b>8,001-12,000</b>	\$3,020.21
Woodbury	Region 5	<b>8,001-12,000</b>	\$3,020.21
Woodstock	Region 3	<b>4,501-8,000</b>	\$2,875.50

# Instructions For Submitting Funding Application Grant Program To Support Local Prevention Councils

## Appendix B: RBHAOS

### **Southern:**

Janice Anderson  
Director of Operations  
The Hub: Behavioral Health Action Organization for  
Southwestern CT, A Program of RYASAP  
1 Park Street  
Norwalk, CT 06851  
Ph. 203-840-1187  
Email [info@thehubct.org](mailto:info@thehubct.org)  
Website [www.thehubct.org](http://www.thehubct.org)  
Towns: Bridgeport, Darien, Easton, Fairfield, Greenwich, Monroe, New Canaan, Norwalk, Stamford, Stratford, Trumbull, Weston, Westport, Wilton

### **Southcentral:**

Pamela A. Mautte MS, MCHES, CPS-R  
Director Alliance for Prevention & Wellness (APW)  
A Program of BH Care  
435 East Main Street  
Ansonia, CT 06401  
Ph. 203-736-8566  
Direct line 203-892-6418  
Fx. 203-736-2641  
Email [pmautte@bhcare.org](mailto:pmautte@bhcare.org)  
Website [www.apw-ct.org](http://www.apw-ct.org)  
[www.facebook.com/apwct](http://www.facebook.com/apwct)  
[www.twitter.com/apwct](http://www.twitter.com/apwct)  
Towns: Ansonia, Bethany, Branford, Chester, Clinton, Cromwell, Deep River, Derby, Durham, East Haddam, East Hampton, East Haven, Essex, Guilford, Haddam, Hamden, Killingworth, Lyme, Madison, Meriden, Middlefield, Middletown, Milford, New Haven, North Branford, North Haven, Old Lyme, Old Saybrook, Orange, Portland, Seymour, Shelton, Wallingford, Westbrook, West Haven, Woodbridge.

### **Eastern:**

Michele Devine  
Executive Director  
Southeastern Regional Action Council (SERAC)  
**228 West Town St.**  
**Norwich, CT 06360**  
Ph. 860-848-2800  
Email [mdevine@seracct.org](mailto:mdevine@seracct.org)  
Website [www.secracct.org](http://www.secracct.org)  
Towns: Ashford, Bozrah, Brooklyn, Canterbury, Chaplin, Colchester, Columbia, Coventry, East Lyme, Eastford, Franklin, Griswold, Groton, Hampton, Killingly, Lebanon, Ledyard, Lisbon, Mansfield, Montville, New London, North Stonington, Norwich, Plainfield, Pomfret, Preston, Putnam, Salem, Scotland, Sprague, Sterling, Stonington, Thompson, Union, Voluntown, Waterford, Willington, Windham, Woodstock.

### **Northcentral:**

Marcia DuFore  
Executive Director  
Amplify, Inc.  
151 New Park Avenue Ste. 14A  
Hartford CT 06106  
Ph. 860-667-6388  
Email [mdufore@amplifyct.org](mailto:mdufore@amplifyct.org)  
Website [www.amplifyct.org](http://www.amplifyct.org)  
Towns: Andover, Avon, Berlin, Bloomfield, Bolton, Bristol, Burlington, Canton, East Granby, East Hartford, East Windsor, Ellington, Enfield, Farmington, Glastonbury, Granby, Hartford, Hebron, Kensington, Manchester, Marlborough, New Britain, Newington, Plainville, Plymouth, Rocky Hill, Simsbury, Somers, South Windsor, Southington, Stafford, Suffield, Tolland, Vernon, West Hartford, Wethersfield, Windsor, Windsor Locks.

### **Western:**

Allison A. Fulton, CPS  
Executive Director, Western CT Coalition  
*7 Old Sherman Tpke, Ste 106*  
*Danbury, CT 06810*  
Ph. 203-743-7741  
Email [afulton@WCTCoalition.org](mailto:afulton@WCTCoalition.org)  
Website [www.WCTCoalition.org](http://www.WCTCoalition.org)  
Towns: Barkhamsted, Beacon Falls, Bethel, Bethlehem, Bridgewater, Brookfield, Canaan, Cheshire, Colebrook, Cornwall, Danbury, Goshen, Hartland, Harwinton, Kent, Litchfield, Middlebury, Morris, Naugatuck, New Fairfield, New Hartford, New Milford, Newtown, Norfolk, North Canaan, Oxford, Prospect, Redding, Ridgefield, Roxbury, Salisbury, Sharon, Sherman, Southbury, Thomas-ton, Torrington, Warren, Washington, Waterbury, W-tertown, Winchester, Winsted, Wolcott, and Woodbury.

**Instructions For Submitting Funding Application Grant  
Program To Support Local Prevention Councils**

**Appendix C: Prevention Strategies and Service Type Codes**

- **Alternative Activities: STA**
- **Capacity Building: STC**
- **Education: STE**
- **Information Dissemination: STN**
- **Environmental Strategies: STV**

**Note: \*Bold items are required activities**

<b>Service Type</b>	<b>Code</b>	<b>Definition</b>	<b>Count Method</b>	<b>Suggested Activities</b>
Youth/Adult Leadership Function	STA07	This is a structured, prevention service that uses adults to provide guidance, support, and other risk reduction activities for youth or adults.	Number of participants	Examples are tutoring programs; coaching activities; mentoring programs; and adult-led youth groups.
Accessing Services and Funding	STC01	This service increases or improves the prevention or health promotion capacity of a community by developing resources to support services.	Number of grants/budgets submitted	Examples are accessing and coordinating Federal, state, and local grants; developing and maintaining a listing of Federal, state, and local funding sources; or developing program budgets. (All budgets-no matter source.)
Focus Group	STC011	This is a structured interview of groups of 6-10 people at the same time in order to gather information, support local data collected, or collect input on new ideas.	Number of people in the group	Participants can include youth, parents, people in recovery, etc.
Coalition Building	<b>*STC013</b>	<b>This is a service designed to build or enhance coalition resources or membership through outreach and engagement.</b>	<b>Number of new people or organizations committing to support coalition efforts</b>	<b>Outreach to secure sector representation.</b>
Coalition Capacity Building	<b>*STC014</b>	This is participation in training or other meetings related to the implementation of DMHAS funded programs at the community level.	Number of people in the coalition (count yourself)	Examples are grantee meetings; learning communities; and receiving training or TA to address specific readiness and capacity needs.
Monitoring and Evaluation	<b>*STC015</b>	<u>Collection, analysis, or reporting of data.</u>	Number of people involved in the process	Examples are collection of required process or outcome data in your quarterly and final reports.

## Instructions For Submitting Funding Application Grant Program To Support Local Prevention Councils

Assessing Community Needs	*STC02	This is a formal assessment of prevention needs and response capacity that describes data and information about substance use and related problems and identifies prevention priorities and at-risk and high-risk populations.	Number of people involved in the process	Assessment of local conditions: school infractions, community surveys, school surveys, access and availability (environmental scan, # of retail outlets, etc.), current ordinances in existence, promotion of community readiness survey.  Examples could be training peer leaders, or coalition volunteers; (SPF, Compliance Check, CADCA /Coalition Academy, Shoulder Taps, Youth to Youth Conference, New England School of Prevention Studies, etc.) *funds can be used for registration
Community/ Volunteer Services - Training	STC03	This is a structured service intended to impart information to individuals or community groups. It may include the teaching of organizational development skills	Number of people who received the training	Examples could be training peer leaders, or coalition volunteers; (SPF, Compliance Check, CADCA /Coalition Academy, Shoulder Taps, Youth to Youth Conference, New England School of Prevention Studies, etc.) *funds can be used for registration
Community Team Activities/ Coalition Meetings	*STC05	This is the work of a coalition or other formal community team that fosters, supports, enhances, or advocates for prevention and health promotion.	Number of participants	<b>Required to hold a minimum of 4 LPC meetings per year</b> <b>Examples are coalition meetings that ideally involve 12+ sector representation and to provide prevention services.</b>
Training Services	STC06	This is the delivery of structured prevention training intended to develop professional proficiency in prevention program design, development, and delivery.	Number of people trained	Examples are conducting prevention training programs; or other formal skill-building services. This can include: Professional development about the identified problem substance, local pediatricians offices about screening their patients, educating local sports coaches, and empowering parents.

# Instructions For Submitting Funding Application Grant Program To Support Local Prevention Councils

Coalition Planning Activity	STC10	Coalition planning activity to address identified problem substance, coordinating activities with coalition partners, and planning for additional funding.	Number of participants	Development of logic model, work plan, strategic plan
Classroom Educational Services	STE02	This is a service that is part of the delivery of a recognized prevention <u>curriculum</u> in a school.	Number of participants	Examples are curricula listed in federal registries of evidence-based programs or recurring substance abuse education to students specific to the identified problem substance.
Educational Service for Youth Groups	STE03	This is a service that is part of a <u>structured multi-session substance abuse prevention program for youth groups</u>	Number of participants	(children, teens, young adults) and youth organizations, such as Boys or Girls Clubs, Scouts or organizations serving youth. Specific to the identified problem substance.
Parenting/Family Education	STE04	Substance abuse program designed to assist parents and families in addressing substance abuse risk factors, implementing protective factors, and learning about the effects of substance abuse on individuals and families.	Number of participants	Programs that address parenting skills related to communication around priority substance including identification, family norms, prevention and intervention.
Small Group Sessions	STE06	This is a psycho educational group for youth of not more than 16 members focused on the identified priority substance.	Number of participants	Diversion from punitive consequences (JRB / school referral) i.e. Stanford Curriculum i.e. Southington Steps Program **cessation programs at not allowable

## Instructions For Submitting Funding Application Grant Program To Support Local Prevention Councils

Health Fairs	STN02	This is participation in a school or community gathering to disseminate written materials and information on identified problem substance and related issues.	Number of attendees	Examples are school health education fairs; health education programs in shopping malls; church fairs; or public health events.
Audiovisual Material Disseminated	STN10	This is dissemination of original audiovisual material related to substance abuse, its effects on individuals, schools, families, and communities.	Number of materials disseminated	Examples are <u>videos</u> , <u>DVDs</u> , or <u>multimedia websites</u> . This includes Clearinghouse Library Loan Services. (For social media count number of followers)
Material Disseminated	*STN11	This is dissemination of materials designed to inform individuals, schools, families, and communities about the effects of the identified problem substance, approaches to prevention, and available services.	Number of people given the material	Examples are <b>brochures; flyers; fact sheets; posters; or website content. (For social media count / follower / web site hit count number)</b>
Curriculum Disseminated	STN12	This is dissemination of a course of study in prevention that includes all the <u>materials needed</u> for the course to be replicated, including learning goals and objectives, materials, evaluation, etc.	Number of people given the curriculum	Examples are purchasing and providing a curriculum to a school system.
Public Service Announcement Disseminated	STN14	This is dissemination of a Public Service Announcement (PSA), a media message disseminated through television, radio, or a website, designed to inform and educate audiences about identified problem substance and its effects on individuals, schools, families, and communities. *PSA concept requires prior approval by RBHAO).	Number of people listening to or viewing the PSA	A PSA on your local cable station or school TV station.
Mass Media Campaign Distributed	STN16	A <u>media campaign</u> uses social marketing and public education principles to deliver substance abuse prevention or health promotion messages designed to change social norms on the identified problem substance. This is a series of messages based on careful research and knowledge about the intended audience so that they are consistent with their values, attitudes, and motivations. concept requires prior approval by RBHAO).	Census of the "community" impacted by the campaign	Using print, broadcast and web-based media, or a combination of newspaper ads, web content, and the distribution of signs, postcards, bumper stickers, posters, etc.

**Instructions For Submitting Funding Application Grant  
Program To Support Local Prevention Councils**

Speaking Engagement	STN17	This is a speech, news conference, briefing, classroom presentation, assembly presentation, hearings, or volunteer speaker's bureau assignment to impart information about the identified problem substance, prevention and related issues. (Single occurrence). *Payment / honorariums not to exceed \$500.00).	Number of attendees	A staff speaks at an event, or hosts a speaker for the community.
Preventing Sale of vaping products to Underage Youth	STV02	This is a service designed to prevent the sale of vaping to minors.	Number of merchants or police	Retailer compliance checks; merchant education; police partnerships.
Establishing Policies	STV04	This is the establishment of school, workplace, or community policies regarding use, including establishment of drug-free school zones or workplaces; and development of school or business use policies and procedures.	Number of people impacted	Vape free parks / public spaces Review school / workplace policies
Changing Codes, Ordinances, Regulations, and Legislation	STV05	This is a service designed to change codes, ordinances, regulations, or other laws to reduce access and availability.	Number of people impacted	Zoning ordinances to prohibit new vaping outlets or reduce the number of existing outlets; vaping-in-public ordinances; regulations; efforts aimed at legislators or city officials
Enforcement of public policy	STV06	This is a service designed to support public policy.	Number of people impacted by the policy	Campaigns to engage relevant partners to carry out policy enforcement





# TOWN OF VERNON

Office of the Assistant Town Administrator

14 Park Place • Vernon, CT 06066  
Tel: (860) 870-3600 • Fax: (860) 870-3580  
[www.Vernon-CT.gov](http://www.Vernon-CT.gov)

NEW BUSINESS #6

## 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.



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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



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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 are required to use appropriate respectful speech in their personal social media; to refrain from 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.

THE PARISH OF  
THE  
BLESSED  
SACRAMENT

SAINT  
BERNARD  
CHURCH

SAINT  
MATTHEW  
CHURCH

NEW BUSINESS #7

June 19, 2020

Mr. Michael Purcaro, Town Administrator  
Town of Vernon  
14 Park Place  
Vernon, CT 06066

Dear Mr. Purcaro,


Blessed Sacrament Parish at St. Bernard Church is starting a major renovation project which includes demolition of our Parish Center at 22 School Street, renovation of our School at 20 School Street with an office addition and additional parking. The entire \$2,000,000 project will be a major enhancement for the parish and the greater Rockville community we serve.

As Blessed Sacrament Parish tithes 5% of our Offertory or over \$50,000 per year into local charities and organizations and as well as numerous volunteer hours of our parishioners, we are requesting a waiver for all permitting fees associated with this project.



Sincerely,

Rev. Richard J. Ricard  
Pastor



Brian J. Kenny  
Business Manager

**SAINT BERNARD CHURCH**  
25 St. Bernard Terrace, Rockville, CT 06066  
Phone 860-875-0753 Fax 860-871-7460  
[WWW.SAINTBERNARDCHURCH.ORG](http://WWW.SAINTBERNARDCHURCH.ORG)

**SAINT MATTHEW CHURCH**  
111 Tolland Green, Tolland, CT 06084  
Phone 860-872-0200 Fax 860-875-4413  
[WWW.STMATTHEWCT.ORG](http://WWW.STMATTHEWCT.ORG)

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

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

MEETING ID: 896 2074 0934 PASSWORD: 0721

**TUESDAY, JULY 21, 2020 - 7:30 PM**

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

**A.) PLEDGE OF ALLEGIANCE**

**B.) ROLL CALL**

Present: Council Members 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

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

**C.) CITIZEN'S FORUM**

- Ann Letendre, 29 Gottier Road, spoke regarding the ballot drop box
- Professor Brittney Yancy spoke regarding declaring racism as a Public Health Crisis
- Maryann Levesque, 183 Bolton Road, commented on the ballot drop box and tax drop box.
- Tom DiDio, 112 Box Mountain Drive commented regarding virtual meeting platforms

Citizen's Forum ended at 7:40 PM.

**E.) PUBLIC HEARINGS**

None

**F.) PRESENTATIONS BY THE ADMINISTRATION**

- A Moment of Silence in honor of former Town Council member Steve Peterson was observed.
- Mayor Daniel A. Champagne presented the following updates to the Town Council:
- The Mayor's 2020 Concert Series will be held at McCoy Field in Henry Park on August 6<sup>th</sup> and August 13<sup>th</sup>.
- The Vernon Dog Park officially opened on Monday July 13<sup>th</sup>
- 19 Grove Street is progressing
- The older Ford Expedition will be replaced in the Police Department fleet
- As part of Vernon's Sustainable Initiative to reduce energy costs the installation of solar panels and canopies on various town owned properties and schools with an estimated cost of \$1,229,227 over the next 25 years.
- There will be a specific window designated in the office of the Town Clerk in lieu of an exterior ballot box to ensure protected voting.

Finance Officer and Treasurer Jeffrey O'Neill presented an update on the municipal bond financing which will save a total of \$1,828,809.64 in principal and interest payments over the next 11 years.

Town Administrator and Director of Emergency Management and Incident Commander, Michael J. Purcaro presented the following updates to the Town Council on the Town of Vernon's COVID-19 recovery and response operations:

- Testing continues and has expanded to twice a week at St Bernard's Church – consideration adding testing within the school systems is being discussed, more information will be following. Antibody testing has been added as well.
- The Town of Vernon sponsored regional blood drives are continuing due to great success and additional dates will be offered.
- The Local Recovery Advisory Committee is continuing to meet weekly and continues to provide assistance to area businesses and the feedback has been positive.
- The Town of Vernon Public Schools reopening committee continues to meet. The plan is being designed in a flexible and adaptable way to ensure the best possible way to meet the needs of all of our families.
- A Town of Vernon was a recipient of a grant in the amount of \$8,557 to purchase PPE for the Fire Department and EMS from FEMA through the Assistance to Firefighters Grant (AFG) Program.

**G.) ACTION ON CONSENT AGENDA**

Council Member Wakefield, seconded by Council Member Schaefer, made a motion to move the Consent Agenda. Council Member Clay pulled C-2. Motion to approve C-1 and C-3 through C-10 carried unanimously by roll call vote.

- C-1 Request the Town Council approve budget amendment #1, for fiscal year 2020-2021 as provided by Finance Officer and Treasurer Jeffrey A. O'Neill on the budget amendment forms attached.** (See budget amendment form with explanation attached to this agenda.)

**PROPOSED MOTION**

RESOLVED, THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUEST #1, FOR FISCAL YEAR 2020-2021 AS PROVIDED BY JEFFREY A. O'NEILL, FINANCE OFFICER AND TREASURER, ON THE ATTACHED BUDGET AMENDMENT FORM.

- C-3 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 July 2, 2020 included in the Council packet.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES ONE (1) PRIOR YEAR TAX REFUND TOTALING \$204.77 AND TWO (2) CURRENT YEAR TAX REFUNDS TOTALING \$221.18 AS REFERENCED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO MICHAEL J. PURCARO, TOWN ADMINISTRATOR DATED JULY 2, 2020.

- C-4** Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Pegi Deitz Shea, (D), 27 Fox Hill Drive, Vernon, Connecticut, to the volunteer position of Poet Laureate at the Rockville Public Library, said term to commence on July 22, 2020 and expires on July 20, 2021. (A copy of Ms. Shea's resume is included for Council review.)

**PROPOSED MOTION**

PURSUANT TO TOWN COUNCIL RESOLUTION APRIL 16, 2019 THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF PEGI DEITZ SHEA, 27 FOX HILL DRIVE, VERNON, CONNECTICUT TO THE VOLUNTEER POSITION OF POET LAUREATE AT THE ROCKVILLE PUBLIC LIBRARY, SAID TERM TO COMMENCE ON JULY 22, 2020 AND EXPIRES JULY 20, 2021.

- C-5** Request the Town Council approve Mayor Daniel A. Champagne's reappointment of William J. Gilson, Jr., (D), 95 Skinner Road, Vernon, Connecticut as a regular member of the Risk Management Advisory Committee, said term to commence on September 1, 2020 and expires on August 31, 2023. (A copy of Mr. Gilson's resume is included for Council review.)

**PROPOSED MOTION**

PURSUANT TO THE TOWN COUNCIL RESOLUTION DATED NOVEMBER 18, 1986 AND TOWN CHARTER CHAPTER XV, SECTION 3, THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF WILLIAM J. GILSON, JR., (D), 95 SKINNER ROAD, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE RISK MANAGEMENT ADVISORY COMMITTEE, SAID TERM TO COMMENCE ON SEPTEMBER 1, 2020 AND EXPIRES ON AUGUST 31, 2023.

- C-6** Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Tim Poloski, (D), 38 Risley Road, Vernon, Connecticut as a regular member of the Capital Improvements Committee, said term to commence on September 1, 2020 and expires on August 31, 2023. (A copy of Mr. Poloski's resume is included for Council review.)

**PROPOSED MOTION**

PURSUANT TO VERNON TOWN CODE, ARTICLE V, SECTIONS 10-61 - 10-63, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF TIM POLOSKI, (D), 38 RISLEY ROAD, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE CAPITAL IMPROVEMENTS COMMITTEE, SAID TERM TO COMMENCE ON SEPTEMBER 1, 2020 AND EXPIRES ON AUGUST 31, 2023.

- C-7** Request the Town Council approve Mayor Daniel A. Champagne's reappointment of M. Lisa Moody, (R), 89 Campbell Avenue, Vernon, Connecticut as a regular member of the Capital Improvements Committee, said term to commence September 1, 2020 and expires on August 31, 2023.

(A copy of Ms. Moody's resume is included for Council review.)

**PROPOSED MOTION**

PURSUANT TO VERNON TOWN CODE, ARTICLE V, SECTIONS 10-61 - 10-63, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF M. LISA MOODY, (R), 89 CAMPBELL AVENUE, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE CAPITAL IMPROVEMENTS COMMITTEE, SAID TERM TO COMMENCE ON SEPTEMBER 1, 2020 AND EXPIRES ON AUGUST 31, 2023.

- C-8 Request the Town Council approve Mayor Daniel A. Champagne's appointment of Kathy Minor, (D), 83 Berkeley Drive, Vernon, Connecticut as a regular member of the Inland Wetland Regulatory Commission, said term commences July 22, 2020 and expires on December 31, 2022.** (A copy of Ms. Minor's resume is included for Council review. Ms. Minor is completing the unexpired term of Michael Guminiak.)

**PROPOSED MOTION**

PURSUANT TO CHARTER CHAPTER VIII, SEC. 8, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF KATHY MINOR, (D), 83 BERKELEY DRIVE, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE INLAND WETLANDS REGULATORY COMMISSION, SAID TERM TO COMMENCE ON JULY 22, 2020 AND EXPIRES ON DECEMBER 31, 2022.

- C-9 Request the Town Council approve Mayor Daniel A. Champagne's appointment of Dwight Ryniewicz, Director of the DPW, 375 Hartford Turnpike, Vernon, Connecticut as a regular member of the Vernon Traffic Authority, said term to commence July 22, 2020 and expires February 20, 2023.** (Mr. Ryniewicz is a present Town of Vernon employee and therefore no resume is included.)

**PROPOSED MOTION**

PURSUANT TO THE VERNON TOWN CODE, ARTICLE II, SECTIONS 13-16 AND 13-17; THE TOWN COUNCIL HEREBY APPROVES MAYOR APPOINTMENT OF DWIGHT RYNIEWICZ, DIRECTOR OF DPW, 375 HARTFORD TURNPIKE, VERNON, CONNECTICUT, AS A REGULAR MEMBER OF THE TRAFFIC AUTHORITY. SAID TERM TO COMMENCE ON JULY 22, 2020 AND EXPIRES ON FEBRUARY 20, 2023.

- C-10 Request the Town Council approve Mayor Daniel A. Champagne's appointment of Jordan Coe, (I), 151 Griswold Road, Wethersfield, Connecticut (President and Co-Owner of Waverly Markets, LLC.) as a regular member of the Economic Development Commission, said term to commence July 22, 2020 and June 30, 2025.** (A copy of Jordan Coe'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 APPOINTMENT OF JORDAN COE, (I), 151 GRISWOLD ROAD, WETHERSFIELD, CONNECTICUT AS A REGULAR MEMBER OF THE ECONOMIC DEVELOPMENT COMMISSION FOR A TERM BEGINNING ON JULY 22, 2020 AND ENDING JUNE 30, 2025.

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

- C-2** Request the Town Council approve budget amendments #31, #32, #33, #34, #35 and #36 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 #31, #32, #33, #34, #35 AND #36 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 Bush, made a motion to move Consent Agenda item C-2. Jeffrey O'Neill, Finance Director and Treasurer, Diane Wheelock, Executive Assistant to the Mayor and Dawn Maselek, Assistant Town Administrator answered questions. Discussion ensued. Motion carried unanimously with roll call vote.

**I.) PENDING BUSINESS**

None

**J.) NEW BUSINESS**

1. Request the Town Council refer Jen Drive final conveyance to the Planning and Zoning Commission for an 8-24 referral required under Section 8-24 of the Connecticut General Statutes. (See memorandum from David Smith, Vernon Town Engineer dated July 16, 2020 relative to same.)

**PROPOSED MOTION**

BE IT RESOLVED THAT THE TOWN COUNCIL REFERS TO THE PLANNING AND ZONING COMMISSION'S AUGUST 6, 2020 REGULAR MEETING THE FINAL CONVEYANCE OF JEN DRIVE TO THE TOWN OF VERNON FOR A REPORT PURSUANT TO SECTION 8-24 OF THE CONNECTICUT GENERAL STATUTES.

Council Member Wakefield, seconded by Council Member Schaefer, made a motion to refer to the Planning and Zoning Commission's August 6, 2020 regular meeting the final conveyance of Jen Drive to the Town of Vernon. Motion carried with 10 in favor and 1 abstention, Council Member Bush, by roll call vote.

2. Request the Town Council authorize the transfer of FY 2019-2020 available funds from the Board of Education Operating Budget to the Capital and Non-Recurring Account. (See letter from Dr. Joseph Macary, Superintendent of Schools dated July 1, 2020 to Mayor Daniel A. Champagne relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL APPROVES THE TRANSFER OF \$431,906.30 FROM AVAILABLE FUNDS IN THE BOARD OF EDUCATION OPERATING BUDGET FY2019-2020 TO THE BOARD OF EDUCATION RESERVE FUND FOR CAPITAL AND NON-RECURRING EXPENDITURES.

Council Member Wakefield, seconded by Council Member Bush, made a motion to approve the transfer of \$431,906.30 from available funds in the Board of Education operating budget FY 2019-2022 to the Board of Education reserve fund for capital and non-recurring expenditures. Superintendent of Schools, Dr. Joseph Macary spoke and answered questions. Discussion ensued. Motion carried with 10 in favor and 1 opposed, Council Member Levesque, with roll call vote.

3. **Request the Town Council authorize Jeffrey O'Neill, Finance Officer and Treasurer to sign and certify the Town of Vernon's continued funding for the FY 2021 Matching Grant funding for the Dial-A-Ride Municipal funding grant.** (See memorandum dated July 14, 2020 from Michelle Hill, Youth Services Director to Michael J. Purcaro, Town Administrator relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY AUTHORIZES JEFFREY A. O'NEILL, FINANCE OFFICER AND TREASURER TO CERTIFY THE TOWN OF VERNON'S CONTINUED FUNDING FOR THE FY 2021 DIAL-A-RIDE MATCHING MUNICIPAL FUNDING GRANT.

Council Member Wakefield, seconded by Council Member Schaefer, made a motion to authorize Jeffrey A. O'Neill, Finance Officer and Treasurer, to certify the Town of Vernon's continued funding for the FY 2021 Dial-A Ride matching municipal funding grant. Mayor Champagne spoke. Motion carried unanimously with roll call vote.

4. **Request the Town Council authorize Michael J. Purcaro, Town Administrator to sign on behalf of the Town of Vernon the contract between the Town and Capital Workforce Partners to operate the 2020 Summer Youth Employment Program.** (See memorandum from Michelle Hill, Director Youth Services to Michael J. Purcaro, Town Administrator relative to same.)

**PROPOSED MOTION**

THE VERNON TOWN COUNCIL HEREBY AUTHORIZES MICHAEL J. PURCARO, TOWN ADMINISTRATOR TO SIGN ON BEHALF OF THE TOWN THE CONTRACT BETWEEN THE TOWN AND CAPITAL WORKFORCE PARTNERS TO OPERATE THE 2020 SUMMER YOUTH EMPLOYMENT PROGRAM.

Council Member Wakefield, seconded by Council Member Schaefer, made a motion to authorize Michael J. Purcaro, Town Administrator, to sign on behalf of the town the contract between the town and Capital Workforce Partners to operate the 2020 Summer Youth Employment Program. Michelle Hill, Director of Youth Services, answered questions. Discussion ensued. Motion carried unanimously with roll call vote.

5. **Request the Town Council authorize Mayor Daniel A. Champagne to execute all the necessary forms to make application for and receive FY 2021 Emergency School Readiness Summer funds in the amount of \$29,310.00.** (See documents from Michelle Hill relative to same.)

**PROPOSED MOTION**

BE IT RESOLVED THAT MAYOR DANIEL A. CHAMPAGNE BE AUTHORIZED BY THE TOWN COUNCIL TO EXECUTE THE NECESSARY FORMS TO MAKE APPLICATION FOR AND RECEIVE FY 2021 EMERGENCY SCHOOL READINESS SUMMER FUNDS IN THE AMOUNT OF \$29,310.00

Council Member Wakefield, seconded by Council Member Bush, made a motion that Mayor Daniel A. Champagne be authorized by the Town Council to execute the necessary forms to make application for and receive FY 2021 Emergency School Readiness summer funds in the amount of \$29,310.00. Motion carried unanimously with 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 **JUNE 16, 2020** AND THAT MINUTES OF SAID MEETING BE APPROVED.

Council Member Wakefield, seconded by Council Member Bush, made a motion to waive the reading of and approve the minutes of the virtual regular Town Council meeting held on June 16, 2020. Motion carried unanimously by voice vote.

**D.) EXECUTIVE SESSION**

8:38PM – Council Member Wakefield, seconded by Council Member Schaefer made the following amended motion to go into 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 **PHELPS V TOWN OF VERNON FILE #0121745** AND INVITES MICHAEL J. PURCARO, TOWN ADMINISTRATOR, AND DAWN MASELEK, ASSISTANT TOWN ADMINISTRATOR TO ATTEND AND ATTORNEY RICHARD BARTLETT OF THE LAW FIRM MCGANN, BARTLETT AND BROWN TO ATTEND.

8:47PM – Executive Session ended.

Council Member Wakefield, seconded by Council Member Schaefer made the following motion:

THE TOWN COUNCIL HEREBY AGREES TO THE FULL AND FINAL SETTLEMENT AS PRESENTED IN THE MATTER OF **PHELPS V TOWN OF VERNON FILE #0121745** TO RESOLVE SAID CLAIM. ONCE THE SETTLEMENT IS EXECUTED, IT WILL BECOME PUBLIC.

Motion carried unanimously with roll call vote.

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

1. Monthly Report – June 2020 Vernon Police Department as submitted by Capital John Kelley.
2. Monthly Report – June 2020 Vernon Town Clerk as submitted by Karen C. Daigle, Town Clerk.

**Q.) ADJOURN (8:49PM)**

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



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

John Kelley  
Captain of Police

**INFORMATION**

**Police Department Monthly Report**  
**July 2020**

**PATROL DIVISION**

Activity	July 2020	July 2019	2020 Year to Date
Calls for Service	1,387	1,755	7,902
Arrests	60	122	438
Traffic Stops	80	266	880
DUI Arrests	3	28	63
Domestic Violence	33	18	171
Traffic Accidents	45	59	292
Narcan Incidents/Vials Used	6/8	2/4	14/18
Prescription Drug Disposal	94lbs./o z.	65.9 0 lbs./oz.	495.6 lbs./oz.

**SIGNIFICANT CASES**

Bennie Tate (age 46) of Spring St. was arrested on 7/25/20 for falsely reporting an incident. The investigation began in January when Tate claimed someone stole his laptop computer. The investigation determined that Tate sold the computer, it was not stolen.

**DETECTIVE DIVISION**

The Detective Division currently has 37 open cases. Detectives made 7 arrests.

Cases	Crime	Cases	Crime
3	"Cold Case" Homicide		Untimely/Suspicious Death
2	"Cold Case" missing persons	2	Child Abuse
4	Burglary	1	Threatening
8	Suspicious Situations	1	Robbery
5	Fraud	7	Background Investigation
1	Larcenies	7	Cell phones analyzed
2	Sex Assaults	1	Weapons Violation

## **SIGNIFICANT CASES**

On 07/24/20 William Lunden turned himself in on warrants that he had for his arrest. There were six warrants for his arrest which stemmed from an investigation where he was stealing money from his clients at assisted living facilities in Vernon and Manchester CT.

On 07/09/2020 Sgt. Pryputniewicz and Det. Hicking traveled with Parole Officer Dicioccio to 64 East Ramsdell Street in New Haven, CT to take JB Smelley into custody. He was at a parole approved detox facility at the time of his arrest. He was transported back to the Vernon Police Department where he was booked and processed on the 35 charges included ID theft and Forgery.

## **TRAINING DIVISION**

### **Training:**

July 13-24	Crash reconstruction class – 80hrs – Marandino & Guilmette
July 20-24	EMR original – Santos with Gallant and Meier as instructors
July 21	Recruits were at VPD for Traffic stops – 4 hrs Wells & St. Pierre instructed
July 22	Drager Instructor Update class – 2hrs - Tedford
July 23	Recruits were at VPD for Traffic stops – 4 hrs Wells & Anthony instructed
July 27-28	EMR Recert – 16 hrs – Thiel, Grechko, Pryputniewicz, Tedford, Trantalis, Platosh Reynolds with Gallant and Meier as instructors
July 29-31	EMR original – 24 hrs Santos with Gallant and Meier as instructors

### **FTO & New Hires.**

We hired lateral transfer Officer Jonathan Santos and he was sworn in on May 11, 2020. He is currently in phase two of his FTO. 3 Recruits (Perez, Pino, & Batchelor) were sworn in June 1, 2020. They started the POSTC Academy June 12, 2020 via Zoom. Our most current application process Closed June 15, 2020 and Oral Boards were conducted July 21, 22, & 23<sup>rd</sup>. We hired another lateral transfer from UCONN, Officer Cara Momnie, who started July 13, 2020 and is currently on FTO. We currently have two openings. We also have one potential lateral transfer in the process. We developed a list of 11 from the oral boards and have three seats reserved for the October POSTC academy.

### **K-9 Training**

Sembersky & Condon July 7<sup>th</sup>  
Condon July 21<sup>st</sup>

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

King, Patrizz & Trantalis July 1<sup>st</sup> & 2<sup>nd</sup>

# ANIMAL CONTROL

	July (calls for service)	Year to Date (calls for service)
Vernon	57	301
Cruelty	4	11
Dog Bite	2	11
Exotics	0	0
Impound Cat	0	9
Impound Dog	3	21
Livestock	0	3
Missing	4	7
Nuisance/Barking	0	13
Roaming	11	60
Sick Wildlife	5	36
Wildlife	11	56
General Complaints	17	74
Bolton/Coventry	4	24
Cruelty	0	0
Dog Bite	0	2
Exotics	0	0
Impound Cat	0	1
Impound Dog	1	3
Livestock	0	1
Missing	1	1
Nuisance/Barking	0	1
Roaming	0	8
Sick Wildlife	0	1
Wildlife	0	2
General Complaints	2	4

