MINUTES

SELECTMEN PRESENT: Lori Spielman, James Prichard, John Turner, Melinda Ferry, *Charlotte Ward, Ronald Stomberg, David Stavens

OTHERS PRESENT: Timothy Webb, Director of Public Works/WPCA Administrator; *Tiffany Pignataro, Finance Officer/Treasurer; Walter Lee, Emergency & Risk Management Director; Dustin Huguenin, Director; *Mary Bartley, Assistant Director, Recreation Department; *Susan Phillips, Director; *Mary Blanchette, Board of Trustees Chairman, Hall Memorial Library; Peter Hany, Sr., President, Ellington Volunteer Ambulance Corps (EVAC); Jack Rich II, Chief, Ellington Volunteer Fire Department (EVFD); *David Olender, Co-Chairman, *James Fay, Board of Finance (BOF); *Gary Pfleiderer, Drew Estate; Tom Palshaw

*Attended via Zoom

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: The Board of Selectmen (BOS) meeting was called to order at 7:04 P.M. by First Selectman Spielman. The Pledge of Allegiance was recited.

II. CITIZENS’ FORUM: No one came forward.

III. APPROVAL OF MINUTES
   A. February 14, 2022 Board of Selectmen Regular Meeting
      MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPROVE THE BOARD OF SELECTMEN REGULAR MEETING MINUTES OF FEBRUARY 14, 2022 AMENDING V.F.1 ON PAGE 4 TO READ BOARD OF “FINANCE” AND NOT BOARD OF “EDUCATION”.

   B. February 28, 2022 Board of Selectmen Special Meeting
      MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPROVE THE BOARD OF SELECTMEN SPECIAL MEETING MINUTES OF FEBRUARY 28, 2022.

IV. UNFINISHED BUSINESS:
   A. Refuse & Recycling Collection and Disposal Program – MIRA Agreement
MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY THAT THE TOWN OF ELLINGTON EXERCISE THE RIGHT TO OPT OUT OF THE TIER 1 LONG TERM MUNICIPAL SOLID WASTE MANAGEMENT SERVICES AGREEMENT WITH MIRA, EFFECTIVE AS OF JUNE 30, 2022.

B. Ellington Volunteer Ambulance Corps – Mutual Aid
Chief Hany said EVAC is still providing a high number of mutual aid calls, many to Vernon. Mr. Hany said that Mr. Purcaro, Vernon Town Administrator, had reported last month that the Town of Vernon is expected to present a plan to remedy their staffing issues to the Vernon Town Council tomorrow night and he will learn more then. He expects to hear an update on Wednesday. Mr. Turner added that Vernon is making an attempt to cover more calls with other local providers.

C. Board of Finance Recommendation – Establish Policy – Building Projects Policy
Ms. Spielman said that she met with the Finance Officer, the Building Official and the Chairman of the Permanent Building Committee (PBC) and it was suggested that the PBC review this suggestion from the Board of Finance and make their recommendation to the Board of Selectmen. Mr. Stavens and Mr. Turner asked that the Board of Selectmen members receive copies of the report prepared by Ms. Pignataro that was referenced by the Board of Finance.

Ms. Pignataro said that the recommendation she provided to the BOF regarding establishing a Building Projects policy was to look at the procedures that are currently in place. She said that the procedures are functioning properly and she did not see a departure from established process or protocol in her research regarding the Crystal Lake gym floor. Ms. Pignataro said that the policy would memorialize the process that is being followed as opposed to not having a documented process. She added that best practice recommendation is any time there is a policy or a standard practice that it be documented for business continuity purposes.

MOVED (STAVENS), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO REFER THE POLICY THAT WAS RECOMMENDED BY THE BOARD OF FINANCE TO THE PERMANENT BUILDING COMMITTEE FOR REVIEW OF THEIR STANDARD PRACTICES.

D. Award Lease of Middle Road and Maple Street – Correct Wording of Motion made at the February 14, 2022 Board of Selectmen Meeting

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO RESCIND THE FOLLOWING MOTION MADE AT THE FEBRUARY 14, 2022 BOARD OF SELECTMEN MEETING AND REPLACE IT WITH SEPARATE MOTIONS TO ACCURATELY DESCRIBE THE TERM(S) OF CONTRACT FOR EACH PROPERTY:

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO AWARD THE LEASES FOR THE TOWN OWNED LAND – MIDDLE ROAD AND MAPLE STREET TO OAKRIDGE DAIRY LLC, ELLINGTON, CT. THE TERM OF THE CONTRACT SHALL BE FOR THREE YEARS, EFFECTIVE DECEMBER 1, 2022 THROUGH NOVEMBER 30, 2025. THE TOWN OF ELLINGTON WILL PROVIDE BASELINE SOIL CONDITIONS PRIOR TO VENDOR USE.

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO AWARD THE LEASE FOR THE TOWN OWNED LAND – MAPLE STREET TO OAKRIDGE DAIRY, LLC OF ELLINGTON, CT. THE TERM OF THE CONTRACT SHALL BE FOR THREE YEARS, EFFECTIVE MARCH 1, 2022 THROUGH NOVEMBER 30,
2025. THE TOWN OF ELLINGTON WILL PROVIDE BASELINE SOIL CONDITIONS PRIOR TO VENDOR USE.

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO AWARD THE LEASE FOR THE TOWN OWNED LAND – MIDDLE ROAD TO OAKRIDGE DAIRY LLC, ELLINGTON, CT. THE TERM OF THE CONTRACT SHALL BE FOR THREE YEARS, EFFECTIVE DECEMBER 1, 2022 THROUGH NOVEMBER 30, 2025. THE TOWN OF ELLINGTON WILL PROVIDE BASELINE SOIL CONDITIONS PRIOR TO VENDOR USE.

E. American Rescue Plan Act – Update regarding Deadline for Submission

Ms. Spielman announced that the American Rescue Plan Act Task Force has set a deadline for submission of ideas and requests for review. The deadline is April 21, 2022. No submissions will be accepted or considered after that deadline.

V. NEW BUSINESS

A. Tax Refunds/Abatements

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF $10,511.50 AS RECOMMENDED BY THE TAX & REVENUE COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENTS STATEMENT DATED MARCH 2022. [ATTACHED].

A. Request for Special Event License: Tobacco Educational Event, August 13-14, 2022

Ms. Spielman noted that this is a rescheduled event that was scheduled last year and then was cancelled due to COVID restrictions.

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO ISSUE A SPECIAL EVENT LICENSE TO DREW ESTATE FOR A 'TOBACCO EDUCATIONAL EVENT' TO BE HELD AT 71 ABBOTT ROAD, ELLINGTON, CT ON AUGUST 13 AND 14, 2022 FROM 9:00 AM TO 5:00 PM. FURTHER, THAT THE ISSUANCE OF THIS SPECIAL EVENT LICENSE IS CONTINGENT UPON THE APPROVAL OF ALL APPROPRIATE TOWN DEPARTMENTS/ AGENCIES AND IN ACCORDANCE WITH TOWN ORDINANCE REQUIREMENTS.

B. Earth Day Celebration

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO GRANT THE REQUEST OF THE EARTH DAY CELEBRATION COMMITTEE TO HOLD THE 2022 EARTH DAY CELEBRATION ON THE TOWN GREEN ON SATURDAY, APRIL 23, 2022 BETWEEN 8:00 AM AND 3:00 PM INCLUDING SET-UP AND CLEAN-UP TO BE COORDINATED WITH THE PUBLIC WORKS DEPARTMENT, PROVIDED ALL NECESSARY TOWN APPROVALS ARE OBTAINED. FURTHER RESOLVED, TO CLOSE CHURCH STREET DURING THE 2022 EARTH DAY CELEBRATION EVENT.

C. Authorization to Fill Full-Time Vacancy: Maintainer I, Department of Public Works

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO FILL THE DEPARTMENT OF PUBLIC WORKS MAINTAINER-I VACANCY CREATED BY THE RESIGNATION OF SHAWN BULL, AS RECOMMENDED BY THE DIRECTOR OF PUBLIC WORKS/WPCA ADMINISTRATOR.

D. Recreation Department – Job Description Approvals
Mr. Huguenin said that this new position represents a replacement of a part-time position that was in the Recreation Department budget. The revisions to the other job descriptions aligns the tasks in each to fit with the new position.

1. Recreation Program Assistant (Establish Replacement Job Description) MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE RECREATION PROGRAM ASSISTANT JOB DESCRIPTION AS PRESENTED AND RECOMMENDED BY THE RECREATION DIRECTOR.

2. Recreation Coordinator (Revisions) MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE PROPOSED REVISIONS TO THE RECREATION COORDINATOR JOB DESCRIPTION AS RECOMMENDED BY THE RECREATION DIRECTOR.

3. Administrative Secretary I (Revisions) MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE PROPOSED REVISIONS TO THE ADMINISTRATIVE SECRETARY-I JOB DESCRIPTION IN THE RECREATION DEPARTMENT AS RECOMMENDED BY THE RECREATION DIRECTOR.

E. Establish Ad Hoc Committee – Comprehensive Lighting Project
Mr. Stavens asked if all members would be voting members and Ms. Spielman confirmed that they will all be voting members.

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO ESTABLISH THE AD HOC COMMITTEE ON THE COMPREHENSIVE ATHLETIC FACILITIES LIGHTING PROJECT TO ASSIST IN THE OVERALL PROJECT COORDINATION AND RECOMMENDATIONS FOR THE PLACEMENT OF LIGHTS ON TOWN FIELDS AND TENNIS COURTS. MEMBERSHIP SHALL CONSIST OF THE RECREATION DIRECTOR, DIRECTOR OF PUBLIC WORKS/WPCA ADMINISTRATOR, TOWN PLANNER, ONE (1) MEMBER OF THE PARKS AND RECREATION COMMISSION, TWO (2) INDIVIDUALS REPRESENTING ELLINGTON YOUTH SPORTS ASSOCIATIONS AND ONE (1) RESIDENT MEMBER OF THE COMMUNITY.

1. 2022 CT Neighborhood Assistance Act Program Proposal – Replacement of Air Handler Units Hall Memorial Library MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO HOLD A PUBLIC HEARING ON MONDAY, APRIL 11, 2022 AT 7:00 PM AT THE NICHOLAS J. DICORLETO, JR. MEETING HALL, 55 MAIN STREET, TO ALLOW CITIZENS TO COMMENT ON THE PROPOSED STATE OF CT 2022 NEIGHBORHOOD ASSISTANCE ACT PROGRAM PROPOSAL TO BE SUBMITTED BY THE TOWN OF ELLINGTON UNDER PROGRAM TITLE REPLACEMENT OF AIR HANDLER UNITS, HALL MEMORIAL LIBRARY.

FURTHER, TO SET A SPECIAL TOWN MEETING FOR MAY 9, 2022 AT 7:00 PM AT THE NICHOLAS J. DICORLETO, JR. MEETING HALL, 55 MAIN STREET, TO DISCUSS AND VOTE UPON THIS APPLICATION.

F. Referral to Town Personnel Policies Committee
1. Personnel Policy #10-13 Drug and Alcohol-Free Workplace
MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO REFER PERSONNEL RULES AND REGULATIONS POLICY #10-13 DRUG AND ALCOHOL-FREE WORKPLACE TO THE PERSONNEL POLICIES COMMITTEE FOR REVIEW AND RECOMMENDATION TO THE BOARD OF SELECTMEN.

2. Police Accountability Bill requirement – Body Worn Cameras
MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO REFER THE POLICE ACCOUNTABILITY BILL REQUIREMENT – BODY WORN CAMERAS TO THE PERSONNEL POLICIES COMMITTEE FOR THE DEVELOPMENT OF A POLICY FOR REVIEW AND RECOMMENDATION TO THE BOARD OF SELECTMEN.

3. Personnel Rules and Regulations – Revisions: No discussion was held.

G. Removal of Tax Credit Balances
MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO AUTHORIZE THE TAX & REVENUE COLLECTOR TO REMOVE OLD CREDIT BALANCES FOR THE 2015 THROUGH 2017 GRAND LISTS FOR A TOTAL OF $933.81.

VI. ADMINISTRATIVE REPORTS:
A. Building Department
B. Emergency Services
   • Resident State Troopers’ Office
   • Ellington Volunteer Ambulance Corps
   • Ellington Volunteer Fire Department (EVFD): Mr. Stavens asked Chief Rich if he has a plan to recruit additional staff so EVFD isn’t relying on Crystal Lake Fire Department (CLFD). Chief Rich said that he and Chief Seitz are working on a plan on a trial basis that would include CLFD staff on EVFD calls during the day. He said he will report back in a few months on how this is working out.
   • Crystal Lake Fire Department
   • Emergency Management Director
C. Fire Marshal
D. Hall Memorial Library
E. Tax & Revenue Collector
F. Town Planner
G. Finance Department
   • 2C21 Grand List Summary: Ms. Spielman thanked Laura Plona, Deputy Assessor, for providing a comprehensive Grand List Summary. Ms. Spielman said that this is the first time this summary has been provided and it is very helpful and informative.
H. Human Services Department
I. Recreation Department: Mr. Turner asked Mr. Huguenin how the upcoming programming is filling up. Mr. Huguenin said that masks are not required now and he believes the Recreation Department will break participation records. He is expecting a very robust summer.
J. Department of Public Works – 2022 Work Schedule, Construction Season: Ms. Spielman commended Mr. Webb for providing a very comprehensive work schedule. Mr. Webb added that the Public Works Open House is scheduled for May 19, 2022; more information will be provided as the date approaches.
VII. SELECTMEN COMMITTEE REPORTS
   A. Personnel Committee:
      1. Resignations: There were none.
      2. Appointments
         MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO REAPPOINT SEAN Dwyer AND ROBERT ZIEFFELDER TO THE CONSERVATION COMMISSION TO SERVE FOUR-YEAR TERMS ENDING MARCH 31, 2026.
         MOVED (PRICHARD), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO REAPPOINT JESSICA FAY AS AN ALTERNATE TO THE CONSERVATION COMMISSION TO SERVE A TWO-YEAR TERM ENDING MARCH 31, 2024.

VIII. SELECTMEN LIAISON REPORT: There were none.

IX. FIRST SELECTMAN’S REPORT
   A. Staffing
      1. New Hires
         - Gary Buzzell, Fire Inspector II, Fire Marshal’s Office
         2. Resignation/Retirement/Termination
         - Shawn Bull, Maintainer I, Department of Public Works
         - Katherine Boop, Library Assistant I, Hall Memorial Library
         - Patrick Sweeney, Police Officer
         3. Promotion/Transfer/Probation Completion
         - Kelly Hearn, Program Assistant, Senior Center, probation passed successfully

   B. Other: First Selectman Spielman provided the following updates:
      - Ms. Spielman said that the Town Administrator position is in the proposed budget and that was the main reason it came to the BOS last month for approval. She asked that the BOS members email questions and comments regarding both the Town Administrator and the part time First Selectman positions and she will utilize that information to plan the next steps for moving this forward. Ms. Ferry asked how this information will get to the public. Mr. Turner added that it is not time to bring this to the public as the budget has not yet passed and this is part of the budget. Mr. Turner said that after it is determined how this proposal fares in the budget process, an informational public hearing may be held.
      - Ms. Spielman suggested moving the First Selectman’s report to the beginning of the agenda and moving Citizens’ Forum to the end of the agenda so people will know if their questions were already answered during the meeting or they may have additional questions. Discussion was held and it was suggested that the Citizens’ Forum policy be reviewed by the Town Policy Committee. Ms. Ward suggested ensuring that people who participate in Citizens’ Forum be given an idea when they can expect an answer; the BOS needs to be held accountable for a timely response. Several suggestions came forward for consideration including Mr. Lee outlining the State Legislature’s procedure for public comment.
• Ms. Spielman said that the Cemetery Association has reminded that winter decorations must be removed by March 15, 2022.
• Ms. Spielman reported that Earth Day will be held on April 23, 2022 from 10:00 a.m. to 2:00 p.m.
• Ms. Spielman added that the Ellington Senior Center is now lending wheelchairs, walkers, canes and other items for use by the residents of Ellington. This is not just for seniors, but anyone in Town who needs equipment temporarily. She commended Senior Center Director, Sheila Grady, for getting this service in place.
• Ms. Spielman thanked the Town emergency services agencies (EVFD, CLFD and EVAC) for their assistance during a car vs. house accident that occurred.
• Ms. Spielman said that there is a new business in Town called the Eye Glass Place, 175 West Road. She and Mr. Stavens attended the ribbon cutting ceremony and welcomed this new business to Town. Mr. Stavens said that the inside of the store is very nice and the owners are great people.
• Ms. Spielman commended Mr. Webb and the Department of Public Works crew for their outstanding handling of the winter weather events.

X. CORRESPONDENCE: There was none.

XI. ADJOURNMENT
MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO ADJOURN THE REGULAR MEETING OF THE BOARD OF SELECTMEN AT 8:02 PM.

Submitted by

LouAnn Cannella
Deputy Recording Secretary

Approved by

Lori Spielman
First Selectman
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