BOARD OF SELECTMEN
Monday, August 8, 2022
Nicholas J. DiCorleto, Jr. Meeting Hall
and via ZOOM Conferencing

MINUTES

SELECTMEN PRESENT: Lori Spielman, David Stavens, James Prichard, John Turner, Melinda Ferry, Ronald Stomberg, Michael Madru

OTHERS PRESENT: Walter Lee, Emergency & Risk Management Director; Peter Hany, Sr., President, Ellington Volunteer Ambulance Corps (EVAC); *Tiffany Pignataro, Finance Officer/Treasurer; Ken Radziwon, Director, Perry Dikeman, Ellington Public Works; James York, Fire Marshal; Sue Phillips, Director, Hall Memorial Library; Tom Palshaw, Peg Busse, Mike Swanson, *Gregory Gunn

*Attended via ZOOM

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: The Board of Selectmen (BOS) meeting was called to order at 7:00 p.m. The Pledge of Allegiance was recited.

II. CITIZENS’ FORUM [non-agenda items]: Peg Busse, 37 Abbott Road, raised the question of why the Journal Inquirer and Hartford Courant only listed two voting districts for the Town of Ellington, when there are now three districts. She wanted to bring this to the attention of the BOS to ensure that news sources have accurate information leading up to this fall’s General Election. Mr. Stavens commented that District 3 voters will vote at Ellington High School.

III. APPROVAL OF MINUTES
   A. July 11, 2022 Regular Meeting


IV. UNFINISHED BUSINESS
   A. Community United Methodist Church Parking Lot – Town Use

Ken Radziwon shared that he recently met with a member of the church to go over the site design and discussed the best approach to the restoration of the parking lot. He has received a quote of around $22,000 to reclaim, grade and pave the parking lot; he plans to budget $25,000 to account for any unforeseen conditions, additional repair work and increased future costs for materials. First Selectman Spielman shared a brief history on the historical use of the lot by the Town for those who weren’t in
attendance during the previous discussion. Mr. Madru asked for confirmation that once the restoration takes place, the Town plans to discontinue all use and maintenance; Mr. Radziwon confirmed this. Mr. Lee is attending a meeting of the schools’ district-wide Safety Committee next week, and he will bring up the use of the parking lot and what the Town’s plans are moving forward; the school administration should be ensuring that the staff is parking in the appropriate school lot.

MOVED (TURNER), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO APPROVE THE ONE-TIME RESTORATION OF THE COMMUNITY UNITED METHODIST CHURCH PARKING LOT, DUE TO PAST USE OF THE LOT BY THE TOWN, AS RECOMMENDED BY THE DIRECTOR OF PUBLIC WORKS, PENDING FUTURE BOARD OF SELECTMEN AND BOARD OF FINANCE APPROVAL REGARDING THE MEANS OF FINANCING.

V. NEW BUSINESS

A. Tax Refunds/Abatements

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF $13,737.14 AS RECOMMENDED BY THE TAX & REVENUE COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENTS STATEMENT DATED AUGUST 2022 [ATTACHED].

B. Re-establish the Ad Hoc Council for Developing Positive Youth Culture

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO RE-ESTABLISH THE AD HOC COUNCIL FOR DEVELOPING POSITIVE YOUTH CULTURE FOR ONE YEAR TO AUGUST 31, 2023.

C. Department of Public Works Reorganization

1. Approval of Proposed Job Description: Superintendent of Operations

Mr. Radziwon shared his vision of where he wants to bring the Department; he feels that the addition of this new position will ensure that an appropriate structure is in place that will allow Public Works to grow from the ground up. This individual won’t be in the union, which will alleviate some supervisory issues, as well, and they will help with some internal duties in the office, including grant research and writing. Mr. Radziwon is looking to be proactive with the recent historical growth of the Town. Ms. Ferry asked how this growth is measured; Mr. Radziwon and Mr. Turner both shared some factors and historical statistics that are utilized to measure municipal growth and explained that the need for increased Public Works services doesn’t equate to increased housing. Mr. Stavens asked Mr. Radziwon what he foresees for the overall Departmental structure, noting that there used to be a Crew Chief in place who worked as a working Foreman. Mr. Radziwon answered that this will depend on the skills and talent of his personnel pool. This position will be worked into the Public Works Departmental Budget in the next fiscal year.

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE JOB DESCRIPTION FOR THE NEW SUPERINTENDENT OF OPERATIONS POSITION, AS RECOMMENDED BY THE DIRECTOR OF PUBLIC WORKS AND THE FIRST SELECTMAN.


Ms. Ferry asked Mr. Radziwon about the timing of filling this new position. Mr. Radziwon responded that his vision is to promote a current staff member into the position without immediately backfilling the position being vacated, which will help alleviate the financial impact of the new position. Mr. Turner commented that he is in favor of the Public Works Director’s recommendation of when to move ahead with this, as there is always the potential to move funds and adjust as needed.

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO FILL THE FULL-TIME SUPERINTENDENT OF OPERATIONS POSITION.
D. End of Year Transfers FY 2021-22

1. Transfers

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO TRANSFER FY 2021-22 FROM THE FOLLOWING ACCOUNTS: 1010-CONTINGENCY $200,000; 330-POLICE $173,206; 950-INSURANCE $79,044 TO THE FOLLOWING ACCOUNTS: 110-BOARD OF SELECTMEN $11,338; 121-AUDITORS $7,460; 250-TERM. BUILDING COMMITTEE $75; 320-CRYSTAL LAKE FIRE $19,883; 321-PUBLIC FIRE PROTECTION $5,439; 322-EMERGENCY 911 $15; 350-EMERGENCY MANAGEMENT $4,701; 380-BUILDING DEPARTMENT $2,434; 440-TOWN ROAD AID-MATERIALS $171,008; 451-MUN-SOLID/BULKY WASTE CURB $49,611; 455-SANITARY RECYCLING $7,119; 456-HOUSEHOLD HAZARDOUS WASTE $3,451; 480-ENGINEER & INSPECTIONS $7,049; 512-SUMMER PLAYGROUNDS $6,550; 513-WATERFRONT $6,878; 536-MINI-PROGRAMS $6,639; 836-EVAC BUILDING $6,622; 837-CRYSTAL LAKE FIRE BUILDING $8,892; 850-PINNEY HOUSE $824; 910-PAYMENT ON DEBT $114,831; 920-INTEREST ON INDEBTEDNESS $4,208; 1021-EASE GRANT $3,195; 1032-AD HOC ELLINGTON BEAUTIFICATION COMMITTEE $612; 1093-AD HOC ELLINGTON TRAILS COMMITTEE $142; 1040-MISCELLANEOUS $136; 1050-REFERENDUM/PRIMARIES $3,008; 1075-TOWN COMMUNICATIONS $70.

2. Salary Adjustment

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE TRANSFER OF $179,756 FOR FY 2022-23 FROM ACCOUNT 1065 - SALARY ADJUSTMENT TO VARIOUS TOWN DEPARTMENTS' ACCOUNTS TO COVER THE COST OF SALARY INCREASES, AS SPECIFIED IN THE ATTACHED SALARY ADJUSTMENT SCHEDULE, AS RECOMMENDED BY THE FINANCE OFFICER.

E. Budget Execution

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPROVE THE BUDGET EXECUTION FOR FISCAL YEAR 2022-23 AS PREPARED BY THE ASSISTANT FINANCE OFFICER/DEPUTY TREASURER.

F. Request to Close Town Roads for Recreation Department Races

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO GRANT THE REQUEST OF THE ELLINGTON RECREATION DEPARTMENT FOR THE NOVEMBER 12, 2022 5K AND 1 MILE FUN RUN ROAD RACES TO CLOSE THE FOLLOWING ROADS DURING THE EVENT, PROVIDED ALL THE NECESSARY TOWN AGENCY APPROVALS AND STATE PERMITS ARE OBTAINED:

- CLOSE SADDS MILL ROAD (ROUTE 140) FROM TOMOKO AVENUE, HEADING NORTHWEST TO MUDDY BROOK ROAD;
- CLOSE MUDDY BROOK ROAD, FROM SADDS MILL ROAD (ROUTE 140) HEADING EAST TO JOBS HILL ROAD;
- CLOSE JOBS HILL ROAD, FROM MUDDY BROOK ROAD HEADING SOUTH TO SADDS MILL ROAD (ROUTE 140);
- CLOSE HATHEWAY ROAD FROM MUDDY BROOK TO SADDS MILL ROAD (ROUTE 140);

FURTHER, THAT ALL ACTIVITY BE COORDINATED WITH THE PUBLIC WORKS DEPARTMENT AND THE RESIDENT STATE TROOPERS' OFFICE.

G. Renewal of Contract – Health and Benefits Consulting Services

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FINANCE OFFICER/TREASURER TO RENEW THE CONTRACT WITH WILLIS TOWERS WATSON OF HARTFORD, CT FOR HEALTH AND BENEFITS BROKERAGE CONSULTING SERVICES, AS OUTLINED IN ARTICLE 3, SECTION
3.2 “OPTION TO RENEW” IN THE CURRENT CONTRACT, FOR A ONE-YEAR EXTENSION TO AUGUST 29, 2023, AS RECOMMENDED BY THE FINANCE OFFICER/ TREASURER. FURTHER, TO AUTHORIZE THE FIRST SELECTMAN TO SIGN THE CONTRACT EXTENSION.

H. Request to Waive Bid – Hall Memorial Library Membership in Bibliomation, Inc. MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO WAIVE THE FORMAL BIDDING PROCESS AND AWARD THE CONTRACT FOR MEMBERSHIP TO BIBLIOMATION, INC. LOCATED IN WATERBURY, CONNECTICUT. WAIVING THE BID PROCESS IS DUE TO THE SIGNIFICANT RESOURCES AND MEMBERSHIP BENEFITS BIBLIOMATION, INC. WILL PROVIDE FOR HALL MEMORIAL LIBRARY PATRONS AND TOWN RESIDENTS, AS WELL AS BIBLIOMATION, INC. BEING ACTIVELY REGISTERED TO DO BUSINESS WITH THE OFFICE OF THE SECRETARY OF THE STATE IN CONNECTICUT.

VI. ADMINISTRATIVE REPORTS
Prior to getting into the Administrative Reports, Mr. Madru asked what the process was if a BOS member wishes to add something to a future agenda; First Selectman Spielman told him that he could contact her office for consideration of adding items to the BOS agenda.

A. Building Department
B. Emergency Services
   1. Resident State Troopers’ Office: Mr. Turner shared a recent conversation he had with a Marine Constable about increased traffic on Crystal Lake due to the blue-green algae issue at Coventry Lake. Ms. Ferry commented on the high volume of calls for service noted in the report.
   2. Ellington Volunteer Ambulance Corps: President Hany commented that the 189 calls in July was extremely high traffic for them. He also noted that the paid hours of coverage exceed volunteer coverage and that he is mentally preparing for necessary considerations for the agency moving forward. Mr. Turner added that Vernon had three ambulances in service last Friday and today and that they have been very busy as well. There has been an increase in simultaneous emergencies and multiple incidents occurring at once, obviously affecting emergency response efforts. Additional conversation was held on the effectiveness of the Emergency Medical Service Instructors in attracting and retaining staff, as well as areas that have seen historically high call numbers.
   3. Ellington Volunteer Fire Department
   4. Crystal Lake Fire Department
   5. Emergency & Risk Management Director
C. Fire Marshal
D. Hall Memorial Library: Ms. Phillips shared that the Adventure Kits are very popular.
E. Tax & Revenue Collector
F. Town Planner
G. Finance Department
H. Human Services Department: First Selectman Spielman shared that Human Services has recently started a pilot program called Grandpa’s Garden, a fresh produce stand that is available for residents in need; they are looking for assistance in building a more substantial and shaded structure for this program.
I. Recreation Department
VII. SELECTMEN COMMITTEE REPORTS

A. Personnel Committee:
   1. Resignations: None
   2. Appointments:

MOVED (PRICHARD), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPOINT GUY BURNS TO THE PERMANENT BUILDING COMMITTEE TO COMPLETE AN UNEXPIRED TERM ENDING FEBRUARY 29, 2024, PENDING COMPLETION OF THE STATEMENT OF INTEREST FORM, AND AS RECOMMENDED BY THE ELLINGTON REPUBLICAN TOWN COMMITTEE.

MOVED (PRICHARD), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO REAPPOINT KEVIN HAYES, KATHLEEN LAREW, KAYLA CONDRON, MARY BARTLEY, DIANE LASHER-PENTI, BRIAN SANTA, FIONA ARMSTRONG, JOY HOLLISTER, MIKE NASH, GILLIAN PASEKA, JOHN LALLY, LISA KELLY, TYLER BURNELL, AMY DARLING, EASHA PATEL, OLIVER BURTON, TRACY KEARCHER, CODY SIZER AND VIVANA ZAMBRANO TO THE AD HOC COUNCIL FOR DEVELOPING POSITIVE YOUTH CULTURE TO SERVE ONE-YEAR TERMS ENDING AUGUST 31, 2023.

MOVED (PRICHARD), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO REAPPOINT LOIS TIMMS-FERRARA TO THE CONNECTICUT WATER COMPANY CUSTOMER ADVISORY COUNCIL TO SERVE A ONE-YEAR TERM ENDING AUGUST 31, 2023.

MOVED (PRICHARD), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO REAPPOINT RONALD STOMBERG AND RODGER HOSIG AS ALTERNATE MEMBERS OF THE ZONING BOARD OF APPEALS TO SERVE TWO-YEAR TERMS ENDING AUGUST 31, 2024.

B. Town Policies Committee
   1. Wall of Honor

Mr. Turner shared this year was unparalleled in terms of new nominations and applications received, and that each nominee had very valuable impacts to the community; those not selected this year will remain under consideration for three years. The Committee met and reviewed each application very closely before deciding upon their recommendation to the BOS.

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO SELECT ROBERT AND MARGARET DAWSON AS THE WALL OF HONOR RECIPIENTS FOR 2022, AS RECOMMENDED BY THE BOARD OF SELECTMEN TOWN POLICIES COMMITTEE. FURTHER RESOLVED, THAT THE INDUCTION CEREMONY WILL BE HELD ON SATURDAY, SEPTEMBER 10, 2022 AT 4:00 PM AT ARBOR PARK.

VIII. SELECTMEN LIAISON REPORTS

EVFD: Mr. Turner shared that both EVFD and CLFD have been involved in mutual aid calls this month. EVFD recently conducted training on the Ellington trails, utilizing the new emergency trails markers that Mr. Palshaw developed. The emergency services agencies have continued holding joint meetings and trainings, and EVFD is in the midst of planning their annual fundraising carnival in September.

IX. FIRST SELECTMAN’S REPORT

A. Staffing:
   1. New Hires
      • Jeffrey Duda, Police Officer
      • Ted Branon, Police Officer
      • Christopher Phelps, EMT Per Diem
      • Ethan Poetsch, Hall Memorial Library – Library Assistant I

Equal Opportunity Employer
2. Resignation/Retirement/Termination
   - Jesse Lee, DPW Seasonal Worker
   - Kristine Nadvornik-Moulard, Senior Center Program Assistant

B. Other – Ms. Spielman reported the following:
   - Ellington recently received significant State bonding funds for a variety of important projects throughout Town which will benefit residents and visitors of the community.
   - Jessica and Kevin Regan, owners of JRego’s, were the most recent guest on the Ellington News and Events television program.
   - Kloster Farms recently held their tent sale, and the Ellington Historical Society and Ellington Farmers’ Market have both been very busy with a lot of fun promotions and events for the whole family.

Discussion was held on the status of the Ad Hoc Committee for the Comprehensive Lighting Project; Mr. Radziwon stated that he would reach out to those involved to confirm the first meeting.

Ms. Ferry asked if the robotic-sounding voice on the Town’s phone system could be changed to something more welcoming; First Selectman Spielman said that she would look into getting this taken care of.

X. CORRESPONDENCE: Letters were provided to the BOS from neighboring fire departments, thanking both the EVFD and CLFD for mutual aid assistance during recent emergency fire events.

XI. ADJOURNMENT

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO ADJOURN THE REGULAR MEETING OF THE BOARD OF SELECTMEN AT 7:50 PM.

Respectfully submitted,

[Signatures]

Julia Connors, Recording Secretary

Lori Spielman, First Selectman

Equal Opportunity Employer
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$ 13,737.14 REFUND TOTAL FOR AUGUST 2022