



STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187  
ELLINGTON, CONNECTICUT 06029-0187

TEL 860-870-3100 FAX 860-870-3102

[www.ellington-ct.gov](http://www.ellington-ct.gov)

LORI L. SPIELMAN  
First Selectman

DAVID E. STAVENS  
Deputy First Selectman

MELINDA M. FERRY  
MICHAEL B. MADRU  
JAMES M. PRICHARD  
RONALD F. STOMBERG  
JOHN W. TURNER

## BOARD OF SELECTMEN

Monday, January 9, 2023

Nicholas J. DiCorleto, Jr. Meeting Hall  
and via ZOOM Conferencing

### MINUTES

**SELECTMEN PRESENT:** Lori Spielman, David Stavens, Melinda Ferry, John Turner, Michael Madru

**SELECTMEN ABSENT:** Ronald Stomberg, James Prichard

**OTHERS PRESENT:** Walter Lee, Emergency & Risk Management Director; \*Tiffany Pignataro, Finance Officer/Treasurer; Peter Hany, Sr., President, Ellington Volunteer Ambulance Corps (EVAC); Ken Radziwon, Director of Public Works/WPCA Administrator; \*Mary Blanchette, Chairman, Library Board of Trustees; Donna Hosey, Acting Town Clerk; \*Greg Miller, \*Maureen Weir, VOYA; Lisa Houlihan, Town Planner; Perry Dikeman, \*Keith Jarvis, Department of Public Works (DPW); \*Peg Busse, Board of Finance; \*Lenora Williams

*\*Attended via ZOOM*

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: The Board of Selectmen (BOS) meeting was called to order at 6:31 p.m. The Pledge of Allegiance was recited.
- II. CITIZENS' FORUM [non-agenda items]: No residents came forward.
- III. APPROVAL OF MINUTES
  - A. December 12, 2022 Regular Meeting

One correction was noted; David Stavens was listed as present instead of absent.

MOVED (TURNER), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO APPROVE THE DECEMBER 12, 2022 REGULAR MEETING MINUTES AS AMENDED.

#### IV. UNFINISHED BUSINESS

There was no unfinished business to discuss.

#### V. NEW BUSINESS

##### A. Tax Refunds/Abatements

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$1,485.00 AS RECOMMENDED BY THE TAX & REVENUE COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENTS STATEMENT DATED JANUARY 2023 [ATTACHED].

B. Waiver of Bidding Requirement – EVAC Exhaust Removal System

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO WAIVE THE FORMAL BIDDING PROCESS AND AWARD THE CONTRACT FOR THE ELLINGTON VOLUNTEER AMBULANCE CORPS EXHAUST REMOVAL SYSTEM TO AIR VACUUM CORPORATION, LOCATED IN DOVER, NEW HAMPSHIRE, NOT TO EXCEED \$25,000. WAIVING THE BID PROCESS IS DUE TO THE SIGNIFICANT COST SAVINGS FOR THE TOWN, TIMELINESS OF THE CAPITAL NEED AS WELL AS AIRVAC HAVING A CURRENT CONTRACT THROUGH A NATIONAL COLLABORATIVE BID PROGRAM, ADHERING TO ALL APPLICABLE PROCUREMENT STANDARDS SET FORTH UNDER UNIFORM GUIDANCE.

C. Department of Public Works – Foreman Position

1. Approval of Revisions to Job Description

Mr. Radziwon brought up the requirement of a Connecticut P-6 Limited Sewer, Storm and Water Journeyman License or the ability to obtain the license within two years of employment, for the position; this certification allows an individual to oversee sewer, stormwater, and plumbing work. Mr. Radziwon shared details on the various requirements that are needed to obtain this license and indicated that DPW has two staff members that are currently certified; his concern is that this requirement within the job description may limit the candidate pool and not allow certain individuals who may be otherwise qualified to apply for the position. Mr. Lee asked if there were any statutory requirements that this position is required to abide by; Mr. Radziwon answered that there are no such statutory requirements. First Selectman Spielman added that the initial reasoning behind this requirement was that an unlicensed individual should not be inspecting the work of an individual who does have the certification. Brief discussion was held on adding this requirement to the WPCA Crew Chief job description in the future.

MOVED (TURNER), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO AMEND THE PROPOSED REVISIONS TO DELETE, UNDER REQUIRED QUALIFICATIONS (MINIMUM), SECOND PARAGRAPH – “MUST POSSESS A CONNECTICUT P-6 LIMITED SEWER, STORM AND WATER JOURNEYMAN LICENSE; OR ABILITY TO OBTAIN WITHIN TWO (2) YEARS OF EMPLOYMENT.”

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO APPROVE THE AMENDED REVISIONS TO THE FOREMAN JOB DESCRIPTION, AS RECOMMENDED BY THE DIRECTOR OF PUBLIC WORKS.

2. Authorization to Fill Full-Time Position

MOVED (TURNER), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO FILL THE FULL-TIME FOREMAN POSITION, AS RECOMMENDED BY THE DIRECTOR OF PUBLIC WORKS.

D. Appropriation Request – Route 83 Sidewalk Easements

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROPRIATE AN AMOUNT NOT TO EXCEED \$97,500 FOR UPFRONT COSTS FOR EASEMENTS ASSOCIATED WITH LOTCIP STATE PROJECT NO. L047-002 FROM THE UNDESIGNATED FUND BALANCE TO THE LOTCIP STATE EXPENDITURES ACCOUNT 410-60286, PENDING BOARD OF FINANCE APPROVAL.

#### E. 457(b) and 401(a) Plan Conversions

Ms. Pignataro shared an overview of the reasoning behind the proposed conversion; she stated that she had taken a look at the current plans with the Town's VOYA team, and this decision stems from a desire to bring better value to the plan participants.

Mr. Miller and Ms. Weir shared that this conversion would entail a freezing of the existing 401(a) and 457(b) plans, preserving the assets which are currently guaranteed at a 4% rate. New 401(a) and 457(b) plans would be opened for the current employees, and VOYA would take over certain administrative processes that are currently taken care of by the Town.

Ms. Pignataro shared an overview of the changes and benefits that would be a result of this conversion, highlighting that this transition will improve the investment vehicle options for account users as well as allow the Town to participate in the more enhanced plan options that VOYA offers.

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN AND FINANCE OFFICER/TREASURER TO EXECUTE A HYBRID CONVERSION OF THE TOWN'S CURRENT DEFERRED COMPENSATION PLANS TO INCLUDE FREEZING EXISTING 457(B) AND 401(A) PLANS, VF3419 AND GH5801, RESPECTIVELY, AND ESTABLISH NEW 457(B) AND 401(A) PLANS TO LOWER AVERAGE FEE AND FUND EXPENSES, AS WELL AS INCREASE INVESTMENT VEHICLE PRODUCT OFFERINGS FOR PLAN PARTICIPANTS.

#### VI. ADMINISTRATIVE REPORTS

##### A. Building Department

##### B. Emergency Services

1. Resident State Troopers' Office
2. Ellington Volunteer Ambulance Corps: Mr. Stavens commended Mr. Hany on his report. Ms. Ferry commented on the trend of volunteers coming in, getting trained and leaving for better career opportunities and asked Mr. Hany if he believes this will continue. Mr. Hany shared that they will likely continue to see this trend continue; Mr. Turner added that this struggle is not unique to Ellington and that qualified individuals have many good career options to choose from.
3. Ellington Volunteer Fire Department: Mr. Turner recognized the outstanding effort by the EVFD in saving a historic structure in Town on Saturday morning. The quick and aggressive action by the first response units prevented the loss of the structure. The area hydrant system supported these efforts as well as assistance from EVAC and the Vernon Fire Department. There was excellent on-scene communication and cooperation between the fire units, as well as extensive efforts from the Ellington Fire Marshal's Office.
4. Crystal Lake Fire Department
5. Emergency & Risk Management Director

##### C. Fire Marshal

- D. Hall Memorial Library
- E. Tax & Revenue Collector: Mr. Turner thanked First Selectman Spielman, Ms. Pignataro, and Ann Marie Conti, Tax & Revenue Collector, for their prompt and thorough response to the questions he had raised in last month's meeting; Mr. Madru echoed this sentiment.
- F. Town Planner: Ms. Ferry asked about the Sustainable CT item listed within the report. Ms. Houlihan shared that this topic stemmed from the recently reactivated Shared Services Commission, and that the Conservation Commission has held this as an agenda topic as some of the Sustainable CT initiatives fall under the purview of the Conservation Commission. Ms. Houlihan stated that there are 13 different categories within Sustainable CT and that broad, Town-wide involvement would be required in order to receive that certification. Ms. Ferry asked if this is something the Town should be working towards; Ms. Houlihan stated that the decision to pursue this would potentially come from a recommendation from the BOS, and that it would require the formation of a committee and a comprehensive effort of all of the Town departments and/or agencies. Ms. Houlihan also stated that there isn't any tangible benefit to being certified; she shared that Vernon hired a part-time individual to handle the extensive administrative work that the certification process entailed. Mr. Stavens asked if this certification would entitle the Town to any additional grant money or if it was just the title of being certified; Ms. Houlihan responded that it was mostly just the title of being a Sustainable CT Town, and that while there is some grant money out there, it's geared more towards the process of becoming certified. Ms. Houlihan stated that if the Town were to decide to pursue this in the future, she would be willing to serve as the Town's point person.
- G. Finance Department
- H. Human Services
- I. Youth Services
- J. Senior Center
- K. Recreation Department
- L. Department of Public Works: Mr. Turner commented on the fleet – annual generator services item and asked if the generators at the EVAC building as well as the new firehouse were covered under this review; Mr. Radziwon and Mr. Dikeman both commented that they were.

## VII. SELECTMEN COMMITTEE REPORTS

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

MOVED (STAVENS), SECONDED (TURNER) AND PASSED UNANIMOUSLY TO APPOINT KATHERINE HEMINWAY TO THE DESIGN REVIEW BOARD TO COMPLETE AN UNEXPIRED TERM ENDING JUNE 30, 2025, AS RECOMMENDED BY THE ELLINGTON REPUBLICAN TOWN COMMITTEE.

MOVED (STAVENS), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO REAPPOINT SHERRI CZYZ TO THE BOARD OF ASSESSMENT APPEALS TO SERVE A THREE-YEAR TERM ENDING JANUARY 31, 2026.

MOVED (STAVENS), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO REAPPOINT NORMAN PERKINS AS AN ALTERNATE TO THE BOARD OF ASSESSMENT APPEALS TO SERVE A TWO-YEAR TERM ENDING JANUARY 31, 2025.

MOVED (STAVENS), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO REAPPOINT AMOS SMITH AND SAM CHANG AS ALTERNATES TO THE ECONOMIC DEVELOPMENT COMMISSION TO SERVE TWO-YEAR TERMS ENDING JANUARY 31, 2025.

MOVED (STAVENS), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO REAPPOINT DEREK REED TO THE ETHICS COMMISSION TO SERVE A FOUR-YEAR TERM ENDING JANUARY 31, 2027.

MOVED (STAVENS), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO REAPPOINT ARTHUR AUBE, KENNETH BRAGA, STEVEN HOFFMAN AND KATHERINE HEMINWAY TO THE INLAND/WETLANDS AGENCY TO SERVE FOUR-YEAR TERMS ENDING JANUARY 31, 2027.

MOVED (STAVENS), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO REAPPOINT RYAN ORSZULAK AS AN ALTERNATE TO THE INLAND/WETLANDS AGENCY TO SERVE A TWO-YEAR TERM ENDING JANUARY 31, 2025.

B. Town Policies Committee

1. Update(s): There was no further update given.

VIII. SELECTMEN LIAISON REPORTS

**EVFD:** Mr. Turner shared that the EVFD was able to hold the Torchlight Parade, despite the weather. It was a busy month for the Department; there were two assists with the Vernon Fire Department, with which the EVFD is cooperating for various hazmat training sessions, saving money for both Departments.

IX. FIRST SELECTMAN'S REPORT

A. Staffing:

1. New Hires
  - Stephen Clapp, Elderly Outreach Social Worker
2. Resignation/Retirement/Termination
  - Alexander Bohr, Emergency Medical Technician
3. Promotions/Transfers/Probations
  - Successfully Passed Probation
    - ✓ Cody Langlois, Maintainer I

- B. Other – Ms. Spielman had no additional items to report.

X. CORRESPONDENCE

A memo from the Fire Marshal's Office was shared, informing the BOS of a \$500.00 grant that was awarded for the purchase of a portable light that will be used at fire investigation scenes; Fire Marshal York acknowledged Deputy Fire Marshal Kern for writing the grant application.

XI. EXECUTIVE SESSION

A. For the Purpose of Discussing Personnel Appointment

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO ENTER INTO EXECUTIVE SESSION AT 7:09 PM FOR THE PURPOSE OF DISCUSSING PERSONNEL APPOINTMENT.

Present: Lori Spielman, David Stavens, Melinda Ferry, John Turner, Michael Madru, Walter Lee

Ms. Hosey was invited into Executive Session at 7:20 pm, at which time Mr. Lee exited the session.

MOVED (TURNER), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO COME OUT OF EXECUTIVE SESSION AT 7:24 PM.

XII. NEW BUSINESS CONTINUED

A. To Take Potential Action Regarding Item XI.A

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPOINT DONNA HOSEY AS THE TOWN CLERK OF THE TOWN OF ELLINGTON, EFFECTIVE JANUARY 9, 2023, WHO SHALL SERVE FOR AN INDEFINITE TERM AT A STARTING ANNUAL SALARY OF \$85,500, AS RECOMMENDED BY THE FIRST SELECTMAN.

MOVED (TURNER), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO FILL THE FULL-TIME ASSISTANT TOWN CLERK POSITION, DUE TO THE VACANCY CREATED BY THE PROMOTION OF DONNA HOSEY.

XIII. ADJOURNMENT

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO ADJOURN THE REGULAR MEETING OF THE BOARD OF SELECTMEN AT 7:26 PM.

Respectfully submitted,

Julia Connor

Julia Connor, Recording Secretary

Lori Spielman

Lori Spielman, First Selectman

**TOWN OF ELLINGTON**  
**TAX AND REVENUE COLLECTOR'S REFUND REPORT**  
**January 2023**

<b>Amount</b>	<b>Name</b>	<b>Tax</b>	<b>GL Year</b>	<b>Requesting Dept.</b>	<b>Reason</b>
\$ 252.80	Corelogic Centralized Refunds (26 Windermere Village Rd)	RE	2020	Assessor	Clerical Error
\$ 94.27	Dowling Christie L	MV	2021	Assessor	Sold March 2022
\$ 75.23	Dowling Christie L	MV	2021	Assessor	Sold April 2021
\$ 26.04	Feindel David T	MV	2021	Assessor	Sold June 2022
\$ 96.80	Keehner Deborah L	MV	2021	Assessor	Sold April 2022
\$ 50.18	Tax Serv LLC	PP	2015	Tax	Collection Agency Fee
\$ 83.86	Tax Serv LLC	PP	2016	Tax	Collection Agency Fee
\$ 85.27	Tax Serv LLC	PP	2017	Tax	Collection Agency Fee
\$ 98.40	Tax Serv LLC	PP	2018	Tax	Collection Agency Fee
\$ 42.09	Tax Serv LLC	PP	2017	Tax	Collection Agency Fee
\$ 580.06	Toyota Lease Trust	MV	2021	Assessor	Sold June 2021
<b>\$ 1,485.00</b>	<b>REFUND TOTAL FOR JANUARY 2023</b>				