



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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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, March 13, 2023

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

MINUTES

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

SELECTMAN ABSENT: David Stavens

OTHERS PRESENT: Walter Lee, Emergency & Risk Management Director; *Tiffany Pignataro, Finance Officer/Treasurer; Peter Hany, Sr., President, Ellington Volunteer Ambulance Corps (EVAC); Tim Seitz, Chief, Crystal Lake Fire Department (CLFD); James York, Fire Marshal; Kristen Harp, Acting Youth Services Director; *Lisa Houlihan, Town Planner; *Peg Busse, Board of Finance (BOF); *Susan Phillips, Director, Hall Memorial Library; *Ken Radziwon, Director of Public Works

**Attended via ZOOM*

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: The Board of Selectmen (BOS) meeting was called to order at 6:44 p.m. The Pledge of Allegiance was recited.

II. CITIZENS' FORUM [non-agenda items]: No citizens came forward.

III. APPROVAL OF MINUTES

A. February 13, 2023 Regular Meeting

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPROVE THE FEBRUARY 13, 2023 REGULAR MEETING MINUTES.

IV. UNFINISHED BUSINESS: There was no unfinished business to discuss.

V. NEW BUSINESS

A. Tax Refunds/Abatements

MOVED (TURNER), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$11,201.61 AS RECOMMENDED BY THE TAX & REVENUE COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENTS STATEMENT DATED MARCH 2023 [ATTACHED].

B. DPW Maintainer I – Authorization to Fill Full-Time Position

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO FILL THE FULL-TIME MAINTAINER I POSITION.

C. STEAP Grant Application – Hall Memorial Library Parking Expansion Project

Mr. Madru asked why the amount in the motion was different from what was referenced in the memo from Mr. Radziwon. Ms. Pignataro answered that the motion represents the difference between what has already been appropriated and what is still needed for the project.

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO APPROPRIATE, FROM THE GENERAL FUND UNASSIGNED FUND BALANCE TO THE PARKING LOT RENOVATIONS CAPITAL PROJECT, IN THE AMOUNT OF \$212,000, PENDING TOWN MEETING APPROVAL, WHICH ULTIMATELY WILL BE REIMBURSED UPON PROJECT COMPLETION BY THE STATE THROUGH A STEAP GRANT.

FURTHER, TO SET A SPECIAL TOWN MEETING FOR MONDAY, APRIL 10, 2023 AT 6:30 PM IN THE NICHOLAS J. DICORLETO, JR. MEETING HALL, 55 MAIN STREET, ELLINGTON AND VIA ZOOM TO DISCUSS AND VOTE UPON THE REQUEST TO TRANSFER \$212,000 FROM THE TOWN OF ELLINGTON UNASSIGNED FUND BALANCE TO THE PARKING LOT RENOVATIONS CAPITAL PROJECT, AS APPROVED BY THE BOARD OF SELECTMEN.

D. American Rescue Plan Task Force - Recommendations

1. Round Two Items

Mr. Madru mentioned that the Crystal Lake item was also included in the Capital Improvements budget, and asked if it will be removed from Capital Improvements if it passes under the American Rescue Plan. It was confirmed that it will be removed from Capital Improvements upon American Rescue Plan approval.

MOVED (TURNER), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO APPROVE THE FOLLOWING PROJECTS AS PROPOSED AND RECOMMENDED TO THE BOARD OF SELECTMEN BY THE AMERICAN RESCUE PLAN TASK FORCE. UNDER THE AMERICAN RESCUE PLAN ACT SPECIAL REVENUE FUND ORDINANCE, ANY APPROVED PROJECTS EXCEEDING \$100,000 WILL GO TO TOWN MEETING FOR DISCUSSION AND VOTE ON APRIL 10, 2023. FURTHER, TO AUTHORIZE THE FINANCE OFFICER/TREASURER TO EXPEND AMERICAN RESCUE PLAN FUNDS FOR APPROVED PROJECTS FOR THOSE UNDER \$100,000; AND PENDING TOWN MEETING APPROVAL FOR THOSE OVER \$100,000.

- RECREATION/HUMAN SERVICES/YOUTH SERVICES VEHICLE - \$23,000
- UPGRADE OF TOWN SECURITY CAMERAS - \$59,000
- CONCRETE PADS FOR SENIOR CENTER AND ARBOR PARK - \$30,000
- EVAC BUILDING MEETING ROOM CARPET REPLACEMENT - \$6,800

- CRYSTAL LAKE FIRE DEPARTMENT EXTRICATION TOOLS AND RESCUE STRUTS - \$125,000

2. Set Town Meeting, Pending BOS Approval

MOVED (TURNER), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO SET A TOWN MEETING FOR APRIL 10, 2023 AT 6:30 PM IN THE NICHOLAS J. DICORLETO MEETING HALL, 55 MAIN STREET, TO ALLOW CITIZENS TO DISCUSS AND VOTE UPON THE BOARD OF SELECTMEN'S RECOMMENDATIONS FOR AMERICAN RESCUE PLAN PROJECT APPROVAL AND EXPENDITURES OVER \$100,000 AS REQUIRED BY TOWN ORDINANCE ARTICLE VII: AMERICAN RESCUE PLAN ACT SPECIAL REVENUE FUND. THE BOARD OF SELECTMEN APPROVED PROJECT TO BE VOTED ON AT THIS TOWN MEETING IS THE CRYSTAL LAKE FIRE DEPARTMENT EXTRICATION TOOLS AND RESCUE STRUTS - \$125,000.

E. Request for Special Event License – Bike Nights, Old School Harley-Davidson

Mr. Turner asked if this request had been presented to the appropriate Departments and if their approval had been granted; First Selectman Spielman shared that certain Departments did have questions and related requests, and they are working directly with the applicant to ensure that everything is handled appropriately. The expectation is that everything will be adequately addressed by the applicant, and that the issuance of the license is appropriate at this time.

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO ISSUE A SPECIAL EVENT LICENSE TO OLD SCHOOL HARLEY-DAVIDSON FOR 'BIKE NIGHTS' TO BE HELD AT 398-380 SOMERS ROAD, ELLINGTON, CT ON MAY 4, JUNE 1, AUGUST 3 AND SEPTEMBER 7, 2023 FROM 5:00-9:00 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.

F. Re-establish Ad Hoc Committee – Comprehensive Athletic Facilities Lighting Project

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO RE-ESTABLISH THE AD HOC COMMITTEE ON THE COMPREHENSIVE ATHLETIC FACILITIES LIGHTING PROJECT FOR ONE YEAR TO MARCH 31, 2024.

VI. ADMINISTRATIVE REPORTS

A. Building Department

B. Emergency Services

1. Resident State Troopers' Office
2. Ellington Volunteer Ambulance Corps: Mr. Turner found the situational awareness training interesting, and he stated his belief that this is very important for all of the Emergency Services agencies.
3. Ellington Volunteer Fire Department: Mr. Turner stated that there was valuable training given on an acquired structure over the past

month. There was also a recent structure fire at a local business which was quickly extinguished, thanks to the efforts of mutual aid and the responding agencies working together. Mr. Turner also reported on an ATV accident which took place over the weekend; the Pinney Street Fields were used as the landing zone for the responding LIFE STAR helicopter, which transported the victim.

4. Crystal Lake Fire Department
5. Emergency & Risk Management Director

C. Fire Marshal

D. Hall Memorial Library: Mr. Turner commented on the evaluation by Otis Elevator on the issue with the elevator not always stopping level with the hallway floors. Mr. Turner mentioned this being a potential ADA issue; it is being addressed by Mr. Radziwon and the Public Works team.

E. Tax & Revenue Collector

F. Town Planner: Ms. Ferry asked if the proposed disc golf course was going to be nine holes or eighteen. First Selectman Spielman stated that this item was going before the Inland Wetlands Agency this evening, as well as other Land Use Commissions in the near future, and that details would be clearer after those meetings.

G. Finance Department

H. Human Services

I. Youth Services

J. Senior Center

K. Recreation Department

VII. SELECTMEN COMMITTEE REPORTS

A. Personnel Committee

1. Resignations: None

2. Appointments:

MOVED (PRICHARD), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPOINT MICHAEL SWANSON AS AN ALTERNATE MEMBER OF THE ECONOMIC DEVELOPMENT COMMISSION, TO COMPLETE AN UNEXPIRED TERM ENDING JANUARY 31, 2025.

MOVED (PRICHARD), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO APPOINT TIM HEANEY, DAVID BLOVISH, EDWIN SUCHECKI AND JEFF OLENDER TO THE AD HOC TAX RELIEF PROGRAM REVIEW COMMITTEE.

MOVED (PRICHARD), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO REAPPOINT JAMES GAGE AND REBECCA QUARNO TO THE CONSERVATION COMMISSION TO SERVE FOUR-YEAR TERMS ENDING MARCH 31, 2027.

MOVED (PRICHARD), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO REAPPOINT ANN HARFORD AS AN ALTERNATE MEMBER OF THE

CONSERVATION COMMISSION TO SERVE A TWO-YEAR TERM ENDING MARCH 31, 2025.

MOVED (PRICHARD), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO REAPPOINT DUSTIN HUGUENIN, KEN RADZIOW, LISA HOULIHAN, CYNDI COSTANZO, KAREN DWYER, AND GREG HURLBURT TO THE AD HOC COMMITTEE ON THE COMPREHENSIVE ATHLETIC FACILITIES LIGHTING PROJECT TO SERVE ONE-YEAR TERMS ENDING MARCH 31, 2024.

B. Town Policies Committee

1. Update – Police Accountability

Mr. Turner reported that the First Selectman's Office received an updated draft from the Town Attorney today; he will be meeting with the appropriate staff next week and unless there are serious changes to be made, this item will be referred to the full Town Policies Committee next month.

2. New Proposal – Whistleblower Policy

Mr. Lee shared that one of the items brought up during the audit that was completed in 2020 was a recommendation to put such a policy in place to decrease the liability to the Town in terms of violations to Town Policies and the Town's Code of Ethics. He shared the next steps that will be taken, upon adoption, to get this policy active and accessible on the Town website.

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO REFER THE NEWLY PROPOSED WHISTLEBLOWER POLICY TO THE TOWN POLICIES COMMITTEE FOR REVIEW AND RECOMMENDATION TO THE BOARD OF SELECTMEN.

VIII. SELECTMEN LIAISON REPORTS: None

IX. FIRST SELECTMAN'S REPORT

A. Staffing:

1. New Hires
 - Margaret Schmidt, Assistant Town Clerk
2. Resignation/Retirement/Termination
 - Susan Lather, Senior Center Program Assistant
3. Promotions/Transfers/Probations
 - Successfully Passed Probation:
 - ✓ Isabelle Hoyt, EMT

B. Other

1. Reminder – FOIA Presentation March 20, 2023 at 6:00 pm
2. BOS Special Meeting Immediately Following FOIA Presentation
3. March 14, 2023 BOF Meeting – BOS 2023-24 Budget Presentation

Ms. Pignataro shared that there was a change to the March 14th BOF Meeting; it will begin at 6:30 pm, and it will be conducted via ZOOM only due to the weather forecast.

Ms. Ferry brought up the issue that Tom Palshaw brought up during the previous month's Citizens' Forum regarding who takes over in the First Selectman's absence. First Selectman

Spielman stated that this will be looked into and clarified. Mr. Lee shared that the Town Administrator will likely be the one who takes over the day-to-day operations, while the Deputy First Selectman will maintain decision-making authority in such an absence.

X. CORRESPONDENCE

A. State of CT Workers' Comp Commission – Safety & Health Committee
Audit Results

Mr. Turner commented that this was an excellent report.

XI. EXECUTIVE SESSION

A. For the Purpose of Discussing Personnel Appointment

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

Present: Lori Spielman, Melinda Ferry, James Prichard, John Turner, Ronald Stomberg, Michael Madru

Kristen Harp was invited into the Executive Session at 7:17 pm.

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO COME OUT OF EXECUTIVE SESSION AT 7:32 PM.

XII. NEW BUSINESS (Continued)

A. To Take Potential Action Regarding Item XI.A

MOVED (TURNER), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO APPOINT KRISTEN HARP AS THE YOUTH SERVICES DIRECTOR FOR THE TOWN OF ELLINGTON, EFFECTIVE MARCH 13, 2023, WHO SHALL SERVE FOR AN INDEFINITE TERM AT A STARTING ANNUAL SALARY OF \$76,288, AS RECOMMENDED BY THE FIRST SELECTMAN.

MOVED (TURNER), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO FILL THE FULL-TIME ASSISTANT YOUTH SERVICES DIRECTOR POSITION, DUE TO THE VACANCY CREATED BY THE PROMOTION OF KRISTEN HARP.

XIII. ADJOURNMENT

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO ADJOURN THE REGULAR MEETING OF THE BOARD OF SELECTMEN AT 7:34 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
March 2023

Amount	Name	Tax	GL Year	Requesting Dept.	Reason
\$ 390.23	Cahill Jason S	MV	2021	Assessor	Total Loss October 2021
\$ 53.65	CCAP Auto Lease LTD	MV	2021	Assessor	Sold April 2022
\$ 2,419.79	Corelogic Centralized Refunds (12 Hillsdale Dr)	RE	2021	Tax	Escrow Company Paid for Incorrect Property
\$ 3,735.88	Couzens Matthew C Jr (1 Pinnacle Rd)	RE	2021	Tax	Duplicate Payment
\$ 2,319.82	Haaland John (16 Florence Ave)	RE	2021	Tax	Duplicate Payment
\$ 278.87	Honda Lease Trust	MV	2021	Assessor	Registered to Lessee May 2022
\$ 40.00	Kosilla Michael W + Annemarie P (31 Hillside Dr)	RE	2021	Tax	Overpayment
\$ 508.81	Nissan Infiniti LT LLC	MV	2021	Assessor	Registered in FL December 2021
\$ 1,287.33	Oakridge Dairy LLC	PP	2021	Assessor	Removed Equipment that was Added in Error
\$ 167.23	Toyota Lease Trust	MV	2021	Assessor	Sold July 2022
\$ 11,201.61	REFUND TOTAL FOR MARCH 2023				