



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, June 12, 2023

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

Prior to the meeting, the following Board/Commission/Committee members were recognized for 10, 20, and 30 years of service to the Town of Ellington:

TEN YEARS OF SERVICE

Melinda Ferry, Board of Selectmen
J. Albert Breton, Jr., Ad Hoc Crystal Lake Milfoil Committee
Jean Burns, Ad Hoc Crystal Lake Milfoil Committee
John Takach, Ad Hoc Patriotic Committee
Sean Dwyer, Conservation Commission
Ann Harford, Conservation Commission (*Alternate*)
Dale Gerber, Permanent Building Committee

TWENTY YEARS OF SERVICE

John Halloran, Jr., Library Board of Trustees
James Gage, Conservation Commission

THIRTY YEARS OF SERVICE

Gary Blanchette, Board of Education & Permanent Building Committee

The First Selectman also sent a card of thanks to each member who has served for five, fifteen, and thirty-five years and expressed thanks to all who volunteer to serve the Town of Ellington.

MINUTES

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

OTHERS PRESENT: Tiffany Pignataro, Finance Officer/Treasurer; Walter Lee, Emergency & Risk Management Director; Tom Modzelewski, Acting Director, Perry Dikeman, *Sam Saunders, Department of Public Works (DPW); James York, Fire Marshal; Peter Hany, Sr., President, Ellington Volunteer Ambulance Corps (EVAC); *Sue Phillips, Hall Memorial Library Director; *Brian Greenleaf, Director of Finance and Operations, Ellington Public Schools; Jack Rich II, Chief, Ellington Volunteer Fire Department (EVFD); *Peg Busse, Karen Luciano, Michael Richey

**Attended via ZOOM*

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

The Board of Selectmen (BOS) meeting was called to order at 6:59 p.m. The Pledge of Allegiance was recited.

II. CITIZENS' FORUM [non-agenda items]:

Karen Luciano, 36 Ardsley Lane, spoke in support of adding sidewalks on Abbott Road from Abbott Place to Ellington Ridge. She recently learned that these sidewalks were not being included in the upcoming Windermere Project, and with the addition of construction vehicles to already heavy traffic levels and speeding issues, she shared that it's dangerous to walk in the area and she would like to see a sidewalk put in across the street from the school. Mr. Modzelewski stated that there are similar plans under consideration in the area, and that he can see no reason not to look into installing a sidewalk between the existing crosswalks in the area. Mr. Stavens agreed but stated that capital projects take time and asked for patience during the process.

III. APPROVAL OF MINUTES

A. May 1, 2023 Special BOS Meeting

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE MAY 1, 2023 SPECIAL MEETING MINUTES.

B. May 8, 2023 Special Town Meeting

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE MAY 8, 2023 SPECIAL TOWN MEETING MINUTES.

C. May 8, 2023 Regular BOS Meeting

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE MAY 8, 2023 REGULAR MEETING MINUTES.

D. May 9, 2023 Annual Town Budget Meeting

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPROVE THE MAY 9, 2023 ANNUAL TOWN BUDGET MEETING MINUTES.

E. May 11, 2023 Special Town Meeting

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPROVE THE MAY 11, 2023 SPECIAL TOWN 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 \$855.49 AS RECOMMENDED BY THE TAX & REVENUE COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENTS STATEMENT DATED JUNE 2023 [ATTACHED].

B. Special Event License – Drew Estate Tobacco Event

MOVED (TURNER), SECONDED (STAVENS) 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 12, 2023 FROM 12:00 PM TO 10:00 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.

C. Youth Services Prevention Coordinator – Approval of Job Description Revisions
MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO APPROVE THE PROPOSED REVISIONS TO THE YOUTH SERVICES PREVENTION COORDINATOR JOB DESCRIPTION, AS RECOMMENDED BY THE YOUTH SERVICES DIRECTOR.

D. DPW Maintainer I – Authorization to Fill Full-Time Position
MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO FILL THE FULL-TIME DPW MAINTAINER I POSITION.

E. Bid Waiver: Board of Education Fire Doors
Mr. Stavens asked where the money for this project was coming from; Ms. Pignataro answered that this was budgeted as a capital project last year and that it took some time to schedule and coordinate. Ms. Ferry questioned the emergency rationale that was indicated on the waiver form; Mr. Greenleaf shared that timing was critical to get things completed prior to the new school year.

MOVED (TURNER), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO WAIVE THE FORMAL BIDDING PROCESS AND AWARD THE CONTRACT FOR BOARD OF EDUCATION FIRE DOORS TO ACCURATE COMMERCIAL DOOR AND HARDWARE OF BRISTOL, CONNECTICUT. WAIVING OF THE BID PROCESS IS DUE TO THE GOODS AND SERVICES BEING NEEDED FOR AN EMERGENCY REPAIR AND/OR REPLACEMENT OF EXISTING EQUIPMENT ESSENTIAL FOR DAILY OPERATIONS OF THE ELLINGTON PUBLIC SCHOOLS.

F. Pinney House Lease Termination
Mr. Stomberg asked if the Town had any further grant obligations per the STEAP Assistance Agreement; First Selectman Spielman shared that the Town Attorney was consulted, and the Town has fulfilled its obligations. Funding for the property was removed from the budget for the upcoming fiscal year, and if the lease agreement is terminated, the property will revert back to the Santinis.

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO SET A TOWN MEETING FOR JULY 10, 2023 AT 6:30 PM IN THE NICHOLAS J. DICORLETO, JR. MEETING HALL, 55 MAIN STREET, TO ALLOW CITIZENS TO DISCUSS AND VOTE UPON THE TERMINATION OF THE PINNEY HOUSE LEASE AGREEMENT.

G. Small Cities Administration Contract Renewal
MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FINANCE OFFICER/TREASURER TO RENEW THE CONTRACT WITH COMMUNITY OPPORTUNITIES GROUP OF BOSTON, MASSACHUSETTS FOR THE TOWN'S ON-CALL ADMINISTRATION OF SMALL CITIES DEVELOPMENT BLOCK GRANT PROGRAM UPON EXISTING TERMS FOR A ONE-YEAR EXTENSION THROUGH NOVEMBER 15, 2024, AS RECOMMENDED BY THE FIRST SELECTMAN'S OFFICE. FURTHER, TO AUTHORIZE THE FIRST SELECTMAN TO EXECUTE THE CONTRACT EXTENSION.

H. Exempt Salary Ranges 2023-2024
Discussion was held on the historical average of these range increases.

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO INCREASE THE EXEMPT SALARY CLASSIFICATION MINIMUM AND MAXIMUM RANGES FOR FISCAL YEAR 2023-2024 BY THREE PERCENT (3%).

I. Closeout of Capital Projects – FY2023

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO CLOSE OUT THE FOLLOWING CAPITAL PROJECTS TO THE GENERAL FUND UNASSIGNED FUND BALANCE FOR FY 2022-23: TENNIS COURT MAINTENANCE \$(34,169), BOS/BOF/ANNEX SURFACE PRO TABLET \$10,809, BOE MAINTENANCE VEHICLE \$544.05, BOE SCHOOL SECURITY NETWORK \$(8.06), VETERAN'S MEMORIAL PARK STEAP PROJECT \$(193.09), AND IT COMPUTER REPLACEMENT CYCLE \$34,157.95.

J. Tyler Accounting Contract Renewal

MOVED (TURNER), SECONDED (MADRU) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FINANCE OFFICER/TREASURER TO RENEW THE ACCOUNTING SOFTWARE SERVICE AGREEMENT WITH TYLER TECHNOLOGIES OF PLANO, TEXAS FOR THE TOWN'S ACCOUNTING SOFTWARE UPON EXISTING TERMS FOR A ONE-YEAR EXTENSION THROUGH JULY 22, 2024, AS RECOMMENDED BY THE FINANCE OFFICER/TREASURER. FURTHER, TO AUTHORIZE THE FIRST SELECTMAN TO EXECUTE THE CONTRACT EXTENSION.

K. Website Editor Contract Renewal

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FINANCE OFFICER/TREASURER TO RENEW THE CONTRACT WITH ACTIVE INTERNET TECHNOLOGIES, LLC, DBA FINALSITE OF GLASTONBURY, CONNECTICUT FOR THE TOWN'S WEBSITE UPON EXISTING TERMS FOR A ONE-YEAR EXTENSION THROUGH AUGUST 31, 2024, AS RECOMMENDED BY THE FIRST SELECTMAN'S OFFICE. FURTHER, TO AUTHORIZE THE FIRST SELECTMAN TO EXECUTE THE CONTRACT EXTENSION.

L. DPW Seasonal Worker – Approval of Job Description Revisions

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE PROPOSED REVISIONS TO THE DPW SEASONAL WORKER JOB DESCRIPTION, AS RECOMMENDED BY THE ACTING PUBLIC WORKS DIRECTOR.

VI. ADMINISTRATIVE REPORTS

A. Building Department

B. Emergency Services

1. Resident State Troopers' Office
2. Ellington Volunteer Ambulance Corps
3. Ellington Volunteer Fire Department: Mr. Turner asked Chief Rich to prepare an extensive report on how the new policy on daytime response, in conjunction with the Crystal Lake Fire Department (CLFD), has affected overall emergency response, including the status of the program and where Chief Rich sees it going. Mr. Turner will be looking for a contingent report from the CLFD. He would like to see the impact on the recently revised incentive program, as well. Chief Rich will work on this report and have it available next month; Mr. Stavens also asked that the report include whether Chief Rich thinks this will continue moving forward.
4. Crystal Lake Fire Department

5. Emergency & Risk Management Director

- C. Fire Marshal
- D. Hall Memorial Library
- E. Tax & Revenue Collector
- F. Town Planner: Mr. Stavens asked the reason for the withdrawal of the disc golf course application. First Selectman Spielman shared that there was significant opposition from neighbors and that she does not believe that the project will happen at that location. Mr. Modzelewski shared that DPW is working towards completing the Stein Road parking area and connecting it to the existing trail.
- G. Finance Department
- H. Human Services
- I. Youth Services
- J. Senior Center
- K. Recreation Department: Mr. Turner shared that the summer camp has been a great program historically and confirmed that it's held at Windermere.

1. Recreation Seasonal Staff Roster

VII. SELECTMEN COMMITTEE REPORTS

A. Personnel Committee

1. Resignations:

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO ACKNOWLEDGE THE RESIGNATION OF SUSANNE HANNIGAN FROM THE HUMAN SERVICES COMMISSION.

Ms. Ferry shared that Ms. Hannigan has done a great deal for the Town and its senior community throughout her years of service and noted the Board's great appreciation for her dedication.

2. Appointments:

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPOINT WILLIAM SCHULTZ TO THE AD HOC ELLINGTON TRAILS COMMITTEE TO COMPLETE AN UNEXPIRED TERM ENDING APRIL 30, 2024.

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO REAPPOINT JACOB NADEAU TO THE CENTRAL REGIONAL TOURISM DISTRICT TO SERVE A THREE-YEAR TERM ENDING JUNE 30, 2026.

MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO REAPPOINT ROBERT C. SANDBERG, JR. TO THE HOUSING AUTHORITY TO SERVE A FIVE-YEAR TERM ENDING JUNE 30, 2028.

B. Town Policies Committee

1. Police Accountability Bill

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO ADOPT THE BODY-WORN CAMERAS POLICY, AS RECOMMENDED BY THE RESIDENT STATE TROOPERS SERGEANT, THE TOWN POLICIES COMMITTEE, AND AS REVIEWED AND RECOMMENDED BY THE TOWN ATTORNEY.

VIII. SELECTMEN LIAISON REPORTS: No discussion was held.

IX. FIRST SELECTMAN'S REPORT

A. Staffing:

1. New Hires

- Meganmarie Zito, EVAC, EMT, Full-Time
- Pamela Scarfo, EVAC, EMT, Part-Time
- Collin Hall, EVAC, EMT, Part-Time
- Samuel Hubbard, DPW, WPCA Tech/Maintainer I
- James Clyburn, Senior Center Van Driver
- Abigail Edelstein, EVAC, EMT, Per Diem
- Trish Brudz, HML, Library Assistant II

2. Resignation/Retirement/Termination

- Nicole Usher, Assistant Animal Control Officer, Per Diem
- Kimberly Gambacorta, Assistant Animal Control Officer, Per Diem
- Eric Boucher, Assistant Animal Control Officer, Per Diem
- Benjamin Pare, Maintainer I
- Megan Lung, Recreation Program Assistant

3. Promotions/Transfers/Probations

- James Lockhart, Reclassification from Per Diem to Part-Time, Assistant Animal Control Officer
- John Barth, Resigned from School Resource Officer Position; Maintaining Part-Time Police Officer Position

B. Other

Mr. Stomberg commented on the ongoing proposal for a solar facility on Middle Road. First Selectman Spielman shared that there was a coordination meeting with some local officials but that she has not received any additional updates. State Representative Jaime Foster has been working on legislation on this item, which would include limitations on the number of megawatts installed per Town. Neighbors have shared their opposition towards the proposal; First Selectman Spielman shared that the Planning Department has been corresponding with the State but that there is not much say that municipalities have over the proceedings, as the State approves these projects. Mr. Stomberg expressed his displeasure about the lack of authority that the Town has regarding this proposal and believes that the Town should have more control over the process.

X. CORRESPONDENCE: No correspondence was shared.

XI. ADJOURNMENT

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO ADJOURN THE REGULAR MEETING OF THE BOARD OF SELECTMEN AT 7:39 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
June 2023

Amount	Name	Tax	GL Year	Requesting Dept.	Reason
\$ 195.74	Kraus Spencer C	MV	2021	Assessor	Total Loss June 2021
\$ 659.75	White Erin M	MV	2021	Assessor	Sold January 2022
<u>\$ 855.49</u>	REFUND TOTAL FOR JUNE 2023				