

February 17, 2009

**MINUTES  
VERNON TOWN COUNCIL MEETING  
TOWN HALL - 14 PARK PLACE - 3<sup>rd</sup> Floor  
VERNON, CONNECTICUT  
Tuesday, February 17, 2009  
7:30 P.M.**

The meeting was called to order at 7:30 PM

**A.) PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

Present: Council Members Daniel Anderson, Bill Campbell, Mark Etre, Bill Fox, Marie Herbst, Brian Motola, Sean O'Shea, Pauline Schaefer, Harry Thomas, Michael Winkler

Absent: Council Member Daniel Champagne

Entered During Meeting: Council Member Nancy Herold 8:45 PM

Also Present: Mayor Jason L. McCoy, Interim Town Administrator John Ward, Recording Secretary Jill Kentfield

**CITIZEN'S FORUM:**

Ann Marie Hotchkiss, member of Talcottville Church, spoke regarding the civil war monument at the Mount Hope cemetery which was recently restored. She is looking for donations to help pay back the loan they received to fix the monument. Mayor McCoy asked her to contact his office to set up a meeting to try to help with their situation. Pictures of the before and after monument were shared with Council Members.

Citizens forum closed at 7:35 PM.

**B.) PUBLIC HEARING**

**NONE**

**C.) PRESENTATION**

Presentation by Mayor Jason L. McCoy to Former Mayor Steve Marcham in honor of his individual commitment to the Town of Vernon through his activities as an Elected Official, Volunteer and Vernon Business Owner.

Mayor McCoy presented former Mayor Steve Marcham the citizen's recognition award for his activities as an elected official and commitment to the Town of Vernon. The Mayor spoke about Mr. Marcham's accomplishments. He also presented Mr. Marcham with a flag sent courtesy of Congressman Courtney which was flown over the Capitol in his honor. Representative Janowski presented Mr. Marcham with a legislative citation along with a citation from the State Comptroller. Mr. Marcham thanked everyone for being present at his celebration.

**RECESS FOR REFRESHMENT AND CELEBRATION!**

**(8:05 PM) Recess**

**(8:35 PM) Reconvene meeting**

GIS Presentation by Aaron Nash, GIS Coordinator, (PowerPoint demonstration the evening of the meeting.)

Mr. Nash, GIS Coordinator for the Town of Vernon presented to the committee a PowerPoint regarding the roll-out of the new web application. Residents will be able to view parcel maps that cover the entire town using measurements and acreage of the deed among other applications. The maps will be available in .pdf files and hard copy.

Updated Presentation from Marina Rodriguez, Economic Development Coordinator. Coordinator Rodriguez to present an update of the Economic Development Commission Priorities. (Handouts to be distributed at the meeting)

Ms. Rodriguez and members of the Economic Development Committee presented information regarding the ranking of their priorities as requested by the Town Council at the December meeting.

Top 3 priorities include 1.) retention and support of existing businesses including the Rockville Downtown Association revitalization efforts; 2.) Streamline the permitting process making it more friendly to business owners and Developers; 3.) Develop incentives for future development such as tax incentives, energy efficiency and permitting.

Council Member Motola, seconded by Council Member Thomas made a motion to approve the consent agenda items as presented. Motion carried unanimously to approve the consent agenda as presented.

#### **D.) CONSENT AGENDA ITEMS**

- C 1. Request for Tax Refunds Prior Years and Current Year.** (A copy of the memorandum from Carol L. Nelson, Collector of Revenue to John D. Ward, Town Administrator dated 02-09-09 included in the Council packet). **Appendix A**

##### **PROPOSED MOTION:**

**THE TOWN COUNCIL HEREBY APPROVES THREE (3) TAX REFUNDS TOTALLING \$9,737.84 FOR THE PRIOR YEARS, AND TEN (10) TAX REFUNDS TOTALLING \$3,672.43 FOR THE CURRENT YEAR, AS OUTLINED IN THE MEMORANDUM FROM THE COLLECTOR OF REVENUE DATED FEBRUARY 9, 2009 TO JOHN D. WARD, TOWN ADMINISTRATOR.**

Council Member Motola, seconded by Council Member Thomas made a motion to approve the request for Tax Refunds prior years and current years. Motion carried unanimously

- C 2. Request the Town Council approve budget amendment #8, and amendments #9-#17 for fiscal year 2008-2009, as provided by James Luddecke, Finance Officer.** (A copy of budget amendments #8-#17 are included in the Council packet). **Appendix B**

##### **PROPOSED MOTION #1**

**THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT #8 OF \$69,080.00 FOR THE PURCHASE OF ELEVEN (11) CHEMICAL CONTROL UNITS WITH GPS FOR THE DEPARTMENT OF PUBLIC WORKS AND SAID PROCUREMENT BE DONE IN COMPLIANCE WITH CHAPTER XII, FINANCIAL ADMINISTRATION, SUB-SECTION 9 OF THE VERNON TOWN CHARTER, ENTITLED PURCHASING.**

Council Member Motola, seconded by Council Member Thomas made a motion to approve budget amendment #8 for fiscal year 2008-2009. Motion carried unanimously.

##### **PROPOSED MOTION #2**

**THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENTS #9-#17 FOR FISCAL YEAR 2008-2009, AS OUTLINED IN BUDGET AMENDMENT FORMS PROVIDED BY THE FINANCE OFFICER.**

Council Member Motola, seconded by Council Member Thomas made a motion to approve budget amendments #9-17 for fiscal year 2008-2009. Motion carried unanimously.

- C 3. Request the Town Council approve the Subrecipient Agreement between the Town of Vernon and the Vernon Non-Profit Housing and Development Corporation for the Village Street Revitalization Program to fund the Down Payment Assistance Program.** (A copy of the Subrecipient Agreement is attached for your review.) (Director Jeff Arn of the Vernon Non-Profit Housing and Development Corporation will be present to answer questions.)

##### **PROPOSED MOTION 1:**

**THE VERNON TOWN COUNCIL RENEWS ITS COMMITMENT OF \$250,000.00 OF THE TOWN OF VERNON'S CDBG FUNDS FOR THE PURPOSE OF DOWN PAYMENT ASSISTANCE FOR HOME BUYERS PARTICIPATING IN THE VILLAGE STREET REVITALIZATION PROJECT UNTIL DECEMBER 31, 2009.**

Council Member Motola, seconded by Council Member Thomas made a motion to renew its commitment of \$250,000 for the Village Street revitalization project until December 31, 2009. Motion carried unanimously

**PROPOSED MOTION 2:**

**THE VERNON TOWN COUNCIL AUTHORIZES MAYOR JASON L. MCCOY TO SIGN THE SUBRECIPIENT AGREEMENT BETWEEN THE TOWN OF VERNON AND THE VERNON NON-PROFIT HOUSING DEVELOPMENT CORPORATION OFFICIALLY DESIGNATING \$250,000.00 OF THE TOWN OF VERNON'S CDBG FUNDS FOR THE PURPOSE OF DOWN PAYMENT ASSISTANCE FOR HOME BUYERS PARTICIPATING IN THE VILLAGE STREET REVITALIZATION PROJECT WITH AN EXTENSION ON THE TERM OF THE AGREEMENT UNTIL DECEMBER 31, 2009.**

Council Member Motola, seconded by Council Member Thomas made a motion to authorize Mayor Jason McCoy to sign the agreement between the Town of Vernon and the Vernon Non-Profit Housing Development Corporation. Motion carried unanimously.

- C 4. Request that the Town Council adopt the attached Annual Town of Vernon Affirmative Action Policy Statement required by DECD and the Small Cities Grant Program.** (A copy of the required Statement is included in your packet for your review). (A copy of a letter dated 01-05-2009 to John D. Ward, Interim Town Administrator from L. Wagner Associates requesting this action is also included for your review.)

**PROPOSED MOTION**

**THE TOWN COUNCIL OF THE TOWN OF VERNON HEREBY ADOPTS THE PROVISION OF THE "TOWN OF VERNON AFFIRMATIVE ACTION POLICY STATEMENT" AND HEREBY DESIGNATES JOHN D. WARD, TOWN ADMINISTRATOR, AS THE TOWN'S AFFIRMATIVE ACTION OFFICER.**

Council Member Motola, seconded by Council Member Thomas made a motion to adopt the Annual Town of Vernon Affirmative Action Policy Statement. Motion carried unanimously.

- C 5. Request the Town Council reappoint Chief James Kenny as a regular member of the Vernon Traffic Authority pursuant to the Vernon Town Code, Article II, Sections 13-16 and 13-17; for a three year term beginning on 02-21-2009 and expiring on 02-20-2012.** (A copy of Chief Kenny's resume is attached for your review).

**PROPOSED MOTION:**

**PURSUANT TO THE VERNON TOWN CODE, ARTICLE II, SECTIONS 13-16 AND 13-17; THE TOWN COUNCIL HEREBY APPROVES THE MAYOR'S REAPPOINTMENT OF CHIEF JAMES KENNY, AS A REGULAR MEMBER OF THE TRAFFIC AUTHORITY. SAID TERM TO COMMENCE ON 02-21-2009 AND EXPIRE ON 02-20-2012.**

Council Member Motola, seconded by Council Member Thomas made a motion to approve the reappointment of Chief James Kenny to the Vernon Traffic Authority for a three year term beginning 02-21-2009 through 02-20-2012. Motion carried unanimously.

- C 6. Request the Town Council reappoint E. Mason Thrall III, (U), 172 Irene Drive, Vernon, Connecticut, as a regular member of the Vernon Traffic Authority pursuant to the Vernon Town Code, Article II, Sections 13-16 and 13-17; for a three year term beginning on 02-21-2009 and expiring on 02-20-2012.** (A copy of Mr. Thrall's resume is attached for your review).

**PROPOSED MOTION;**

**PURSUANT TO THE VERNON TOWN CODE, ARTICLE II, SECTIONS 13-16 AND 13-17; THE TOWN COUNCIL HEREBY APPROVES THE MAYOR'S REAPPOINTMENT OF E. MASON THRALL III, (U) 172 IRENE DRIVE, VERNON, CONNECTICUT, AS A REGULAR MEMBER OF THE TRAFFIC AUTHORITY. SAID TERM TO COMMENCE ON 02-21-2009 AND EXPIRES ON 02-20-2012.**

Council Member Motola, seconded by Council Member Thomas made a motion to approve the reappointment of E. Mason Thrall as a regular member of the Traffic Authority for a term beginning 02-21-2009 through 02-20-2012. Motion carried unanimously.

- C 7. Request the Town Council approve the Mayor's reappointment of Tim Poloski (D), 38 Risley Road, Vernon, Connecticut, as a regular member of the Capital Improvements Committee, pursuant to the Vernon Town Code 10-61 – 10-63, to fill the balance of the unexpired term which began on 09-01-2008 and ends on 08-31-2011.** (Stated Vernon Town Code Sections require the above stated begin and end dates).

**PROPOSED MOTION:**

**PURSUANT TO VERNON TOWN CODE, ARTICLE V, SECTIONS 10-61 - 10-63, THE TOWN COUNCIL HEREBY APPROVES THE MAYOR'S REAPPOINTMENT OF TIM POLOSKI (D), 38 RISLEY ROAD, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE CAPITAL IMPROVEMENTS COMMITTEE, TO FILL THE BALANCE OF THE UNEXPIRED TERM WHICH BEGAN ON 09-01-2008 AND ENDS ON 08-31-2011.**

Council Member Motola, seconded by Council Member Thomas made a motion to approve the Mayor's reappointment of Tim Poloski as a regular member of the Capitol Improvements Committee, to fill the balance of the unexpired term, which began on 9/1/2008 and ends on 08/31/2011. Motion carried unanimously.

- C 8. Request the Town Council approve the Mayor's reappointment of Karen L. Roy-Guglielmi, (U) 66 Indian Trail, Vernon, Connecticut as a regular member of the Vernon Housing Authority, pursuant to Chapter 8, Section 5 of the Vernon Town Charter, said term to begin 03-01-09 and end 02-28-2014.** (Mrs. Roy-Guglielmi's resume is included in your packet for review).

**PROPOSED MOTION:**

**PURSUANT TO CHAPTER 8, SECTION 5 OF THE VERNON TOWN CHARTER THE TOWN COUNCIL HEREBY APPROVES THE MAYOR'S REAPPOINTMENT OF KAREN L. ROY-GUGLIELMI, (U), 66 INDIAN TRAIL, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE VERNON HOUSING AUTHORITY, SAID TERM TO BEGIN 03-01-09 AND END 02-28-2014.**

Council Member Motola, seconded by Council Member Thomas made a motion to approve the Mayor's reappointment of Karen L. Roy-Guglielmi as a regular member of the Vernon Housing Authority for a term beginning 03-01-09 and ends on 02-28-2014. Motion carried unanimously.

- C 9. Request the Town Council authorize Mayor Jason L. McCoy to enter into an Agreement with the East Central Narcotics Task Force (formerly known as Tri-Town Narcotics Task Force.)** (Chief James Kenny to be present to answer questions. Included in your packet is the East Central Narcotics Task Force Agreement; a memorandum from Town Administrator John D. Ward to Mayor Jason L. McCoy and the Town Council dated 02-11-09 and a memorandum from Chief James Kenny to John D. Ward, Town Administrator dated 02-12-09.

**PROPOSED MOTION:**

**THE TOWN COUNCIL AUTHORIZES THE VERNON POLICE DEPARTMENT TO REJOIN THE EAST CENTRAL NARCOTICS TASK FORCE ALONG WITH THE MUNICIPALITIES OF MANCHESTER, SOUTH WINDSOR AND GLASTONBURY, SUBJECT TO THE TERMS OF THE 2002 NON-EMERGENCY INTERAGENCY AGREEMENT BETWEEN THE TOWNS. THE**

**COUNCIL FURTHER AUTHORIZES MAYOR JASON L. MCCOY TO RE-EXECUTE THE 2002 AGREEMENT, IF REQUIRED.**

Council Member Motola, seconded by Council Member Thomas made a motion to request the Town Council authorize Mayor Jason L. McCoy to enter into an agreement with the East Central Narcotics Taskforce. Motion carried unanimously.

- C 10. Request the Town Council authorize Mayor Jason L. McCoy to sign Department of Social Services Grant #146-SFM-01/08DSS0302BG in the amount of \$8450.00.** (Enclosed is a copy of the Grant Award along with a memorandum from John D. Ward, Town Administrator to Mayor, Jason L. McCoy dated 02-11-09 for your review.)

**PROPOSED MOTION:**

**THE TOWN COUNCIL HEREBY AUTHORIZES MAYOR JASON L. MCCOY TO EXECUTE ALL DOCUMENTS REGARDING THE DEPARTMENT OF SOCIAL SERVICE, AGING SERVICES DIVISION – 2008 SPECIAL INITIATIVE AWARD TO THE VERNON SENIOR CENTER IN THE AMOUNT OF \$8450.00.**

Council Member Motola, seconded by Council Member Thomas made a motion to request the Town Council authorize Mayor Jason L. McCoy to sign Department of Social Services Grant # 146-SFM-01/08DSS0302BG in the amount of \$8450.00 for a special initiative award to the Vernon Senior Center. Motion carried unanimously.

- C 11. Request the Town Council authorize Mayor Jason L. McCoy to sign the State of Connecticut, Department of Transportation, Division of Highway Safety, Highway Safety Grant Application. This Grant supports the SAFE S.T.R.E.E.T.S program.** (Chief James Kenny will be present to answer your questions. Included in your package is a memorandum dated 02-11-09 from John D. Ward, Town Administrator to Mayor Jason L. McCoy and the Town Council for your review).

**PROPOSED MOTION:**

**MOVE THAT THE TOWN COUNCIL HEREBY AUTHORIZE THE VERNON POLICE DEPARTMENT TO APPLY FOR A HIGHWAY SAFETY GRANT IN THE AMOUNT OF \$14,631.36.**

Council Member Motola, seconded by Council Member Thomas made a motion to request the Town Council authorize Mayor Jason L. McCoy to sign the State of Connecticut, Department of Transportation, Division of Highway Safety, Highway Safety Grant Application in the amount of \$14,631.36 to support the Safe Streets program. Motion carried unanimously.

- C 12. Request the Town Council authorize Mayor Jason L. McCoy to sign the grant award given to the Vernon Fire Department from the Department of Public Health, Office of Emergency Medical Services in the amount of \$2999.00.** (A copy of a memorandum from John D. Ward, Town Administrator to Mayor Jason L. McCoy and Town Council members dated 02-11-09 is included for your review.) (Also included for your review is a copy of the Grant Award.)

**PROPOSED MOTION:**

**MOVE THAT THE TOWN COUNCIL AUTHORIZE MAYOR JASON L. MCCOY TO EXECUTE THE NECESSARY DOCUMENTS REGARDING THE DEPARTMENT OF PUBLIC HEALTH – OFFICE OF EMERGENCY MEDICAL SERVICES GRANT IN THE AMOUNT OF \$2999.00.**

Council Member Motola, seconded by Council Member Thomas made a motion to request the Town Council authorize Mayor Jason L. McCoy to sign the grant award given to the Vernon Fire Department from the Department of Public Health, Office of Emergency Medical Services in the amount of \$2999.00. Motion carried unanimously.

**E.) IDENTIFICATION OF ADDITIONAL AGENDA ITEMS**

**NONE**

**F.) PENDING BUSINESS:**

**NONE**

**G.) NEW BUSINESS**

**NONE**

**H.) INTRODUCTION OF ORDINANCES**

**NONE**

**I.) ACTION ON ORDINANCES PREVIOUSLY PRESENTED**

**NONE**

**J.) DISCUSSION OF ADDITIONAL AGENDA ITEMS**

**NONE**

**K.) ADOPTION OF MINUTES**

**THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 20, 2009 AND THAT MINUTES OF SAID MEETING BE APPROVED.**

Council Member Motola, seconded by Council Member Schaefer made a motion to approve the minutes of the January 20, 2009 Town Council Meeting. Motion carried, Council Member Herold abstained.

Council Member Motola seconded by Council Member O'Shea made a motion to go into executive session to discuss the matter of Exit 66 Vernon Professional Building VS Town of Vernon et.al. Motion carried unanimously.

**L.) EXECUTIVE SESSION #1**

CONSISTENT WITH THE CONNECTICUT FREEDOM OF INFORMATION ACT, CONNECTICUT GENERAL STATUTE 1-200 (6) (B), THE TOWN COUNCIL HEREBY MOVES TO GO INTO EXECUTIVE SESSION REGARDING THE MATTER OF EXIT 66 PROFESSIONAL BUILDING VS. TOWN OF VERNON ET AL. DOCKET NO. TTD-CV-08-4009288S. THE FOLLOWING INDIVIDUALS; JOHN D. WARD, TOWN ADMINISTRATOR; DAVID WHEELER, TOWN ASSESSOR; AND ASSISTANT TOWN ATTORNEY SUSAN BOYAN, ARE INVITED TO ATTEND.

Council Member Motola, seconded by Council Member Schaefer made the following motion:

**TO AUTHORIZE MAYOR MCCOY TO SIGN A STIPULATED JUDGMENT IN A TAX APPEAL CAPTIONED "EXIT 66 PROFESSIONAL BUILDING VS. TOWN OF VERNON ET.AL, DOCKET NO. TTD-CV-08-4009288S" FOR TAXES ON THE GRAND LIST OF OCTOBER 1, 2007 FOR THE ASSESSED VALUE IN THE AMOUNT OF \$645,000.00 OR THE 100% FAIR MARKET VALUE OF \$922,000.00 AND TO REFUND ANY TAXES OVERPAID TO THE PLAINTIFF WITHIN 30 DAYS WITHOUT INTEREST.**

Council Member Motola made a motion for a friendly amendment to change the amount of the assessed value to \$645,400.00. Motion carried unanimously with friendly amendment.

**EXECUTIVE SESSION #2**

CONSISTENT WITH THE CONNECTICUT FREEDOM OF INFORMATION ACT, CONNECTICUT GENERAL STATUTE 1-200 (6) (B), THE TOWN COUNCIL HEREBY MOVES TO GO INTO EXECUTIVE SESSION REGARDING 60/66 LAKE STREET, VERNON, CONNECTICUT AND THE FOLLOWING INDIVIDUALS, HAROLD CUMMINGS, TOWN ATTORNEY AND JOHN D. WARD, TOWN ADMINISTRATOR ARE INVITED TO ATTEND.

Council Member Motola, seconded by Council Member Schaefer made the following motion:

February 17, 2009

**THE TOWN COUNCIL TO REFER THE MATTER OF THE DONATION OF LAND KNOWN AS 60/66 LAKE STREET TO THE TOWN OF VERNON PLANNING AND ZONING BOARD FOR CONSIDERATION OF AN 8-24 REFERRAL.**

Motion carried unanimously.

**M.) INFORMATIONAL ITEMS**

1. Thank you letter to Mayor Jason L. McCoy from the Vernon Historical Society thanking Mayor McCoy for the donation of Fourth Grade Day, by Andre J. Garant.
2. Monthly Report, December, 2008 from the Vernon Senior Center submitted by Director Penny Rand.
3. Monthly Report, December, 2008 from the Vernon Police Department submitted by Captain Stephen Clark.
4. Retirement letter to Jason L. McCoy, Mayor from Daniel P. Sullivan, Human Resources Director dated 01-30-09. **Appendix C**
5. Retirement letter to John Ward, Town Administrator from Carol S. Nelson, Collector of Revenue dated 01-28-09. **Appendix D**
6. Police Department Monthly Report – January, 2009, submitted by Captain Stephen M. Clark.

**ADJOURNMENT (9:58 PM)**

Council Member Fox, seconded by Council Member Herbst made a motion to adjourn the meeting.  
Motion carried unanimously.

Received: February 19, 2009

Approved: March 3, 2009

Respectfully Submitted,

Jill Kentfield  
Recording Secretary

James E. Krupinski, CCTC  
Assistant Town Clerk

February 17, 2009

Appendix A



OFFICE OF THE  
COLLECTOR OF REVENUE  
CAROL S. NELSON -CCMC

## TOWN OF VERNON

8 PARK PLACE, VERNON, CT 06066

Tel: (860) 870-3660

Fax: (860) 870-3585

E-Mail: cnelson@vernon-ct.gov

**CONSENT #1**

February 9, 2009

TO: John Ward, Town Administrator  
FROM: Carol S. Nelson, Collector of Revenue *CSN*  
SUBJECT: Refunds for Town Council Approval

**PRIOR YEARS:**

Camrac Inc.....8,047.80  
Assessor's Corrections (32) – Sold Vehicles

GMAC.....1,638.45  
Assessor's Corrections (8) – Sold Vehicles

Smith, Brenda D.....51.59  
Assessor's Correction – Apply VA Disability

**CURRENT YEAR:**

Cab East LLC.....99.01  
Assessor's Correction – Sold Vehicle

Courchesne, Larry P.....85.63  
Assessor's Correction – Sold Vehicle

Criscuolo, Brett A.....119.80  
Assessor's Correction – Sold Vehicle

Fournier, Linda M & Andre D.....36.33  
Assessor's Correction – Sold Vehicle

GMAC.....533.15  
Assessor's Corrections (3) – Sold Vehicles

Grant, Sean S & Nancy.....2,310.36  
Refinance – paid twice at closing



**Appendix A (cont)**

Hathaway, Milton R Jr & Rosemary J Trustee .....	82.06
Paid by owner and by escrow agent	
Honda Lease Trust .....	338.23
Assessor's Correction – Other Town Delete	
Shelton, John R .....	32.40
Assessor's Correction – Veteran's Exemption	
Swiatlon, Christopher M .....	35.46
Assessor's Correction – Sold Vehicle	
(3) Prior Overpayments.....	\$9,737.84
(10) Current Overpayments.....	\$3,672.43



February 17, 2009

Appendix B (cont)

**Budget Amendment Request**

Total Amount Requested: \$69,080.00 Fiscal Year 2008 - 2009 Date: February 2, 2009

To: Finance Officer From (Department): Public Works / Capital Improvements Amendment #: 8

Type of Amendment (X): ☒ Additional Appropriation ☐ Pass-Through ☐ Transfer

*Request is hereby submitted for amendment(s) of budget as indicated.*

Department	Account Description	Org Code	Object	Amount
<b>FROM:</b>				
Fund Balance		100	31200	69,080.00
<b>"FROM" Subtotal:</b>				<b>\$ 69,080.00</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1. Capital Improvements	Other equipment and machinery	10780290	57590	69,080.00
2.				
3.				
4.				
<b>"TO" Subtotal:</b>				<b>\$ 69,080.00</b>

No. COMMENTS CONCERNING BUDGET AMENDMENT REQUEST

1 This request is to purchase eleven (11) chemical control spreader systems that monitor and accurately apply winter chemicals for snow and ice removal. The cost is \$6,280.00 each, inclusive of installation and a GPS unit. The system is capable of logging data of specific roads and application amounts by rate definition for the storm and season. Spreading performance reports compare best practices and analyzes material usage in an effort to provide the best road cleaning performance at optimal cost. The improved application of materials; and gasoline usage utilizing vehicle position tracking and specified route planning for each storm, will potentially create savings over a two-year period to pay for the units themselves, with the assumption of winters similar to this year. Total cost is estimated at \$69,080.00.

	1	2	3	4
Balance in account for which funds are requested:	48,100.00	-		
Original appropriation in account:	48,100.00	-		
Plus or minus prior amendments:	-	-		
Amount of appropriation to date:	48,100.00	-	-	-

George A Fetko  
Department Head

  
Signature

January 29, 2009  
Date

At a meeting of the Town Council held on \_\_\_\_\_

the above request(s) was/were approved in the amount of: \_\_\_\_\_

Signature of Town Administrator: \_\_\_\_\_

<b>Department:</b> PUBLIC WORKS		<b>Date Prepared:</b> January 29, 2009																			
<b>1. Item Requested:</b> WINTER SALT / CHEMICAL CONTROLLER AND MONITOR WITH TRACKING		<b>5. Cost:</b>  Purchase price or annual lease: <u>Plus:</u> Installation or other costs: <u>Less:</u> Trade-in or other discount:  <b>Net purchase cost or annual lease:</b>																			
<b>2. Number of Units Requested:</b> <span style="border: 1px solid black; padding: 2px;">11</span>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Per Unit</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>\$</td> <td style="text-align: right;">6,280.00</td> <td style="text-align: right;">\$ 69,080.00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><b>\$ 69,080.00</b></td> </tr> </tbody> </table>			Per Unit	Total	\$	6,280.00	\$ 69,080.00												<b>\$ 69,080.00</b>
	Per Unit	Total																			
\$	6,280.00	\$ 69,080.00																			
		<b>\$ 69,080.00</b>																			
<b>3. Form of Acquisition (x):</b> Purchase: <span style="border: 1px solid black; padding: 2px;">X</span> Lease: <span style="border: 1px solid black; padding: 2px;"></span>																					
<b>4. Department Priority (0.1 to 1.0):</b> <span style="border: 1px solid black; padding: 2px;">1.0</span>																					
<b>6. Requested Expenditures for:</b>																					
2009-2010	2010-2011	2011-2012	2012-2013																		
\$ 69,080.00																					
If your estimate is indexed for inflation, indicate adjustment percentage (%) used: _____																					
<b>7. Purpose of Expenditure ("x" where appropriate)</b>  <input type="checkbox"/> Scheduled replacement <input type="checkbox"/> Replace worn-out / obsolete equipment <input checked="" type="checkbox"/> Reduce personnel time <input checked="" type="checkbox"/> Expand Services <input checked="" type="checkbox"/> New operation <input checked="" type="checkbox"/> Increase safety <input checked="" type="checkbox"/> Improve procedures <input checked="" type="checkbox"/> Improve records, etc.		<b>8. Number of Similar Items in Current Inventory:</b> <span style="border-bottom: 1px solid black; width: 50px; display: inline-block;">0</span>  <b>9. Estimated Use of Requested Item(s):</b>  <span style="border-bottom: 1px solid black; width: 50px; display: inline-block;">52</span> Weeks per year (or months if seasonal)  <span style="border-bottom: 1px solid black; width: 50px; display: inline-block;">5</span> Average days per week <span style="border-bottom: 1px solid black; width: 50px; display: inline-block;">8</span> Average hours per day used  <b>Estimated useful life in years:</b> <span style="border-bottom: 1px solid black; width: 50px; display: inline-block;">10</span>																			
<b>10. Items to be Replaced:</b>																					
			Prior Fiscal Year's																		
Item	Model	Fixed Asset Number	Year Acquired																		
a.																					
b.																					
c.																					
d.																					
<b>11. Recommended Disposition of Replaced Item(s) ("x"):</b>  <input type="checkbox"/> Possible use by other departments <input type="checkbox"/> Trade-in <input type="checkbox"/> Sell <input type="checkbox"/> Scrap																					
<b>12. Reserved:</b>  <i>Capital Improvement Committee Action:</i>  <i>Funding Recommendation:</i>  <i>Legislative Action:</i>																					

February 17, 2009

Appendix B (cont)

**Budget Amendment Request**

Total Amount Requested: \$12,284.00 Fiscal Year 2008 - 2009 Date: January 29, 2009

To: Finance Officer From (Department): General Election Amendment #: 9

Type of Amendment (X): ☒ Additional Appropriation ☒ Pass-Through ☐ Transfer

*Request is hereby submitted for amendment(s) of budget as indicated.*

Department	Account Description	Org Code	Object	Amount
<b>From:</b>				
Fund Balance	Fund Balance	100	31200	\$12,284.00
<b>"FROM" Subtotal:</b>				<b>\$12,284.00</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1. General Election	Advertising	10113131	55400	\$5,490.00
2. General Election	Communication Rentals - Telephones	10113131	55320	760.00
3. General Election	Election Workers - Wages	10113131	51091	6,034.00
4.				
<b>"TO" Subtotal: \$</b>				<b>12,284.00</b>

No.	COMMENTS CONCERNING BUDGET AMENDMENT REQUEST
1.	To cover expenses incurred for the 11/4/08 Presidential Election that will be reimbursed by the Secretary of State after payment.
2.	To cover expenses incurred for the 11/4/08 Presidential Election that will be reimbursed by the Secretary of State after payment.
3.	To cover payroll expenses incurred for the November 4, 2008 Presidential Election.
4.	

	1	2	3	4
Balance in account for which funds are requested:	\$59.68	\$ 207.00	(6,033.50)	
Original appropriation in account:	5,000.00	600.00	15,000.00	
Plus or minus prior amendments:	-	-	-	
Amount of appropriation to date:	\$ 5,000.00	\$ 600.00	15,000.00	

Judith Beaudreau & Patricia Noblet  
Department Head

  
Signature

January 29, 2009  
Date

At a meeting of the Town Council held on \_\_\_\_\_

the above request(s) was/were approved in the amount of: \_\_\_\_\_

Signature of Town Administrator: \_\_\_\_\_

February 17, 2009

Appendix B (cont)

**Budget Amendment Request**

Total Amount Requested: \$1,417.00 Fiscal Year 2008 - 2009 Date: December 2, 2008

To: Finance Officer From (Department): General Election Amendment #: 10

Type of Amendment (X): ☐ Additional Appropriation ☒ Pass-Through ☐ Transfer

*Request is hereby submitted for amendment(s) of budget as indicated.*

Department	Account Description	Org Code	Object	Amount
<b>From:</b>				
Fund Balance	Fund Balance	100	31200	\$1,417.00
<b>"FROM" Subtotal:</b>				<b>\$1,417.00</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1. General Election	Advertising	10113131	55400	\$105.00
2. General Election	Office Supplies	10113131	56010	790.00
3. General Election	Food	10113131	56300	522.00
4.				
<b>"TO" Subtotal:</b>				<b>\$ 1,417.00</b>

No.	COMMENTS CONCERNING BUDGET AMENDMENT REQUEST
1.	To cover expenses incurred for the November 4, 2008 Presidential Election.
2.	To cover expenses incurred for the November 4, 2008 Presidential Election.
3.	To cover expenses incurred for the November 4, 2008 Presidential Election.
4.	

*TO BE FUNDED BY ENCUMBRANCE LIQUIDATION.*

	1	2	3	4
Balance in account for which funds are requested:	\$59.68	\$ 279.57	(271.12)	
Original appropriation in account:	5,000.00	400.00	900.00	
Plus or minus prior amendments:	-	-	-	
Amount of appropriation to date:	\$ 5,000.00	\$ 400.00	900.00	

Judith Beaudreau & Patricia Noblet  
Department Head

  
Signature

December 2, 2008  
Date

At a meeting of the Town Council held on \_\_\_\_\_

the above request(s) was/were approved in the amount of: \_\_\_\_\_

Signature of Town Administrator: \_\_\_\_\_

February 17, 2009

Appendix B (cont)

**Budget Amendment Request**

Total Amount Requested: \$647.56

Fiscal Year 2008 - 2009

Date: February 5, 2009

To: Finance Officer      From (Department): Collector of Revenue      Amendment #: //

Type of Amendment (X): ☐ Additional Appropriation      ☒ Pass-Through      ☐ Transfer

*Request is hereby submitted for amendment(s) of budget as indicated.*

Department	Account Description	Org Code	Object	Amount
<b>From:</b>				
COLLECTOR OF REVENUE	FUND BALANCE	100	31200	\$647.56
<b>"FROM" Subtotal:</b>				

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1. COLLECTOR OF REVENUE	DATA PROCESSING FEES	10114146	53040	\$647.56
2.				
3.				
4.				
<b>"TO" Subtotal:</b>				

No.	COMMENTS CONCERNING BUDGET AMENDMENT REQUEST
1.	LIQUIDATE PO 20084929 FY08 CHANGE IN VENDOR TO PRINT TAX BILLS DUE TO NEW SOFTWARE QUALITY DATA
2.	
3.	
4.	

	1	2	3	4
Balance in account for which funds are requested:	\$10,500.00			
Original appropriation in account:	10,500.00			
Plus or minus prior amendments:	- 0 -			
Amount of appropriation to date:	10,500.00			

Carol S. Nelson      CAROL S. NELSON      2/05/09  
 Department Head      Signature      Date

At a meeting of the Town Council held on \_\_\_\_\_ the above request(s) was/were approved in the amount of: \_\_\_\_\_

Signature of Town Administrator: \_\_\_\_\_

February 17, 2009

Appendix B (cont)

**Budget Amendment Request**

Total Amount Requested: \$ 15,000.00 Date: 1-20-09 FY 08/09

To: Finance Officer	From:(Department) Police	Amendment # 12
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Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
<b>FROM:</b>				
Police	Machinery/Equip.Repairs	10230180	54320	7,000.00
Police	Training	10230180	55674	8,000.00

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1. Police	Computer Hardware	10230180	57710	7,000.00
2. Police	Computer Hardware	10230180	57710	8,000.00
3.				
4.				

**COMMENTS CONCERNING BUDGET AMENDMENT REQUEST**

- ☐ Additional Appropriation
- ☐ Pass-Through
- ☒ Transfer

Many of the department computers are older models and are unable to support the LEAS system used for daily operation

NOTE: The \$22,719.43 remaining in Computer Hardware has already been allocated for replacement laptop computers; waiting to be invoiced.

	1	2	3	4
Balance in account for which funds are requested:	22,719.43			
Original appropriation in account:	28,600.00			
Plus or minus prior amendments:	0			
Amount of appropriation to date:	28,600.00			

**DEPARTMENT HEAD**

James L. Kenny

**SIGNATURE**

**DATE:**

1-20-09

At a meeting of the Town Council held on \_\_\_\_\_, the above request(s) was/were approved in the amount of \$ \_\_\_\_\_. Town Administrator: \_\_\_\_\_



February 17, 2009

Appendix B (cont)

**Budget Amendment Request**

Total Amount Requested: \$ 3000.00 Date: 12/21/08 FY 2008-09

To: Finance Officer From: (Department) Fire Department Amendment # 13

Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
FROM: <u>Fire Dept.</u>	<u>Other Safety Eqt.</u>	<u>10231183</u>	<u>57873</u>	<u>3000.00</u>

Department	Account Description	Org Code	Object	Amount
TO: <u>Fire Dept</u>	<u>Vehicle Repairs</u>	<u>10231183</u>	<u>54310</u>	<u>3000.00</u>
1.				
2.				
3.				
4.				

**COMMENTS CONCERNING BUDGET AMENDMENT REQUEST**

- ☐ Additional Appropriation  
☐ Pass-Through  
☒ Transfer

*Repairs to Fire Apparatus running much higher the anticipated.*

	1	2	3	4
Balance in account for which funds are requested:	<u>&lt;5,814.76&gt;</u>			
Original appropriation in account:	<u>7,000.00</u>			
Plus or minus prior amendments:	<u>-0-</u>			
Amount of appropriation to date:	<u>7000.00</u>			

DEPARTMENT HEAD

William Coll

SIGNATURE

DATE:

12/20/08

At a meeting of the Town Council held on \_\_\_\_\_, the above request(s) was/were approved

in the amount of \$ \_\_\_\_\_ Town Administrator: \_\_\_\_\_

February 17, 2009

Appendix B (cont)

**Budget Amendment Request**

Total Amount Requested: \$ 730.00

Date: 1/17/09

FY 2008-2009

To: Finance Officer	From: (Department) <u>Fire Department</u>	Amendment # <u>14</u>
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Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
<b>FROM:</b>				
<u>Fire Department</u>	<u>Radios</u>	<u>10231183</u>	<u>57130</u>	<u>230.00</u>
<u>"</u>	<u>Office Furniture</u>	<u>"</u>	<u>57810</u>	<u>500.00</u>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
<u>1. Fire Department</u>	<u>other Repairs Maint</u>	<u>10231183</u>	<u>54390</u>	<u>730.00</u>
<u>2.</u>				
<u>3.</u>				
<u>4.</u>				

**COMMENTS CONCERNING BUDGET AMENDMENT REQUEST**

- ☐ Additional Appropriation  
☐ Pass-Through  
☒ Transfer

TO COVER COSTS FOR EQUIPMENT REPAIRS.

	1	2	3	4
Balance in account for which funds are requested:	<u>- 456.47</u>			
Original appropriation in account:	<u>9000.00</u>			
Plus or minus prior amendments:	<u>- 500.00</u>			
Amount of appropriation to date:	<u>8,500.00</u>			

**DEPARTMENT HEAD**

**SIGNATURE**

**DATE:**

\_\_\_\_\_ William Call \_\_\_\_\_ 1/17/09

At a meeting of the Town Council held on \_\_\_\_\_, the above request(s) was/were approved

in the amount of \$ \_\_\_\_\_ Town Administrator: \_\_\_\_\_

February 17, 2009

Appendix B (cont)

**Budget Amendment Request**

Total Amount Requested: \$1,050.00 Fiscal Year 2008 - 2009 Date: February 3, 2009

To: Finance Officer From (Department): Emergency Management Amendment #: 15

Type of Amendment (X): ☐ Additional Appropriation ☐ Pass-Through ☒ Transfer

*Request is hereby submitted for amendment(s) of budget as indicated.*

Department	Account Description	Org Code	Object	Amount
<b>From:</b>				
Emergency Management	Mileage	10232189	55010	\$500.00
Emergency Management	Telephone	10232189	55310	550.00
<b>"FROM" Subtotal:</b>				<b>\$1,050.00</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1. Emergency Management	Other Repair and Maintenance	10232189	54390	\$1,050.00
2.				
3.				
4.				
<b>"TO" Subtotal:</b>				

No.	COMMENTS CONCERNING BUDGET AMENDMENT REQUEST
1.	This amendment transfers budgeted funds between existing OEM accounts to support the installation and maintenance of critical emergency and safety equipment for Emergency Management and Fire Department incident response operations.

	1	2	3	4
Balance in account for which funds are requested:	\$0.30			
Original appropriation in account:	1,500.00			
Plus or minus prior amendments:	-			
Amount of appropriation to date:	\$ 1,500.00			

Michael Purcaro  
Department Head

  
Signature

February 3, 2009  
Date

At a meeting of the Town Council held on \_\_\_\_\_ the above request(s) was/were approved in the amount of: \_\_\_\_\_  
Signature of Town Administrator: \_\_\_\_\_

February 17, 2009

Appendix B (cont)

Page 1 of 3

**Budget Amendment Request**

Total Amount Requested: \$ 3,221.11

Fiscal Year 2008 - 2009

Date: February 3, 2009

To: Finance Officer From (Department): Emergency Management Amendment #: 16

Type of Amendment (X): ☐ Additional Appropriation ☐ Pass-Through ☒ Transfer

Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
<b>From:</b>				
Emergency Management	Communication Supplies	10232189	56170	\$148.11
Emergency Management	Other Travel	10232189	55090	1,000.00
Emergency Management	Communications	10232189	55330	1,500.00
Emergency Management	Printing & Binding	10232189	55500	200.00
Emergency Management	Subscriptions & Manuals	10232189	55660	203.00
<b>"FROM" Subtotal:</b>				<b>\$3,051.11</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1. Emergency Management	Emergency Management Equipment	10232189	57875	\$3,051.11
2.				
3.				
4.				
<b>"TO" Subtotal: \$</b>				<b>3,051.11</b>

No.	COMMENTS CONCERNING BUDGET AMENDMENT REQUEST
1.	This amendment transfers budgeted funds between existing OEM accounts to support critical emergency communications and response equipment (i.e. high-band Homeland Security radios, HAM radio transceiver, emergency response vehicle safety/warning equipment, and personal protective and safety gear).

	1	2	3	4
Balance in account for which funds are requested:	\$966.15			
Original appropriation in account:	3,300.00			
Plus or minus prior amendments:	-			
Amount of appropriation to date:	\$ 3,300.00			

Michael Purcaro  
Department Head

  
Signature

February 3, 2009  
Date

At a meeting of the Town Council held on \_\_\_\_\_ the above request(s) was/were approved in the amount of: \_\_\_\_\_  
Signature of Town Administrator: \_\_\_\_\_

February 17, 2009

Appendix B (cont)

**Budget Amendment Request**

Page 2 of 2

Total Amount Requested: \$ 3,221.11

Fiscal Year 2008 - 2009

Date: December 2, 2008

To: Finance Officer From (Department): **Emergency Management** Amendment #: **16**

Type of Amendment (X): ☐ Additional Appropriation ☐ Pass-Through ☒ Transfer

Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
<b>From:</b>				
Emergency Management	Conference Fees and Memberships	10232189	55650	\$170.00
<b>"FROM" Subtotal:</b>				<b>\$170.00</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1. Emergency Management	Emergency Management Equipment	10232189	57875	\$170.00
2.				
3.				
4.				
<b>"TO" Subtotal: \$</b>				<b>170.00</b>

No.	COMMENTS CONCERNING BUDGET AMENDMENT REQUEST
1.	This amendment transfers budgeted funds between existing OEM accounts to support critical emergency communications and response equipment (i.e. high-band Homeland Security radios, HAM radio transceiver, emergency response vehicle safety/warning equipment and personal protective and safety gear).

	1	2	3	4
Balance in account for which funds are requested:	\$966.15			
Original appropriation in account:	3,300.00			
Plus or minus prior amendments:	-			
Amount of appropriation to date:	\$ 3,300.00			

Michael Purcaro  
Department Head

  
Signature

February 3, 2009  
Date

At a meeting of the Town Council held on

the above request(s) was/were approved in the amount of:

Signature of Town Administrator

## Appendix B (cont)

Total Amount Requested: <u>\$600.00</u>		Fiscal Year 2008 - 2009		Date: <u>January 12, 2009</u>
To: Finance Officer	From (Department): <u>Arts Commission</u>			Amendment #: <u>17</u>
Type of Amendment (X): <input type="checkbox"/> Additional Appropriation <input type="checkbox"/> Pass-Through <input checked="" type="checkbox"/> Transfer				

Department	Account Description	Org Code	Object	Amount
<b><u>From:</u></b>				
Arts Commission	Performers Fees	10562260	53420	\$600.00
<b>"FROM" Subtotal:</b>				<b>\$600.00</b>

No.	COMMENTS CONCERNING BUDGET AMENDMENT REQUEST
1.	To raise the awards and prizes category in light of increased education expenses.

Irma Carter, Treasurer  
Department Head

Irma Carter  
Signature

January 12, 2009  
Date

At a meeting of the Town Council held on \_\_\_\_\_ the above request(s) was/were approved in the amount of: \_\_\_\_\_

Signature of Town Administrator: \_\_\_\_\_



February 17, 2009

Appendix C



OFFICE OF THE  
HUMAN RESOURCES DIRECTOR

## TOWN OF VERNON

14 PARK PLACE, VERNON, CT 06066  
Tel: (860) 870-3605  
Fax: (860) 870-3580  
E-mail: dsullivan@vernon-ct.gov

January 30, 2009

Mayor Jason L. McCoy, Esq.  
Vernon Town Hall  
Vernon, CT 06066

Dear Mayor McCoy:

The time has come for me to retire from the most interesting position I have ever had. I will have completed ten years and six months on April 1, 2009 and I will be sixty five in June. My last day of work will be Wednesday, March 31, 2009.

During the past ten years I have had many challenging and interesting duties and have had the pleasure of working with wonderful people. Vernon has many dedicated and hard working employees.

After I retire I am interested in working part time. It is important that my institutional knowledge, particularly in the areas of pension and labor contracts, be passed on. I will discuss this in a separate letter. I have truly enjoyed working for the Town of Vernon.

Sincerely yours,

Daniel P. Sullivan  
Human Resources Director

C: John D. Ward, Town Administrator  
Penny Calcasola, Payroll Coordinator  
Personnel File

Retire 1 30 09/ 2009 file

RECEIVED  
VERNON TOWN CLERK  
09 FEB -4 PM 12: 03



February 17, 2009

Appendix D



OFFICE OF THE  
COLLECTOR OF REVENUE  
CAROL S. NELSON -CCMC

## TOWN OF VERNON

8 PARK PLACE, VERNON, CT 06066  
Tel: (860) 870-3660  
Fax: (860) 870-3585  
E-Mail: [cnelson@vernon-ct.gov](mailto:cnelson@vernon-ct.gov)

RECEIVED  
VERNON TOWN CLERK  
09 JAN 28 AM 10:14

January 28, 2009

TO: John Ward, Town Administrator  
FROM: Carol S. Nelson, Collector of Revenue  
SUBJECT: Retirement

*Carol S. Nelson*

I hereby submit my resignation as Collector of Revenue effective April 1, 2009 to begin retirement.

It has been a pleasure to serve my hometown in this position, and I do appreciate that this opportunity was afforded to me. I have tried to bring positive change to the office while continuing to meet statutory requirements and a high collection rate.

cc James Luddecke, Finance Director  
Bernice Dixon, Town Clerk