



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

LORI L. SPIELMAN
First Selectman

DAVID E. STAVENS
Deputy First Selectman

JAMISON J. BOUCHER
MARY B. CARDIN
JAMES M. PRICHARD
RONALD F. STOMBERG
JOHN W. TURNER

MATTHEW REED
Town Administrator

BOARD OF SELECTMEN

Monday, July 8, 2024

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

REGULAR MEETING MINUTES

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The Board of Selectmen (BOS) meeting was called to order at 6:30 p.m. The Pledge of Allegiance was recited.

II. ROLL CALL

Selectmen Present: Lori Spielman, Mary Cardin, James Prichard, John Turner, Ronald Stomberg, Jamison Boucher

Selectman Absent: David Stavens

Town Staff Present: Matthew Reed, Town Administrator; Tiffany Pignataro, Finance Officer/Treasurer; John Rainaldi, Assessor; Tom Modzelewski, Director of Public Works; Lisa Houlihan, Town Planner; Dustin Huguenin, Director, Kevin Barrett, Recreation Coordinator, Recreation Department; *Rebecca Stack, Human Services Director; *Susan Phillips, Library Director

Emergency Service Agency Representatives Present: Peter Hany, Sr., President, Ellington Volunteer Ambulance Corps (EVAC); Robert Smith, Chief, Ellington Volunteer Fire Department (EVFD)

Other Elected Officials Present: Liz Nord, Board of Finance (BOF); *Peg Busse, Library Board of Trustees

**Attended via ZOOM*

III. PUBLIC COMMENT [*this portion shall not exceed 30 minutes unless extended by majority vote of the Board*]

Tom Palshaw, 120 Pinney Street/Chair of the Charter Revision Commission (CRC), shared that the Commission is on an extremely tight schedule with in-depth proposed changes being examined. In order to be included for the November 2024 election, questions need to be submitted by September 5th; the amount of work that would need to be done to make this happen is nearly impossible without special meetings being called or limiting the scope of what is being reviewed by the CRC. First Selectman Spielman emphasized the importance of clarifying the First Selectman and Town Administrator positions.

Ms. Cardin noted that Marcia Kupferschmid, Debby Wallace and Dale Roberson served on the Committee for the Preservation of the Pinney House for 20 years, and she wants to recognize them.

IV. APPROVAL OF MINUTES

A. June 10, 2024 Public Hearing

MOVED (TURNER), SECONDED (CARDIN) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JUNE 10, 2024 PUBLIC HEARING.

B. June 10, 2024 Town Meeting

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JUNE 10, 2024 TOWN MEETING.

C. June 10, 2024 Regular Meeting

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JUNE 10, 2024 REGULAR MEETING.

V. UNFINISHED BUSINESS: No unfinished business was discussed.

VI. NEW BUSINESS

MOVED (TURNER), SECONDED (BOUCHER) AND PASSED UNANIMOUSLY TO ADD TO THE AGENDA, UNDER NEW BUSINESS, ITEM G. PROPOSED EXPENDITURE – OPIOID SETTLEMENT FUND.

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO ADD TO THE AGENDA, UNDER NEW BUSINESS, ITEM H. LOCAL PROPERTY TAX RELIEF PROGRAM – FILING EXTENSION.

A. Tax Refunds/Abatements

There were no tax refunds this month.

B. Board of Selectmen 2023-2024 Annual Report Submission

Ms. Cardin pointed out that the second to last bullet point on the first page was incomplete; this will be corrected prior to final submission.

MOVED (TURNER), SECONDED (CARDIN) AND PASSED UNANIMOUSLY TO APPROVE THE BOARD OF SELECTMEN'S ANNUAL REPORT SUBMISSION FOR 2023-2024, AS CORRECTED AND PRESENTED IN THE DRAFT [ATTACHED].

C. Department of Public Works – Staffing

1. WPCA Technician/Maintainer I Position

a. Approval of Job Description (Amended)

MOVED (TURNER), SECONDED (BOUCHER) AND PASSED UNANIMOUSLY TO APPROVE THE AMENDED WPCA TECHNICIAN/MAINTAINER I JOB DESCRIPTION.

b. Authorization to Fill Position

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

2. Laborer Position

a. Approval of Job Description (Amended)

MOVED (TURNER), SECONDED (BOUCHER) AND PASSED UNANIMOUSLY TO APPROVE THE AMENDED LABORER JOB DESCRIPTION.

b. Authorization to Fill Position

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

D. Recreation Department – Staffing

1. Recreation Supervisor Position

a. Approval of Job Description (New)

It was confirmed that this is a new position. Ms. Cardin asked about the CPR training aspect of the position; Mr. Huguenin shared that this piece of the job description was removed, and CPR training is now handled through EVAC.

MOVED (TURNER), SECONDED (BOUCHER) AND PASSED UNANIMOUSLY TO APPROVE THE RECREATION SUPERVISOR JOB DESCRIPTION.

b. Authorization to Fill Position – Promotion of Recreation Coordinator

MOVED (TURNER), SECONDED (BOUCHER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO FILL THE FULL-TIME RECREATION SUPERVISOR POSITION INTERNALLY BY PROMOTING THE CURRENT RECREATION COORDINATOR.

2. Recreation Program and Events Specialist

a. Approval of Job Description (New)

Mr. Stomberg asked if this was a full-time, year-round position. Mr. Huguenin clarified that this is a 32-hour part-time position, upgraded from 28 hours to incentivize longevity of potential candidates. Ms. Cardin asked if this hour threshold made the position eligible for benefits; it was confirmed that the individual would be eligible for certain benefits including health insurance and paid time off, but not retirement benefits. This position is covered within Recreation's approved operating budget. Mr. Boucher asked what this position will add to the Recreation team; Mr. Huguenin shared that there has been tremendous growth over the past few years, and this individual would be tasked with growing programs and special events to allow the Department to become more involved in the community outside of the traditional sports offerings.

MOVED (TURNER), SECONDED (BOUCHER) AND PASSED UNANIMOUSLY TO APPROVE THE RECREATION PROGRAM AND EVENTS SPECIALIST JOB DESCRIPTION.

E. Request to Close Town Roads for Recreation Department Road Race

First Selectman Spielman asked how many years this race has been held. Mr. Huguenin shared that the original race series began before his time but noted that it was rebranded to the Robert Tedford Memorial Road Race in 2019 and it is always a fantastic event with a good turnout.

MOVED (TURNER), SECONDED (BOUCHER) AND PASSED UNANIMOUSLY TO GRANT THE REQUEST OF THE ELLINGTON RECREATION DEPARTMENT FOR THE NOVEMBER 2, 2024 ROAD RACE 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 TOMOKA 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 ROAD TO SADDS MILL ROAD (ROUTE 140);

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

F. Contract Renewals

1. Health and Benefits Brokerage Consulting Services

Ms. Cardin asked how the renewal period worked. Ms. Pignataro answered that it was a one-year contract with four one-year renewal options thereafter. Ms. Cardin asked what factors go into the decision to renew for these one-year periods; Mr. Pignataro shared that factors including overall satisfaction with the service and the value received are considered. She also stated that it is costly for the Town to go out to bid every year, and structuring the contract this way gives the Town the ability to continue beneficial agreements for a full five-year period but also allows for flexibility to exit the contract earlier if desired.

MOVED (TURNER), SECONDED (CARDIN) AND PASSED UNANIMOUSLY TO RENEW THE CONTRACT FOR HEALTH AND BENEFITS BROKERAGE CONSULTING SERVICES WITH USI INSURANCE SERVICES, LLC OF MERIDEN, CT FOR THE PERIOD OF AUGUST 30, 2024 TO AUGUST 29, 2025, AS RECOMMENDED BY THE HUMAN RESOURCES COORDINATOR AND THE TOWN ADMINISTRATOR. THIS RENEWAL PERIOD IS THE FIRST OF THE FOUR ADDITIONAL ONE-YEAR PERIODS.

2. Accounting System

Ms. Cardin asked how long the Town has been working with Tyler Technologies; Ms. Pignataro noted that it has been three years, going into the fourth year, and that this item is subject to the same reasoning as the previous contract that was discussed. It is a yearlong process to convert to a new accounting system and the Finance team is happy with the current product. Ms. Cardin asked if there were ever opportunities to negotiate pricing. Ms. Pignataro answered that this depends on the contract structure; the Town is still within the contract period, but there can be opportunities to discuss and negotiate outside of the contracted price lock window.

MOVED (TURNER), SECONDED (BOUCHER) 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, 2025, AS RECOMMENDED BY THE FINANCE OFFICER/TREASURER. FURTHER, TO AUTHORIZE THE FIRST SELECTMAN TO EXECUTE THE CONTRACT EXTENSION.

3. Payroll and HRIS System

Ms. Cardin asked how these collaborative contracts worked. Ms. Pignataro shared that it is similar to how the state contract list works and that procurement rules allow the Town to piggyback off of state and national collaborative contracts for competitively-bid contracts. The Town's current vendor, Paylocity, is not on state or collaborative contracts. ADP is considered a premier payroll solution and is able to beat Paylocity's pricing, and will provide more benefit options, including a dedicated service rep, and automate more processes. Mr. Boucher asked how long the Town has worked with Paylocity, and Ms. Pignataro shared that it has been about 10 years; Mr. Turner noted that the Town utilized a lower version of ADP many years ago. Ms. Pignataro shared that there is an implementation period of 10-18 weeks and that it would be beneficial to have the new system in place for the first January payroll to keep tax forms simple. First Selectman Spielman asked if the Board of Education (BOE) was interested in utilizing this system. Ms. Pignataro shared that she has

met with Alisha Carpino and the BOE is looking to make a change, as payroll is currently manually processed in-house and there is some interest in exploring third party options. The BOE would not be ready to transition for January, but potentially would be looking at a target of July 1, 2025.

MOVED (TURNER), SECONDED (BOUCHER) AND PASSED UNANIMOUSLY TO WAIVE THE FORMAL BIDDING PROCESS AND AWARD THE CONTRACT FOR PAYROLL AND HUMAN RESOURCE INFORMATION SYSTEM TO ADP, INC. LOCATED IN ROSELAND, NEW JERSEY, FOR THE PERIOD OF JANUARY 1, 2025 THROUGH DECEMBER 31, 2029. WAIVING THE BID PROCESS IS DUE TO ADP BEING PART OF THE NATIONAL OMNIA COLLABORATIVE CONTRACT NUMBER R200701, COST SAVINGS, AND ENHANCED PRODUCT OFFERINGS FOR THE TOWN.

G. Proposed Expenditure – Opioid Settlement Fund

MOVED (TURNER), SECONDED (BOUCHER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE HUMAN SERVICES DIRECTOR TO EXPEND \$1,800 FROM THE OPIOID SETTLEMENT SPECIAL REVENUE FUND TO COVER COSTS RELATED TO A SUMMER CONCERT SERIES.

H. Local Property Tax Relief Program – Filing Extension

MOVED (TURNER) TO AUTHORIZE THE ASSESSOR TO ACCEPT A LATE-FILED APPLICATION FOR ELLINGTON'S "LOCAL PROPERTY TAX RELIEF PROGRAM FOR HOMEOWNERS AGED 65 AND OVER." SUCH APPLICATION WAS SUBMITTED ONE DAY AFTER THE FILING DEADLINE.

Ms. Cardin asked if this is something that is done regularly and if it would set a precedent for other individuals who may file late in the future. Mr. Reed shared that the ordinance is very strict regarding the application deadline but does include an appeal process. The State's Circuit Breaker program, run by the Office of Policy and Management (OPM), follows a process that includes a waiver of deadline, typically for authorized medical reasons, and that this waiver was granted in this particular case. While the local ordinance doesn't include this waiver, the BOS can authorize the acceptance of a late application. Discussion was held entertaining a broader motion to provide authorization for future instances, provided that there was a waiver granted by OPM. Ms. Cardin spoke of the dollar cap within the program and asked if this type of delay would affect the calculation of aid provided to each applicant. Mr. Rainaldi shared that the Town is nowhere near the cap at this time so a delay for a late application would not make a difference. Mr. Boucher asked if there was a standard operating procedure used by other municipalities that have adopted this program; Mr. Rainaldi shared the guidelines provided in the state statute and discussed how the statute guides the related local programs.

As the previous motion did not receive a second, it was not considered.

MOVED (CARDIN), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO AUTHORIZE THE ASSESSOR TO ACCEPT ANY LATE-FILED APPLICATIONS FOR ELLINGTON'S "LOCAL PROPERTY TAX RELIEF PROGRAM FOR HOMEOWNERS AGED 65 AND OVER" PROVIDED SUCH LATE APPLICATION HAS A CORRESPONDING APPROVAL FROM THE STATE OF CONNECTICUT OFFICE OF POLICY AND MANAGEMENT.

VII. ADMINISTRATIVE/DEPARTMENT HEAD REPORTS: No discussion was held.

VIII. SELECTMEN COMMITTEE AND LIAISON REPORTS

A. Personnel Committee

1. Resignations: None
2. Appointments

MOVED (PRICHARD), SECONDED (CARDIN) AND PASSED UNANIMOUSLY TO APPOINT MELISSA O'NEIL TO THE AD HOC ELLINGTON BEAUTIFICATION COMMITTEE TO COMPLETE AN UNEXPIRED TERM THROUGH APRIL 30, 2025.

MOVED (PRICHARD), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO REAPPOINT SEAN KELLY TO THE ECONOMIC DEVELOPMENT COMMISSION TO SERVE A FOUR-YEAR TERM THROUGH JULY 31, 2028.

B. Town Ordinance Committee

1. Property Tax Abatement for Eligible Farming Operations

MOVED (TURNER), SECONDED (STOMBERG) TO RECOMMEND THE ADOPTION OF THE PROPERTY TAX ABATEMENT FOR ELIGIBLE FARMING OPERATIONS ORDINANCE, AS RECOMMENDED BY THE ECONOMIC DEVELOPMENT COMMISSION, ASSESSOR, TOWN PLANNER, AND TOWN ORDINANCE COMMITTEE, AND TO REFER THE PROPOSED ORDINANCE TO THE BOARD OF FINANCE FOR REVIEW AND APPROVAL.

Ms. Cardin noted a reference in the draft to housing for "seasonal workers" being excluded from this abatement and questioned the reasoning for this wording. Ms. Houlihan shared that the intent of the Economic Development Commission was to exclude housing from the abatement and that removing the word "seasonal" would make this intent clear. Mr. Turner, Mr. Boucher and Mr. Stomberg, as the members of the Town Ordinance Committee (TOC), did not object to this change.

Ms. Cardin asked about the recapture clause, looking for clarification that the buyer of a farm property would be subject to recapture if the farm ceased operations under their ownership; Ms. Houlihan confirmed that the buyer would be subject to recapture in that scenario.

On behalf of the TOC, Mr. Turner thanked Mr. Rainaldi and Ms. Houlihan for their work on this and recognized Mr. Boucher for supplying additional information for review.

MOVED (CARDIN), SECONDED (BOUCHER) AND PASSED UNANIMOUSLY TO AMEND SECTION 4.D OF THE PROPOSED ORDINANCE TO REMOVE THE WORD "SEASONAL."

Once the proposal was amended by the above vote, the BOS returned to the original motion:

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO RECOMMEND THE ADOPTION OF THE PROPERTY TAX ABATEMENT FOR ELIGIBLE FARMING OPERATIONS ORDINANCE, AS RECOMMENDED BY THE ECONOMIC DEVELOPMENT COMMISSION, ASSESSOR, TOWN PLANNER, AND TOWN ORDINANCE COMMITTEE, AND TO REFER THE PROPOSED ORDINANCE TO THE BOARD OF FINANCE FOR REVIEW AND APPROVAL.

It was noted that the Public Hearing and Town Meeting for this item will be set following BOF approval.

C. Liaison Reports: Nothing was discussed.

IX. FIRST SELECTMAN/TOWN ADMINISTRATOR REPORTS

July 8, 2024

First Selectman Spielman shared that Hall Memorial Library received the final coat of pavement last week and the lot will be striped soon, with planting scheduled for August. The Senior Center has received new fitness equipment, and the new greenhouse is scheduled to arrive in four to five weeks. It was noted that the Senior Center's year-to-date registered visitors has been high, which is great news that the facility and its programs are being used. The Arbor Park contractor is installing an irrigation system, and the new outdoor fitness equipment is being used. Some mattresses have been dumped out on dirt roads now that there is a charge for these items to be picked up.

Mr. Reed shared that there was a recent article on USS Solar's proposal to build a facility on a portion of Ellington Airport property, which is being voted on a second time by the CT Siting Council. He noted that there will be no opportunity for additional evidence or public comment prior to this second vote; the first vote on this ended in a tie, and when the issue was presented in court, the decision was made to refer the item back to the Siting Council for another vote. It was noted that Ellington Planning and Zoning had filed an objection to the initial proposal, which is part of the official record, and that a number of issues that were brought up regarding the initial proposal were appropriately addressed. Mr. Turner commented on the historical challenges of responding to calls involving parachutists, adding that this solar facility will bring with it more questions in terms of emergency responses. Mr. Reed shared that the bulk of the comments during the original hearing were related to the safety risks of a solar field being near this landing zone. Mr. Reed also shared that there was an issue at Arbor Commons that was affecting the air conditioning, but that there was no significant damage to the building.

He commented that the Town is working on a budget transparency project to increase public engagement and awareness of the budget process. Ellington is participating in the CT Pre Apprenticeship Training Program through DPW, which gives the Town the opportunity to hire young people to come on board to learn trade skills. Mr. Reed met with the Rotary Club of Rockville and recently attended a press conference regarding allocation of funding for public safety equipment for the high school; a repeater will be installed to boost emergency signals within the building. The CRC is doing diligent work in examining the Charter, with a focus on the Town Administrator and First Selectman positions. LifeStar responded to Windermere last week; a mason worker fell from a ladder and was transported with non-life-threatening injuries. Mr. Reed is working with CRCOG to put together a regional crumbling foundations session for September at EHS, providing an opportunity to talk about the crumbling foundations crisis and encourage residents to get their homes tested, which will direct more money from the legislature for repairs. The process of Town Hall Union contract negotiations should wrap up shortly.

X. CORRESPONDENCE/OTHER COMMUNICATION FROM THE BOS: Nothing was discussed.

XI. ADJOURNMENT

MOVED (TURNER), SECONDED (BOUCHER) AND PASSED UNANIMOUSLY TO ADJOURN THE REGULAR MEETING OF THE BOARD OF SELECTMEN AT 7:40 PM.

Respectfully submitted,

Julia Connor

Julia Connor, Recording Secretary

Lori Spielman

Lori Spielman, First Selectman

BOS ITEMS – ANNUAL REPORT

July 1, 2023-June 30, 2024

The Board of Selectmen is collectively responsible for the administration of the Town offices, the maintenance of the Town highways and parks, the public safety of its citizens, the keeping of financial accounts and the appointment of administrative officers, boards and commissions.

The Board of Selectmen met at least once each month. There were a total of fifteen (15) regular meetings plus two (2) special meetings. Three (3) public hearings were held. The Board of Selectmen called seven (7) Town Meetings; the following are some of the primary items addressed by the Board of Selectmen during fiscal year 2023-2024:

Agreements:

- Approved the one-year term extension to the Master Municipal Agreement for construction projects between the Town of Ellington and the Connecticut Department of Transportation
- Discontinued the option to rent the Ellington Senior Center Facility
- Authorized the First Selectman to sign an agreement between the Towns of Ellington and Vernon regarding the mutual waiver of building permit fees associated with the Water Pollution Control facility and the construction of a concession and restroom structure

Contracts:

- Awarded the contract for tree trimming, removal and maintenance services to Green Valley Tree, LLC of Chaplin, CT
- Ratified the contract between the Town of Ellington and Ellington Public Works Department and Custodians Local 1303-009 of Council 4 AFSCME, AFL-CIO, effective July 1, 2023 – June 30, 2026
- Renewed the snow plowing services contract with All Source of New England, Ellington, CT for November 1, 2023 through April 30, 2024
- Renewed the contract with Fuss & O'Neill Inc. as the WPCA on-call engineer for the period of August 15, 2023 through August 14, 2026 with two one-year renewal options
- Executed a contract with the Connecticut Department of Emergency Services and Public Protection, Division of State Police, for the services of five (5) Resident State Troopers for the period of July 1, 2023 to June 30, 2025.
- Renewed the contract with Quality Data Service, Inc. of Waterbury, CT for one-year, effective September 12, 2023 with the Town having the option to renew for four additional one-year terms.
- Awarded the contract for health and benefits brokerage consulting services to USI Insurance Services, LLC of Meriden, CT for the term of August 30, 2023 to August 29, 2024 with the option to extend the contract for four additional one-year periods.
- Awarded the contract for pavement management services agreement to Beta Group, Inc. of Lincoln, RI for one year without the option to renew
- Awarded the generator service contract to F.M. Generator, Inc. of Canton, MA for one year with the option to renew for four additional one-year terms
- Awarded the contract to Associated Construction of Hartford, CT for the Vernon Pump Station upgrade
- Waived the formal bidding process and utilized the State of Connecticut contract to procure a police cruiser
- Waived the formal bidding process and utilized the State of Connecticut contract to procure a recreation vehicle
- Authorized the First Selectman to execute a contract with BP Energy Retail Company
- Awarded the contract for library catalog services to Bibliomation, Inc. of Waterbury, CT

- Awarded the contract to Weston and Sampson for the Crystal Lake and Tedford Park Master Plan
- Awarded the contract to Taxserv Capital Services, LLC for collection of delinquent taxes and other receivables until December 17th, 2024
- Renewed the contract with Tax Serv Capital Services, LLC
- Awarded Ricoh, USA Inc. the contract for Town photo copiers for the period of November 1, 2023 to October 31, 2028
- Executed a contract with Badge Six, LLC for Police accreditation consulting services
- Renewed the contract with Ellington Electrical Contractor, LLC
- Waived the formal bidding process and utilized the Massachusetts Higher Education Council Contract award number MC14-E05 to procure materials from Vulcan Security Technologies, Inc. for the upgrade of the Town Security Cameras
- Waived the formal bidding process and utilized the State of Connecticut contract to procure fitness equipment from Matrix Fitness for the Senior Center Fitness room
- Executed a contract with Wheeler Clinic, Inc. of Plainville, CT for employee assistance program services
- Executed a contract with New England Energy Controls of East Haddam, CT for mechanical services
- Authorized the Board of Education to retain the legal services of Chinni & Associates, LLC Ford Harrison LLP, Kainen, Escalera & McHale PC, Pullman & Comley LLC, and Shipman & Goodwin LLP to represent the BOE for collective bargaining/negotiations, labor relations/personnel issues, special education and other educational issues for the period of 2024-2026
- Waived the formal bidding process and Utilized the Commonwealth of Massachusetts Contract number PSE01 to procure Cardiac Monitors from Zoll Medical Corporation
- Endorsed the Department of Public Works to enter into a five-year agreement with the Capitol Region East Operating Committee (CREOC) to be reviewed annually
- Awarded the contract for the Ellington Ambulance Corp's replacement ambulance to Eastford Fire and Rescue of Eastford, CT
- Waived the formal bidding process and awarded the contract to Creative Recreation, under the State Procurement Contract for the installation of the outdoor fitness centers at the Ellington Senior Center and Arbor Park
- Awarded the contract for solar carport and EV charging stations to Earthlight Technologies, LLC of Ellington, CT
- Awarded the contract for Maple Street Landscape and Hall Memorial Library Garden to S+S Landscaping of Windsor, CT
- Awarded the contract for the Hall Memorial Library and Sidewalk improvements to Gerber Construction of Ellington, CT
- Waived the formal bidding process and utilized the Capitol Region Council of Government (CRCOG) EZIQ Program to complete the Senior Center Pavilion APRA project
- Awarded the contract for fiscal year 2024-2025 Capital Project for the reappraisal and revaluation for the October 2025 Grand List to Municipal Valuation Services, LLC of Fairfield, CT
- Awarded the contract for general insurance brokerage services to USI Insurance Services, LLC of Meriden, CT

Equipment:

- Authorized the Director of Public Works to send the 2012 GMC Terrain to auction
- Authorized the Board of Education Director to dispose of the Board of Education maintenance vehicles

Finances:

- Authorized the Human Services Director to expend \$1,100 from the Opioid Settlement Special Revenue Fund for outreach and education initiatives surrounding the opioid crisis
- Adopted the resolution for a Daycare Tax Abatement Program
- Transferred FY 2022-23 from the following accounts: 1010-Contingency \$200,000; 5106-Ambulance fee fund \$9,895; 950-Insurance \$50,048 to the following accounts: 120-Board of Finance \$1,242; 121-Auditors \$10,158; 150-Town Counsel \$15,265; 320-Crystal Lake Fire \$16,512; 321-Public fire protection \$24,584; 331-Police Special Duty \$7,491; 333-Dare \$1,107; 360-Building Department \$215; 370-EVAC \$9,895; 451-Mun-solid/bulky waste curb \$59,852; 455-Sanitary Recycling \$43,388; 456-Household hazardous waste \$3,227; 512-Summer Playgrounds \$35,059; 513-Waterfront \$2,654; 536-Mini-Programs \$2,234; 838-EVFD Main St Building \$259; 910-Payment on debt \$21,420; 920-Interest on indebtedness \$3,306; 1030-Miscellaneous \$1,575; 1090-GIS \$500
- 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, as approved by the Board of Finance
- Approved the budget execution for Fiscal year 2023-24 as prepared by the Assistant Finance Officer/Deputy Treasurer
- Authorized the Human Services Director to expend \$144 from the Opioid Settlement Special Revenue Fund for the purchase of a banner
- Approved the transfer of \$124,872 for FY 2023-24 from account 1065 – Salary Adjustment to various Town departments' accounts to cover the cost of salary increases as specified in the salary adjustment schedule
- Authorized the Human Services Director to expend \$273.00 from the Opioid Settlement Fund to cover fees related to correspondence with the Town Attorney regarding HIPAA and potential disclosure issues between EMS and Human Services
- Granted an abatement of taxes to Tracy French/Ellington Raquet Club for a period of seven years
- Approved the appropriation of \$1,500 for the Pinney House electricity for fiscal year 2023-2024
- Approved and authorized the Finance Officer/Treasurer to expend American Rescue Plan Funds for approved projects: Four Trail Kiosks-\$9,950; Fire Marshal Camera-\$7,995; Two Cardiac Monitors-\$85,670.24; Crystal Lake Drainage Study-\$24,900; ADA Door Opener-\$17,431; and reallocated \$75,000 for the Crystal Lake Water Study and \$63,000 for the Robert Tedford Memorial Park
- Appropriated \$115,000 from the Capital Reserve Fund to fund the parking lot lighting project for Tedford Park and Pinney Street fields
- Appropriated \$10,246 from the unassigned fund balance to cover the increased cost of the purchase of the replacement ambulance
- Waived the collection of payments in lieu of taxes, PILOT, by the Ellington Housing Authority for all prior years through January 1, 2024
- Waived the collection of payments in lieu of taxes, PILOT, by the Ellington Housing Authority for a period of five years, effective January 1, 2024
- Authorized the Human Services Director to expend \$5,5444 from the Opioid Settlement Special Revenue Fund for costs related to a presentation on addiction and recovery at Ellington High School
- Waived the formal bidding process for the chip seal contract and awarded the contract to All States Construction, Inc. beginning June 1, 2024 through June 30, 2025
- Waived the formal bidding process for the Payroll and Human Resource third party service contract and awarded the contract to Paylocity beginning May 23, 2024 through December 31, 2025
- Approved the appropriation of \$60,509.91 from unassigned fund balance to account 1000.11.01102.70.60750 Local Capital Improvement Program; further to increase the grant

revenue budget appropriation for account 1000.01.00000.00.40154 in the amount of \$58,828.91 thus resulting in a net total appropriation from the unassigned fund balance for local capital improvement program activity of \$1,681.00 for fiscal year 2023-2024

- Authorized the Human Services Director to expend \$8,413.80 from the Opioid Settlement Special Revenue fund to provide a grant to Ellington High School for Ongoing CPR, Opioid Awareness, Overdose Management and Narcan training as part of the PE/Health Curriculum
- Granted the abatement of taxes to Oakridge Dairy, LLC/The Modern Milkman for a period of seven years
- Increased the exempt salary classification minimum and maximum ranges for fiscal year 2024-2025 by 3%
- Approved the transfer of \$200,000 for fiscal year 2023-2024 from Account 1011-60851 Capital Reserve Fund to Account 1046-60250 Mill Rate Stabilization fund
- Closed out the following Capital Projects to the General Fund Unassigned Fund Balance for FY 2023-2024; EVFD/CLFD-replacement fire hose \$63.36 and CLFD – SCBA Fill station replacement \$1,517.44
- Authorized the Human Services Director to expend \$2,500 from the Opioid Settlement Special Revenue Fund to cover costs related to a summer concert series

Grants:

- Endorsed State Project L047-0003 Windermere Avenue, with 100% of relocation construction to be funded under the local transportation Capital Improvement program (LoTCIP) grant and with 100% of relocation design/engineering to be funded by the Town of Ellington.
- Endorsed State Project L047-0004 Somers Road Route 83 Sidewalk project
- Endorsed the Local Transportation Capital Improvement Program (LoTCIP) project, Windsorville Road at Pinney Road intersection and pedestrian improvements, with 100% of the relocation construction to be funded under the LoTCIP grant and with 100% of relocation design/engineering to be funded by the Town of Ellington
- Supported the 2024 Connecticut Neighborhood Assistance Act (NAA) Program Proposal – Window Replacement, Ellington Congregational Church
- Authorized the acceptance of a \$9,000 AARP Community Challenge Grant for the purchase of a greenhouse for the Senior Center

Ordinances:

- Adopted the Local Property Tax Relief Program for Homeowners Aged 65 and Over
- Adopted the Waiver of Penalty on Income and Expense Reports Ordinance

Policies and Procedures:

- Adopted the Whistleblower Policy
- Adopted the new rules of procedure and agenda format
- Adopted the Snow and Ice Control Plan
- Approved the revisions to the Ellington Wall of Honor Policy
- Adopted the Purchasing and Policies Manual
- Adopted the Fair Housing Resolution, the Fair Housing Policy Statement and the Proclamation of April as Fair Housing Month in Ellington

Property:

- Approved the use of 72-80 Maple Street by the Ellington Farmers Market granting exclusive use of the property between the hours of 7:00 AM and 3:00 PM each Saturday running May through October, for five years
- Appropriated \$35,649.11 from the general fund unassigned fund balance to fund 5235 Oakridge Farmland preservation for the Town of Ellington 10% cost share of the purchase of development rights for 101.98 acres of farmland south of Meadow Brook Road

- Approved the purchase of open space at 79 Kibbe Road for \$300,000 to be funded through the Open Space Fund and will be comprised of recognition of grant revenue from the CT Department of Energy and Environmental Protection in the amount of \$203,597 and the remaining from the committed fund balance of the Open Space Fund

Staff:

- Approved the revisions to the Youth Program Coordinator position
- Approved the revisions to the Lead Mechanic position
- Hired Marque Mercure, Youth Services Prevention Coordinator
- Acknowledged the resignation of Meganmarie Zito, Emergency Medical Technician, Full-time
- Promoted Taylor Olson from Lead Mechanic to Department of Public Works Foreman
- Promoted Thomas Modzelewski from Department of Public Works Foreman to Director of Public Works/WPCA Administrator
- Hired Matthew Reed, Town Administrator
- Hired Gregory Miano, Maintainer I
- Approved the part-time Animal Control Officer job description
- Acknowledged the resignation of Erich Martin, part-time Emergency Medical Technician
- Promoted Jessica Maitland from part-time to full-time, Youth Services Program Coordinator
- Promoted Erin Meikle from part-time to full-time, Emergency Medical Technician
- Hired Kimberly Winalski, Emergency Medical Technician, per diem
- Hired Courtney Spazzarini, Assistant Town Clerk, per diem
- Hired Saxon Marselli, Lead Mechanic, Department of Public Works
- Hired Aiden Ghirolli and Olivia Alvesteffer, Emergency Medical Technicians, per diem
- Hired Kylie Logan, Emergency Medical Technician, part-time
- Acknowledged the resignation of Jacob Christopher and Anna Bahler, Library Pages, Hall Memorial Library
- Acknowledged the resignation of Pamela Scarfo, Emergency Medical Technician, Part-time
- Transferred Jim Lockhart, Assistant Animal Control Officer from part-time to per diem
- Hired Maura Armstrong, Hall Memorial Library Page
- Hired Gregory Doane, Assistant Animal Control Officer
- Hired Mark Estes and Jose Martinez, Police Officers
- Acknowledged the retirement of Michael Bard, Police Officer
- Acknowledged the retirement of Joann Bolles, Tax Clerk
- Hired Derek Wyse, Emergency Medical Technician, per diem
- Acknowledged the retirement of Gay Szumyk, Library Assistant I
- Acknowledged the retirement of Patricia Grundman, Children's Librarian
- Acknowledged the retirement of Francie Berger, Reference Librarian/Program Coordinator
- Acknowledged the resignation of Cody Langlois, Maintainer I, Department of Public Works
- Appointed Julia Connor as Recording Secretary and Rebecca Einsiedel as Deputy Recording Secretary to the Board of Selectmen
- Approved the revisions to the full-time Senior Center Administrative Assistant/Transportation Coordinator
- Hired Ben Pare, Maintainer I, Department of Public Works
- Hired Corey Maznicki, Recreation Program Assistant
- Approved the Hall Memorial Library Adult Programming and Technology Services Librarian position description
- Hired Evan Card, EVAC, EMT, per diem
- Hired Lauren Desrocher, HML, Library Assistant I
- Hired Ryan Ceritello, EVAC, EMT part-time
- Acknowledged the retirement of Kenneth McCarthy, Senior Center, Lead Van Driver
- Promoted Ashley Dabbondanza to HML Assistant Director/Head of Youth & Family Services

- Promoted Patricia Brudz to HML Children's Librarian
- Promoted Louis Fleck to Senior Center Lead Van Driver
- Hired Mia Fiasconaro, Hall Memorial Library Page
- Hired Robert Baron, EVAC EMT Part-time
- Accepted the resignation of Collin Hall, EVAC, EMT, part-time
- Approved the Library Page job description revisions
- Hired Kim Scofield-Gamboia and Stephen Reid, Senior Center Van Drivers
- Hired Amanda Duhamel, Adult Programming and Technology Services Librarian
- Accepted the resignation of James Clyburn, Senior Center Van Driver
- Accepted the resignation of Jacquelyn Friedrich, Temporary Assistant, Town Clerk's Office
- Accepted the resignation of Corey Maznicki, Recreation Program Assistant
- Approved the Seasonal Tax Clerk job description
- Accepted the resignation of Robert Baron, EVAC, EMT part-time
- Hired Carlene Andrulat, Seasonal Tax Clerk

Other Actions:

- Re-classified the position of Assessor from exempt level E-5 to exempt level E-6
- Re-established the Ad Hoc Council for Developing Positive Youth Culture
- Selected Dr. Lenzy Wallace as the Wall of Honor recipient; honored at an induction ceremony on September 9, 2023
- Established a No Parking Zone and installed no parking signage around the cul-de-sac on Old Sandy Beach Road
- Re-classified the DPW Recycling/Refuse position from coordinator to manager and reclassified the position as exempt level E-4
- Re-established the Ad-Hoc Committee on Diversity and Inclusion for one year
- Re-established the Ad-Hoc Drug free graduation committee for one year
- Appointed Matthew Reed, Town Administrator as an alternate member of the Capitol Region Council of Governments Policy Board, representing the Town of Ellington
- Granted the request of the Winterfest Committee to hold the 2023 Winterfest on the Town Green on Saturday December 2, 2023
- Granted the request of the Ellington Recreation Department to close Town roads for the November 4, 2023 Road Race
- Adopted a resolution to appoint Matthew Reed, Town Administrator, as the local traffic authority for the Town of Ellington
- Reappointed Dorian Famiglietti of Kahan Kerensky & Capossela LLP, as the Town Attorney for a two-year term
- Reappointed the firm of Kainen, Escalera & McHale, PC as special counsel for all labor matters for a two-year term
- Reappointed the firm of Pullman & Comley LLC as Special Counsel for all bonding and ERISA matters for a two-year term
- Approved the revisions to the full-time Hall Memorial Library Children's Librarian job description, reclassifying the position from Exempt Level E-3 to Non-exempt full-time
- Approved the full-time Hall Memorial Library Assistant Director/Head of Youth and Family Services job description and classified the position as exempt Level E-4
- Approved the part-time Crystal Lake Fire Department fire station custodian job description
- Established a Charter Revision Commission
- Issued a Special Event License to Ellington Farmers Market
- Authorized the closure of Church Street during the 2024 Earth Day event
- Acknowledged the resignation of James Fay from the Board of Finance
- Appointment of Elizabeth Nord to the Board of Finance
- Re-established the Ad Hoc Patriotic Committee for one year

- Approved the closure of Church Street during the Fair on the Green event, May 11, 2024
- Re-established the Ad Hoc Emergency Services Committee for one year
- Re-established the Ad Hoc Beautification Committee for one year
- Re-established the Ad Hoc Trails Committee for one year
- Terminated the Ad Hoc Committee for the Preservation of the Pinney House
- Declared the interior of the Pinney House as a “work zone” and any activity, work or observation within the interior of the Pinney House meet OSHA requirements
- Established a Charter Revision Commission for a term of sixteen months
- Re-established the Ad Hoc Crystal Lake Milfoil Committee for one year
- Recommended to the State of Connecticut Airport Authority that the license to permit parachute jumping at Ellington Airport be renewed for one year
- Issued a Special Event License to Oakridge Dairy for a Farm Day Event
- Issued a Special Event License to Drew Estate for a Tobacco Educational Event
- Granted the request of the Ellington Volunteer Fire Department to use Robert Tedford Memorial Park for the annual EVFD Carnival