



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

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

MATTHEW REED
Town Administrator

BOARD OF SELECTMEN

March 10, 2025

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, David Stavens, Mary Cardin, James Prichard, John Turner, Ronald Stomberg, Jamison Boucher

Town Staff Present: Matthew Reed, Town Administrator; Tom Modzelewski, Director, Perry Dikeman, Mechanic II, *Sam Saunders, Recycling/Refuse Manager, Department of Public Works (DPW); Tiffany Pignataro, Finance Officer/Treasurer; *Sue Phillips, Director, Cheryl Chamberlin, Library Technical Assistant, Hall Memorial Library; Molly Lukiwsky, Municipal Management Intern; Rebecca Stack, Human Services Director; *Walter Lee, Emergency & Risk Management Director

Emergency Service Agency Representatives Present: Cole Prato, Deputy Chief of Training, Ellington Volunteer Fire Department (EVFD); Peter Hany Sr., President, Alisa Smith, Scheduling Officer/Lieutenant, Ellington Volunteer Ambulance Corps (EVAC)

Other Elected Officials Present: Michael Swanson, Planning & Zoning Commission/Ellington Housing Authority; *Peg Busse, Library Board of Trustees

**Attended via ZOOM*

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

Mr. Boucher shared that both the EHS boys' and girls' basketball teams are playing in the CIAC tournament semifinals on Tuesday and encouraged those who were able to go support the teams.

IV. APPROVAL OF MINUTES

A. February 10, 2025 Regular Meeting

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE FEBRUARY 10, 2025 REGULAR MEETING.

V. UNFINISHED BUSINESS

There was no unfinished business.

VI. NEW BUSINESS

A. Tax Refunds/Abatements

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$8,932.67 AS RECOMMENDED BY THE TAX & REVENUE COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENTS STATEMENT DATED MARCH 2025 [ATTACHED].

B. EVAC Support Contract with Emergency Resource Management

MOVED (TURNER) AND SECONDED (STOMBERG) TO AUTHORIZE TOWN ADMINISTRATOR MATTHEW REED TO SIGN THE SERVICE AGREEMENT FOR STAFFING SERVICES BETWEEN THE TOWN OF ELLINGTON, ELLINGTON VOLUNTEER AMBULANCE CORPS, AND EMERGENCY RESOURCE MANAGEMENT, LLC.

Ms. Cardin asked if this contract had been reviewed by an attorney, as there were a number of terms that were not where they should be in her opinion, as well as language that she had concerns with from a liability perspective. Mr. Reed shared that this contract had not been reviewed by the Town Attorney, as he and Mr. Hany had looked through it and it was very similar to contracts that have been signed by the Town in the past with other staffing service agencies and it was relatively straightforward. Mr. Reed explained that this agreement would act as a safety net in case there were gaps in coverage over the next several months; Mr. Hany confirmed that this would provide as-needed assistance by the staffing agency. Mr. Turner believes that it is necessary to have a safety net in place to ensure that the Town has an ambulance in service, and asked Mr. Hany if there would be ample time to give this agency advance notice when there are gaps in the schedule that require coverage. Mr. Hany responded that the schedule is completed well in advance whenever possible. Mr. Turner brought up the additional staffing requests in the upcoming budget proposal, asking if this agreement would still remain active for those as-needed instances. Mr. Hany shared that additional staff would decrease the need for outside assistance but feels that keeping the agreement in place couldn't hurt in case backup staffing is needed.

MOVED (CARDIN) AND SECONDED (BOUCHER) AND FAILED [AYE: CARDIN/BOUCHER; NAY: STAVENS/ PRICHARD/TURNER/STOMBERG] TO AMEND THE MOTION TO HAVE THE TOWN ATTORNEY REVIEW THE CONTRACT PRIOR TO THE TOWN ADMINISTRATOR SIGNING THE SERVICE AGREEMENT.

Mr. Stavens asked what the cost was to have the Town Attorney review the contract; Mr. Reed estimated the cost to be between \$100-\$200. Mr. Turner asked if other towns used this agency for staffing. Mr. Hany said that EVAC used them several years ago and had a good experience, and other towns in the area use them as well.

As the motion to amend failed, the BOS returned to the original motion:

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED [AYE: STAVENS/PRICHARD/TURNER/STOMBERG/BOUCHER; NAY: CARDIN] TO AUTHORIZE TOWN ADMINISTRATOR MATTHEW REED TO SIGN THE SERVICE AGREEMENT FOR STAFFING SERVICES BETWEEN THE TOWN OF ELLINGTON, ELLINGTON VOLUNTEER AMBULANCE CORPS, AND EMERGENCY RESOURCE MANAGEMENT, LLC.

C. Voting Equipment Lease Agreement

Mr. Prichard asked how old the other machines are. Mr. Reed does not know the age of the current equipment but explained that the new machines are being provided through a program by the

Secretary of the State's Office for a \$1 fee; the Town will receive 13 new tabulators, and the Registrars have budgeted for the required maintenance for these particular machines.

MOVED (TURNER), SECONDED (CARDIN) AND PASSED UNANIMOUSLY TO AUTHORIZE TOWN ADMINISTRATOR MATTHEW REED TO SIGN THE LEASE AGREEMENT FOR VOTING TABULATORS BETWEEN THE TOWN OF ELLINGTON AND THE STATE OF CONNECTICUT.

D. General Contract Signing Authorization for Agreements

MOVED (TURNER) AND SECONDED (STAVENS) TO GRANT THE TOWN ADMINISTRATOR THE ENDURING AUTHORITY TO SIGN ANY CONTRACT OR AGREEMENT THAT COMES BEFORE HIM THAT DOES NOT EXCEED THE TOWN'S BID THRESHOLD. THIS ENDURING AUTHORITY ANTICIPATES SUCH CONTRACTS OR AGREEMENTS TO BE ROUTINE IN NATURE AND NECESSARY TO EXECUTE PROPERLY AUTHORIZED EXPENDITURES.

Mr. Reed shared that a number of things routinely come across his desk and it seems inefficient for every agreement to come before the BOS, sometimes weeks later. These agreements have already passed the Town's purchasing policy requirements and have been reviewed by the Finance staff, and it is his opinion that signing these agreements should be part of the normal office procedure. The awarding of bids will still come to the BOS for formal review. The Town Attorney reviewed this motion and agreed that it was a reasonable action. Ms. Cardin is not in favor of the way the motion is written and would prefer this authority to be limited; it is fine for any contracts replacing existing services that the BOS is already aware of, but new services not previously engaged should come before the BOS, and anything that is approved under this extended authority should be reported to the BOS at the next meeting.

First Selectman Spielman noted that this would greatly streamline the process for items under the bidding threshold; Ms. Pignataro agreed that the current process slows things down in her office and delays the execution of items that are routine in nature. Ms. Cardin would prefer there to be more transparency within the process. Mr. Turner stated that it is his understanding that this would be for things already approved within a department's budget, and this would assist Department Heads in getting business done in a timely manner. Mr. Palshaw, 120 Pinney Street and former Chair of the Charter Revision Commission (CRC), shared that as the CRC dealt with this issue, it was noted that the Town Administrator works for the First Selectman and whatever the First Selectman is already authorized to do, the Town Administrator can also be designated. Mr. Reed clarified that he would not sign something like a labor contract without BOS review and approval; this relates to routine, day to day items.

MOVED (CARDIN), SECONDED (BOUCHER) AND FAILED [AYE: CARDIN/BOUCHER; NAY: STAVENS/ PRICHARD/TURNER/STOMBERG] TO AMEND THE MOTION TO ADD THE LANGUAGE "THAT IS FOR AN EXPENDITURE THAT HAS BEEN APPROVED AS PART OF THE BUDGET" AFTER THE WORD AGREEMENT IN THE SECOND LINE OF THE ORIGINAL MOTION.

Discussion was held on whether or not every agreement that is signed is related to an expenditure. Ms. Pignataro also brought up contracts that have renewal options that Mr. Reed could execute in this situation. Mr. Turner asked if this would interfere with emergency appropriations as outlined in the Town Charter; Ms. Pignataro confirmed that it would not.

MOVED (CARDIN), SECONDED (BOUCHER) AND FAILED [AYE: CARDIN/BOUCHER; NAY: STAVENS/PRICHARD/TURNER/STOMBERG] TO AMEND THE MOTION TO ADD LANGUAGE THAT IF THE TOWN ADMINISTRATOR EXERCISES THIS AUTHORITY, IT WILL BE REPORTED AT THE NEXT MEETING OF THE BOARD OF SELECTMEN AND PUBLISHED IN THE AGENDA.

Ms. Cardin reiterated her belief that this is important for transparency.

As the motions to amend failed, the BOS returned to the original motion:

MOVED (TURNER), SECONDED (STAVENS) AND PASSED [AYE: STAVENS/PRICHARD/TURNER/STOMBERG/BOUCHER; NAY: CARDIN] TO GRANT THE TOWN ADMINISTRATOR THE ENDURING AUTHORITY TO SIGN ANY CONTRACT OR AGREEMENT THAT COMES BEFORE HIM THAT DOES NOT EXCEED THE TOWN'S BID THRESHOLD. THIS ENDURING AUTHORITY ANTICIPATES SUCH CONTRACTS OR AGREEMENTS TO BE ROUTINE IN NATURE AND NECESSARY TO EXECUTE PROPERLY AUTHORIZED EXPENDITURES.

E. Services for Housing Authority Provided by Town

Mr. Turner shared the options that are available, which are to either terminate all services or negotiate an agreement with the Housing Authority that will articulate what services the Town will provide and whether what fees will or will not be charged. Mr. Stavens feels that the Town should negotiate. The Town has not provided trash services in a few years and recently stopped handling recycling but does plow the driveway and provide sewer service. Mr. Swanson shared that the Housing Authority's budget is tight. There was a recent revamp of the facility which put them over budget, and they have been catching up on reserves; taking on more expenses would require a reduction of services. Ms. Cardin asked what services are provided. Mr. Swanson shared that there is a resident service associate who helps with medications, doctor's appointments, and mental health services. Ms. Cardin asked if this was a requirement. Mr. Swanson said that the individual isn't required to be there full-time, and that they have already been cut down to 18-20 hours per week.

Mr. Modzelewski stated that the biggest reason he brought this forward is that these expenditures are taking place for an entity that the Town is not supposed to have a financial tie to; the taxpayers are contributing toward this expense, so he wanted it to be recognized and brought forward. It was noted that the \$14,000 WPCA charge is directly related to the metered water usage. Mr. Turner expressed that it is important to have a negotiated understanding with the WPCA and the parties in charge of the facility in order to be transparent and so everyone knows where things stand. He shared a thought of working towards a three-to-five-year phase-in period so that big changes aren't happening all at once. Mr. Stavens asked who owns the property; the deed lists the owner as the Ellington Housing Authority. Mr. Turner commented that if the Town becomes involved in building another senior housing facility, this setup may set a precedent, so it's very important to have a negotiated agreement. Discussion was held on the organization of the Housing Authority under state statute and the ability of the Town to collect payment in lieu of taxes, PILOT, which is currently being waived. Ms. Pignataro noted that from an accounting standpoint, the Town currently discloses the Housing Authority as a related organization and is responsible for appointing members, but the Town's accountability does not extend beyond that. In the event that the Town is going to take accountability beyond that, it might rise to the level that the Housing Authority needs to be incorporated into the Town's financial statements, which would require additional audit fees and a

heightened workload during that process. Mr. Reed asked if engaging the Housing Authority in a fee-for-service arrangement would trigger that same relationship; Ms. Pignataro said it would not as that is different than subsidizing their operations. Mr. Boucher asked if collecting PILOT would be handled the same way; Ms. Pignataro confirmed that that would not be establishing accountability. Mr. Swanson asked that if additional services are pulled, ample notice be given. Ms. Cardin asked if the Town has reviewed how other local Housing Authorities handle these services. First Selectman Spielman shared that the majority of these services are subcontracted out, and brief discussion was held on the different options that municipalities have, noting that not every town has to deal with the WPCA aspect. Mr. Reed shared that he would be happy to work with the Housing Authority commissioners to develop a phased schedule in regard to the WPCA services, at the direction of the BOS. Mr. Boucher stated that if services can be provided to the Housing Authority by the Town at a more reasonable cost than going out to bid, the Town should negotiate those services in-house.

F. Authorization for Expenditures from Mary Wadsworth Gardner Fund

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO AUTHORIZE ANNUAL EXPENDITURES NOT TO EXCEED \$2,500 EACH YEAR FROM THE MARY WADSWORTH GARDNER SPECIAL REVENUE FUND FOR THE PLACING OF FLOWERS, OTHER PLANTINGS, AND ORNAMENTS IN PUBLIC SPACES OF THE TOWN FOR THE PURPOSE OF IMPROVING THE APPEARANCE OF SUCH SPACES.

G. Revised Capital Projects Policy

Mr. Stavens asked if this revision would eliminate the subcommittee meeting. Ms. Pignataro confirmed this; the books will still be available in the beginning of December, and instead of the presentation to the subcommittee in the beginning of January, a presentation will be made to the full BOS later in the month and deliberations will take place during that same meeting. Mr. Reed noted that if there is a particularly robust list of projects, the BOS can always suggest a special subcommittee meeting to help prioritize the projects if deemed appropriate or necessary. Ms. Cardin asked for an explanation regarding the new language about one-time and incremental funding requests. Ms. Pignataro explained that this is to differentiate between specific item requests as well as to incorporate language of the bucket theory into the policy, as some departments also use the capital process to work up to larger pools of funding.

MOVED (TURNER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE REVISIONS TO THE CAPITAL IMPROVEMENTS POLICY, AS RECOMMENDED BY THE FINANCE OFFICER/TREASURER AND THE TOWN ADMINISTRATOR.

H. Bid Award – Fertilization of Fields

Mr. Stavens noted that there was a big difference in prices across the bids, and Mr. Modzelewski confirmed that they utilized the same application rates. New England Turf has been the Town's vendor over the last ten years and provided good service, but there ended up being a \$30,000 difference for the same materials this time around, and the references for the new vendor came back very satisfactory. Ms. Cardin asked if there were certain standards for what can be put on the fields; Mr. Modzelewski shared that no herbicides or pesticides can be applied around K-8 school grounds, and that potash is regulated. The park fields are handled a bit differently; herbicides and pesticides are applied as needed if there's a specific weed or grub problem.

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO AWARD THE REQUEST FOR PROPOSAL FOR FERTILIZATION OF FIELDS TO TRU GREEN OF WINDSOR, CT FOR THE PERIOD OF APRIL 1, 2025 THROUGH MARCH 31, 2028 AS RECOMMENDED BY THE DIRECTOR OF PUBLIC WORKS. FURTHER, TO AUTHORIZE THE TOWN ADMINISTRATOR TO EXECUTE THE CONTRACT EXTENSIONS.

I. Opioid Settlement Committee – Proposed Expenditure, Naloxone Leave Behind Kits

Ms. Cardin asked what the tabletop distribution stand was. Ms. Stack shared that most of their distribution takes place at events, and they want to have a good display for the kits. Mr. Turner asked if these kits were for the public to take; Ms. Stack confirmed this, noting that kits would also be provided to police or other personnel if needed.

MOVED (TURNER), SECONDED (BOUCHER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE HUMAN SERVICES DIRECTOR TO EXPEND \$171.00 FROM THE OPIOID SETTLEMENT SPECIAL REVENUE FUND TO COVER THE COST OF MATERIALS FOR ONE HUNDRED (100) NALOXONE LEAVE BEHIND KITS FOR COMMUNITY MEMBERS AND EMERGENCY PERSONNEL TO SUPPORT OVERDOSE PREVENTION EFFORTS.

VII. ADMINISTRATIVE/DEPARTMENT HEAD REPORTS

There was no discussion.

VIII. SELECTMEN COMMITTEE AND LIAISON REPORTS

A. Personnel Committee

1. Resignations: None

MOVED (PRICHARD), SECONDED (CARDIN) AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF RYAN ORSZULAK AS AN ALTERNATE MEMBER OF THE INLAND WETLANDS AGENCY.

2. Appointments

MOVED (PRICHARD), SECONDED (CARDIN) AND PASSED UNANIMOUSLY TO REAPPOINT DUSTIN HUGUENIN, TOM MODZELEWSKI, LISA HOULIHAN, CYNDI COSTANZO, KAREN DWYER AND GREG HURLBURT TO THE AD HOC COMMITTEE ON THE COMPREHENSIVE ATHLETIC FACILITIES LIGHTING PROJECT TO SERVE ONE-YEAR TERMS THROUGH MARCH 31, 2026.

MOVED (PRICHARD), SECONDED (CARDIN) AND PASSED UNANIMOUSLY TO REAPPOINT ANN HARFORD AS AN ALTERNATE MEMBER OF THE CONSERVATION COMMISSION TO SERVE A TWO-YEAR TERM THROUGH MARCH 31, 2027.

MOVED (PRICHARD), SECONDED (CARDIN) AND PASSED UNANIMOUSLY TO APPOINT RYAN ORSZULAK AS AN ALTERNATE MEMBER OF THE PLANNING AND ZONING COMMISSION TO COMPLETE AN UNEXPIRED TERM ENDING SEPTEMBER 30, 2025.

B. Liaison Reports: None

IX. FIRST SELECTMAN/TOWN ADMINISTRATOR REPORTS

First Selectman Spielman shared that the EVFD recently held their awards banquet, recognizing the incredible dedication of their longstanding members. She has attended recent CRCOG and CCM legislative meetings, where the Governor has discussed the state budget, including the reduction in

educational aid. She also attended a recent Priority Pathways meeting, where safe pathways for biking and walking between towns were discussed.

Mr. Reed highlighted the Town website, noting that there is a whole page dedicated to the 2025/2026 Budget; useful information continues to be added to assist individuals in understanding the budget proposal, and Department Heads have developed specific highlights on how the budget impacts their mission and who they serve. There are Board of Finance budget hearings for the Board of Education and the BOS/Boards and Commissions on Wednesday and Thursday of this week. Mr. Reed thanked Mr. Hany for bringing the new ambulance by for BOS members to see.

Mr. Reed shared that the EV charging stations by Town Hall, which are around ten years old, are being prepared for removal; four new modernized stations will be installed by the Town Garage. The State Department of Transportation has notified the Town of upcoming projects. Route 140 by Pinnacle Road will have a change in the geography of the curve, taking place between March and November, and paving and the installation of centerline rumble strips will be added to Route 140 by Ellington High School. The old ambulance has a pending sale for \$60,000, and the Assessor is awaiting a program change to run the new motor vehicle depreciation schedule for the Grand List to firm up calculations on the budget. Police union contract negotiations are about complete, and EVAC union contract negotiations will be taking place soon. The DPW budget was challenged this winter season, and Mr. Reed expressed his appreciation to the staff. He is working with Somers, as they are exploring the addition of a Town Administrator position. Jessica Maitland was recently promoted to Assistant Youth Services Director, and there is a vacancy to fill her previous position.

First Selectman Spielman added that the 6th Annual Earth Day event is coming up. There are typically around 70 vendors, including food trucks and all sorts of different activities. She thanked the Town departments that regularly attend and set up a booth to interact with the community.

X. CORRESPONDENCE/OTHER COMMUNICATION FROM THE BOS

No other correspondence was discussed.

XI. ADJOURNMENT

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO ADJOURN THE REGULAR MEETING OF THE BOARD OF SELECTMEN AT 7:58 PM.

Respectfully submitted,

Julia Connor

Julia Connor, Recording Secretary

Lori Spielman

Lori Spielman, First Selectman

**TOWN OF ELLINGTON
TAX AND REVENUE COLLECTOR'S REFUND REPORT
March 2025**

Amount	Name	Tax	GL Year	Requesting Dept.	Reason
\$ 583.63	CCAP AUTO LEASE LTD	MV	2023	ASSESSOR	SOLD 2/24
\$ 100.00	DUPUIS TREVOR	MV	2023	TAX	OVERPAYMENT
\$ 2,342.52	JARVIS MECHELLE + JOHN JR	RE	2023	TAX	OVERPAYMENT
\$ 2,798.10	KRISS LAW LLC	RE	2023	TAX	OVERPAYMENT
\$ 204.00	NGUYEN HAI	MV	2023	ASSESSOR	REG IN FL 4/24
\$ 31.42	NGUYEN HAI	MV	2023	ASSESSOR	REG IN FL 8/24
\$ 185.06	NISSAN INFINITI LT LLC	MV	2023	ASSESSOR	SOLD 5/24
\$ 646.44	PALAUSSKAS JASON + MADELINE	MV	2023	ASSESSOR	APPLY AOA EX
\$ 159.55	RICHARD PAUL	MV	2023	ASSESSOR	TOTAL LOSS 10/23
\$ 37.07	SHEA BARBARA	MV	2023	ASSESSOR	TOTAL LOSS 5/24
\$ 380.76	VARNEY KERRY	MV	2023	ASSESSOR	TAXED IN WATERBURY
\$ 681.01	VCFS AUTO LEASING CO	MV	2023	ASSESSOR	REMOVE PER DMV, DMV ERROR
\$ 257.48	WALSH DANIEL	MV	2023	ASSESSOR	TRANSFERRED PLATES TO LEASE
\$ 79.84	WORM ETHAN	MV	2022	ASSESSOR	SOLD 1/23
\$ 116.29	WORM ETHAN	MV	2023	ASSESSOR	SOLD 1/23
\$ 107.76	ZAFFANELLA UMBERTO	MV	2023	ASSESSOR	REG OUT OF STATE
\$ 65.96	ZAFFANELLA UMBERTO	MV	2023	ASSESSOR	REG OUT OF STATE 8/24
\$ 48.56	ZAFFANELLA UMBERTO	MV	2023	ASSESSOR	REG OUT OF STATE 8/24
\$ 107.22	ZAFFANELLA KAREN	MV	2023	ASSESSOR	REG OUT OF STATE 7/24
\$ 8,932.67	REFUND TOTAL FOR MARCH 2025				