

# TOWN OF WILLINGTON

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Board of Selectmen  
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## BOARD OF SELECTMEN

Meeting Minutes  
Common Conference Room

February 19, 2019  
6:30 PM

*\*Minutes are not official until approved at the next regular meeting*

First Selectwoman Wiecenski called the meeting to order at 6:30 P.M. with the following in attendance: Selectmen Makuch & Blessington, and residents. First Selectwoman Wiecenski then led the Pledge of Allegiance.

### Approval of Minutes:

First Selectwoman Wiecenski moved to approve the minutes of the special budget meeting on February 4, 2019 as written.

Selectman Blessington seconded the motion.

Vote: 3 Yes (Wiecenski, Makuch & Blessington) 0 No.

Selectman Blessington moved to approve the minutes of the regular meeting, held on February 4, 2019 as written.

Selectwoman Makuch seconded the motion.

Vote: 3 Yes (Wiecenski, Makuch & Blessington) 0 No.

First Selectwoman Wiecenski moved to approve the minutes of the special budget meeting on February 11, 2019 as written.

Selectwoman Makuch seconded the motion.

Vote: 3 Yes (Wiecenski, Makuch & Blessington) 0 No.

First Selectwoman Wiecenski moved to add item D to the agenda: Tax Refunds (the tax refund was lost in the shuffle and was not seen to add to the agenda when it was being posted last week)

Selectman Blessington seconded the motion

Vote: 3 Yes (Wiecenski, Makuch & Blessington) 0 No.

### Present to Speak

Todd Bissonnette of Cosgrove Road stated he is appealing to the Board for consistency. He has missed a few meetings; but after reading the minutes, he stated that deferring taxes to Federal Employees and allowing one resident to hook up to the Town's water line could pose a burden to everyone. He clarified that most residents would rather hook up to city (town) water rather than having to supplement their own water (such as adding ash or iron supplements to adjust their water purity). Mr. Bissonnette then stated that he was at one of the first meetings when the resident had asked to hook up to the line, noting that his reasoning was because he was getting too old to lug a hose across his yard. Mr. Bissonnette then noted that he isn't too far behind that gentleman and clarified that particular reason does not entitle a hardship. He then said that he is asking the board to be fair to everybody. He then stated that he knows what they do is not easy, and he appreciates their work.

Selectwoman Makuch thanked Mr. Bissonnette and clarified that the Board voted to allow the process to move forward. She added that there were specific circumstances; one being that the line runs in front of that house; which was the only consideration for us at the time. She added it was a challenging conversation for the Selectmen to have and they are moving forward the best way that they know how; given the information that was given to them.

Mr. Bissonnette then clarified that his statements were not intended to be negative. He then clarified that with the tax deferment discussions were only to point out that many people have hardships; but are expected to pay their taxes on time. First Selectwoman Wiczenski clarified that the latest discussions were a Federal issue, and added that we (the Town) did not have anyone come forward, so the Board did not feel as though they needed to act on it. We had gone through the entire tax season and did not have one request. It was only during the last shutdown; for a short period of time.

### Correspondence

A list of Correspondence was available for the Selectmen.

The State Police have resumed their submission of monthly reports. They will be reviewed under good and welfare again.

The Selectmen received correspondence from resident, Phil Monty, requesting once again to place flags on the telephone poles along Old Farms Road down to the Library. First Selectwoman Wiczenski stated while she likes the idea of it, it could end up costing the Town. Mr. Monty had stated in his letter that many people are willing to donate towards flags, however once the donations run out, the Town would end up absorbing the cost.

### First Selectman's Status Report

First Selectwoman Wiczenski noted that Cadlerock project is now moving forward. This BOS had agreed to the increase a few weeks ago, but the Ashford BOS had reservations, and asked the consultant to attend one of their meetings to get further clarification on what the extra funds would be spent on. The result was that more research and documentation needed to be performed. First Selectwoman Wiczenski clarified that the additional expense would be covered by the Grant funds that was awarded to both towns.

The Captive Insurance group has begun distributing funds to start fixing homes that have crumbling foundations.

The Assistant Revenue position closes next week. We have received several submissions already.

The Assistant Transfer Station Operator position closed last week. We are reviewing the applications and will hold interviews shortly.

### Public Works

First Selectwoman Wiczenski stated that she is happy to announce that we have a new Public Works Director. Troy Sposato has accepted the offer and will report on March 18. Mr. Sposato is coming to us from the Town of Killingly, where he currently works as their Assistant Highway Operations Manager. First Selectwoman Wiczenski thanked everyone who served on the search committee; Selectmen Blessington & Makuch, who were not able to serve because of other commitments; Rick Zulick (Stafford Director of Public Works); Karl Acimovic, (Willington's Town Engineer); Phil Stevens (Superintendent) and Lucien Bessette (DPW Crew Leader). First Selectwoman Wiczenski stated that she looks forward to what she hopes will be a long and happy career with the Town for Mr. Sposato.

## New Business

### **A. Discussion -- Performance evaluations of TOB employees**

First Selectwoman Wiecenski noted that the Personnel Policy states that we are supposed to be performing annual evaluations, which will be kept in each employees personnel file; but there is nothing in place. This board is the body that would determine the process that we use. She gave the Seletmen two examples of what could potentially be used and asked them to review them. One is an example of what is used for the Board of Education; and the other is an evaluation that was prepared by the former First Selectman; Christina Mailhos; but it was never implemented. First Selectwoman Wiecenski then noted that she feels that it is important that we begin to look into this process.

Selectman Blessington stated that the prior board (in which he was on) had talked about this but was not really interested to move on it. The former First Selectman was going to work on it, but because there was no urgency, it sort of fizzled out. He then noted that the Personnel Policy states that we are not required to do it; referring that the policy states that *all employees are subject to performance evaluations by their department head as requested by the First Selectman*. First Selectwoman Wiecenski then clarified that there are several references to the evaluations throughout the Personnel Policy, which she believes means they should be done. She then clarified that she would not request on an individual basis, but rather every employee.

Selectwoman Makuch stated that it is a good organizational policy to have certain systems in place to benefit the employer and the employee. -- There needs to be a record of when an employee has gone above and beyond; especially if they are looking for a promotion and the reverse of that is also true. If an employee has a challenge of getting their tasks done, that is also something that should be documented, as well. First Selectwoman Wiecenski noted that without a performance evaluation, we could find ourselves in a difficult situation if we ever had to make a decision in a negative impact towards someone. Without an evaluation, the employee otherwise would not be given an opportunity to improve and change a situation. Otherwise the findings could potentially be in favor of the employee without it.

Selectman Blessington noted that you must also keep in mind that someone is going to have to keep a very strong hand on it because most of your performance evaluations is not a simple matter. It could possibly lead to a union grievance. First Selectwoman Wiecenski clarified if you have a negative issue with an employee, who is not performing to their expectations and a union issue comes up, there is no documentation of their performance one way or another; so it would be difficult to find anything in favor of the employer. She added that it is just as important to do the same if the employee is doing a good job.

Selectwoman Makuch added that Willington, as an organization, has been loose with our structure in terms of being an employer and that has been to our detriment more so than anything else. She suggested that we should establish more procedures and consistency when it comes to being an employer. We should have standard practices in place that any other good organization would implement, built on proper employment law and fairness. Without that, we are just flying by the seat of our pants. We need to look at all of the paperwork that is done on a daily basis, look into professional development and supervisory training; which there is a need for.

Selectman Blessington stated that he was once a member of an organization that was much larger than this one and there were several categories to choose from whether the employee was excellent, above average, average, below average or unsatisfactory. If you ever had one category marked where you were above average; you are out because everyone is excellent in every category. If you are doing an evaluation of your employees, you must keep in mind that you did not do an honest evaluation; because if you did, you would destroy their career.

Selectwoman Makuch stated that not every evaluation has to say that the employee is outstanding or give them a grade. Instead you could have a form that spells out strengths and areas where they need to develop. She added

that we need to look at the bigger picture of how we are as an employer and how can we make sure that we put practices in place to support our employees in their excellence and development.

First Selectwoman Wiecenski added that we sometimes step away from the fact that we are an employer and we get sidetracked with the issues of the town and the budgetary constraints. We employ a staff that is vital to our community and we need to cultivate an environment that they want to be in. It is important to have discussions on both positives and areas that need improvement. She added that we all have something to learn all of the time, but in the end, we want everyone to do well.

## **B. Approve CIP Plan**

The CIP Plan was submitted to the Selectmen. The entire plan is still being worked on, but year one has been completed, and is in need of approval. CIP will finish working on the plan next week.

First Selectwoman Wiecenski reviewed the Fiscal 19-20 plan:

The first several lines are payments on various vehicles and equipment that are contractual leases along with the library bond.

- A new roadside mower
- Replacement of the 2012 International Dump truck
- Roof on CES and HMS

First Selectwoman Wiecenski noted that the CIP Committee had been talking about bonding those two items the last suggestion made was that it come from the fund balance; spend the money and seek reimbursement. Superintendent Stevens got clarification that we would be eligible to receive reimbursement in lump sum. If we were to bond, we would be looking at just over a \$1 million bond and having \$700,000 coming back to us. Peter Tanaka (who serves on the CIP Committee) stated that the Committee had stated if the money just came out of the Fund Balance, would end up being less because if you bond, you have to pay interest and bond notes; saving a significant amount of money in the long run.

- The fuel tank replacement at Public Works
- Security Monitoring Systems at CES and HMS
- New phone system for both schools and TOB
- Upper wing exhaust at Center School
- Concrete Evaluation on municipal structures

The original request was put in for \$30,000 in year 1 the reason was to pay for visual testing, which is less expensive than a core test. The funds will be spread over the five year plan.

- \*Open Space Preservation
- Replace Bunker Gear at Willington Hill F.D.
- Addition of lighting at the basketball courts at RRAC

Peter Tanaka clarified that the \$30,000 for open space is not to buy open space, but rather help the Conservation Commission build their nest egg (in which they already have \$30,000). The Conservation Commission has been asking for funding from the CIP every year and have been told to find land first and then they would give them the money. Instead of going that route, they asked for the additional funds to assist them when and if something becomes available, so they can act quickly.

First Selectwoman Wiecenski clarified that the Conservation Commission's original request was for \$10,000 per year for 10 years, helping them get to their goal of \$100,000; but the \$30,000 was a compromise between the Commission and the CIP Committee.

**Selectwoman Makuch moved to approve year 1 of the CIP Plan as presented in the amount of \$550,501. First Selectwoman Wiecenski seconded the motion.**

**Vote: 3 Yes (Wiecenski, Makuch & Blessington) 0 No.**

### **C. Approve Selectmen's Budget for submission to BOF**

First Selectwoman Wiecenski stated that the Selectmen have been holding several budget workshops over the past weeks. The last budget meeting brought the budget at a 2.2% increase. With the updates, the budget is now at a 1.6% increase or \$55,522.

The big assumptions were recapped: Medical Insurance is not to exceed 14.5% , CIRMA liability premium 3.0%; CIRMA workers comp premium: 3.0%; heating fuel 10.63% ; diesel fuel 11.11% The Assistant Transfer Station position will increase 8 hours per week, but the salary will move down to step 1; the Public Works Admin Assistant position has moved down to step 1.

A new line item has been added as requested by several residents around the entire town to add traffic control efforts. We have earmarked \$10,000, which should cover the cost of radar speed limit signs as well as possible speed bumps to be placed in different areas around town.

The Senior Center, Public Works Garage and TOB are showing increases to allow for maintenance contracts with EMCOR who will supply those buildings with semi-annual maintenance.

The pre-pay CAMA software has been removed and covered by the Assessor's operating budget

Assistant revenue collector's hours were decreased and a position was added in the Parks and Recreation Department.

First Selectwoman Wiecenski stated that we have proposed \$25,000 in items that were not in the contract from last year; being the traffic control, additional hours for the Assistant Transfer Station Operator and maintenance contracts and argues that the 1.6% is less than the 2.2% it was at the last meeting.

The traffic control items were discussed. First Selectwoman Wiecenski noted that we received a quote for 2 radar speed limit signs for \$5,500, and the remaining funds will be put towards other traffic calming items. It is a place to start based on hearing repeated concerns. She added that these things will be placed in different locations around town if funding is granted.

Selectman Blessington said that he see the need to add the hours to the assistant Transfer Station Operator as it is a safety issue.

Selectman Blessington then warned that he feels that we are misdirecting people with what we are spending on the Assistant Revenue Collector; we will be cutting the hours there. He added that money is tight and we are already spending enough on Parks and Rec. There is a better use for the hours; but he has been outnumbered on that argument.

First Selectwoman Wiecenski stated that we are at a difference of opinion of fulfilling the need of where there is work to be done and a lack of in another.

Selectman Blessington stated that he will vote aye on this to forward to the Board of Finance but is not in approval of the increase to the Parks & Recreation position.

Selectwoman Makuch moved to pass the Board of Selectmen budget total of \$3,459,021; which represents an increase of \$55,522 / 1.6% overall.

First Selectwoman Wiecenski seconded the motion.

Vote: 3 Yes (Wiecenski, Makuch & Blessington) 0 No.

#### **D. Tax Refund**

First Selectwoman Wiecenski moved to refund \$476.44 to Han Liangyu; Burt Latham Road; Apt D5; Willington, CT on a Certificate of Correction.

Selectwoman Makuch seconded the motion.

Vote: 3 Yes (Wiecenski, Makuch & Blessington) 0 No.

#### Good & Welfare

We recently received a resignation letter from Bekah Rupert, our Account Analyst. She is going to work for the State Auditor's office. Her last day will be March 1<sup>st</sup>. We wish her well in her future endeavors.

First Selectwoman Wiecenski read the the January report from Troop C :

Accidents: 11	DUI's: 1
Criminal Investigations: 9	Traffic Citations: 112
Burglaries: 0	Written Warnings: 27
Larcenies: 1	Non Reportable Matters: 345

Selectwoman Makuch asked if there is a way to see if this data could be segregated to see where the data has come from around town. She added that might be important once the budget is in place and we can implement the traffic control where it is needed most.

The Willington Day Committee is meeting tonight in the Selectmen's Conference Room continuing on preparation of the event. Everyone is welcome to attend.

The Planning and Zoning Commission is also meeting in the lower level tonight as well.

Lastly, First Selectwoman Wiecenski thanked Donna Latincsics, the Selectmen and all of our Department Heads for all of the work they have done on their budgets this year. Everyone has worked hard to bring numbers under budget and mitigated many increases. Donna has put in a lot of hours between the Board of Education and Town over the past several weeks. Robin Campbell has been taking minutes at several meetings; although it is part of their job, it is nice to know we can count on them!

First Selectwoman Wiecenski moved to adjourn the meeting at 7:17 P.M.

Selectman Blessington seconded the motion.

Vote: 3 Yes (Wiecenski, Makuch & Blessington) 0 No.

Respectfully submitted,  
Robin Campbell  
Administrative Assistant

TOWN OF WILLINGTON, CT  
Received for record February 25, 2019  
At 3:00pm Maura Vagstad