

# TOWN OF WILLINGTON

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Board of Selectmen  
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## BOARD OF SELECTMEN

Meeting Minutes  
Lower Level Conference Room

August 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 PM with the following in attendance: Selectmen Boritz & Blessington and residents. First Selectwoman Wiecenski then led the Pledge of Allegiance.

### Approval of Minutes:

Selectman Blessington moved to approve the minutes of August 5, 2019 as submitted.

First Selectwoman Wiecenski seconded the motion.

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

### Present to Speak

Jim Makuch of 34 Old Farms Road was present. He stated he was under the assumption that the water main issue would be left under old business until the issue would be resolved, but since it is not on the agenda and he is tired of fighting about it; would like to know where we are at. First Selectwoman Wiecenski stated that she received an email from the Town Attorney on Friday that he should have a "hold harmless agreement" ready by early this week. First Selectwoman Wiecenski clarified because Mr. Makuch has engaged council, any communications will be done via the attorneys.

### Correspondence

A list of Correspondence was available for the Selectmen.

### First Selectman's Status Report

First Selectwoman Wiecenski stated that she and Troy are working on an RFP to begin concrete evaluation work for the Senior Center and Library.

### Public Works

Public Work's Director, Troy Sposato submitted a list of items the crew has been busy with:

- Sweeping roads for chip sealing
- Traffic control for chip sealing
- Roadside mowing is taking place around town
- Fixed washouts along roads in town where chip sealing is taking place
- Moved boxes to senior center
- Chip seal will be done today or tomorrow depending on break downs and weather conditions
- Crack sealing is being done around town that will continue this week and next week depending on weather
- Trash removal at Rive Road Athletic Complex

- Mowing at senior center and Halls Pond
- Speed Signs have been ordered and should be here in 3-4 weeks

Troy sent correspondence indicating that he would like to extend the 10 hour work days till November 1<sup>st</sup>. (Per the union contract, the 4 day work week is slated to end the week of September 2<sup>nd</sup>). First Selectwoman Wiczenski stated Troy would like to do this because the town crew would be able to get more accomplished with paving, grading of roads and roadside mowing (which we are behind in). In addition, they have a few drainage projects that will take extra time for set up.

First Selectwoman Wiczenski added that we just got the new roadside mower, and there is a lot to catch up on with that – the longer they are out there the more they are able to do. She added that this will not affect the pay. If the Selectmen are in favor of the change, she will reach out to the union. The Selectmen noted that they were in favor as long as there was nothing needed by the union.

### New Business

#### A. Proclamation – 41<sup>st</sup> Anniversary of Willington Pizza

First Selectwoman Wiczenski stated that we sadly missed the 40 year anniversary; but were informed by a long time Willington Pizza employee; asking if the town could do some sort of recognition. She then read the Proclamation:

#### 41<sup>st</sup> Anniversary of Willington Pizza

**WHEREAS**, Jeff Kelly opened Willington Pizza in 1978 as a one man operation in the town of Willington. Because of its popularity, a second location; Willington Pizza Too was opened in 1988; and

**WHEREAS**, Willington Pizza was proclaimed as the Pizza that made Willington Famous in 1994 by the Willimantic Chronicle, listed as “Hot 100” of Pizza Restaurants in the nation according to Pizza Today Trade Magazine; and

**WHEREAS**, Willington Pizza is known as a staple in the town of Willington; it is a favorite of local residents, UCONN students and visitors from around the state and country; and

**WHEREAS**, Willington Pizza has appeared on national television; most recently, the latest episode being Food Network’s “Best Thing I Ever Ate”; and

**WHEREAS**, Jeff Kelly, who has owned Willington Pizza for over 40 years, has been very generous with Willington non-profits, sports leagues and community groups, Willington Day; and

**THEREFORE, BE IT PROCLAIMED**, that the Willington Board of Selectmen of the Town of Willington proclaims August 31, 2019 to be *Willington Pizza Day*.

**FURTHERMORE**, Willington Pizza should be recognized during the month of August and every month of the year.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused to be affixed the Great Seal of the Town of Willington this 19<sup>th</sup> day of August, 2019.

First Selectwoman Wiczenski thanked Willington Pizza owner, Jeff Kelly (who was in attendance) for all he does for our Town and hopes to see him here for many more years. WHFD Chief Snyder stated that Willington Pizza has helped the Fire Departments tremendously – he provides pizza to crews working on scenes for lengthy amounts of time – every time and it is appreciated.



First Selectwoman Wiecenski noted that she encourages people to go to Willington Pizza or Willington Pizza Too on August 31<sup>st</sup> and indulge!

#### B. Award Winter Road Sand Contract

We received 2 bids:

Becker Construction: \$12.65 per ton delivered & DeSiato Sand & Gravel Corp: \$20.00 per ton delivered

Troy recommends using Becker Construction due to price.

**First Selectwoman Wiecenski moved to award the 2019-2021 winter road sand contract for 2019-2021 to Becker Construction as per their bid of \$12.65 per ton/ delivered based on the recommendation of the Public Works Director.**

**Selectman Blessington seconded the motion.**

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

#### C. Award Snow Plow Contract

We only received one bid for plowing; although the bidding process requested two trucks. Larry Kucko; who was the sole bidder, submitted a bid of \$125.00 per hour. Troy recommends awarding the contract to Mr. Kucko as he plowed for us last year. We still need of one more contractor to fill an empty spot. First Selectwoman Wiecenski noted that we have a driver, but do not have a vehicle and we ran into a similar situation the last time the bids went out (where we only received one bid); where we approached Mr. Kucko and asked him to reconsider bidding. Troy is looking into other options and will report back. In the meantime, we will award the bid to the one vendor.

**First Selectwoman Wiecenski moved to award the 2019-2021 plowing contract to Larry Kucko as per his bid of \$125 per hour based on the recommendation of the Public Works Director.**

**Selectwoman Boritz seconded the motion.**

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

#### D. Discussion – Reimbursement of employee vehicle damage

First Selectwoman Wiecenski stated that our Parks and Recreation Director, Maureen Parsell is on the road a lot this time of year, traveling between the TOB back and forth to summer camp; the River Road Athletic Facility; running errands for the summer concerts, etc. and she uses her personal vehicle. As part of the summer camp program, she was traveling back with pizza (they offer pizza and ice cream on Friday's at camp); a large branch fell from a tree; incurring damage to her car. Although Ms. Parsell was not hurt, the car was not drivable and the Town's insurance will not cover the damages; noting such claim was considered "an act of God". In addition, we received a denial from our insurance carrier that they do not cover personal vehicles of employees.

While Ms. Parsell is eligible to put in for mileage reimbursement, her budget is only \$400 annually. First Selectwoman Wiecenski noted if Ms. Parsell had put in a mileage reimbursement just for the month of July alone, would be approximately \$302 and if she put in a mileage sheet for every trip around town, the cost could be around \$2,300 annually! The only time Ms. Parsell puts in for mileage is when she travels out of town – the other trips are undocumented. First Selectwoman Wiecenski stated that she is not sure if there is anything we can do – but it is something we should look at. She asked what our options? Do we set precedence by covering the expense for the deductible and rental car? She is just looking for a portion of the rental and the deductible; as her personal insurance will cover the rest of the expense.

First Selectwoman Wiecenski then asked if it is realistic of us to ask an employee who in their vehicle continuously for months to use their personal vehicle without allotting the capability for reimbursement. Selectwoman Boritz noted that it is not up to the Selectmen to determine whether the insurance will cover it. The question is what our alternatives are – the mileage is a separate issue.



Selectwoman Boritz stated that we can't get coverage through the insurance and asked if we could look into getting a town vehicle so that employees are driving so we don't have to worry about the liability? First Selectwoman Wiecenski noted that she looked at state auction sites to see if we could find something reasonable; in which any of the employees who need to travel around town could use. She noted that the Parks and Recreation Director will most likely be the one to use the vehicle the majority of the time. First Selectwoman Wiecenski added that even if Ms. Parsell put in for the mileage, she would get denied for anything over \$400. She added that the Recreation fund does not go through the Selectmen and we have no jurisdiction over it.

First Selectwoman Wiecenski stated that most towns offer a vehicle for their Parks & Recreation personnel and we are in an unusual situation and cannot find another instance of where something like this has happened.

Selectman Blessington noted that we would be opening a can of worms with this. It would be like opening a whole new area of compensation for employees. First Selectwoman Wiecenski clarified that we need to fix that employees can adequately be compensated for the work that they are doing or provide them with a vehicle in which to do the work. Selectman Blessington stated maybe we should look into getting a vehicle. First Selectwoman Wiecenski agreed; adding that this accident falls into a grey area. This happened in the course of Ms. Parsell doing the work she was performing for the town. First Selectwoman Wiecenski added that her first instinct is that we should take ownership of responsibility; but when you step back and look at it you realize that you set quite precedence and you would be opening a can of worms. Lastly, she asked if we should be looking differently at the way we conduct business – specifically for this department.

Selectwoman Boritz stated that we should not be covering the insurance; as many companies will only give mileage reimbursement to travel; there are no other reimbursements above that. She does not think we should cover the deductible; as it could be complicated and set precedence.

First Selectwoman Wiecenski added that the mileage reimbursement increase will have to be discussed amongst the Parks and Recreation Commission. They will have to make the adjustment at budget time to properly reflect her mileage usage. It is obvious that they will need to make the decision for their budget, but perhaps the Selectmen should begin thinking about a town vehicle for that purpose.

Selectman Blessington then clarified that she only puts in for mileage when she travels out of town. Selectwoman Boritz stated that this sort of thing happens a lot – where employees are not documenting what they actually do and not feel badly that they will go over budget. We had the conversation that employees were not putting in for all of the hours they work, now they are not putting in for mileage – it is bad business practice and it is not fair for staff. She added that we are putting an unfair burden on our employees if they are not being compensated for this. She added that staff needs to start putting in for their time and mileage.

Robert Wiecenski stated that purchasing a town vehicle that can be used by all employees is the way to do it. He then asked if the PW Garage had a spare vehicle? First Selectwoman Wiecenski noted that she inquired about the maroon GMC utility cab; but was told that it is on its last leg. She then noted that in the summertime she can see the Recreation Director using the vehicle 90% of the time. This time of year, her job is not just at the TOB; it is all over the place.

First Selectwoman Wiecenski stated that she has looked at the public auction sites to get an idea of what we would be looking at. She added that she wanted to make the Selectmen aware of the situation. We were not sure at the time we had added this to the agenda, where the insurance company stood but their language is very clear. She will share the same info with Parks and Recreation Commission as well.

### Old Business

- A. Memorandum of Understanding between the Town & Library Board of Trustees for Accounting Services



At the last meeting, the Selectmen had discussed an agreement between the Library Board of Directors and the Town; who would take over their bookkeeping. The Library Board will be discussing this at their next meeting, which will be tomorrow evening. First Selectwoman Wiecenski stated that she has been in contact with board members and is hopeful they will make a final decision by tomorrow.

First Selectwoman Wiecenski presented an updated agreement; in which the language has been changed to reflect similarities to the Fire Services Agreements that are currently in place with the town. They added a term to the agreement, documentation on where the money comes from and their financial reporting. First Selectwoman Wiecenski clarified that this is strictly pertaining to us doing financial services for the library board; it has nothing to do with oversight of their spending. The only difference is that the money will be transferred into a library fund using their checking account. Selectman Blessington stated he plans on attending the Library Board meeting.

#### B. WHFD Property Purchase Request

After the last meeting, Selectman Blessington made a change to the agreement and Selectwoman Boritz has requested a small change on the Town's side as well.

Chief Snyder was in attendance. He noted that both attorneys have recommended only 3 changes in both agreements. He then referenced the agreement reflecting the \$10,000 request – regarding the monthly reporting (Section 1; subsection C; - *“as part of this agreement, WHFD agrees to provide the Town with monthly reports/updates documenting any and all maintenance services performed at the Property, as well as any structural defects – regardless of whether said defects have been repaired”*.) The Fire Department's attorney suggests eliminating this section altogether; as ongoing reporting should not be seen as part of a financial agreement. If there are any requests for reporting, it could be requested at any time.

The second change is regarding the \$10,000 agreement; referencing Section 1 Subsection A; - *“In the event WHFD sells the Property, WHFD would repay the Town for the Ten Thousand and 00 Dollars (\$10,000.00) that was contributed to the purchase of the Property, as well as an additional fifteen percent (15%) of the total sale price of the Property”*. Chief Snyder estimated the amount to be repaid would total \$62,500, if they sold the property for what they paid for it, therefore they are requesting that be removed. The Department feels that the \$10,000 is part of a direct budget increase for expenses. The Department said they could leave the reimbursement in for the \$10,000 without the 15% increase.

Lastly, Chief Snyder stated the third item is the same as item 2; but in regards to the \$50,000 Agreement. – it is the same concept. If the Department were to sell the property; the amount to be returned would end up to be \$102,500; noting both combined could cost \$164,500 back to the Town if they sold the property at \$350,000. He stated that would end up to be a very good deal for the Town, but not so much for the Department.

First Selectwoman Wiecenski stated that Selectwoman Boritz had requested to fix the language to read 15% of the \*profits\* and only for the \$50,000 agreement; not the \$10,000.

Chief Snyder stated that their attorney also clarified that the \$50,000 equals 14.28% of the entire \$350,000 purchase price. His thought process was if the Town puts in 14.28% and the property is sold, then the Town should get back it's 14.28%. He then read the proposed change: *“In the event WHFD sells the Property, WHFD shall pay the Town 14.28% of the sale price to repay the Town for its percentile contribution of Fifty Thousand and 00/100 Dollars (\$50,000.00) ...”*.

Chief Snyder stated that the three changes were all they had and noted that the agreement for the \$50,000 refers to the purchase of the property; but should be updated to reflect that the property has been purchased; therefore, they might want to change it to reflect a reimbursement instead. First Selectwoman Wiecenski agreed – noting one of the questions she had at the last Board of Finance meeting do we need to change it to the



property purchase or mention that it was purchased as well as documenting the two individuals who issued loans (and are mortgage holders) as well. – the \$50,000 reimbursement would go towards paying off the lien holders; which should be documented in the agreement.

First Selectwoman Wiecenski stated that she has no issues with the changes regarding the reporting.

Selectman Blessington questioned the \$10,000; but does this mean that they are going to ask for \$10,000 every year? Chief Snyder stated that they are looking at this as a one-time request. First Selectwoman Wiecenski clarified that this \$10,000 request will go to a town meeting. If the Department wants to request it again (or a different amount), they will roll it into their annual budget request – which will go to Referendum.

First Selectwoman Wiecenski then asked the Selectmen if they agree with taking out the percentage back on the \$10,000 and changing the language that the Fire Department has brought forth?

Selectwoman Boritz stated that she is in agreement with the \$10,000 because they would not get that money back, if the property were to be sold. She stated that she did have a question on what gets paid back in the event they choose to sell. Is it 50,000 plus 14.28%? Chief Snyder said no. the 14.28% number is the percentage – (14.28% is \$50,000 of \$350,000). Selectwoman Boritz cautioned that is a significant difference and she was under the assumption that the \$50,000 plus an additional percentage of any profit would be returned.

First Selectwoman Wiecenski clarified that if the Fire Department sells the property for \$1 million, then the town should get 15% of the profit of the \$650,000 made during the sale. She stated that they would be ok with the 14.28%. Selectwoman Boritz cautioned that if they were to sell the property at a loss, the Town should still get their \$50,000 back. Chief Snyder stated that the Department would be ok with giving the Town 14.28% of the total sale of the property if there is a profit.

Discussion was held on the amount to be returned to the Town. First Selectwoman Wiecenski stated that we have to prepare for the worst case and the best case scenario. She added that this seems to be the only thing that is keeping us from moving in a forward direction. She then clarified that the word “profit” was missing from the original agreement; in which the Fire Department did not see. She noted that we just need to agree on if the Town receives 14.28% of the profit or 14.28% of the sale.

First Selectwoman Wiecenski stated that the Board of Finance discussed on where they would get the money at their last meeting and it was determined it would come from the General Fund. They have tossed it to the Selectmen and when we are ready for them to move forward, we will request for them to make the appropriation.

Selectwoman Boritz asked if they were good on the Agreement. First Selectwoman Wiecenski stated that there is one little difference but both sides have given their best offer. It will be put forth to the townspeople to decide. First Selectwoman Wiecenski stated that she will send correspondence to the Board of Finance informing them that we are ready to move forward.

Discussion was held on setting the town meeting and the process of calling it. First Selectwoman Wiecenski stated that the Board of Finance meets again on September 19<sup>th</sup>, so the BOF could meet as soon as that, or they could hold a special meeting prior to that, if they choose. The Selectmen would then call a Town Meeting once the BOF appropriates the funds. Selectwoman Boritz then requested for some of these steps to happen as soon as possible, because this has been such a long process. First Selectwoman Wiecenski agreed, noting that this is the point where they use very specific wording and details to get us there and at the very latest, would be their next regularly scheduled meeting.

First Selectwoman Wiecenski moved to ask the Board of Finance to appropriate \$60,000 for the purchase and budget increase for the Willington Hill Fire Department property at 25 Old Farms Road.

Selectwoman Boritz seconded the motion.  
Vote: 3 Yes (Wiecenski, Boritz & Blessington) 0 No.

First Selectwoman Wiecenski thanked Chief Snyder for being patient.

#### Good & Welfare

We are still in need of a CIP Recording Secretary. The CIP Committee begins meeting in December through February. If anyone is interested, please contact the Selectmen's office.

Our Human Services Department has an ongoing Back to School program, where they accept donations of backpacks, pens, pencils, etc. which go to families in need. The drive starts on August 21<sup>st</sup>. There is a box in the front hallway in the upper level. We have received several donations already. If any families are in need, they should contact Human Services.

Our Human Services Director, Jennie Arpin has announced that the annual Enhancement Grant that her department receives annually (usually in the amount of \$3,000), has come in at \$5,755 this year. Jennie is very excited about this year's increase. The \$3,000 amount will go towards helping summer camp, youth programs, after school programs and youth leadership programs. The additional resources will be used to repair the climbing wall at Hall School. Kudos to Jennie and Human Services!

First Selectwoman Wiecenski wishes all students returning to Hall, Center and E.O. Smith on August 29<sup>th</sup> a wonderful school year.

Congratulations and Thank you to Willington Pizza on their 41<sup>st</sup> Anniversary. First Selectwoman Wiecenski reminded everyone to go to Willington Pizza on August 31<sup>st</sup> as it will be Willington Pizza Day! Willington Pizza is very supportive of our residents and non-profit groups around town and employs many youths in our and surrounding towns.

The Economic Development Commission (EDC) has announced that they are anticipating a vacancy, therefore they will have 2 vacancies in the near future. If anyone is interested in serving on this Commission; please contact the Selectmen's office.

Lastly, we received our monthly service call from Troop C for the month of July 2019:

Accidents:	12	Criminal Investigations:	10
DUI's:	1	Burglaries:	1
Traffic Citations:	220	Larcenies:	6
Non Reportable matters:	462	Written Warnings:	49

First Selectwoman Wiecenski moved to adjourn the meeting at 7:41 PM

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 August 22, 2019  
At 1:00pm Mamie Wagoner