

TOWN OF WILLINGTON

Board of Selectmen
40 Old Farms Road
Willington, CT 06279
(860) 487-3100
(860) 487-3103 Fax
www.willingtonct.org

BOARD OF SELECTMEN

Meeting Minutes
Common Conference Room (upper level)

December 3, 2018
6:30 P.M.

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

First Selectwoman Wiecenski noted that the meeting was moved to the upper level due to a conflict with the Board of Education calling a meeting in the same level at the same time. She then called the meeting to order at 6:30 PM with the following in attendance: Selectmen Makuch & Blessington, and residents. First Selectwoman Wiecenski then led the Pledge of Allegiance.

Approval of Minutes:

Selectman Blessington moved to approve the minutes of November 5, 2018 with the following edit: page 5 under item D (Approve updated TSOMP) 4th paragraph last sentence should read: Recycling consists of stripping out the steel and fabric and properly recycles the materials. (Remove the word "properly" at the end of sentence).

First Selectwoman Wiecenski seconded the motion.

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

Selectman Blessington moved to approve the minutes of November 21, 2018 as submitted.

First Selectwoman Wiecenski seconded the motion.

Vote: 2 Yes (Wiecenski & Blessington) 0 No 1 Abstain (Makuch)

Present to Speak:

James Makuch of 34 Old Farms Road stated that he had come to the Selectmen a few months ago, asking to connect to the water main that is located on Old Farms Road; only to be told that it is not possible as the main is a limited use system with insufficient capacity. Mr. Makuch presented the Selectmen with a packet of documentation of legal opinion; which is in opposition of what he has been told.

Mr. Makuch added that the town would only benefit if he were to hook up to the line, as he would be happy to pay the cost of water; to help offset the maintenance costs. He then added that he really wants to see this move ahead – he is not only entitled to it, but he is obligated under the law; which has been made clear. Mr. Makuch then asked the Selectmen to consider approving tonight.

In closing, Mr. Makuch stated that this has cost him a lot of money, only to find mistakes had been made on the Town's end.

First Selectwoman Wiecenski noted that this item was not on the agenda; the Selectmen haven't had a chance to read over the packet, and she would like to have the Town Attorney look it over. She then said that we have been told it is a "closed system" meaning the usage is solely for the municipal buildings and she and Selectwoman Makuch were not on the board at the time; they are not familiar with the project, other than what has been relayed to them. She then noted that the Selectmen will be happy to add this to a future agenda for further discussion. The next regularly scheduled meeting for December 17th has the Selectmen moving to a

location in Ashford (for the Cadlerock property) and she does not think that will be enough time for them to discuss the entire matter. She then said the January 7th meeting would allow them to have time to review as well as give the Town Attorney to look over.

Selectwoman Makuch then asked if this is even in the Selectmen's purview to make that decision? Selectman Blessington stated that we should move on this quickly, as Mr. Makuch has been waiting long enough and this should give us enough time to research it. First Selectwoman Wiecenski stated we will keep Mr. Makuch in the loop as to when this will be discussed.

Mr. Makuch stated that he is being blocked by the town and it is costing him a lot of money and he does not like any of this. Let's do this on January 7th.

First Selectwoman Wiecenski said that she is hopeful we will have all of the legal answers by then, but cannot make any promises.

Robert Campbell, who served as Chariman of the Willington Housing Authority said that he was on the Housing Authority when the water system was put in and set up for the Senior Housing. He also sat in on discussions when the line was going to be put in to the school. Back in 2006 when the line was in the works, there was always a thought of having residents hook up to it in the future. He added that the board thought it would be another revenue stream for the Town at the time. He added that he was surprised when Mr. Makuch had reached out to him about this.

Selectwoman Makuch asked what the name of the water committee was at the time. Mr. Campbell stated that is was the water/sewer committee; or something like that. Robin Campbell then asked if it was the Center School Water Committee? Mr. Campbell said no, it was another committee formed before that. The line was added later, because the school did not want to have to drill two new wells and thought hooking into the water system was a better way to go.

Mr. Campbell then stated that he is pretty familiar with this project and he finds it odd that the Town is not letting him hook into it. Selectwoman Makuch said that we will have to research this and would be surprised if the Selectmen will have to vote to determine if someone can or cannot hook into the system. The question is to figure out the answer that Mr. Makuch is looking for.

First Selectwoman Wiecenski clarified that the intent of the board and actual usage of the system are two different things that are going to need clarification. She wants to figure this out properly.

Selectman Blessington said he would like to have the Town Attorney look at this and offer his opinion as well.

Maureen Lowe-Choa Lee of Cosgrove Road presented the Selectmen with a complete packet of CT General Statutes that had been referenced and discussed at previous meetings; DEEP Regulations 22a-69.1 through 22a-69-7.4; Residential noise and the law; Section 48a of the Environmental Act of 1970 and CGS 53a -182 – disorderly conduct 53a 181 breach of peace. It was stated that Mr. Bissonnette had not provided sub-sections of the above referenced statutes; therefore Ms. Lowe-Choa Lee had submitted a full inventory of the Statutes to the Board in it's entirety for reference. She stated that no other discussion is required.

Correspondence:

A list of correspondence was available at the meeting and in the Selectman's office.

First Selectman Status Report

The ramp project is nearing completion. The railings are in the process of being fabricated. The contractor has told us that fabrication can take 2-4 weeks. Once the rails have been installed, we will be able to once again use

the front entrance. The last item to be done is repointing of the bricks and they said that will be done shortly. In the spring, the contractor will come back and rub a thin layer of concrete over the surface to give it a finished/buffed look.

The pillar project underneath the Town Clerk/Assessor wing has been completed.

First Selectwoman Wieczenski noted that there is one last item on the CIP from 17-18; which is a paving project at Willington Hill Fire Department. The Fire Department had been given the task of seeking approvals from Planning and Zoning and as far as we know, that has not happened.

Public Works

The Public Works' Director position will be discussed later on the agenda.

New Business

A. Willington Seniors Veteran's Memorial Responsibilities

Last November, a Veteran's Memorial was erected at the Senior Complex and a dedication was held. The Seniors have taken on the task of seeking donations and putting it towards the Memorial. A letter was sent to the Selectmen asking for a formal authorization for them to continue on with the responsibilities. The Seniors will add a Veteran's Committee and designate a chairman once they get the approval.

The letter, sent by Burt Zenowitz (President of Willington Seniors, Inc.) is attached to the minutes for reference.

First Selectwoman Wieczenski moved to add the maintenance of the Veteran's Memorial to the Willington Senior's budget responsibilities.

Selectwoman Makuch seconded the motion.

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

B. Approve 2019 Board of Selectmen Meeting Schedule

BOARD OF SELECTMEN MEETING SCHEDULE - 2018
1ST & 3RD MONDAY (EXCEPT HOLIDAYS) @ 6:30 P.M.
TOWN OFFICE BUILDING

Jan. 07, 2019
Jan. 22, 2019 (Tuesday)

Jul 01, 2019
Jul.15, 2019

Feb. 04, 2019
Feb. 19, 2019 (Tuesday)

Aug. 05, 2019
Aug. 19, 2019

Mar. 04, 2019
Mar. 18, 2019

Sept. 03, 2019 (Tuesday)
Sept. 16, 2019

Apr. 01, 2019
Apr. 15, 2019

May 06, 2019
May 20, 2019

Jun. 03, 2019
Jun. 17, 2019

Oct. 07, 2019
Oct. 21, 2019

Nov. 04, 2019
Nov. 18, 2019

Dec. 02, 2019
Dec. 16, 2019

Jan. 06, 2020
Jan. 21, 2020 (Tuesday)

Selectwoman Makuch moved to approve the Board of Selectmen Meeting Schedule as presented
Selectman Blessington seconded the motion.
Vote: 3 Yes (Wieczenski, Makuch & Blessington) 0 No.

C. Approve 2019 Holiday Schedule

The Town Office Building will be closed in observance of the following holidays for the year 2019

<u>Holiday</u>	<u>Day Closed</u>
New Year's Day	Tuesday, January 1, 2019
Martin Luther King Jr. Day	Monday, January 21, 2019
President's Day	Monday, February 18, 2019
Good Friday	Friday, April 19, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Selectmen's Day*	Friday, July 5, 2019
Labor Day	Monday, September 2, 2019
Columbus Day	Monday, October 14, 2019
Veteran's Day	Monday, November 11, 2019
Thanksgiving Day	Thursday, November 28, 2019
Day after Thanksgiving	Friday, November 29, 2019
Christmas Day	Wednesday, December 25, 2019
New Year's Day 2020	Wednesday, January 1, 2020

First Selectwoman Wiecenski noted that we sought input from the TOB employees to see what day they would most like to see Selectmen's Day fall on for 2019. The date that received the most votes was Friday, July 5th.

Selectwoman Makuch moved to approve the 2019 Holiday Schedule as presented

First Selectwoman Wiecenski seconded the motion.

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

D. Set Budget Meeting Calendar

First Selectwoman Wiecenski noted that the Board of Selectmen presents their budget to the Board of Finance on March 7th. The budget meetings will be held on the following dates; all at 5:30 P.M:

Monday, January 7, 2018
Monday, January 14, 2018
Tuesday, January 22, 2018
Monday, February 4, 2018
Monday, February 11, 2018

E. Resolution: 2018 Homeland Security Grant Program

First Selectwoman Wiecenski moved to adopt the following Resolution:

RESOLVED, that the Town of Willington may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Erika G. Wiecenski, as First Selectman of the Town of Willington, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Willington and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Selectman Blessington seconded the motion.

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

F. Appointments

First Selectwoman Wiecenski noted that John Prusak has sent in a letter of resignation for the Zoning Board of Appeals as he is moving south. Mr. Prusak's last day serving on ZBA will be January 1, 2019. First Selectwoman Wiecenski thanked him for his many years of service to the town and wished him well.

In addition to Mr. Prusak's resignation, we also have received a resignation from Jerry Lopes on the ZBA. Mr. Lopes resignation is effective immediately. First Selectwoman Wiecenski thanked Mr. Lopes for his service as well.

First Selectwoman Wiecenski moved to appoint Steven Swart as an alternate member of the Willington Zoning Board of Appeals; filling a vacancy; effective December 3, 2018; expiring December 31, 2019.

Selectwoman Makuch seconded the motion.

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

First Selectwoman Wiecenski moved to re-appoint John Patton as a regular member of the Capital Improvement Program Committee; effective December 2, 2018; expiring December 1, 2021.

Selectman Blessington seconded the motion.

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

First Selectwoman Wiecenski moved to re-appoint Tina Binheimer as Willington Municipal Animal Control Officer; effective January 1, 2018; expiring December 31, 2019.

Selectman Blessington seconded the motion

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

G. Department Vacancies: Public Works & Assistant Revenue Collector

First Selectwoman Wiecenski noted that Nancy Vogel, our Assistant Revenue Collector is retiring and her last day is tomorrow. Under normal circumstances, the job would have just been posted as is and we would be seeking to fill ASAP. The Revenue Collector, however knew that Ms. Vogel would be retiring soon, and said that she felt that she did not need a replacement because that office runs so efficiently now. First Selectwoman Wiecenski then started to think about other options; such as changing the position into a "floater" who would work in all departments on various days, helping the Revenue Collector during the busy collection times (June, July, August and January). The Floater would be able to fill in for those who are out on vacation or sick, or help the Recreation Director with the Willington Wire or help in the Tax Office when needed.

Because this position is in the union, First Selectwoman Wiecenski noted that she would need to have discussions with union officials, noting that this position will be lateral, and there would be no change to the budget. First Selectwoman Wiecenski added that another proposal has been brought to her, in which the Revenue Collector is now asking to increase the hours for that position; from 30 to 35. First Selectwoman Wiecenski noted even though there will be savings to the Revenue Collector's budget if the assistant position is removed, it will now increase the overall budget, because we would be offering full time benefits; which cost the Town more.

First Selectwoman Wiecenski asked the Selectmen their thoughts of how to proceed; should she pursue the part time floater position, or post the assistant position as status quo?

Selectman Blessington said he is not too keen on adding hours for the Revenue Collector; especially because she just got a large raise, but thinks turning the assistant position into a floater is a good idea. Selectwoman Makuch stated that the increase of the hours and changing the part time assistant position are two different conversations. She added that she does not like the terminology of floater; and would like to see the position called something else; perhaps something more professional. First Selectwoman Wiecenski said that she has researched this and other Towns have such positions and they are called either a floater or an office assistant. Selectwoman Makuch stated that she likes the concept of an office assistant but this person would need to report to only one person, rather than multiple.

As far as the increase in hours for the Collector's position, Selectwoman Makuch stated that we will need to look at this across the board; how it affects the entire office and budget. First Selectwoman Wiecenski noted that the letter of request references the position, not the person and she wanted to make that clear. Selectman Blessington said not in this case.

First Selectwoman Wiecenski noted that the new floater position would have to be housed somewhere, and was trying to find a place to put them. One of the conversations was to move the Revenue Collection office in with the Assessor's - it made the most sense. The floater would either sit with them or we would move another department up to where the Revenue Collectors are and seat that person there. After some thought, First Selectwoman Wiecenski stated that it could be a good idea, but wants to wait until our new Assessor gets settled, signs the Grand List and completes the Reval; at which time it can be reconsidered as it would be an easy move.

Selectman Blessington suggested hiring a new person first and then move them around once they are all settled if that is still the plan. Selectwoman Makuch said she does not like the name "floater". She added that it is a fine concept and feels that First Selectwoman Wiecenski is moving in the right direction; especially since she is the one who handles the day to day management and as long as there is justification she should look into it. First Selectwoman Wiecenski added that she has had preliminary discussions with the union and they seem to be in favor of the change.

The Public Works' Director Position was then discussed. First Selectwoman Wiecenski noted that she has reviewed the current job description that we have and has also looked at other Towns (whom are very similar to us in size). The other descriptions have things in theirs that she thought should be incorporated in ours; as she felt that ours is lacking some information that she has read from Lebanon, Stafford, Collumbia, Hebron and Marlborough.

First Selectwoman Wiecenski suggested that we should be looking for someone who has more Engineering knowledge as well as experience with road maintenance, drainage, capital construction as well as budgetary experience. Discussion was held on the job requirements as well as the type of license would be ideal for the job; CDL / Class A would be preferred. The Selectmen were asked to review the descriptions to see what they would like incorporated into the new description so we can post the job.

Selectman Blessington suggested moving along quickly as winter is approaching. First Selectwoman Wiecenski noted that the last time this position was vacant, was very similar to what we are in now - the job was vacant during the winter and we hired a new Director who began in March. She noted that this is not the first time the crew has been through a winter without a leader, and they would prefer to have the Selectmen take their time to hire someone. First Selectwoman Wiecenski said she is confident that they will be able to manage another winter as they are extremely experienced. It is more critical that we make the position what it needs to be before putting it out there.

First Selectwoman Wiecenski asked the Selectmen to review both job descriptions and get back to her with any changes they would like to see incorporated so we can begin to move forward with the job postings.

H. Tax Refunds

First Selectwoman Wiecenski moved to refund \$48.81 to Ashlee O'Rourke on a certificate of correction. Selectwoman Makuch seconded the motion.

Vote: 3 Yes (Wiecenski, Makuch & Blessington).

Good & Welfare

First Selectwoman Wiecenski passed along an email that was sent to her from Sergeant Duda from Troop C who attended the November 5th meeting. In his email, Sergeant Duda stated that Troop C should be able to satisfactorily resolve the issues of most of the complaints that have come in. He added that he does not think the Town should be burdened with adopting ordinances. In addition, Sergeant Duda shared his contact information with the residents who have expressed concern and in closing; he stated that he will do his best in focusing on speed enforcement in the problem areas as time permits. In addition, Selectwoman Makuch had resurrected some information that had been emailed to the Selectmen over the summer. The correspondence is

for a twin pack special for radar speed signs. The speed signs cost \$5,499 for two and the software involved is free. This will give the Selectmen an idea when preparing the budget.

The Selectmen have been made aware that Brittany Skorupski-Williams has resigned from Planning and Zoning. Sadly, her last meeting was November 20th. First Selectwoman Wiecenski thanked Ms. Skorupski-Williams for her service on that board where she served as an alternate.

The Administrator's contract at E.O. Smith has been ratified and was filed in the Town Clerk's office on November 30th.

The flag pole has been put back and we have put the flag to half-staff to mourn the recent passing of George H.W. Bush.

The annual tree lighting was held last Friday and was very well attended. First Selectwoman Wiecenski commended Maureen Parsell, our Parks and Recreation Director, who put on the event which was once again, very successful. Maureen had a handful of Christmas trees and wreaths donated from a few of the tree farms in town and various organizations adopted/decorated the trees, which have been donated to families in need. The trees will begin to go to their new homes today.

Basketball season started on Saturday for the recreation program.

Breakfast with Santa will be held at Willington Hill Fire Department on Saturday, December 8th. There will be two seatings; 8AM and 9AM.

Lastly, First Selectwoman Wiecenski welcomed Walter Topliff to the Town as our new Assessor.

First Selectwoman Wiecenski moved to adjourn the meeting at 7:53 P.M.

Selectwoman Makuch seconded the motion.

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

Respectfully submitted,
Robin Campbell
Administrative Assistant

TOWN OF WILLINGTON, CT
Received for record December 5, 2018
At 2:00pm Maureen Parsell