

# TOWN OF WILLINGTON

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Board of Selectmen  
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## BOARD OF SELECTMEN

Meeting Minutes  
Lower Level Conference Room

August 5, 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:

First Selectwoman Wiecenski moved to approve the minutes of July 15, 2019 as submitted.

Selectman Blessington seconded the motion with the following edits:

\*page 2 under public works first bullet add the word "class" after chainsaw

\*page 4 second paragraph & page 5 4<sup>th</sup> paragraph; correct spelling should be Pearson (not Pierson)

\*page 11, first paragraph; last sentence, add not affect and not affect the signal lights at .....

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

### Present to Speak

No one was present to speak.

### Correspondence

A list of Correspondence was available for the Selectmen.

### First Selectman's Status Report

First Selectwoman Wiecenski went over the items on the list:

\*The salt shed project, dating back to the 17-18 fiscal year in which we were hoping to use the remaining funds from the Turnpike Road Phase 3 & 4 STEAP projects has had some positive movement. We have received communication from OPM that the reallocation request has passed the first two stages of approvals. The oil tank replacement portion of this project is in the 19-20 CIP plan. We will wait to hear back from OPM on their final decision.

\*WHFD parking lot replacement: The Fire Department is still seeking approvals from Planning and Zoning. Chief Snyder; who was present stated that the Department has not been able to get a clear answer of what is needed to move forward. He added that he is not sure on how to approach it at this point. First Selectwoman Wiecenski encouraged Chief Snyder to reach out to Mike D'Amato. She added if this project is not able to be done, then we should free up the money for another project that is in line to use those funds.

\*Radio Repeater: This is a new item for fiscal 19-20 year and has been put on hold as Troy is looking into a different system and a new request. Because the new system is more cost, we will combine with the current request and put forth at the next fiscal year.

\*River Road Athletic Complex (Basketball lights): Maureen Parsell will begin this project as soon as summer camp ends.

\*New Phone System: the new system was installed at the TOB and each of the schools last week. It was a smooth transition. There are some small glitches to be worked out, but otherwise we have had no complaints.

\*Roadside Mower: Troy is expecting the new mower to arrive on Wednesday.

### Public Works

Public Work's Director, Troy Sposato was present. He went over the list of items the crew has been busy with:

- Mowing of Hall's Pond, Public work, Transfer station and Dog pound
- Cleaned gutters out at TOB
- Mowed site lines around town
- Installed new sign on Michalec Rd and 10 new stop signs
- Fixed steps on the trailer at the bus lot
- Catch basin cleaning is all done
- Patched holes around town, cleaned off catch basin tops around town
- Fixed 3 catch basins, Hall Hill Rd, Luchon Rd and Lindsey
- Working on doing some repairs at the dog pound
- The Roadside mower will be delivered on Wednesday
- Held a meeting with Take2Company; and went over their new information
- Installed new AED boxes in town Facilities

WFD#1 Chief Moore was present. He noted that the Department budgeted for 6 AED's: 1 for the Town Office Building; Public Works, Transfer Station, Senior Center and 2 at HMS (there is one currently at CES). The Department is planning to install the units in the next few weeks.

Troy stated that he, Erika and Robin met with a representative of Traffic Logix last week regarding speed/radar signs. They offer a 12" option at a cost of \$3,300 each as well as a 15" option (which would serve better in a faster speed location) at \$3,700 each. He would like to purchase 2 signs; one of each size to place in trouble spots around town; noting that they are mobile and can be moved in different locations. Troy noted that the use of radar is illegal in the state; especially because we do not have a local police department.

In addition to the radar signs; Troy noted that Traffic Logix also offers a rubberized mat (similar to a rumble strip) that could be affixed to the road by bolting it down. The problem with that is that the holes made from the bolts would have to be filled once the mats are pulled up.

Lastly, Troy noted that the catch basin cleaning has been completed around Town.

### New Business

- A. Award 7 year lease for 2018 Massey Ferguson Roadside Mower

First Selectwoman Wiczenski noted that the bidding process for the lease closed on July 31st. We received 3 bids:

<u>Company</u>	<u>Rate</u>	<u>Semi-annual payment/arrears</u>
Signature Public Funding Corp	2.56%	\$9,174.70
Municipal Leasing Consultants	3.07%	\$9,344.82
Tax-Exempt Leasing Corp.	3.15%	\$9,370.76

First Selectwoman Wiccenski noted that these are all under our original budget; which was \$12,870; favorable by \$3,695.

**First Selectwoman Wiccenski moved to award the 7 year lease in the amount of \$116,913 for the 2018 Massey Ferguson Roadside Mower to Signature Public Funding for 2.56%.**

**Selectwoman Boritz seconded the motion.**

First Selectwoman Wiccenski noted that there will be two payments a year of \$9,174.70 with the first exception of the first year; in fiscal year 2019/20 there will be only one payment of \$9,174.70.

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

First Selectwoman Wiccenski thanked our Business Manager Donna Latincsics for working on the lease and she also thanked Troy Sposato for getting such a good deal on the mower and coming in under budget.

#### B. Appointment

First Selectwoman Wiccenski noted that the number of alternates was changed at the last meeting for the Emergency Services Efficiency Committee. Willington F.D. #1 has put forth another name to serve.

**First Selectwoman Wiccenski moved to appoint Trevor Gantick as an alternate member of the Emergency Services Efficiency Committee; effective August 5, 2019; expiring once the charge of the Committee has been completed.**

**Selectman Blessington seconded the motion.**

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

First Selectwoman Wiccenski noted that she has set the first meeting date for this Committee; as a chairman has not been appointed as of yet. The first meeting is slated for August 20, 2019 at 6:30 PM.

#### C. Memorandum of understanding between the Town & Library Board of Trustees for Accounting Services

First Selectwoman Wiccenski noted that our Business Manager and Treasurer have been holding discussions with the Library Board on processing bill payments. She noted that the Library Board has faced some challenges as of late as they have been without a Director for some time. Jennifer Pallo, who serves on the Library Board as Treasurer was present. She noted that the current Library Board is torn (not in total agreement) on how to move things forward. She noted that several members will be ending their terms in November.

Ms. Pallo stated that several years ago, one of the board members just happened to be an accountant; but once that person left, no one was able to fulfill the accounting needs. She then added that over time, things have become wonky and as of late, they are unable to balance. As a result of this, our Finance Department has not been able to close out the old fiscal year. First Selectwoman Wiccenski noted that this has become a problem, which has resulted with a proposal of the Town taking the accounting services over to help out. Ms. Pallo added that the Library Board is in discussions to see if they should or should not go this route; adding that they are in the process of hiring a new Director; fixing things around the Library; which have been distracting them. They need to review a little further before making a final decision.

First Selectwoman Wiccenski presented a draft memorandum that has been proposed to the Library Board. She added she would like to add language regarding term length. Also, some changes will need to be made on the Library's end as well; such as taking over their payroll. The Town Treasurer would need to have access to their

banking accounts and the library would need to deliver their invoices to the Town. Lastly, the town would require a worksheet for payroll. As far as the details in the agreement are concerned; the Town is good to go, we are just waiting on the Library. Because this is an agreement with the Town, First Selectwoman Wiecenski noted this is why the Selectmen are involved. She added that our Business Manager is eager to move forward so she can begin closing out the year. Lastly, First Selectwoman Wiecenski noted that she sees this as being a good thing, for both the Town and Library.

Selectman Blessington stated that we need this. He added that he would like to see a little more control of the spending over there and this is one way of doing it. First Selectwoman Wiecenski clarified that this would be a similar situation as the Fire Departments. The Town does not control, approve or disapprove how they spend money. We just transfer the money into a fund and pay the bills. Selectman Blessington clarified that the Library Board of Directors still needs to have a trail of how their expenses are approved. Stuart Cobb gave an example of how the certain bills are paid. The Chief signs off on a purchase order and the department puts the line item that the expense is signed off to. The Finance Department also sends a monthly report on how expenses have been paid

Ms. Pallo stated that she would like to get more information how the Fire Departments are handled. First Selectwoman Wiecenski noted that it is an easy misunderstanding that people think the Town has jurisdiction over the bills; but we do not – it is just us paying their bills with their money. First Selectwoman Wiecenski added that this is going to add more work to our Finance Department. Our Business Manager believes in time we should be able to absorb the extra work, but in the meantime, we are trying to iron out the details with the roles of the new Treasurer and the accounting duties. Between the library coming on and other changes; we are looking at the potential of needing a temporary assistant in the Finance Department. More info on that will be coming soon.

The Library board will review the agreement and will discuss further.

#### D. Tax refunds

**First Selectwoman Wiecenski moved to refund \$13.36 to Mark Buckley on a Certificate of Correction. Selectwoman Boritz seconded the motion.**

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

**First Selectwoman Wiecenski moved to refund \$238.52 to Virginia Brousseau on a Certificate of Correction.**

**Selectwoman Boritz seconded the motion.**

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

#### Old Business

##### A. WHFD Property Purchase Request

First Selectwoman Wiecenski noted that we received an update on the Agreement from our Attorney last Friday afternoon. Selectman Blessington was given a copy on Friday. Selectwoman Boritz received it today as she was on vacation last week.

Two Agreements have been drafted; one for the land purchase (\$50,000) and the other for the Maintenance (\$10,000).

First Selectwoman Wiecenski referenced the mention of structural defects at the current firehouse, which include concrete defects, roof defects and plumbing defects, and asked Chief Snyder, who was in attendance if he could explain how the department is handling those items and if they are fixing them. She asked who is paying to fix

the current property and does the town have any assurances that the new property will not suffer from the same thing? WHFD Building Committee Chairman Mike Makuch clarified that some things are not being repaired because they are significant enough or they haven't been budgeted for or simply need to be CIP requests. Mr. Makuch added that one of the issues noted (plumbing for example) is because the bathrooms are not ADA compliant. He added that its another reason why the current building is not adequate and they are looking into other options.

Selectman Blessington then asked what the roof defects are? He cautioned that a new building is out of the question for a long while and they will need to continue to use the current building for several years still – the Department is still going to have to maintain the building in the meantime. Chief Snyder noted that it is the Departments thoughts to do what they have to, so they can get by. They will put in for CIP requests if they have to; but they are hoping to put stuff off so they are not throwing good money after bad. First Selectwoman Wiecenski then cautioned that one of her concerns is that there is no plan for a new firehouse. Chief Snyder assured the Selectmen that they are not going to change the way they operate. First Selectwoman Wiecenski clarified that if they end up having defects, they should use their budgeted money to fix them.

First Selectwoman Wiecenski stated that they also discussed a repayment of funds in the event the property is sold. The Attorney has suggested that the town receive an additional 15% of the total sale price of the property.

Selectman Blessington then referenced the 2<sup>nd</sup> agreement (regarding the \$10,000 request); noting that item 1.A. reads: WHFD is requesting \$10,000 in Town funding to assist WHFD in the additional costs of maintenance, utilities and insurance associated with the Property. Said funding would be added to WHFD's annual budget request to the Town and will be allocated based on the estimates provided in Schedule A attached. – He then asked if that binds the Town and BOF to add (and grant) \$10,000 to their budget for this purpose? Chief Snyder noted that the number could go up or down; as they were not able to properly budget due to time constraints. He added it would be submitted with their budget annually to the BOF each year. First Selectwoman Wiecenski stated that the wording in the document looks like it; but warned it is not for the Selectmen to decide how much the Fire Department gets in their budget – the BOF is the ultimate decision maker.

Selectman Blessington then added if the Department ends up renting out the house, they will be looking at more expenses if they move forward with that. He then asked if a decision was made on the tax amount on the property. First Selectwoman Wiecenski noted that the Assessor determines that. Mike Makuch stated that he filed an application for tax exemption earlier today. He noted it is 14 pages of bureaucracy and documentation that will be determined by the Assessor within a certain period of time. Mr. Makuch added that their Attorney anticipates the determination will be in favor of tax exempt. If the Department ends up renting out the house, there would be another conversation with Zoning, the Assessor etc. where the property could be determined as taxable at that point.

Selectwoman Boritz questioned the second agreement; regarding the \$10,000 which would be repaid to the town (plus 15% if they were to sell the property). She stated that she isn't sure the town should collect an extra 15% on top of that. First Selectwoman Wiecenski noted that the provision was put in at the advice of our Attorney; thinking it would be in the best interest of the town.

Selectman Blessington stated that he fears the Fire Department is being overly optimistic with these maintenance charges. They are expecting to make money by renting out the church for functions – but to do so; they will have to spend more up front first. For example, the church does not have a commercial kitchen – (where they currently do now); it is going to cost a lot of money to make those renovations. He believes they are not thinking everything through. Robin Knight stated that it all comes down to the Fire Department is trying to work with the town to help the town. He then stated that the town spent ridiculous money on that property for Recreation years ago and it isn't used for the amount spent on it.

Mr. Knight then added that the Fire Department spent their own money to try to help the town in the future and everyone is trying to fight it. First Selectwoman Wiecenski disagreed and stated that the Selectmen are trying to do what they feel is in the best interest of the town and sometimes it takes a while to get to an agreement to go to the Townspeople.

Chief Snyder said that the Department is being optimistic and is trying their best. Selectwoman Boritz said we have had these conversations before and there will be a point where our influence is no longer relevant to their decision making. First Selectwoman Wiecenski then added once we decide what the wording is going to be on the agreement; but we can't sign it until it goes to the Board of Finance and Town Meeting for the Townspeople to decide. She added that the property is already theirs and they will move forward the way they want, regardless whether it is approved at a town meeting or not.

Mike Makuch stated that certainly the Department is being optimistic and taking risks, but they have taken most of the risk on our own budget and are not the type to take risks lightly. Everything they do in each step of this process is to devoting effort into improving the community. He added that it is frustrating when they have done due diligence – they are not asking for any special favors or anyone to break any rules; but receive the most possible restrictive judgment on every question they ask. He stated they are breaking their butts to make this happen for the community. This purchase doesn't put money in any of their pockets and feel as though as they are slugging through molasses.

Robin Knight added that it wasn't that many years ago that the Department paid their own money to put an addition on their station to house the new truck because the existing facility was too small for it. They received donations and spent their own money. He added that the new bay was put on for the Town; not the department.

First Selectwoman Wiecenski asked the Selectmen to review the documents and forward any changes they might have to Robin so it can be forwarded to the Town Attorney for final review. We need to get a finalized agreement that everyone can agree on. The Board of Finance will meet next week regarding the finances. We will then move in a forward direction.

Mike Makuch added that he was finally able to disclose their Attorney's name who has been working pro-bono for them. Justin Murphy who works for Kahan Karensky & Capossela is representing them.

#### B. Culvert/drainage/flooding issue at 130 Turnpike Road

Troy stated that he and First Selectwoman Wiecenski had taken a trip out to look at the area last week. He then looked up the materials off of the state bid for piping, stone, loam, grass seed and hay. The crew should be able to get the work done in 4 days at a cost of around \$4,200. The crew will clean out the plunge pool at the end of the pipe. He stated that he would just need to get a right of way from the property owner and there is a question regarding tree removal in the area, which he will talk to the homeowner. First Selectwoman Wiecenski thanked Troy for finding a solution for both the homeowner and the town.

#### Good & Welfare

The CIP Committee is in need of a recording secretary. If anyone is interested, please contact the Selectmen's office.

First Selectwoman Wiecenski thanked Eileen Smith for the excellent job on the last set of meeting minutes and for filling in while staff members were on vacation.

Parks and Rec & Human Services have been running the summer camp program for the past several weeks. This is the second year running camp after a several year hiatus. First Selectwoman Wiczenski extended kudos to both departments for running another successful year.

Next week, on August 14<sup>th</sup>, Willington Pizza will celebrate their 41<sup>st</sup> anniversary. We will hold a special proclamation at our next meeting. Jeff Kelly and Willington Pizza have received several recognitions over the years and have been very generous to our residents & non-profits during that time.

Taxes were due last month and our new Tax Collector and Assistant Tax Collector were very busy this past month. Janice and Michelle did a great job handling the traffic. So far we have to date collected \$7,442,705.72. First Selectwoman Wiczenski expressed kudos to both of them.

First Selectwoman Wiczenski stated our thoughts are with those victims, residents and injured in both Dayton and El Paso. She noted that our liaison with Troop C has reached out to us regarding any large events that we have coming up in our town so they can have a presence to make people feel comfortable. She added that when we have the Wednesday concerts, Willington Fire Department #1 is always there and they have an ambulance on site. She will ask for the State Police to have presence also. In addition, she stated that she will be mentioning the upcoming flea market to the State Police as well.

**First Selectwoman Wiczenski moved to adjourn the meeting at 7:44 P.M.**

**Selectman Blessington seconded the motion.**

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

Respectfully submitted,  
Robin Campbell  
Administrative Assistant