

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

Special Meeting Minutes
Via web interaction (via Zoom platform)

July 6, 2020
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.

Approval of Minutes

Selectman Blessington moved to approve the minutes of June 15 as written.

Selectwoman Boritz seconded the motion.

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

First Selectwoman Wiecenski thanked Catharine Holcroft for taking thorough minutes and capturing the important discussions at that meeting.

Present To Speak

No one was present to speak.

Correspondence

A list of Correspondence was available for the Selectmen to view.

First Selectman's Status Report

First Selectwoman Wiecenski noted that the fuel tank replacement at Public Works is moving slowly as KROPP is still waiting for one last piece. They are certain to have the tank replaced by the August 1st deadline.

The new Finance software is up and running and our Finance Department began using fully on July 1st. Our Finance Department is still in the process of getting training. When we purchased this software, we were expecting to have one on one training; however with COVID-19; it is not possible; so our staff is getting training over the phone; which is a bit more challenging; however the changeover has been going well.

Public Works

Troy reported that the crew has been busy with the following:

- Roadside mowing is continuing around town
- Installed under drain on Moose Meadow Road

- Installed under drain on Spak Road
- Replaced pipe and catch basin and installed an under drain on Y Road
- Mowed at transfer station and Senior Center
- Tree clean up at Halls Pond
- Dug out water ways
- Cleaned up garage
- Installing a new catch basin on St Moritz Cir
- Crack sealing around Town will continue
- Trash pickup at RRRC and assisted with installing the swings back at the play scape

Troy wanted everyone to be aware that the Town will be chip sealing the following roads this year – St Moritz Circle, Lucerne, Hall Hill, Timber Lane, Kucko 1&2, Latham, Burt Latham and Adamec. The chip sealing should take place on the middle to the end of July; weather permitting. Please make sure vehicles are off the road and parked in driveways.

In order to do a lot of the drainage work; Troy rented an excavator (which was a request in the CIP that was not granted this year). He was able to get a lot of projects done thus far. Village Hill Road was one of the items removed from the CIP list as well; due to spending constraints. First Selectwoman Wiecenski expressed kudos to the crew for their hard work.

New Business

Appointments

First Selectwoman Wiecenski moved to re-appoint Marysa Semprebon as recording secretary for the Board of Finance; effective July 1, 2020; expiring June 30, 2021

Selectwoman Boritz seconded the motion.

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

First Selectwoman Wiecenski moved to re-appoint Catharine Holcroft as recording secretary for the Capital Improvement Program Committee; effective July 1, 2020; expiring June 30, 2021

Selectman Blessington seconded the motion.

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

First Selectwoman Wiecenski noted that both Ms. Semprebon and Ms. Holcroft take excellent minutes and she thanked them for their hard work.

First Selectwoman Wiecenski moved to re-appoint Janice Clauson as Acting Revenue Collector for the Town of Willington; effective retroactive April 12, 2020; expiring April 11, 2024

Selectwoman Boritz seconded the motion.

First Selectwoman Wiecenski noted that Ms. Clausen will carry as appointed acting revenue collector as she continues to pursue her certification; in which she successfully completed the first course. Ms. Clausen had signed up to begin the second course for the spring; however it was cancelled due to COVID-19. Ms. Clausen is hopeful she will be able to resume the second certification in the fall.

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

First Selectwoman Wiecenski moved to re-appoint Ginger Halle as a consumer representative on the Youth Service Advisory Board; effective retro-active a June 30, 2019 expiring on June 29, 2021.

Selectwoman Boritz seconded the motion.

First Selectwoman Wiecenski thanked Ms. Halle for her service to this board. Ms. Halle has been working with Human Services in their food drives as well as other events that have happened in town.

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

First Selectwoman Wiecenski moved to re-appoint Michelle Doucette Cunningham as a school representative on the Youth Service Advisory Board; effective retro-active May 15, 2020; expiring May 14, 2022.

Selectwoman Boritz seconded the motion.

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

First Selectwoman Wiecenski moved to re-appoint Sarah Reis as a member at large #1 on the Youth Service Advisory Board; effective retro-active April 2, 2020; expiring April 1, 2022.

Selectwoman Boritz seconded the motion.

First Selectwoman Wiecenski noted that Sarah has been very involved and helpful around town.

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

First Selectwoman Wiecenski moved to re-appoint Caitlin Halle as a voting member under the age of 21 on the Youth Service Advisory Board effective retro-active April 2, 2020; expiring April 1, 2022.

Selectwoman Boritz seconded the motion.

First Selectwoman Wiecenski noted that Caitlin just graduated from E.O. Smith High School and will be going off to a local college this fall but will still participate on this board. Selectman Blessington asked if there were 2 members and if they had to be under the age of 18. Jennie Arpin was present. She confirmed that there were indeed 2 members under the age cut off and reached out to the department of education who was administering the grant at the time. She had asked if a non-voting member could vote. She currently has 2 youth members on the board and allows both to vote. Selectman Blessington noted that he was under the impression that the age should be under the age of 18; not 21. Jennie noted that she will review and get back to him.

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

First Selectwoman Wiecenski moved to re-appoint Jennie Arpin as Agent for the Elderly for the Town of Willington; effective retro-active December 2, 2019; expiring December 7, 2021

First Selectwoman Wiecenski noted that this appointment fell through the cracks. Jennie Arpin has been working on behalf of our elderly and will continue to do so.

Selectwoman Boritz seconded the motion.

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

First Selectwoman Wiecenski moved to appoint Samantha Hills as a regular member of the Willington Economic Development Commission; filling a vacancy; effective July 6, 2020; expiring July 5, 2025

Selectwoman Boritz seconded the motion.

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

First Selectwoman Wiecenski moved to appoint Matthew Clark as an alternate member of the Willington Economic Development Commission; effective July 6, 2020; expiring July 5, 2025

Selectman Blessington seconded the motion.

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

First Selectwoman Wiecenski noted that with these two newly appointed members to EDC will leave them with only one alternate vacancy and a full board.

First Selectwoman Wiecenski noted that these next appointments will be for the Committee that was formed at the last meeting. She added that we received correspondence shortly before the meeting began for a nomination to represent the Fire Department; which was not originally added to the agenda.

First Selectwoman Wiecenski moved to appoint Lt. Robert Palmer to the Emergency Communication Task Force Committee to represent the State Police effective July 6, 2020 expiring once the charge of the committee has been completed.

Selectwoman Boritz seconded the motion.

First Selectwoman Wiecenski noted that Lt. Palmer has offered to sit on this committee as he has been working closely with us right along. He is a vital resource to our community.

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

First Selectwoman Wiecenski moved to appoint Stuart Cobb as Emergency Management Director to the Emergency Communication Task Force Committee effective July 6, 2020 expiring once the charge of the committee has been completed.

Selectman Blessington seconded the motion.

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

First Selectwoman Wiccenski moved to appoint Erika Wiecenski as First Selectman to the Emergency Communication Task Force Committee; effective July 6, 2020; expiring once the charge of the committee has been completed.

Selectwoman Boritz seconded the motion

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

First Selectwoman Wiecenski moved to appoint Michael Makuch to represent the Board of Finance to the Emergency Communication Task Force Committee; effective July 6, 2020; expiring once the charge of the committee has been completed.

Selectwoman Boritz seconded the motion.

First Selectwoman Wiecenski noted that the Board of Finance unanimously voted for Chairman Makuch to serve on this committee at their last meeting. She thanked the BOF for their nomination and Mike for volunteering.

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

First Selectwoman Wiecenski moved to appoint Alex Moore to represent the Fire Department the Emergency Communication Task Force Committee; effective July 6, 2020; expiring once the charge of the committee has been completed.

Selectman Blessington seconded the motion.

First Selectwoman Wiecenski noted that Chief Moore had sent the information to us late this afternoon as he was on vacation last week. The two Fire Departments had come to an agreement to have Chief Moore to serve and represent.

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

First Selectwoman Wiecenski noted that the BOE will meet next week and should be appointing a representative to serve on the committee. We brought 4 names forward to serve as members at large. These people have expressed interest to work with the town and serve on this committee. First Selectwoman Wiecenski noted that it is nice to see some new names come forward.

First Selectwoman Wiecenski moved to appoint Christina Mailhos as a Member at Large to the Emergency Communication Task Force Committee; effective July 6, 2020; expiring once the charge of the committee has been completed.

Selectwoman Boritz seconded the motion.

Selectwoman Boritz asked if there were more people interested in serving on this committee than the 4 members? First Selectwoman Wiecenski noted that she had received inquiries from four people before the Selectmen had formed the committee. She went to them to ask if they were still interested. Each of the four stated that they were indeed interested. Selectman Blessington said as long as the board stays with the charge of the committee; then we should be happy with this.

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

First Selectwoman Wiecenski moved to appoint Joseph Crinity as a Member at Large to the Emergency Communication Task Force Committee; effective July 6, 2020; expiring once the charge of the committee has been completed.

Selectman Blessington seconded the motion.

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

First Selectwoman Wiecenski moved to appoint Vincent Pagano as a Member at Large to the Emergency Communication Task Force Committee; effective July 6, 2020; expiring once the charge of the committee has been completed.

Selectwoman Boritz seconded the motion.

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

First Selectwoman Wiecenski moved to appoint Sarah Worthen as a Member at Large to the Emergency Communication Task Force Committee; effective July 6, 2020; expiring once the charge of the committee has been completed.

Selectwoman Boritz seconded the motion.

Sarah Worthen was present. She stated she is a longtime resident and honored to serve on this committee. She is looking forward to contribute as she has a lot of experience in project mapping and IT in her capacity at Pratt and Whitney.

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

Frist Selectman Wiecenski thanked all of the members for coming forward to serve. They will need to set the meeting date as well as the committee chairman. She then asked the Selectmen to see if they want to wait for the BOE nomination before doing so? Selectwoman Boritz stated that we should wait to see who the BOE nominates so they have a full board so we can then communicate with all of the members. Selectman Blessington agreed with Selectwoman Boritz to hold off until we have a full board.

First selectwoman Wiecenski thanked everyone who was appointed today for their willingness to serve.

Tax Refunds

First Selectwoman Wiecenski moved to refund \$138.41 to Wheels, LT on an overpayment.

Selectman Blessington seconded the motion.

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

First Selectwoman Wiecenski moved to refund \$234.16 to NOVAD Management Consulting, LLC on an overpayment.

Selectwoman Boritz seconded the motion.

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

BOS Meeting for July 20, 2020

First Selectwoman Wiecenski noted that she plans on being on vacation the week of July 20th; which is our next scheduled regular meeting. Unless we have something that is pressing; she asked the Selectmen if

they would be opposed to canceling that meeting. Selectman Blessington stated unless something is pressing it is ok. Selectwoman Boritz said it is ok with her as well.

CIP Plan Discussion

First Selectwoman Wiecenski recapped that the Board of Finance had added more funding and projects to year one of the CIP than what was originally approved from the Board of Selectmen at the final budget meeting. Under the new executive order, it is unclear how we should be spending those funds going forward.

In addition, First Selectwoman Wiecenski noted that she questions if there is something we need to do differently to appropriate and spend the funds – because the plan was not approved through referendum or a town meeting. With these questions, she has reached out to the Town Attorney to look at Executive Order 7S; section 7; which references the Board of Finance and Board of Selectmen to approve the appropriation of funds and spend the money in the CIP. First Selectwoman Wiecenski noted that the funding she is most concerned about are the fixed costs; such as lease payments that will become due. It is her understanding that both Board of Selectmen and Board of Finance may have to make motions to spend the funds at a special meeting; perhaps before the BOF Meeting next week.

The majority of the items that were put forth in year one will come from fund 930; which does not require town meeting; First Selectwoman Wiecenski added that we want to make sure everyone follows the correct steps before they start spending money. In addition; she noted that she has concerns that the Board of Finance had added projects to the CIP- and questions whether they have authority to do so. The three projects added were:

- Painting pillars, door and trim at HMS
- Painting the exterior of the Senior Center and
- Replacing the Senior Center vehicle

First Selectwoman Wiecenski cautioned that she is having the Town Attorney take a look at how we will appropriate this and how we add them to the CIP plan; noting that it is a little tricky because the CIP Committee was not involved. She added that this has been a very confusing budget season and this added to the confusion.

Selectman Blessington stated that he is confused. He thought that the plan covered all the lease payments. First Selectwoman Wiecenski stated that it does – but she questions if we can actually spend the funds to make the payments. With no town meeting; it is unsure; but Executive Order 7S; section 7 references critical time spending on certain matters that would have gone to Town Meeting. Selectman Blessington noted that he was very unhappy with this Executive Order that wouldn't allow a town meeting or referendum; but now we are saying it is not the way it is; which makes him very nervous.

First Selectwoman Wiecenski clarified that is the way it was but she is now questioning the manner to see if we actually have to take an additional step before we spend the funds – spending in the absence of a Town Meeting is different; and is just asking for clarification before moving forward.

Selectman Blessington then asked for a copy of the correspondence that will come back from the Town Attorney. First Selectwoman Wiecenski noted it was a phone conversation but will forward the communication. Selectman Blessington reiterated that this makes him very nervous.

Old Business

A. COVID-19 Update

Willington currently has 15 positive cases; this is a cumulative number and one has been hospitalized. As of this afternoon's press conference; the Governor has paused Phase III; which was slated to begin on or about July 17th. First Selectwoman Wiecenski stated that she will communicate with everyone as things progress; but noted that the delay in Phase III could affect our summer concerts at RRAC.

First Selectwoman Wiecenski reminded everyone that Executive Order 7BB requires everyone to wear a face covering whenever in public or close contact with others outside. This includes the TOB – although we remain closed to the public, our staff is required to wear masks when they leave their offices and while walking through the building. The same goes for the Transfer Station as it is difficult to be farther than 6' from others. For those with medical issues; the mask policy would be superseded.

The TOB re-open plan is in it's final stages; which will coincide with the Employee Pandemic guide. The Public Works' plan was just finalized today.

First Selectwoman Wiecenski noted that Public Works installed their last plexi-glass divider today in the Assessor's office.

Hand-sanitizer has been placed in both entrances of the building; as well as on each service counter. The TOB is now fully staffed; but employees are not allowed to congregate. Working from home is now on an "as needed" basis.

The public is still encouraged to call or email to conduct business during the closure to the public; however, we are taking appointments for those needing to come in. All touch points are cleaned after each interaction. First Selectwoman Wiecenski noted that most people are taking advantage of the drop box for their tax payments. Many others are paying online. She noted that we began accepting payments last Wednesday; July 1st. This year the late penalty has been pushed to October 1st (as opposed to the normal Augusts 1st) and there has been concern to see if the town would be affected with the new deadline; however we seem to be tracking the same as last year. As of the first week in July of last year (July, 2019); the town collected almost \$225,000. As of this afternoon; the town has collected \$457,229; but that still does not include any online payments made today; therefore we seem to be the same as last year. First Selectwoman Wiecenski noted that makes her hopeful to see some stabilization ere in Connecticut. She then noted that the May unemployment numbers came in at 6.6%; which was not as bad as we expected. As things opened in June; she is hopeful to see where will be at.

First Selectwoman Wiecenski noted that our residents are doing a good job wearing masks. The only issue she sees is at the Transfer Station; where we continue to get complaints. The Senior Center still remains closed but the Library is staffed and doing curbside pick-ups. More information is available on their website.

The Town Clerk's office is still accepting dog licenses; as there are no penalties until August 1st. For the most part people have licensed their dogs via mail. First Selectwoman Wiecenski thanked the garden club for clearing a path to the Town Clerks window and thanked Robert Shabot for adding the stones to create a walking path. We are finding different ways to service our residents while we remain closed.

The Town Clerk asked us to share information regarding Information on Absentee Ballots for August 11, 2020 Primary: Due to the ongoing COVID-19 pandemic, Governor Ned Lamont signed an executive order allowing all registered voters in Connecticut to vote absentee in the August 11, 2020 primary. Secretary of the State Denise Merrill mailed every registered Democrat and Republican in the state an

application that they will need to fill out and return in order to obtain an absentee ballot. That application, which will be sent via U.S. Postal Service, will include a postage paid return envelope. Beginning July 21, 2020, all voters who requested an absentee ballot will receive the ballots in the mail, which will also include a postage paid return envelope.

The Town of Willington will also have a secure ballot drop box, located in the front of the building to allow voters to deliver their absentee ballots in person without close personal contact. For those who would still like to appear in person to cast their vote, our polling locations will remain open, however, the ability to vote absentee will ensure that the democratic process continues safely and securely.

First Selectwoman Wiecenski noted that we have not received our ballot drop box yet but when we do it will be installed in front of the building. First Selectwoman Wiecenski noted that the Secretary of State has covered the cost of postage on the absentee ballots; which does not come at any cost to the town.

The Town Office Building will be open on August 11th for the primary for those who wish to vote in person. The building will be closed to the rest of the staff on that day.

The food pantry remains open by appointment with Human Services. Food Share continues on Wednesdays in the Senior Center parking lot. The first will be held on July 8th and the following on July 22nd. Each event will be from 11 – 11:30 AM.

Present to Speak

No one was present to speak.

Good & Welfare

We received the latest monthly report from Troop C for the month of May, 2020:

Total calls for service: 427; Total calls this year: 1951

Accidents:	2	Total traffic stops:	98
Onsite DUP's:	2	Burglaries:	0
Arrests:	1	Criminal Investigations:	3
Larcenies:	2	Misdemeanor Summons:	2
Non-reportable matters:	304	Infractions:	74
Written warnings:	6	Verbal warnings:	16

First Selectwoman Wiecenski reminded everyone that Hall's Pond is not open to the public this year due to the COVID-19 pandemic. Hall's Pond is private property and those found there are trespassing.

First Selectwoman Wiecenski thanked Jennie Arpin and her staff and residents who helped out with the food drive last week. We received over 850 items. The next distribution will be held on July 17th to residents only. Those participating will need to show ID.

First Selectwoman Wiecenski thanked our residents for volunteering in the many capacities. Their kindness matters and is what makes our community a great one.

Selectman Blessington noted that he received a newsletter from a legislative representative who suggested that he sign up for CTAlert to receive any alerts in the area; in which he did. He immediately received an alert in regards to a travel ban requiring a 14 day quarantine for those coming to Connecticut from out of state. The next message came the next day notifying him of the Governor's press conference; which made him lose interest and he deleted the app. Selectman Blessington stated this is one of the things we talked

about when setting up the Emergency Communication Task Force – we need to make sure we send things that are worth listening to. First Selectwoman Wiecenski stated that she is signed up for CT Alert; but did not receive either of those messages; but will look into why he may have gotten those messages; and why some would not. She will get back to the Selectmen on that.

First Selectwoman Wiecenski thanked all of our staff for the work they are doing in these unusual times. Everyone is working together to get us through. A longtime resident who recently moved away notified First Selectwoman Wiecenski today to commend the Tax Collector and Assessor on their customer service and prompt attention to a matter that was taken care of today.

Lastly, First Selectwoman Wiecenski stated that she is hopeful to add the crumbling foundation report that was done in December to a future agenda.

**First Selectwoman Wiecenski adjourned the meeting at 7:41 PM.
Selectman Blessington seconded the motion.**

Respectfully submitted,
Robin Campbell
Office Manager
Town of Willington

