

# TOWN OF WILLINGTON

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Board of Selectmen  
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## BOARD OF SELECTMEN

Meeting Minutes  
Lower Level Conference Room

May 6, 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:

Selectwoman Boritz moved to approve the minutes of April 15, 2019 with the correction of her name change from Makuch to Boritz at the top of the page.

Selectwoman Wiecenski seconded the motion.

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 noted that many things on the status report will be covered on the agenda.

### Public Works

Troy Sposato was present. He stated that the State Inspector had come out a few weeks ago to inspect the front steps. The steps failed the inspection because the measurements were off. The contractor is expected to come out on Saturday, May 11<sup>th</sup> to jackhammer the faulty steps and they will pour new concrete on the following Monday. In addition, the rails need to be extended. First Selectwoman Wiecenski noted that the contractor had provided the town with their own engineering report, which was under the impression that the measurements were within code; however the state report had different information, which is what we must follow.

Mr. Sposato stated that the TOB parking lot will be lined on May 26<sup>th</sup>, weather permitting. They will do this on a weekend as not to interfere with TOB operations.

The Crew has been sweeping, fixed a drainage issue on Red Oak Hill Road and fixed the parking area at the River Road Athletic Complex. A pipe was replaced on Daleville School Road. The pipe had been washed out from a previous rain storm.

In addition, Mr. Sposato reported that we have hired a new Assistant Transfer Station Operator. Michael Conde started on Sunday, May 5<sup>th</sup>.

Troy has been working with Stuart Cobb on getting new radios in the PW trucks. Discussions had been held on putting repeaters in the trucks, but Troy believes a new system will be the better way to go, rather than a band aid fix. Stuart will be getting back to Troy with a quote to do all of the trucks. Troy would like to see if he can get them done ASAP. Troy noted that this is a safety issue as several of the trucks cannot communicate in different areas of town. First Selectwoman Wiecenski added that the repeater was a CIP request that Derek Dimmock had submitted last year. The request was to put a repeater on the antenna at Willington Hill F.D; but the trucks still may not be able to communicate through the entire town, but would be a little better than what we currently have. Troy has since inherited this project and he believes there might be a better solution. Since the request was a bit different than what he is looking at now, First Selectwoman Wiecenski asked him for a more accurate quote. As opposed to spending \$15,000 to put a band aid on the problem that will just continue to snowball – let's see how we can make it so when our crews are out, they can communicate with each other all around town.

Lastly, Troy stated that the crews have been out grading the dirt roads, and he is aware of the numerous complaints. He warned that it has been difficult with all of the rain we have gotten and they cannot grade mud. So far they have graded Trask, Daleville and Michalec. They will continue with the rest of the roads, weather permitting.

#### New Business

##### A. Capital Region Natural Hazard Mitigation Plan Update & Resolution Adoption

First Selectwoman Wiecenski noted that we are reviewing an update of the plan, which, once adopted will run through 2024. She then read a copy of the Resolution:

#### CERTIFICATE OF ADOPTION - TOWN OF WILLINGTON BOARD OF SELECTMEN

#### **A RESOLUTION ADOPTING THE CAPITOL REGION NATURAL HAZARD MITIGATION PLAN UPDATE, 2019-2024**

WHEREAS, the Town of Willington has historically experienced severe damage from natural hazards and it continues to be vulnerable to the effects of those natural hazards profiled in the plan (e.g. *flooding, high wind, thunderstorms, winter storms, earthquakes, droughts, dam failure, and wildfires*), resulting in loss of property and life, economic hardship, and threats to public health and safety; and

WHEREAS, the Willington Board of Selectmen approved the previous version of the Plan in 2014; and

WHEREAS, the Town of Willington and Capitol Region Council of Governments developed and received conditional approval from the Federal Emergency Management Agency (FEMA) for the Natural Hazard Mitigation Plan Update, 2019-2024 under the requirements of 44 CFR 201.6; and

WHEREAS, public and committee meetings were held and public input was sought in 2017 and 2018 regarding the development and review of the Natural Hazard Mitigation Plan Update, 2019-2024; and

WHEREAS, the Plan specifically addresses hazard mitigation strategies and Plan maintenance procedure for the Town of Willington; and

WHEREAS, the Plan recommends several hazard mitigation actions/projects that will provide mitigation for specific natural hazards that impact the Town of Willington, with the effect of protecting people and property from loss associated with those hazards; and

WHEREAS, adoption of this Plan will make the Town of Willington eligible for funding to alleviate the impacts of future hazards; now therefore be it

RESOLVED by the Board of Selectmen:

1. The Plan is hereby adopted as an official plan of the Town of Willington;
2. The respective officials identified in the mitigation strategy of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;
3. Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution.
4. An annual report on the progress of the implementation elements of the Plan shall be presented to the Board of Selectmen.

**Adopted this 6<sup>th</sup> day of May, 2019 by the Board of Selectmen of Willington, Connecticut**

Scott Choquette Associate of Dewberry; a subconsultant of Milone & MacBroom; who is part of CRCOG's consulting team was present to give an overview of the program. Mr. Choquette stated that the Capitol Region Council of Governments received a grant about 2 years ago to update the plan. Grant funding came from FEMA and the State Emergency Management Agency. It is requirement that the plans be updated every five years under the Federal Disaster Mitigation Act. Mr. Bristol noted they run risk assessments for towns in the Capitol Region; working with Emergency Management Directors and Public Works.

They compile a list of projects and strategies for each town as well as their vulnerabilities. Willington has identified 20 items that are in need of improvement. By adopting the Resolution, the town will be eligible for three types of programs: Hazard Mitigation Grant; Pre-Disaster Program and the Flood Mitigation Assistance at 75% of the project cost. Mitigation ranges from Regulatory and Land Use type items, enforcing Building Codes or replacing an undersized culvert with an oversize culvert. It is anything long term sustainable actions that will reduce or eliminate a threat.

Mr. Choquette stated that this has been a 2 year process to complete and now just needs to be adopted by the 36 municipalities in the COG (Council of Governments).

First Selectwoman Wiczenski noted that Stuart Cobb, our Emergency Management Director is familiar with the plan and has been part of the update process.

Randy Belair asked if the 20 items that have been identified in Willington compare to other towns in the region? Mr. Choquette stated that it is pretty average. Some of the bigger towns with more vulnerability have 100 or so. Mr. Belair noted that it might be a good idea to pair with the POCD. He then asked where the final product will be – will it be publicly posted? Mr. Choquette noted that FEMA encourages this plan to be integrated with other plans. – it doesn't necessarily need to be the POCD.

Mr. Belair then asked if the 20 items are presumably eligible for Federal Assistance? Mr. Choquette stated yes and you don't have to limit the plan to only things that are eligible. If there are good projects that are not eligible; there are also other funding sources. He stated that he cautions municipalities that the plan isn't limited only to the projects that are fundable by FEMA. Most of them are fundable by the other programs he mentioned. Mr. Belair then asked if any of our CIP projects would fall into that category? First Selectwoman Wiczenski stated that she would have to look into that. Mr. Choquette warned that anything that is considered routine or maintenance would not fall under the criteria.

**First Selectwoman Wiczenski moved to adopt the Resolution of the Capitol Region Natural Hazard Mitigation Plan Update as presented for the years 2019 – 2024 as read.**

**Selectwoman Boritz seconded the motion.**

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

B. Award Custodial Contract for TOB, Public Works & Old Town Hall:

Robin Campbell solicited 4 bids for the custodial contract:

Fluff & Dust; Thompson's Cleaning Service; Opportunity Works & H&S Carpet & Janitorial service (\*our current vendor)

Fluff & Dust did not respond and Thompson's Cleaning Service declined to bid; stating that she did not want to take the job away from our current vendor.

Two bidders submitted responses: H&S Carpet Cleaning and Opportunity Works.

**H&S:**

TOB: \$250 per week total per year: \$13,000

OTH: \$40 each time (when asked)

PW Garage: \$70 per week total per year: \$3,640

**Grand total per year: \$16,680.00**

**Opportunity Works, CT:**

TOB per month: \$1,155.62 total per year: \$13,867.44

OTH: 88.90 (when asked)

PW Garage: \$44.45 total per year: \$2,316.60

**Grand total per year: \$16,272.94**

Robin Campbell recommends staying with our current vendor; H&S. We have chosen the cheaper vendor several times and have had issues. Since H&S came on board everyone seems to be happy with them. Troy Sposato stated that they are happy with them at Public Works as well. Robin Campbell also noted that the bid is the same amount as the past 2 years.

**Selectwoman Boritz moved to award the custodial contract to H&S Carpet and Janitorial Service, LLC as per their bid.**

**First Selectwoman Wiecenski seconded the motion.**

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

C. 2019-2024 Copier Lease

Our Business Manager, Donna Latincsics sought pricing off of the US Communities National Bid List. She recommends we stay with ACT Group; which is the same vendor we have been using.

Donna would like to buy out 3 copiers at the fair market value. The Town Clerk's copier and Superintendent's copiers will stay intact and the Selectmen's copier will be sent to the Senior Center, where their old copier will be discarded. With the buy outs; we are still getting a lower price \$1,601.26 per month.

First Selectwoman Wiecenski noted that Donna has worked hard on this project with the vendor to get the lower pricing. The difference is that we currently have one color copier in the building and it is in the lower level; which is sometimes challenging to those in the upper level. The configuration will be changed slightly where both floors will have color copiers.

D. Appointment:

The Selectmen received a letter of interest from Sydney Collins who is looking to serve on the Youth Service Advisory Board. Sydney has worked as an intern for the Human Services Department.

Selectwoman Wiecenski moved to appoint Sydney Collins as a non-voting member (under 21) to the Youth Services Advisory Board; effective May 6, 2019; expiring May 5, 2021.

Selectwoman Boritz seconded the motion.

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

### Old Business

#### A. Exploratory Flag Committee Discussion

Phil Monty was not able to attend the meeting, but sent in an update via email.

Mr. Monty reported that he stopped in at BJ's in Manchester and asked about flags. He had purchased one there before. They gave him a \$25 card for one flag and 10% off 5 additional flags. Donations have been coming in. So far they have received 22 donations for flags and are still in need of 12 more\*.

All homeowners, the Willington Hill Fire Department, Center School and Town Office Building have given permission for flags to be displayed on the poles in front of their property. Additional contact will be made with the two remaining homes on Route 74 who have not responded.

Mr. Monty is planning to purchase flags on May 13<sup>th</sup> and the Committee would like to put the flags up on Saturday, May 18<sup>th</sup>.

\*If anyone is interested in donating additional flags to help the Committee reach their goal, please send a check to the Selectmen's office; 40 Old Farms Road Willington, CT 06279; checks can be made out to Flag Display Committee.

#### B. WHFD Property Purchase Request – update

First Selectwoman Wiecenski recapped that the Fire Department had come to the Selectmen a few weeks ago but the Selectmen took no action at the time. At the last Board of Finance meeting/public hearing, the Fire Department had sent a letter of correspondence to the BOF who was looking for \$50,000 of towns money to go with the \$300,000 of Willington Hill Fire Association money to purchase the property. The Fire Association then asked the town to consider covering the cost of maintenance on the property; if it were to be purchased.

The Board of Finance did not make any commitments at that last BOF meeting. The Board of Finance ended up appointing two of their members to sit in on discussions and work with the Board of Selectmen to answer some questions. Since then, 2 meetings have been held. The first meeting consisted of BOF members, Randy Belair and Bill Rankin; Mike Makuch, who was representing the Fire Department, First Selectwoman Wiecenski and representatives of the USDA to talk about a loan / grant program that might be available.

At that meeting, they discussed how the Fire Department could qualify to get funding to purchase the land. One of the things they learned is the grant portion would not be able to help them - there is only a total of \$137,000 available through the grant program in the entire state and there is a cap of \$50,000 per project and 35% total of project. The discussion then turned to the fact that they would then be looking at a loan; however the loan would only cover the cost of a fire house; not the land.

First Selectwoman Wiecenski noted that she took 2 things away from that meeting; 1 – the Town would have to own the land in order to apply for the loan (which could be up to a 40 year loan) and 2- the Town hasn't made any decisions on building a new fire house. She added that the discussions were very helpful, but we still need to have several discussions because we are not at a point to build a new fire house.

Randy Belair noted that reason the BOF appointed he and Mr. Rankin to provide additional resources to the Selectmen because there is a lot of data to research and questions to answer. He added more importantly, the Fire Department has a time limitation with the agreement that they signed. While 60 days sounds like a lot of time, it is not. There are so many questions that will need to be answered in great detail. He then stated that it was expressed that the Fire Department should go back to the Realtor; explain the magnitude of what is expected to be done before they can move forward and ask for some additional time.

First Selectwoman Wiczenski noted that they have 60 days to back out and get their deposit back and that was signed on March 25; with a deadline of May 25; which is about 2 weeks away. She added that one of the other suggestions that we gave to the Department is that they should put some conditions on any sale contingent of crumbling foundations on the 2 dwellings. The date the rectory was built falls in the timeframe of the foundations in question. At the very least, they should request a visual inspection.

A second meeting was held last Monday, April 29<sup>th</sup>. The Fire Chief & President had met with the Land Use Department; (Building Inspector and Zoning Agent). Discussions were held about some ways the Department would be able to use the property and what the limitations are. One of the issues that was discussed is that the Department would not be able to rent out the house the way it is currently permitted – as long as it remains one parcel. Another option would be to split into two parcels, but then it would not be big enough to put a fire house on if they did that. It was determined that there would be a lot of costs associated with permitting changes.

First Selectwoman Wiczenski noted that the Town has not committed to put any money in towards this request. The Fire Department indicated that they would still like to move forward with the purchase, even if the town does not provide any funding. First Selectwoman Wiczenski then stated that she had warned them that they did not plan to fund the electricity/ maintenance or anything associated with the property in their budget that will be voted on tomorrow. She then clarified that the town only has an agreement with the Willington Hill Fire Department; not the Association.

Selectwoman Boritz stated that this isn't our decision to make so she doesn't even know how to respond to any of this. First Selectwoman Wiczenski agreed, but added that it is still good to be part of the conversations. Selectman Blessington added that we aren't even sure what specific use they want to use the property for; but we are not even sure the rest of the town is going to agree. He added it is premature for them to purchase the property. First Selectwoman Wiczenski added she is hopeful they took the advice about the contingencies. Selectman Blessington said if they have a deadline of May 27<sup>th</sup> and if they go past that, they will have money to lose – it is uncertain how much.

Randy Belair noted that the price on the property came down almost 50% since it first went up for sale and they haven't had any interest from other buyers. He is hopeful that the Realtor will want to work with the Department to give them as much time as they need to work out the details. First Selectwoman Wiczenski clarified if they back out, they risk someone else purchasing the property; but warned that the Town has not committed to a new fire house in any amount of time – on either side or any location.

Selectwoman Boritz stated that she has a little frustration that we keep having the same conversation over and over again – because there is nothing for us to do or to decide on. The ball is in the Fire Department's court; they know there is no decision for the Selectmen to make; we have given them all of the information and advice and they know there is no commitment from the town; other than wishing them good luck on their decision.

First Selectwoman Wiczenski clarified that it is important to get our side of the facts made public and how we feel. We are not discouraging or encouraging them.

Selectman Blessington stated that he is hopeful they are not under the assumption if they purchase it that the town will commit to putting a new fire house on that property. First of all, we have no plans to build anything

and if we do in the future, it would likely put a new fire house there – we probably would want to put a new fire house in a more centralized location.

First Selectwoman Wiecenski stated that she has requested call data (in conjunction with the past 3 studies) that will show us on a map where an ideal centralized location will be if and when the town is ready to hold discussions. Randy Belair stated this has been a collaborative effort of many people who are trying to get so many difficult questions answered. These members have spent their own money to put additions on the fire house and there is a lot of good will coming from the members. This is an opportunity to give back – it has been a good investment of time from all of the people involved in the discussions.

#### C. Water hook up on Old Farms Road – Follow Up

First Selectwoman Wiecenski recapped that we had a request from a resident to potentially hook up to the water system and agreed to let them pursue. She added that she would like to put a procedure in place to protect the town from liability. She clarified that all of the other buildings that are connected to the water supply are municipal buildings and we are familiar with the set up and how much water they use. With that being said, she would like to have the Assessor perform a site inspection of the home to ensure the property card is up to date and we have an idea of what the anticipated water usage will be.

#### D. Discussion – Salaried Employee pay schedule

At the last meeting, discussion was held regarding the salaried personnel pay schedule. First Selectwoman Wiecenski had worked on a plan with Amanda Palotti and Donna Latincics. They had a meeting to discuss and seek feedback from the employees who will be affected. Instead of holding back the first paycheck in the fiscal year (the first paycheck was slated to be on July 18<sup>th</sup>); it will be done in increments; over a period of 4 paychecks, deducting a portion out of those checks, rather than missing an entire pay check. The plan was submitted to the Department of Labor and they responded noting the plan was acceptable.

First Selectwoman Wiecenski clarified at the end of the fiscal year, the employees will still have made the same amount of money; it is just a shift in the pay schedule and the work week.

Selectman Blessington stated he is having a hard time trying to figure this out – did we over pay people? First Selectwoman Wiecenski clarified that no one has been over paid; but rather the pay schedule is as if salaried employees and elected officials are paid ahead rather than having a pay check withheld the first 1 or 2 weeks. – for example a new salaried employee/elected official began work on a Monday and received a full paycheck on that Thursday. This has been the schedule since anyone can remember. With the proposed shift, everyone will be on the correct pay period.

Selectman Blessington noted every place he has ever worked has held back a paycheck. First Selectwoman Wiecenski noted that the Department of Labor has never seen anything like this before. She thanked Donna and Amanda for their work on this.

#### E. Revenue Collector – Update

First Selectwoman Wiecenski noted that we have only received one resume/application for the position that was re-advertised. In the meantime she had reached out and found someone to help out in the interim. A few days ago, she received a second person willing to help assist in the department to get us through tax season.

Kelsey Allard, the Tax Collector in Franklin started to help out this evening. She will work up to 10 hours per week and will be here on Monday evenings and will work behind the scenes in the evenings.

In addition, Beth Jacobs, who is the Tax Collector in Manchester, has also offered to assist – her schedule is being worked out. First Selectwoman Wiecenski thanked our Assessor, Walter Topliff for reaching out to Beth to see if she would help. She is also thankful to both Beth and Kelsey for their willingness to help us.

Also, First Selectwoman Wiecenski noted that Janice, our Assistant Tax Collector has been doing a great job working with very little supervision and guidance. Lisa continues to communicate with Janice when needed and First Selectwoman Wiecenski appreciates her help and she is hopeful that Beth and Kelsey will be very helpful as well.

Lastly, First Selectwoman Wiecenski told the Selectmen that we need to decide where we want to go with our search. She had contacted the town of Ashford to discuss shared services; however they are not interested in pursuing at this time. The position was posted in the Chronicle and remains on the website and CTX (the Tax Collector website). She will continue to look for someone to fill the position long term.

### Good & Welfare

First Selectwoman Wiecenski reminded everyone that tomorrow is the Referendum and the poll room will be open from 6AM-8PM. Please get out and vote on the budget that everyone has worked very hard on over the past several months.

We received the monthly police report from Troop C for the month of April:

Accidents: 4	Traffic Citations: 173
DUI's 1	Criminal investigations: 9
Burglaries: 0	Written warnings: 31
Larcenies: 2	Non-reportable matters: 444

A resident had asked what the non-reportable matters consist of. It was explained that it is for anything that the police respond to that does not involve a ticket or infraction.

This Thursday evening, the Board of Education will hold an engagement regarding the future of our schools. The event will be at 6pm at Center School. The last community engagement event is scheduled for Saturday, May 18<sup>th</sup> in the Common Room at the TOB at 10AM. Childcare will be provided.

Willington Day will be held on May 25<sup>th</sup> at River Road Athletic Complex from 11AM – 3PM

The Annual Memorial Day parade will be held on Monday, May 27<sup>th</sup> beginning on the Town Green. The VFW is looking for Veterans to march with the Color Guard to march with flags and will need two to march with rifles. Please contact Robin Campbell at 860-487-3100 to sign up.

Selectwoman Boritz wished all the mothers a Happy Mother's Day.

**First Selectwoman Wiecenski moved to adjourn the meeting at 7:44 M**

**Selectwoman Makuch seconded the motion.**

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

Respectfully submitted,  
Robin Campbell  
Administrative Assistant