

November 19, 2013

APPROVED MINUTES
VERNON TOWN COUNCIL REGULAR MEETING
TOWN HALL - 14 PARK PLACE - 3rd Floor
VERNON, CONNECTICUT

November 19, 2013- 7:30 PM

Mayor Daniel Champagne called the meeting to order at 7:30 PM

A) PLEDGE OF ALLEGIANCE:

ROLL CALL

ROLL CALL:

Present: Council Members Pauline Schaefer, Virginia Gingras, Julie Clay, Brian Motola, Steve Wakefield, Steven Peterson, Adam Weissberger, Bill Campbell, John Kopec, Michael Winkler and Ann Letendre

Absent: Council Member Kim Appleyard

Entered During Meeting:

Also Present: Mayor Daniel Champagne, Town Administrator John Ward, Recording Secretary Danielle Forand

ADOPTION OF TOWN COUNCIL SCHEDULE 2014-2015

Council Member Wakefield, seconded by Council Member Weissberger made a motion to approve the adoption of the Town Council schedule 2014-2015 (see attachment). Motion carried unanimously.

ADOPTION OF TOWN COUNCIL RULES

Council Member Wakefield, seconded by Council Member Weissberger made a motion to approve the adoption of the Town Council Rules (see attachment). Motion carried unanimously.

NOMINATION AND ELECTION OF MAYOR PRO TEMPORE

Council Member Motola, seconded by Council Member Campbell made a motion to approve the Nomination and Election of Steve Wakefield as Mayor Pro Tempore. Motion carried unanimously.

B) CITIZEN'S FORUM

John Kopec, 24 Jan Drive, Congratulated the new Council Members with pens.

Citizen's forum closed at 7:36 PM

C.) PUBLIC HEARING

None.

D.) PRESENTATIONS

Lieutenant Bill Meier, EMD Michael Purcaro and Assistant Fire Chief Steve Eppler presented an Integrated Municipal Preparedness and Collaborative Training After Action Report from an August IMPACT training.

F.) ACTION ON CONSENT AGENDA

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Council Member Wakefield, seconded by Council Member Weissberger made a motion to approve the consent agenda items as presented # C1- C-5 and C-9. Motion carried unanimously. Council Member Wakefield, seconded by Council Member Weissberger made a motion to move Consent Agenda items # 6-8.

- C 1. Request for Tax Refunds for the Current and Prior Year.** (A copy of a memorandum from Terry Hjarne, Collector of Revenue, to John D. Ward, Town Administrator dated November 8, 2013 is included in the Council packet.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES TWENTY-THREE (23) OVERPAYMENTS FOR THE CURRENT YEAR TOTALLING \$8338.03 AND THREE (3) PRIOR YEAR OVERPAYMENTS TOTALLING \$704.87 AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO JOHN D. WARD, TOWN ADMINISTRATOR DATED NOVEMBER 8, 2013.

- C 2. Request the Town Council approve budget amendment #2,3,4,5, and 6 for fiscal year 2013-2014 as provided by Finance Officer James Luddecke on the budget amendment forms attached to this agenda.**

(Amendment #1 will return at a later date for approval.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUESTS #2,3,4,5, and 6 FOR FISCAL YEAR 2013-2014 AS OUTLINED IN THE BUDGET AMENDMENT FORMS PROVIDED BY FINANCE OFFICER, JAMES M. LUDDECKE.

- C 3. Request the Town Council approves Mayor Daniel A. Champagne's appointment of William J. Nicholson , (R), 86 Huntington Drive, Vernon, Connecticut as a regular member of the Local Historic Properties Commission.** (Mr. Nicholson's resume is included for Council review. Mr. Nicholson is completing the unexpired term of Mr. Courtois)

PROPOSED MOTION:

PURSUANT TO ORDINANCE NO. 185 (TOWN CODE SEC. 2-122) THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A . CHAMPAGNE'S APPOINTMENT OF WILLIAM J. NICHOLSON, (R), 86 HUNTINGTON DRIVE, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE HISTORIC PROPERTIES COMMISSION FOR A TERM TO COMMENCE ON NOVEMBER 20, 2013 AND EXPIRES ON APRIL 3, 2014.

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- C 4. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Thomas Aitkin, (R), 88 Hatch Hill Road, Vernon, Connecticut as a regular member of the Energy Improvement District Board. (A copy of Mr. Aitkin's resume is included.)**

PROPOSED MOTION:

PURSUANT TO THE TOWN OF VERNON ORDINANCE # 292 AND TOWN CODE SECTION 3(A), THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF THOMAS AITKIN (R), 88 HATCH HILL ROAD, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE ENERGY IMPROVEMENT DISTRICT BOARD, SAID TERM TO BEGIN NOVEMBER 20, 2013 AND EXPIRES ON JUNE 30, 2018.

- C 5. Request the Town Council approve the appointment of Mayor Daniel A. Champagne to the Bolton Lakes Regional Water Pollution Control Authority.**

PROPOSED MOTION:

PURSUANT TO ORDINANCE NO. 242 THE VERNON TOWN COUNCIL HEREBY APPROVES THE APPOINTMENT OF DANIEL A. CHAMPAGNE, (R), 14 PARK PLACE, VERNON, CONNECTICUT TO THE BOLTON LAKES REGIONAL WATER POLLUTION CONTROL AUTHORITY FOR A TERM BEGINNING NOVEMBER 20, 2013 AND EXPIRES ON NOVEMBER 8, 2015.

- C. 9.**

Request the Town Council approve Mayor Daniel A. Champagne's appointment of Robin C. Lockwood, (U), 121 Huntington Drive, Vernon, Connecticut as an alternate member of the Design Review Advisory Commission, said term to commence on November 20, 2013 and expires November 19, 2016. (A copy of Ms. Lockwood's resume is included for Council review.)

PROPOSED MOTION:

PURSUANT TO ORDINANCE #268, TOWN CODE SEC. 10-105 - 10-108 THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF ROBIN C. LOCKWOOD, (U), 121 HUNTINGTON DRIVE, VERNON, CONNECTICUT AS AN ALTERNATE MEMBER OF THE DESIGN REVIEW ADVISORY COMMISSION, SAID TERM TO COMMENCE ON NOVEMBER 20, 2013 AND EXPIRES ON NOVEMBER 19, 2016.

- G.) IDENTIFICATION AND ADOPTION OF ADDITIONAL ITEMS**
None.

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H.) **PENDING BUSINESS**

None.

I.) **NEW BUSINESS**

1. **Request the Town Council authorizes Mayor Daniel A. Champagne to sign any and all documents relative to the State of Connecticut Department of Emergency Management and Homeland Security Grant Program.**

PROPOSED RESOLUTION:

BE IT RESOLVED THAT THE TOWN OF VERNON MAY ENTER INTO WITH AND DELIVER TO THE STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY RELATIVE TO THE 2014 EMERGENCY MANAGEMENT AND HOMELAND SECURITY GRANT PROGRAM, ANY AND ALL DOCUMENTS WHICH IT DEEMS TO BE NECESSARY AND APPROPRIATE.

BE IT FURTHER RESOLVED THAT DANIEL A. CHAMPAGNE , AS THE MAYOR OF THE TOWN OF VERNON IS AUTHORIZED AND DIRECTED TO EXECUTE AND DELIVER ANY AND ALL DOCUMENTS ON BEHALF OF THE TOWN OF VERNON AND TO DO AND PERFORM ALL ACTS AND THINGS WHICH HE DEEMS TO BE NECESSARY OR APPROPRIATE FOR THE STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY GRANT.

Council Member Wakefield, seconded by Council Member Weissberger made the above motion to authorize Mayor Daniel Champagne to sign any and all documents relative to the State of Connecticut Department of Emergency Management and Homeland Security Grant Program.

Emergency Management Director, Mike Purcaro was present. Discussion took place.

Motion carried unanimously.

2. **Request the Town Council waive the bid procedure for the purchase of Extrication Equipment and accessories from Firematic Supply Company.** (See memo dated November 6, 2013 from James M. Luddecke, Finance Officer and Treasurer to John D. Ward, Town Administrator regarding same.)

PROPOSED MOTION:

RESOLVED, THE TOWN COUNCIL, CONSISTENT WITH THE TOWN CHARTER, CHAPTER 12, SECTION 9, HEREBY WAIVES THE BID PROCEDURE FOR THE ACQUISITION OF HURST JAWS OF LIFE EXTRICATION EQUIPMENT AND ACCESSORIES FOR FIRE RESCUE TRUCK 441, FROM FIREMATIC SUPPLY COMPANY, INC., 651 BROOK STREET, ROCKY HILL,

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CONNECTICUT, IN AN AMOUNT NOT TO EXCEED \$27,275.00; AND FURTHER AUTHORIZES THE TOWN ADMINISTRATOR TO EXECUTE ON BEHALF OF THE TOWN OF VERNON ANY INSTRUMENT (S) TO THAT EFFECT.

Council Member Wakefield, seconded by Council Member Weissberger made the above motion to waive the bid procedure for the purchase of Extrication Equipment and accessories from Firematic Supply Company.

Fire Chief, William Call was present. Discussion took place.

Motion carried unanimously.

- 3. Request the Town Council authorize Mayor Daniel A. Champagne to apply for funding through the CRCOG 2013 Regional Performance Incentive Program (RPIP) Grants and further authorize Mayor Champagne to execute any and all documents for same.** (See memorandum from John D. Ward, Town Administrator to Mayor Daniel A. Champagne and the Vernon Town Council dated November 6, 2013 regarding same.)

PROPOSED RESOLUTION:

Whereas Section 4-124s as amended by Section 251 and 253 of Public Act 13-247 passed by the Connecticut General Assembly provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

Whereas the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

Whereas on October 23, 2013 the Policy Board of CRCOG passed a resolution authorizing development and submittal of an application package to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

Whereas, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

Whereas the Town of **Vernon** has expressed an interest in taking part in the project proposal(s) entitled

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1. Regional Nutmeg Network Connections
2. Regional Computer Forensics Laboratory
3. Human Resources On-line Clearinghouse and Templates

Now, Therefore Be It Resolved that the **Vernon** Town Council does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes Mayor Champagne or his designee to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program.

Council Member Wakefield, seconded by Council Member Weissberger made the above motion to authorize Mayor Champagne to sign all necessary documents in reference to the Regional Performance Incentive Program Project Proposal.

Motion carried unanimously.

- 4. Request the Town Council waive the bid procedure for the repair of a steam boiler at Rockville High School by Crest Mechanical Services of Hartford, Connecticut.** (See memorandum dated November 12, 2013 from James M. Luddecke, Finance Officer and Treasurer to John D. Ward, Town Administrator regarding same.)

PROPOSED MOTION:

RESOLVE, THE TOWN COUNCIL, CONSISTENT WITH THE TOWN CHARTER, CHAPTER 12, SECTION 9, HEREBY WAIVES THE BID PROCEDURE FOR THE REPAIR OF A STEAM BOILER AT ROCKVILLE HIGH SCHOOL, BY CREST MECHANICAL SERVICES, 41 WALNUT STREET, HARTFORD, CONNECTICUT, IN AN AMOUNT NOT TO EXCEED \$190,485.00; AND FURTHER, AUTHORIZES THE TOWN ADMINISTRATOR, TO EXECUTE ON BEHALF OF THE TOWN OF VERNON ANY INSTRUMENT (S) TO THAT EFFECT.

Council Member Wakefield, seconded by Council Member Weissberger made the above motion to waive the bid procedure for the repair of a steam boiler at Rockville High School by Crest Mechanical Services of Hartford, Connecticut.

Finance Director, Jim Luddecke was present. Discussion took place.

Motion carried unanimously.

J.) INTRODUCTION OF ORDINANCES
None

K.) ACTION ON ORDINANCES PREVIOUSLY PRESENTED
None

L.) DISCUSSION OF ADDITIONAL AGENDA ITEMS, PULLED CONSENT ITEMS FROM F) AND PULLED ITEMS FROM O) INFORMATIONAL ITEMS, ETC

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C. 6. Request the Town Council affirm Mayor Daniel A. Champagne's appointment of Harold R. Cummings, Esq. as Town Attorney.

PROPOSED MOTION:

THE TOWN COUNCIL, CONSISTENT WITH CHAPTER XI, SECTION 5, ENTITLED "OTHER OFFICERS", HEREBY AFFIRMS MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF HAROLD R. CUMMINGS, ESQ., AS TOWN ATTORNEY.

Council Member Wakefield, seconded by Council Member Weissberger made the above motion to appoint Harold R. Cummings, Esq. as Town Attorney. Discussion took place.

Motion carried with 7 in favor and 4 against.

C. 7. Request the Town Council affirm Mayor Daniel A. Champagne's appointment of Elizabeth C. Foran, Esq., as Assistant Town Attorney.

PROPOSED MOTION:

THE TOWN COUNCIL, CONSISTENT WITH CHAPTER XI, SECTION 5, ENTITLED "OTHER OFFICERS", HEREBY AFFIRMS MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF ELIZABETH C. FORAN, ESQ., AS ASSISTANT TOWN ATTORNEY.

Council Member Wakefield, seconded by Council Member Peterson made the above motion to appoint Elizabeth C., Esq. as Assistant Town Attorney. Discussion took place.

Motion carried unanimously.

C. 8. Request the Town Council affirm Mayor Daniel A. Champagne's appointment of Martin B. Burke, Esq., as Assistant Town Attorney.

PROPOSED MOTION:

THE TOWN COUNCIL, CONSISTENT WITH CHAPTER XI, SECTION 5, ENTITLED "OTHER OFFICERS", HEREBY AFFIRMS MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF MARTIN B. BURKE, ESQ., AS ASSISTANT TOWN ATTORNEY.

Council Member Wakefield, seconded by Council Member Peterson made the above motion to appoint Martin B. Burke, Esq., Assistant Town Attorney. Discussion took place.

Motion carried unanimously.

M.) ADOPTION OF MINUTES

Council Member Wakefield, seconded by Council Member Weissberger made a motion to waive the reading of and approve the minutes of the October 15, 2013 regular Town Council meeting. Motion carries with 9 in favor and 2 abstentions.

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N.) Executive session
None.

O.) INFORMATIONAL ITEMS, PETITIONS, COMMUNICATIONS, CORRESPONDENCE, REPORTS, ETC. NOT REQUIRING ACTION

1. Monthly Report for September, 2013 for the Town Clerk, as submitted by Bernice K. Dixon, Town Clerk.
2. Monthly Report for September, 2013 for the Police Department, as submitted by Stephen M. Clark, Captain of Police.
3. Monthly Update for the CCM PROACT Prescription Discount Card Program from Gina Calabro, Director of Member Services.
4. Public Act No 13-71 An Act Concerning Requirements for Competitive Bidding for the Award of Contracts or Purchase of Property by Municipalities.
5. Monthly Report for September, 2013 for the Building Department as submitted by Harry Dan Boyko, Building Official.
6. Monthly Report for October, 2013 for the Town Clerk, as submitted by Bernice Dixon, Town Clerk.
7. Thank You Letter dated November 7, 2013 from Hockanum Valley Community Council, Inc., to Mayor George F. Apel and the Town Employees, thanking them for their "Food Challenge" donations .

Adjourn (9:15PM)

Council Member Weissberger, seconded by Council Member Peterson made a motion to adjourn. Motion carried unanimously.

Received: November 26, 2013

Approved: December 3, 2013

Respectfully Submitted,

Danielle Forand
Recording Secretary

Karen C. Daigle, CCTC
Assistant Town Clerk