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

RECEIVED
VERNON TOWN CLERK
14 FEB -6 PM 6:13

January 28, 2014 - 7:30PM

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

A) PLEDGE OF ALLEGIANCE:

B) ROLL CALL:
Present: Council Members Pauline Schaefer, Virginia Gingras, Julie Clay, Kim Appleyard, Steve Wakefield, Steven Peterson, Bill Campbell, John Kopec, Michael Winkler and Ann Letendre.
Absent: Council Members Adam Weissberger and Brian Motola
Entered During Meeting:
Also Present: Mayor Daniel Champagne, Town Administrator John Ward, Recording Secretary Danielle Forand

C) CITIZEN'S FORUM
None.
Citizen's forum closed at 7:33 PM

D.) **EXECUTIVE SESSION**
None.

E.) **PUBLIC HEARING**
None.

F.) **PRESENTATIONS BY THE ADMINISTRATION**
Presentation by Mayor Daniel A. Champagne, Parks and Recreation Director Bruce Dinnie and Supervisor Steve Krajewski to present awards for: *Outstanding Volunteer Coach to Karen Montminy, Distinguished Service Award to Andre Garant, Distinguished Service Award to Superior Energy LLC* and recognition of Bruce Watt, Recreation Supervisor who was recently recognized with the "*Young Professional Award*" by the Connecticut Recreation and Parks Association.

Mayor Daniel A. Champagne reports to the Town Council on a variety of subjects.

G.) **CONSENT AGENDA ITEMS**

Council Member Wakefield, seconded by Council Member Schafer made a motion to approve the consent agenda items as presented. Motion carried unanimously to approve the consent agenda items C1-C7 as presented. Note: C2-C7 terms amended to commence January 29, 2014.

C 1. **Request for Tax Refunds for Current Year.** (A copy of a memorandum from Terry Hjarne, Collector of Revenue, to John D. Ward, Town Administrator dated January 13, 2014 is included in the Council packet.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES FOURTEEN (14) OVERPAYMENTS FOR CURRENT YEAR TAXES IN THE AMOUNT OF $1,777.13, AS OUTLINED IN THE MEMORANDUM FROM

TERRY HJARNE, COLLECTOR OF REVENUE TO JOHN D. WARD, TOWN ADMINISTRATOR DATED JANUARY 13, 2014.

C 2. **Request the Town Council approve Mayor Daniel A. Champagne's appointment of Town Council Member John Kopec, (R) as a regular member of the Capital Improvement Committee, said appointment to commence on January 22, 2014 and expires January 21, 2017.** (Mr. Kopec is a Town Council Member and therefore no resume is included.)

PROPOSED MOTION:

PURSUANT TO VERNON TOWN CODE, ARTICLE V, SECTIONS 10-61 - 10-63, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF TOWN COUNCIL MEMBER JOHN KOPEC, (R) AS A REGULAR MEMBER OF THE CAPITAL IMPROVEMENTS COMMITTEE, SAID TERM TO COMMENCE ON JANUARY ~~22~~ 29, 2014 AND EXPIRES ON JANUARY 21, 2017.

C 3. **Request the Town Council approve Mayor Daniel A. Champagne's appointment of Town Council Member Michael Winkler, (D) as a regular member of the Human Services Advisory Commission, said term to commence on January 21, 2014 and expires on June 30, 2015.** (Mr. Winkler is a Town Council Member and therefore no resume is included.

PROPOSED MOTION:

PURSUANT TO CHARTER CHAPTER XV, SEC. 3, 05-02-1989 TOWN RESOLUTION VOL. 24, PAGE 382 AS AMENDED /VOL. 37 PAGE 266 AND TOWN COUNCIL RESOLUTION DATED 02-19-2002, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF TOWN COUNCIL MEMBER MICHAEL WINKLER, (D) AS A REGULAR MEMBER OF THE HUMAN SERVICES ADVISORY COMMISSION FOR A TERM BEGINNING JANUARY ~~21~~ 29, 2014 AND EXPIRES ON JUNE 30, 2015.

C 4. **Request the Town Council approve Mayor Daniel A. Champagne's appointment of Town Council Member William Campbell (R) as a regular member of the Human Services Advisory Commission for a term beginning January 21, 2014 and expires June 30, 2015.** (Mr. Campbell is a Town Council Member therefore no resume is included.)

PROPOSED MOTION:

PURSUANT TO CHARTER CHAPTER XV, SEC. 3, 05-02-1989 TOWN RESOLUTION VOL. 24, PAGE 382 AS AMENDED /VOL. 37 PAGE 266 AND TOWN COUNCIL RESOLUTION DATED 02-19-2002, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL

A. CHAMPAGNE'S APPOINTMENT OF TOWN COUNCIL MEMBER WILLIAM CAMPBELL, (R) AS A REGULAR MEMBER OF THE HUMAN SERVICES ADVISORY COMMISSION FOR A TERM BEGINNING JANUARY ~~21~~ 29, 2014 AND EXPIRES ON JUNE 30, 2015.

C 5. **Request the Town Council approve Mayor Daniel A. Champagne's appointment of Probate Judge O. James Purnell, (R) 14 Park Place, Vernon, Connecticut as a regular member of the Human Services Advisory Commission, said term to commence on January 22, 2014 and expires on June 30, 2015.** (The Honorable Judge Purnell is the Judge of Probate, therefore no resume is included.)

PROPOSED MOTION:

PURSUANT TO CHARTER CHAPTER XV, SEC. 3, 05-02-1989 TOWN RESOLUTION VOL. 24, PAGE 382 AS AMENDED /VOL. 37 PAGE 266 AND TOWN COUNCIL RESOLUTION DATED 02-19-2002, THE TOWN COUNCIL HEREBY APPROVES THE APPOINTMENT OF JAMES PURNELL, 14 PARK PLACE, VERNON, CONNECTICUT, AS A REGULAR MEMBER OF THE HUMAN SERVICES ADVISORY COMMISSION FOR A TERM BEGINNING JANUARY ~~22~~ 29, 2014 AND EXPIRES ON JUNE 30, 2015.

C 6. **Request the Town Council approve Mayor Daniel A. Champagne's appointment of Terilynn Rogers, (D), 26 White Street, Vernon, Connecticut as a regular member of the Human Services Advisory Commission, said term to commence on January 22, 2014 and expires on June 30, 2015.** (A copy of Ms. Rogers resume is included for Council review.)

PROPOSED MOTION:

PURSUANT TO CHARTER CHAPTER XV, SEC. 3, 05-02-1989 TOWN RESOLUTION VOL. 24, PAGE 382 AS AMENDED /VOL. 37 PAGE 266 AND TOWN COUNCIL RESOLUTION DATED 02-19-2002, THE TOWN COUNCIL HEREBY APPROVES THE APPOINTMENT OF TERILYNN ROGERS, (D), 26 WHITE STREET, VERNON, CONNECTICUT, AS A REGULAR MEMBER OF THE HUMAN SERVICES ADVISORY COMMISSION FOR A TERM BEGINNING JANUARY ~~22~~ 29, 2014 AND EXPIRES ON JUNE 30, 2015.

C 7. **Request the Town Council approve Mayor Daniel A. Champagne's appointment of Karen L. Roy-Guglielmi, (U), 66 Indian Trail, Vernon, Connecticut as a regular member of the Human Services Advisory Commission, said term to commence on January 22, 2014 and expires on June 30, 2015.** (A copy of Ms. Roy-Guglielmi's resume is included for Council review.)

PROPOSED MOTION:

PURSUANT TO CHARTER CHAPTER XV, SEC. 3, 05-02-1989 TOWN RESOLUTION VOL. 24, PAGE 382 AS AMENDED /VOL. 37 PAGE 266 AND TOWN COUNCIL RESOLUTION DATED 02-19-2002, THE TOWN COUNCIL HEREBY APPROVES THE APPOINTMENT OF KAREN L. ROY-GUGLIELMI, (U), 66 INDIAN TRAIL, VERNON, CONNECTICUT, AS A REGULAR MEMBER OF THE HUMAN SERVICES ADVISORY COMMISSION FOR A TERM BEGINNING JANUARY ~~22~~ 29, 2014 AND EXPIRES ON JUNE 30, 2015.

H.) **DISCUSSION OF PULLED CONSENT AGENDA ITEMS**

I.) **PENDING BUSINESS**

J.) **NEW BUSINESS**

1. **Request the Town Council adopt the official Town of Vernon Policy entitled: *Town of Vernon, Policy Against Violence in the Workplace.*** (See attached policy for your review.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY ADOPTS THE FOLLOWING OFFICIAL POLICY: ***TOWN OF VERNON, POLICY AGAINST VIOLENCE IN THE WORKPLACE*** AS PRESENTED BY ASSISTANT TOWN ADMINISTRATOR DAWN MASELEK.

Council Member Wakefield, seconded by Council Member Campbell made a motion to adopt the Official Policy: Town of Vernon, Policy against Violence in the Workplace. Assistant Town Administrator, Dawn Maselek was present to answer any questions. Discussion took place. Motion carried unanimously.

2. **Request the Town Council approve the Job Description of *Plant Foreman* as recommended by Assistant Town Administrator Dawn Maselek.** (A copy of the job description (new and old) are included for Council review.)

PROPOSED MOTION

THE TOWN COUNCIL CONSISTENT WITH THE TOWN OF VERNON PERSONNEL RULES AND REGULATIONS, SECTION 4.1 (B) ENTITLED "JOB DESCRIPTIONS", HEREBY ADOPTS THE JOB DESCRIPTION OF ***PLANT FOREMAN*** AS PRESENTED.

Council Member Wakefield, seconded by Council Member Peterson made a motion to adopt the job description of Plant Foreman as recommended by Assistant Town Administrator, Dawn Maselek. Assistant Town Administrator, Dawn Maselek was present to answer any questions. Discussion took place. Motion carried unanimously.

3. **Request the Town Council waive the bid process for the costs involving the acquisition, construction and installation of a picnic pavilion at Henry Park.**

(See memorandum dated January 14, 2014 from James M. Luddecke, Finance Office to John D. Ward, Town Administrator relative to same.)

PROPOSED MOTION

RESOLVED, THE TOWN COUNCIL, CONSISTENT WITH THE TOWN CHARTER, CHAPTER 12, SECTION 9, HEREBY WAIVES THE BID PROCEDURE FOR COSTS INVOLVING THE ACQUISITION, CONSTRUCTION AND INSTALLATION OF A PICNIC PAVILION AT HENRY PARK, FROM M.E. O'BRIEN 7 SONS, INC., 93F WEST STREET, MEDFIELD, MASSACHUSETTS, IN THE AMOUNT OF $99,165.00; 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 Schaefer made a motion to waive the bid process for the costs involving the acquisition, construction and installment of a picnic pavilion at Henry Park. Director of Parks and Recreation, Bruce Dinnie was present to answer any questions. Discussion took place. Motion carried unanimously.

4. **Request the Town Council approve the Vernon Department of Public Works disposal of Fixed Assets.** (See memorandum from Finance Director, James M. Luddecke to John D. Ward, Town Administrator dated January 14, 2014.)

PROPOSED MOTION

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OR SALE AT PUBLIC SURPLUS AUCTION OF PUBLIC WORKS VEHICLES AS DISCLOSED ON THE FIXED ASSET DISPOSAL REQUEST FORMS.

Council Member Wakefield, seconded by Council Member Schaefer made a approve the Vernon Department of Public Works disposal of Fixed Assets. Motion carried unanimously.

5. **Request the Town Council approve the Vernon Police Department Asset Disposal by competitive bid.** (See memorandum from Finance Officer James M. Luddecke to John D. Ward, Town Administrator dated January 14, 2014.)

PROPOSED MOTION

THE TOWN COUNCIL HEREBY APPROVES THE POLICE DEPARTMENT TO SELL, BY COMPETITIVE BIDDING, THE RADIO EQUIPMENT AND DISPATCHER WORKSTATIONS AS DISCLOSED ON THE FIXED ASSET DISPOSAL REQUEST FORM. FURTHERMORE, THE PROCEEDS OF THE SALE WILL BE DEPOSITED INTO THE "POLICE RADIO EQUIPMENT FUND" FOR THE PURCHASE OF FUTURE RADIO EQUIPMENT/UPGRADES.

Council Member Wakefield, seconded by Council Member Schaefer made a motion to approve the Vernon Police Department Asset Disposal by competitive bid. Chief of Police, James Kenny was present to answer any questions. Discussion took place. Motion carried unanimously.

6. **Request the Town Council authorize Mayor Daniel A. Champagne to execute any and all documents relative to the Agreement between the Town of Vernon and Cardinal Engineering Associates for Consulting Engineering Services for the design of the Reconstruction of South Street.** (See the documents attached for Council review.)

PROPOSED MOTION:

RESOLVE, THAT DANIEL A. CHAMPAGNE, MAYOR IS AUTHORIZED TO SIGN THE AGREEMENT ENTITLED "AGREEMENT BETWEEN CARDINAL ENGINEERING ASSOCIATES, INC., AND THE TOWN OF VERNON, CONNECTICUT FOR CONSULTING ENGINEERING SERVICES FOR THE DESIGN OF THE RECONSTRUCTION OF SOUTH STREET."

Council Member Wakefield, seconded by Council Member Schaefer made a motion to authorize Mayor Daniel Champagne to execute any and all documents relative to the Agreement between the Town of Vernon and Cardinal Engineering Asso. for Consulting Engineering Services for the design of the Reconstruction of South Street. Building Official, Harry Boyko was present to answer any questions. Motion carried unanimously.

7. **Request the Town Council authorize Mayor Daniel A. Champagne or his designee to apply for a DECD Municipal Brownfield Assessment and Inventory Grant in the amount of $200,000.** (See memorandum dated January 16, 2014 from Shaun Gately, Economic Development Coordinator to Mayor Daniel A. Champagne relative to the application.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY AUTHORIZES MAYOR DANIEL A. CHAMPAGNE OR HIS DESIGNEE TO APPLY FOR A DECD MUNICIPAL BROWNFIELD ASSESSMENT AND INVENTORY GRANT IN THE AMOUNT OF $200,000 FOR THE ENVIRONMENTAL ASSESSMENT AND FURTHER CHARATERIZATION OF 19 GROVE STREET, 5 BROOKLYN STREET, 98 AND 104 EAST MAIN STREET, 200 WEST MAIN STREET, AND FURTHER AUTHORIZES MAYOR DANIEL A. CHAMPAGNE OR HIS DESIGNEE TO EXECUTE THE FORMS NECESSARY FOR THE APPLICATION.

Council Member Wakefield, seconded by Council Member Schaefer made a motion to authorize Mayor Daniel Champagne or designee to apply for a DECD Municipal Brownfield Assessment and Inventory Grant in the amount of $200,000. Discussion took place. Motion carried unanimously.

8. **Request the Town Council to authorize the Mayor Daniel A. Champagne to utilize $142,578 in Municpal Grant-in-Aid Funds to supplement financing for the installation of an Optical Fiber Network.** (See memorandum from John D. Ward, Town Administrator, dated January 16, 2014 to Mayor Champagne and the Town Council relative to same; and letter dated December 30, 2013 from Benjamin Barnes, Secretary, Office of Policy and Management authorizing same.)

PROPOSED MOTION:

THE TOWN COUNCIL AUTHORIZES UTILIZATION OF OFFICE OF POLICY AND MANAGEMENT APPROVED MUNICIPAL GRANTS-IN-AID FUNDING OF $142,578.00, TO SUPPLEMENT FINANCING FOR THE INSTALLATION OF AN OPTICAL FIBER NETWORK BETWEEN TOWN AND SCHOOL BUILDINGS; AND FURTHER, TO DESIGNATE SAID AMOUNT IN THE RESERVE FOR CAPITAL AND NON-RECURRING EXPENDITURES ACCOUNT.

Council Member Wakefield, seconded by Council Member Schaefer made a motion to authorize Mayor Daniel Champagne to utilize $142,578 in municipal grant-in-aid funds to supplement financing for the installment of an optical fiber network. Director of Information & Comm. Technology, Bob Sigan was present. Discussion took place. Motion carried unanimously.

9. **Request the Town Council cancel the February 4, 2014 Town Council meeting.** (See memorandum from John D. Ward, Town Administrator to Mayor Daniel A. Champagne and the Town Council relative to same.)

PROPOSED MOTION:

TOWN COUNCIL HEREBY CANCELS THE REGULARLY SCHEDULED MEETING FOR FEBURARY 4, 2014 AS RECOMMENDE BY TOWN ADMINISTRATOR, JOHN D. WARD.

Council Member Wakefield, seconded by Council Member Campbell made a motion to cancel the February 4, 2014 Town Council meeting. Motion carried unanimously.

K.) **INTRODUCTION OF ORDINANCES**

L.) **ACTION ON ORDINANCES PREVIOUSLY PRESENTED**

M.) **IDENTIFICATION/ADOPTION OF ADDITIONAL AGENDA ITEMS**

N.) **DISCUSSION OF ADDITIONAL ITEMS AND INFORMATIONAL ITEMS**

O.) **ADOPTION OF MINUTES**

Council Member Wakefield, seconded by Council Member Schaefer made a motion to waive the reading of and approve the minutes of the January 7, 2014 regular Town Council meeting. Motion carried unanimously.

Council Member Wakefield, seconded by Council Member Peterson made a motion to waive the reading of and approve the corrected minutes of the October 15, 2013 regular Town Council meeting that were resubmitted due to an omission of Explanatory Text Proposed Motion #3 on page 7. See Attachment. Motion carried with 8 in favor and 2 Abstentions.

P.) **INFORMATIONAL ITEMS**

1. Monthly Report – December, 2013 for the Vernon Police Department as submitted by Stephen M. Clark, Captain.

Adjourn (8:04 PM)

Council Member Campbell, seconded by Council Member Schaefer made a motion to adjourn. Motion carried unanimously.

Received:

Approved:

Respectfully Submitted,

Danielle Forand
Recording Secretary