

POSTED 2/28/14  
[Signature]

AGENDA  
VERNON TOWN COUNCIL  
**REGULAR MEETING**  
TOWN HALL - 14 PARK PLACE - 3<sup>rd</sup> Floor  
VERNON, CONNECTICUT  
  
**TUESDAY, MARCH 4, 2014**  
7:30 P.M.

RECEIVED  
VERNON TOWN CLERK  
14 FEB 28 PM 12:32

- A.) PLEDGE OF ALLEGIANCE
- B.) ROLL CALL
- C.) CITIZENS FORUM

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D.) EXECUTIVE SESSION

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E.) PUBLIC HEARING

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F.) PRESENTATIONS BY THE ADMINISTRATION

Presentation by Alan Slobodien, YSB Director and Chairman of the Drug and Alcohol Council relative to the **Vernon 2013 Alcohol and Drug Use Student Survey Report**. (A copy of the report is included in the Council packet under the Information Section of the agenda.)

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

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G.) ACTION ON CONSENT AGENDA

**C 1. Request the Town Council approve budget amendments # 13,14,15, 16 and 17 for fiscal year 2013-2014 as provided by Finance Officer James M. Luddecke on the budget amendment forms attached to this agenda.**

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUESTS # 13,14,15,16 and 17 FOR FISCAL YEAR 2013-2014 AS OUTLINED IN THE BUDGET AMENDMENT FORMS PROVIDED BY FINANCE OFFICER, JAMES M. LUDDECKE.

- C 2. Request the Town Council in accordance with the requirements for the Small Cities, Community Development Block Grant Program, adopt the Town of Vernon Affirmative Action Policy Statement for the Town of Vernon.** (A copy of said policy is included in the agenda packet.)

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY ADOPTS THE TOWN OF VERNON **AFFIRMATIVE ACTION POLICY STATEMENT** AND HEREBY AUTHORIZES MAYOR DANIEL A. CHAMPAGNE TO EXECUTE THIS DOCUMENT, DESIGNATING JOHN D. WARD, TOWN ADMINISTRATOR, AS THE TOWN'S FAIR HOUSING OFFICER.

- C 3. Request the Town Council, in accordance with the requirements for the Small Cities, Community Development Block Grant Program, adopt the Fair Housing Resolution for the Town of Vernon.** (A copy of said policy is included in the agenda packet.)

**PROPOSED RESOLUTION:**

THE TOWN COUNCIL HEREBY WAIVES THE READING AND ADOPTS THE TOWN OF VERNON **FAIR HOUSING RESOLUTION** AND AUTHORIZES JOHN D. WARD, TOWN ADMINISTRATOR, AS THE TOWN OF VERNON FAIR HOUSING OFFICER.

- C 4. Request the Town Council, in accordance with the requirements for the Small Cities, Community Development Block Grant Program, adopt the Fair Housing Policy Statement for the Town of Vernon.** (A copy of said policy is included in the agenda packet.)

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY WAIVES THE READING AND ADOPTS THE TOWN OF VERNON **FAIR HOUSING POLICY STATEMENT** AND FURTHER APPOINTS JOHN D. WARD, TOWN ADMINISTRATOR, AS THE TOWN OF VERNON FAIR HOUSING OFFICER TO SIGN ON BEHALF OF THE TOWN OF VERNON.

- C 5. Request the Town Council in accordance with the requirements for the Small Cities, Community Development Block Grant Program, adopt the Title VI Document for the Town of Vernon.** (A copy of said document is included in the Council packet.)

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY WAIVES THE READING AND ADOPTS THE TOWN OF VERNON **COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964** AND AUTHORIZES JOHN D. WARD, TOWN ADMINISTRATOR AND FAIR HOUSING OFFICER TO SIGN THIS DOCUMENT.

- C 6. Request the Town Council, in accordance with the requirements for the Small Cities, Community Development Block Grant Program, adopt the ADA Notice for the Town of Vernon.** (A copy of said document is included in the Council packet.)

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY WAIVES THE READING AND ADOPTS THE TOWN OF VERNON **ADA NOTICE** AND AUTHORIZES JOHN D. WARD, TOWN ADMINISTRATOR AND FAIR HOUSING OFFICER TO SIGN SAID NOTICE, AND TO PUBLISH THIS NOTICE IN A LOCAL NEWSPAPER.

- C 7. Request the Town Council in accordance with the requirements for the Small Cities, Community Development Block Grant Program, adopt the Municipal ADA Grievance Procedure for the Town of Vernon.** (A copy of said document is included in the Council packet.)

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY WAIVES THE READING AND ADOPTS THE TOWN OF VERNON MUNICIPAL **ADA GRIEVANCE PROCEDURE NOTICE** AND AUTHORIZES MAYOR DANIEL A. CHAMPAGNE TO SIGN THE MUNICIPAL GRIEVANCE PROCEDURE NOTICE DECLARING THE TOWN OF VERNON'S COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT.

- C 8. Town Council approve Mayor Daniel A. Champagne's reappointment of Katherine E. Voss, (U), 93 Kenneth Drive, Vernon, Connecticut as a regular member of the North Central District Health Board, said term to commence on March 16, 2014 and expires March 15, 2017.** (A copy of Ms. Voss' resume is included for review.)

**PROPOSED MOTION**

PURSUANT TO C.G.S. §19a-241; CHARTER CHAPTER XI, SECTIONS 1,5, & 14, THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF KATHERINE E. VOSS (U), 93 KENNETH DRIVE, VERNON, CONNECTICUT A REGULAR MEMBER OF THE BOARD OF DIRECTORS OF THE NORTH CENTRAL DISTRICT HEALTH BOARD. SAID TERM TO COMMENCE ON MARCH 16, 2014 AND EXPIRES ON MARCH 15, 2014.

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H.) DISCUSSION OF PULLED CONSENT ITEMS

I.) PENDING BUSINESS

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J.) NEW BUSINESS

1. **Request the Town Council approve the revised Job Descriptions of Emergency Medical Technician (EMT) and Emergency & Risk Management Director as presented by Assistant Town Administrator Dawn Maselek.** (A copy of the job descriptions 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 REVISED JOB DESCRIPTION OF EMERGENCY MEDICAL TECHNICIAN (EMT) AND EMERGENCY & RISK MANAGEMENT DIRECTOR AS PRESENTED.

2. **Request the Town Council renew and extend the originally adopted "Elderly Freeze Property Tax Relief Program".** (See memorandum from Mayor Daniel A. Champagne to the Vernon Town Council and John D. Ward, Town Administrator dated February 28, 2014 relative to same.)

**PROPOSED RESOLUTION**

THE TOWN COUNCIL HEREBY RESOLVES TO RENEW THE TOWN OF VERNON ELDERLY FREEZE PROPERTY TAX RELIEF PROGRAM PURSUANT TO PUBLIC ACT 06-176 AS ORIGINALLY ADOPTED ON SEPTEMBER 18, 2007, AND HEREBY EXTENDS SAID PROGRAM UNTIL SUCH TIME AS IT MAY BE AMENDED OR RESCINDED.

3. **Request the Town Council renew the Town of Vernon Elderly and Totally Disabled Property Tax Relief Program pursuant to State Statute Sec 12-129N.** (A copy of a memorandum from Mayor Daniel A. Champagne to the Vernon Town Council and John D. Ward, Town Administrator dated February 28, 2014 relative to same is included in the Council packet.)

**PROPOSED RESOLUTION**

THE TOWN COUNCIL HEREBY RESOLVES TO RENEW THE TOWN OF VERNON ELDERLY AND DISABLED PROPERTY TAX RELIEF PROGRAM PURSUANT TO STATE STATUTE SEC. 12-129N ORIGINALLY ADOPTED ON SEPTEMBER 18, 2007, AND HEREBY EXTENDS SAID PROGRAM UNTIL SUCH TIME AS IT MAY BE AMENDED OR RESCINDED.

4. **Request the Town Council authorize a bid waiver for Engineering Services from Communication Design Associates in an amount not to exceed \$16,500 relative to the evaluation of current AV equipment and acoustics for the Town Council Chambers.** (See memorandum from John D. Ward, Town Administrator to Daniel A. Champagne, Mayor dated February 25, 2014 relative to same.)

**PROPOSED MOTION**

RESOLVED, THE TOWN COUNCIL CONSISTENT WITH THE TOWN CHARTER, CHAPTER 12, SECTION 9, DETERMINES THAT IT IS IN THE BEST INTEREST OF THE TOWN TO WAIVE THE BID PROCEDURE FOR THE PURCHASE OF ENGINEERING SERVICES FROM COMMUNICATION DESIGN ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$16,500.00.

5. **Request the Town Council discuss the schedule for Budget Hearings for the 2014-2015 Fiscal Year.** (A copy of the March and April Town Council Chambers calendars are included for Council review.)

**NO MOTION PROPOSED**

6. **Request the Town Council authorize a bid waiver for the acquisition of a used automated side loader truck from Truck Site, 575 Display Way, Sacramento, California in an amount not to exceed \$60,000.00.** (See memorandum from James M. Luddecke, Finance Officer and Treasurer dated February 27, 2014 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 OF A USED AUTOMATED SIDE LOADER TRUCK, FROM TRUCK SITE, 575 DISPLAY WAY, SACRAMENTO, CALIFORNIA, IN AN AMOUNT NOT TO EXCEED \$60,000.00; AND FURTHER, AUTHORIZES THE TOWN ADMINISTRATOR, TO EXECUTE ON BEHALF OF THE TOWN OF VERNON ANY INSTRUMENT (S) TO THAT EFFECT.

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K.) INTRODUCTION OF ORDINANCES

- (1) **Request the Town Council have a discussion relative to an ordinance entitled "ORDINANCE NO., AN ORDINANCE TO REQUIRE A CERTIFICATE OF OCCUPANCY FOR RENTAL UNITS"** (A copy of said ordinance is included for Council review.)

**NO MOTION PROPOSED**

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L.) ACTION ON ORDINANCE(S) PREVIOUSLY PRESENTED

M.) IDENTIFICATION/ADOPTION OF ADDITIONAL AGENDA ITEMS

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N.) DISCUSSION OF ADDITIONAL ITEMS AND INFORMATIONAL ITEMS

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O.) ADOPTION OF MINUTES

THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE REGULAR TOWN COUNCIL MEETING OF FEBRUARY 18, 2014, AND THAT MINUTES OF SAID MEETING BE APPROVED.

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

1. Monthly Report – January, 2014 Vernon Police Department as submitted by Captain Stephen M. Clark.
  2. Report on ***“Vernon 2013 Alcohol and Drug Use Student Survey Report”*** as prepared by ERASE, Inc.
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Q.) ADJOURNMENT