

POSTED 2/13/15  
RD

AGENDA  
VERNON TOWN COUNCIL  
**REGULAR MEETING**  
TOWN HALL - 14 PARK PLACE - 3<sup>rd</sup> Floor  
VERNON, CONNECTICUT

**TUESDAY, FEBRUARY 17, 2015**  
7:30 P.M.

RECEIVED  
VERNON TOWN CLERK  
15 FEB 13 AM 10:52

- 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

Mayor Daniel A. Champagne to make a presentation to the Town Council on various topics.

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G.) ACTION ON CONSENT AGENDA

- 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 February 9, 2015 is included in the Council packet.)

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY APPROVES ONE (1) OVERPAYMENTS FOR PRIOR YEAR TAXES IN THE AMOUNT OF \$45.97 AND TEN (10) OVERPAYMENTS FOR CURRENT YEAR TAXES IN THE AMOUNT OF \$7321.63 AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO JOHN D. WARD, TOWN ADMINISTRATOR DATED FEBRUARY 9, 2015.

- C 2. Request the Town Council approve budget amendments #20, #21, #22 and #23, as provided by Finance Officer James Luddecke on the budget amendment forms attached to this agenda.**

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUESTS #20, #21, #22 and #23 FOR FISCAL YEAR 2014-2015 AS OUTLINED IN THE BUDGET AMENDMENT FORMS PROVIDED BY FINANCE OFFICER, JAMES M. LUDDECKE.

- C 3. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Susan Reudgen, (R), 61 East Street, Vernon, Connecticut as an alternate member of the Historic Properties Commission. Said term to commence February 18, 2015 and expires April 3, 2018.** (A copy of Ms. Reudgen's resume is included for Council review.)

**PROPOSED MOTION:**

PURSUANT TO ORDINANCE NO. 185 (TOWN CODE SEC. 2-122) THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF SUSAN REUDGEN, (R), 61 EAST STREET, VERNON, CONNECTICUT AS AN ALTERNATE MEMBER OF THE HISTORIC PROPERTIES COMMISSION FOR A TERM TO COMMENCE ON FEBRUARY 18, 2015 AND EXPIRES ON APRIL 3, 2018.

H.) DISCUSSION OF PULLED CONSENT ITEMS

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I.) PENDING BUSINESS

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J.) NEW BUSINESS

- 1) Request the Town Council approve the job descriptions for *Administrative Assistant/HR; Director of Youth Services; and Administrative Secretary* as recommended by Assistant Town Administrator Dawn Maselek.** (A copy of the new job description is 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 DESCRIPTIONS OF *ADMINISTRATIVE ASSISTANT/HR; DIRECTOR OF YOUTH SERVICES; AND ADMINISTRATIVE SECRETARY* AS PRESENTED.

- 2) **Request the Town Council authorize Town Administrator, John D. Ward to file application with Department of Economic and Community Development for the Assessment and Development of Daniels Mill, to execute other documents as may be required, and to act as the Town of Vernon's authorized representative for receipt of grant funds.** (See memorandum from John D. Ward, Town Administrator to Mayor Daniel A. Champagne, and the Vernon Town Council dated February 3, 2015 relative to same.)

**PROPOSED RESOLUTION:**

WHEREAS, pursuant to C.G.S. Sec 32-763 the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

WHEREAS, it is desirable and in the public interest that the Town of Vernon make an application to the State for \$ 300,000 in order to undertake the Assessment and Development of Daniel's Mill as Part of the Greater Amerbelle Complex and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE Vernon Town Council

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by C.G.S. Sec 32-763
2. That the filing of an application for State financial assistance by the Town of Vernon in an amount not to exceed \$ 300,000 is hereby approved and that John D. Ward, Town Administrator is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to

execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Vernon.

- 3) **Request the Town Council approve a bid waiver procedure for upgrade of the electrical service and panels to Memorial Building/Town Hall.** (See memorandum dated February 11, 2015 from James M. Luddecke, Finance Officer and Treasurer to John D. Ward, Town Administrator relative to same.)

**PROPOSED MOTION**

RESOLVE, THE TOWN COUNCIL, CONSISTENT WITH THE TOWN CHARTER, CHAPTER 12, SECTION 9, HEREBY WAIVES THE BID PROCEDURE FOR COSTS INVOLVING THE UPGRADE TO THE ELECTRICAL SERVICE AND PANELS IN THE MEMORIAL BUILDING, TO BE PROVIDED BY A.C.R. ELECTRIC, 40 MAPLEWOOD DRIVE, ELLINGTON, CONNECTICUT, IN AN AMOUNT NOT TO EXCEED \$25,850.00; AND FURTHER AUTHORIZES THE TOWN ADMINISTRATOR, TO EXECUTE ON BEHALF OF THE TOWN OF VERNON ANY INSTRUMENT (S) TO THAT EFFECT.

- 4) **Update and discussion regarding Year to Date Revenue and Expenditures report from Finance Officer James M. Luddecke for Fiscal Year 2014-2015.**

**NO MOTION PROPOSED**

- 5) **Request the Town Council approve the application to the Regional Performance Incentive Program for the Nutmeg Network Grant.** (See memorandum from Robert Sigan, Director Information Systems dated February 9, 2015 relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY AUTHORIZES THE TOWN OF VERNON APPLICATION TO THE REGIONAL PERFORMANCE INCENTIVE PROGRAM FOR THE NUTMEG NETWORK GRANT. IN ADDITION, THE TOWN COUNCIL AUTHORIZES MAYOR DANIEL A. CHAMPAGNE TO SIGN ANY AND ALL DOCUMENTS RELATIVE TO SAME.

- 6) **Request the Town Council approve the bid waiver procedure for review of Emergency Medical Services Operations.** (See attached memorandum dated February 11, 2015 from James M. Luddecke, Finance Officer and Treasurer 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 CONSULTING COSTS INVOLVING THE ANALYSIS, EVALUATION, AND RECOMMENDED BUSINESS PLAN FOR VERNON'S EMERGENCY MEDICAL SERVICES SYSTEM, FROM THE HOLDSWORTH GROUP, INC., 269 MAIN STREET, CROMWELL, CONNECTICUT, IN AN AMOUNT NOT TO EXCEED \$17,235.00; AND FURTHER, AUTHORIZES THE TOWN ADMINISTRATOR, TO EXECUTE ON BEHALF OF THE TOWN OF VERNON ANY INSTRUMENTS (S) TO THAT EFFECT.

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K.) INTRODUCTION OF ORDINANCES

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L.) ACTION ON ORDINANCE(S) PREVIOUSLY PRESENTED

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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 **FEBRUARY 3, 2015** AND THAT MINUTES OF SAID MEETING BE APPROVED.

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

1. Updated report on the PROACT Discount Card Program 2014.
2. Monthly Report – Town Clerk, January 2015 as submitted by Bernice K. Dixon, Town Clerk.
3. Monthly Report – Police Department, January 2015 as submitted by Captain Stephen M. Clark.

4. YTD for the Vernon Board of Education FY 2014-2015 as submitted by Michael Purcaro, Director of Business and Finance.

Q.) ADJOURNMENT

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