

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

RECEIVED  
 VERNON TOWN CLERK  
 15 FEB 10 PM 3:12

February 3, 2015 7:30pm.

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

**A) PLEDGE OF ALLEGIANCE:**

**B) ROLL CALL:**

**Present:** Council Members Pauline Schaefer, Virginia Gingras, Brian Motola, Steve Wakefield, Kim Appleyard, Steven Peterson, Bill Campbell, Michael Winkler, Ann Letendre, Julie Clay, Fred Lehmann and John Kopec

**Absent:**

**Entered During Meeting:**

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

**C) CITIZEN'S FORUM**

None

**D.) EXECUTIVE SESSION**

**E.) PUBLIC HEARING**

None

**F.) PRESENTATIONS BY THE ADMINISTRATION**

Director of Youth Services, Alan Slobodien and Birth to Eight Coordinator, Allison Alteri presented a summary of work and recent activities with the Birth to Eight program. Discussion took place.

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

**G.) ACTION ON CONSENT AGENDA**

Council Member Wakefield, seconded by Council Member Kopec made a motion to move consent agenda items C# 1 and C#3 as presented and to pull consent agenda #2. Motion carried unanimously.

- 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 January 26, 2015 is included in the Council packet.)

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY APPROVES TWO (2) OVERPAYMENTS FOR PRIOR YEAR TAXES IN THE AMOUNT OF \$770.80 AND SEVEN (7) OVERPAYMENTS FOR CURRENT YEAR TAXES IN THE AMOUNT OF \$1449.50 AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO JOHN D. WARD, TOWN ADMINISTRATOR DATED JANUARY 26, 2015.

- C 3. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Fred Padget, (D), 100 Risley Road, Vernon, Connecticut as a regular member of the Risk Management Advisory Committee, said term to commence February 4, 2015 and expires August 31, 2017.** (A copy of Mr. Padget's resume is included for Council review.)

**PROPOSED MOTION:**

PURSUANT TO THE TOWN COUNCIL RESOLUTION DATED NOVEMBER 18, 1986 AND TOWN CHARTER CHAPTER XV, SECTION 3, THE TOWN COUNCIL APPROVES MAYOR DANIEL A> CHAMPAGNE'S APPOINTMENT OF FRED PADGET, (D), 100 RISELY ROAD, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE RISK MANAGEMENT ADVISORY COMMITTEE, SAID TERM TO COMMENCE ON FEBRUARY 4, 2015 AND ENDS AUGUST 31, 2017.

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

- C 2. Request the Town Council approve budget amendments #16, #17, #18, and #19 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 #16, #17, #18 and #19 FOR FISCAL YEAR 2014-2015 AS OUTLINED IN THE BUDGET AMENDMENT FORMS PROVIDED BY FINANCE OFFICER, JAMES M. LUDDECKE.

Council Member Wakefield, seconded by Council Member Kopec made a motion to approve budget amendment request #16, #17, #18 and #19 for fiscal year 2014-2015. Finance Officer Jim Luddecke and Assessor, Dave Wheeler were present. Discussion took place. Motion carried unanimously.

**I.) PENDING BUSINESS.**

- 1. Request the Town Council consider the request of the Vernon Arts Commission to reduce the membership of the Commission from nine to five regular members.** (Please see attachments relative to the history of this matter in your January 20, 2015 Town Council Agenda under New Business #3.) *(This item was postponed from the January 20, 2015 Town Council Meeting.)*

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES THE CHANGE TO THE BY-LAWS REQUESTED BY THE VERNON ARTS COMMISSION TO

REDUCE, THE NUMBER OF VERNON ARTS COMMISSION REGULAR MEMBERS FROM NINE TO FIVE.

Council Member Wakefield, seconded by Council Member Kopec made a motion to approve the change to the by-laws requested by the Vernon Arts commission to reduce the number of Vernon Arts commission regular members from nine to five. Commissioner/ Treasure Lisa Ouellette was present. Discussion took place. Motion carried with 10 in favor and 2 opposed.

J.) **NEW BUSINESS**

1. **Request the Town Council approve the Assessor job description 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 DESCRIPTION OF **ASSESSOR** AS PRESENTED.

Council Member Wakefield, seconded by Council Member Kopec made a motion to adopt the job description of Assessor as presented. Assistant Town Administrator, Dawn Maselek and Assessor Dave Wheeler were present. Discussion took place. Motion carried unanimously.

2. **Request the Town Council approve the 2015-2016 Budget Meeting and Public Hearing Schedule.** (See memorandum dated January 30, 2015 from Diane Wheelock, Executive Assistant to Mayor Daniel A. Champagne, John D. Ward, Town Administrator and the Vernon Town Council relative to same.)

**PROPOSED MOTION #1**

THE TOWN COUNCIL HEREBY SCHEDULES THE FOLLOWING BUDGET MEETING DATES FOR BUDGET DELIBERATIONS: SATURDAY, **MARCH 21, 2015** AND SATURDAY, **MARCH 28, 2015**, STARTING AT **9:00 AM**; MONDAY, **MARCH 23, 2015**, THURSDAY, **MARCH 26, 2015**, MONDAY, **MARCH 30, 2015**, AND TUESDAY, **MARCH 31, 2015**, WITH A STARTING TIME OF 7:30 PM. FURTHER, WEDNESDAY, **APRIL 8, 2014** START TIME OF 7:30 PM IS SCHEDULED AS A BACK UP DATE SHOULD THE COUNCIL NEED ADDITIONAL TIME. PUBLIC HEARINGS WILL BE HELD ON SATURDAY, **MARCH 21, 2015** BEGINNING AT 9:05 AM AND THURSDAY, **MARCH 26, 2015** BEGINNING AT 7:35 PM TO HEAR COMMENTS AND ANSWER QUESTIONS RELATIVE TO THE 2015-2016 TOWN OF VERNON BUDGET. ALL BUDGET HEARINGS AND PUBLIC HEARINGS WILL BE HELD IN THE TOWN COUNCIL CHAMBERS, THIRD FLOOR, TOWN HALL, 14 PARK PLACE, VERNON, CONNECTICUT.

Council Member Wakefield, seconded by Council Member Peterson made a motion to schedule the following budget meeting dates for Budget deliberations: Saturday March 21, 2015 and Saturday March 28, 2015, starting at 9:00am. Monday, March 23, 2015, Thursday March 26, 2015, Monday March 30, 2015 and Tuesday March 31, 2015 with a starting time of 7:30pm. Wednesday April 8, 2015 with a start time of 7:30pm as a backup

date. Public Hearings will be held on Saturday March 21, 2015 at 9:05 am and Thursday March 26, 2015 at 7:35pm. Discussion took place. Motion carried unanimously.

**PROPOSED MOTION #2**

PURSUANT TO CHARTER, CHAPTER VI, "ANNUAL TOWN MEETING", THE TOWN COUNCIL HEREBY SCHEDULES, APRIL 28, 2015 AS THE **ANNUAL TOWN MEETING AND FINAL PUBLIC HEARING**, TO HEAR COMMENT AND ANSWER QUESTIONS RELATIVE TO THE 2015-2016 TOWN OF VERNON BUDGET. THE APRIL 28, 2015 **PUBLIC HEARING AND ANNUAL TOWN MEETING** WILL BE HELD AT THE ROCKVILLE HIGH SCHOOL AUDITORIUM, LOVELAND HILL ROAD, VERNON, CONNECTICUT BEGINNING AT 7:00 PM.

Council Member Wakefield, seconded by Council Member Peterson made a motion to schedule April 28, 2015 as the Annual Town Meeting and Final Public Hearing at the Rockville High School Auditorium for 7pm. Motion carried unanimously.

3. **Request the Town Council authorize Mayor Daniel A. Champagne to sign the Agreement entitled "Second Supplemental Agreement to the Original Agreement dated June 6, 2013 between the State of Connecticut and the Town of Vernon for the Development of Contract Plans, Specifications and Estimates for the Reconstruction of South Street utilizing Federal Funds under the Urban component of the Surface Transportation Program"**. (See memorandum from John D. Ward, Town Administrator to Mayor Daniel A. Champagne, and the Vernon Town Council dated January 30, 2015 relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY AUTHORIZES MAYOR DANIEL A. CHAMPAGNE TO SIGN THE AGREEMENT ENTITLED "SECOND SUPPLEMENTAL AGREEMENT TO THE ORIGINAL AGREEMENT DATED JUNE 6, 2013, BETWEEN THE STATE OF CONNECTICUT AND THE TOWN OF VERNON FOR THE DEVELOPMENT OF CONTRACT PLANS, SPECIFICATIONS, AND ESTIMATES FOR THE RECONSTRUCTION OF SOUTH STREET UTILIZING FEDERAL FUNDS UNDER THE URBAN COMPONENT OF THE SURFACE TRANSPORTATION PROGRAM."

Council Member Wakefield, seconded by Council Member Kopec made a motion to authorize Mayor Daniel A. Champagne to sign the agreement entitled "Second Supplemental Agreement to the original agreement dated June 6, 2013, between the State of Connecticut and the Town Of Vernon for the development of contract plans, specifications, and estimates for the reconstruction of South Street utilizing federal funds under the urban component of the Surface Transportation program. Town Engineer, Dave Smith was present. Discussion took place. Motion carried with 11 in favor and 1 abstention.

4. **Request the Town Council approve the disposal or sale of fixed assets assigned to the Parks and Recreation Department.** (See memorandum dated February 3, 2015 from James M. Luddecke, Finance Officer to John D. Ward, Town Administrator relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL AND/OR SALE OF FIXED ASSETS AND OTHER ITEMS FOR THE RECREATION DEPARTMENT AS DISCLOSED ON THE FIXED ASSET DISPOSAL REQUEST FORM.

Council Member Wakefield, seconded by Council Member Kopec made a motion approve the disposal and/or sale of fixed assets and other items for the recreation department as disclosed on the fixed asset disposal request form. Director of Parks and Recreation, Bruce Dinnie was present. Discussion took place. Motion carried unanimously.

5. **Request the Town Council approve the disposal, trade-in, or sale at public auction of Department of Public Works trailer 2009 Trailer Tag-A-Long - Interstate 24DTA.** (See memorandum from James M. Luddecke, Finance Officer dated January 28, 2015 to John D. Ward, Town Administrator regarding same.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL, TRADE-IN, OR SALE AT PUBLIC AUCTION OF A PUBLIC WORKS TRAILER AS DISCLOSED ON THE FIXED ASSET DISPOSAL REQUEST FORM.

Council Member Wakefield, seconded by Council Member Kopec made a motion approve the disposal, trade-in, or sale at public auction of a public works trailer as disclosed on the fixed asset disposal request form. Discussion took place. Motion carried unanimously.

- K.) INTRODUCTION TO ORDINANCES
- L.) ACTION ON ORDINANCE(S) 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 Peterson made a motion approve the minutes of the regular town council meeting January 20, 2015. Motion carried unanimously.

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

New Release dated January 29, 2015 relative to the ***Historic Brownfield Revitalization Funding Grant*** in the amount of \$300,000 awarded to the Town of Vernon for the Daniel's Mill

**Q.) ADJOURNMENT**

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

Adjourned: 8:47 PM

Received:

Approved:

Respectfully Submitted,

Danielle Forand  
Recording Secretary