

RECEIVED  
VERNON TOWN CLERK

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

15 MAR 23 AM 10:15

**March 17, 2015 - 7:30 PM**

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

**A) PLEDGE OF ALLEGIANCE:**

**B) ROLL CALL:**

**Present:** Council Members Pauline Schaefer, Julie Clay, Kim Appleyard, Steve Wakefield, Steve Peterson, Fred Lehmann, Bill Campbell, John Kopec, and Ann Letendre

**Absent:** Council Member Michael Winkler

**Entered During Meeting:** Council Member Virginia Gingras at 7:32 PM

**Also Present:** Mayor Daniel Champagne, Town Administrator John Ward, Recording Secretary Karen Daigle

**C.) CITIZEN'S FORUM**

Carl Schaefer, 1A Fox Hill Drive, publicly thanked the Public Works employees who have worked so hard to keep the streets plowed and clean in Vernon.

Citizen's Forum closed at 7:34 PM

**D.) EXECUTIVE SESSION**

Entered Executive Session at 7:35 PM

Council Member Wakefield, seconded by Council Member Kopec made the following motion to go into executive session:

THE TOWN COUNCIL, PURSUANT TO THE AUTHORITY GIVEN IN CONNECTICUT GENERAL STATUTES SECTION 1-200 (2) HEREBY MOVES TO GO INTO EXECUTIVE SESSION TO DISCUSS STRATEGIES AND/OR NEGOTIATIONS WITH RESPECT TO COLLECTIVE BARGAINING RELATIVE TO THE VERNON SCHOOL ADMINISTRATORS' ASSOCIATION. THE FOLLOWING INDIVIDUALS ARE INVITED TO ATTEND: JOHN D. WARD, TOWN ADMINISTRATOR; DAWN MASELEK, ASSISTANT TOWN ADMINISTRATOR; JAMES M. LUDDECKE, FINANCE OFFICER, AND ATTORNEY EDWARD F. O'DONNELL, OF THE FIRM SIEGEL, O'CONNOR, O'DONNELL AND BECK, PC.

Motion carried with 8 in favor, 1 opposed and 2 abstentions.

Executive Session ended at 7:53 PM

No action taken.

**E.) PUBLIC HEARING**

None

**F.) PRESENTATIONS**

Update from Dave Connors, Director of Engineering, and Craig Patla of the Connecticut Water Company relative to the proposed CWC plant upgrade. Discussion took place and questions were answered.

Mayor Daniel A. Champagne reported to the Town Council on various topics.

- Police Department invites Town Council Members to the annual awards ceremony on March 25, 2015 at 6:00 PM in the Council Chambers.
- Budget books were delivered with a reminder that the first budget meeting is March 21, 2015 at 9:00 AM.
- The first edition of the Vernon Events Magazine is being mailed out this week.
- The Town of Vernon lost 2 very hard working commissioners, Francis Kaplan and Russell Kunz. Condolences go out to their families.
- Parks and Recreation Department invites the town to its Easter Egg Hunt on April 3, 2015 at 9:15 AM.
- Police Department extends an invitation to its 125<sup>th</sup> anniversary celebration on April 25, 2015 from 6-11 PM at Maneeley's in South Windsor.

**G.) ACTION ON CONSENT AGENDA**

Mayor Champagne pulled consent item #2. Council Member Wakefield, seconded by Council Member Kopec made a motion to approve the consent agenda items as presented # C1 and C3. Motion carried unanimously.

- C 1. Request for the approval Tax Refunds for Prior and Current Year.**  
(A copy of a memorandum from Terry Hjarne, Collector of Revenue, to John D. Ward, Town Administrator dated March 9, 2015 is included in the Council packet.)

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY APPROVES (1) ONE PRIOR TAX REFUND TOTALLING \$154.18 AND (9) NINE CURRENT YEAR TAX REFUNDS FOR A TOTAL OF \$5,564.90, AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO JOHN D. WARD, TOWN ADMINISTRATOR DATED MARCH 9, 2015.

- C 3. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Elizabeth Yang Landry, (U), 70-336 Old Town Road, Vernon, Connecticut as a regular member of the Energy Improvement District Board, said term to commence on March 18, 2015 and expires June 30, 2016.** (A copy of Ms. Landry's resume is included for Council review. Ms. Landry is completing the term of Mark St. Germain.)

**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 ELIZABETH YANG LANDRY, (U), 70-336 OLD TOWN ROAD, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE ENERGY IMPROVEMENT DISTRICT BOARD, SAID TERM TO BEGIN MARCH 18, 2015 AND EXPIRES ON JUNE 30, 2016.

H.) **DISCUSSION OF PULLED CONSENT ITEMS**  
None

I.) **PENDING BUSINESS**  
None

J.) **NEW BUSINESS**

1. **Request the Town Council approve the job description for the Assistant Director of the Water Pollution Control Authority, 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 ASSISTANT DIRECTOR OF THE WATER POLLUTION CONTROL AUTHORITY AS PRESENTED.

Council Member Wakefield, seconded by Council Member Kopec, made a motion to adopt the job description of Assistant Director of the Water Pollution Control Authority. Discussion took place. Motion carried unanimously.

K.) **INTRODUCTION OF ORDINANCES**  
None

L.) **ACTION ON ORDINANCES PREVIOUSLY PRESENTED**  
None

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

Council Member Letendre spoke on the lack of members for many commissions and the possibility of a campaign to seek volunteers. Discussion took place. No action taken.

Council Member Wakefield, seconded by Council Member Campbell made a motion to add an additional agenda item. Motion carried unanimously.

- 1. **Request the Town Council approve the job description for the Finance Analyst, 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 **FINANCE ANALYST** AS PRESENTED.

Council Member Wakefield, seconded by Council Member Kopec made a motion to adopt the job description of Finance Analyst. Discussion took place. Motion carried unanimously.

- N.) **DISCUSSION OF ADDITIONAL ITEMS AND INFORMATIONAL ITEMS**  
None

- O.) **ADOPTION OF MINUTES**

THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE REGULAR TOWN COUNCIL MEETING OF **MARCH 3, 2015** AND THAT MINUTES OF SAID MEETING BE APPROVED.

Council Member Wakefield, seconded by Council Member Kopec, made a motion to waive the reading of and approve the minutes of the March 3, 2015 regular Town Council meeting. Motion carried unanimously.

- P.) **INFORMATIONAL ITEMS, PETITIONS, COMMUNICATIONS, CORRESPONDENCE, REPORTS, ETC. NOT REQUIRING ACTION**  
None

**Adjourn ( 8:56 PM)**

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

Received:

Approved:

Respectfully Submitted,

Karen C. Daigle  
Recording Secretary