

December 19, 2017

Approved Minutes

Vernon Town Council- Regular Meeting

Town Hall- 14 Park Place- 3rd Floor

Vernon, Connecticut

December 19, 2017- 7:30PM

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VERNON TOWN CLERK
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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, Steve Wakefield, Thomas DiDio, Brian Motola, Julie Clay, Mike Wendus, Laura Bush, Ann Letendre, Bill Campbell, Jim Tedford, and Steve Peterson.

Absent: Council Member Ralph Zahner

Entered During Meeting: None

Also Present: Town Administrator Michael Purcaro, Recording Secretaries Karen Daigle and Cassandra Minor

C) CITIZENS FORUM

None

D) EXECUTIVE SESSION:

None

E) PUBLIC HEARING:

None.

F) PRESENTATIONS BY THE ADMINISTRATION:

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

1. In your packet is an invitation to the Retirement Party for Diane and Jim Luddecke being held on January 19, 2018. If you are interested in attending, please contact Finance to place your reservation.

2. By way of an updated: The Hartmann Foundation Donation is complete. Parks and Recreation Director Marty Sitler will be working to get the updates and upgrades done in early spring. Thank you to the Hartmann Foundation for their generous gift.

3. Director Jeff Arn of the Vernon Housing Authority stopped by Administration last week with the PILOT check for the Housing Authority for approximately \$80,000.00. Thank you to the Housing Authority.

4. The OPIOID Forum was well attended and very informative. We are fortunate to have Michelle Hill, Director of the YSB; Lt. William Meier of Vernon PD and Patrice Sulik, Director NCDHD working on our behalf in the community and with state agencies to secure funding for events such as this. We need to keep the community informed.

5. Yesterday we had the swearing in of two new Vernon Police Officers. Their arrival brings our force to 47 sworn officers.

6. Reminder: January is one of the months the Council scheduled only one meeting due to the holiday. January's only meeting is scheduled for January 16, 2018.

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7. Finally, after this evenings meeting, you are all invited to stay and share in our Holiday Celebration. Thank you to my family for all their hard work and great baking skills

Mayor Daniel A. Champagne presented a Proclamation to departing member of the Town Council Kim Appleyard.

Departing member Ginny Gingras not in attendance

G) **ACTION ON CONSENT AGENDA:**

Council Member Wakefield, seconded by Council Member Bush made a motion to move the Consent Agenda. Motion to approve C-1 – C-10 carried unanimously.

- C 1.** **Request the Town Council tax refunds for prior and current years.** (See copy of a memorandum from Terry Hjarne, Collector of Revenue to Mayor Daniel A. Champagne dated December 7, 2017 included for Council review.)

PROPOSED MOTION

THE TOWN COUNCIL HEREBY APPROVES THREE (3) PRIOR YEAR TAX REFUND TOTALLING \$1471.12 AND SEVENTEEN (17) CURRENT YEAR REFUNDS TOTALLING \$2166.97 AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO DANIEL A. CHAMPAGNE, MAYOR DATED DECEMBER 7, 2017.

- C 2.** **Request the Town Council approve budget amendments # 7 and #8 for fiscal year 2017-2018 as provided by Finance Officer and Treasurer James M. Luddecke on the budget amendment forms attached.** (See the budget amendment forms with explanation attached to this agenda.)

PROPOSED MOTION

RESOLVE, THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUESTS #7 AND #8 FOR FISCAL YEAR 2017-2018 AS OUTLINED IN THE BUDGET AMENDMENT FORMS PROVIDED BY FINANCE OFFICER AND TREASURER, JAMES M. LUDDECKE.

- C 3.** **Request the Town Council approve Mayor Daniel A. Champagne's appointment of Marie Mecca (D), 188 Washington Street, Vernon, Connecticut as a representative at large for the Vernon Youth Service Bureau Advisory Board. Said term to commence on December 20, 2017 and expires December 31, 2020.** (A copy of Ms. Mecca's resume is included for Council review.)

PROPOSED MOTION

PURSUANT TO CHARTER CHAPTER XV, SEC.3 AND TOWN COUNCIL RESOLUTION DATED AUGUST 24, 1976 THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF MARIE MECCA, (D), 188 WASHINGTON STREET, VERNON, CONNECTICUT AS A REPRESENTATIVE AT LARGE FOR THE VERNON YOUTH SERVICE BUREAU ADVISORY BOARD, SAID TERM TO COMMENCE DECEMBER 20,2017 AND EXPIRES DECEMBER 31, 2020.

- C 4. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Officer Joshua Wells, Vernon Police Department, 725 Hartford Turnpike, Vernon, Connecticut, as the representative from the Vernon Police Department to the Youth Services Advisory Board, said term to commence December 20, 2017 and expires December 31, 2020.** (Presently Officer Wells is employed with the Town of Vernon and as such no resume is required.)

PROPOSED MOTION

PURSUANT TO CHARTER CHAPTER XV, SEC.3 AND TOWN COUNCIL RESOLUTION DATED AUGUST 24, 1976 THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF OFFICER JOSHUA WELLS, VERNON POLICE DEPARTMENT, 725 HARTFORD TURNPIKE, VERNON, CT AS THE VERNON POLICE DEPARTMENT REPRESENTATIVE TO THE VERNON YOUTH SERVICE BUREAU ADVISORY BOARD, SAID TERM TO COMMENCE DECEMBER 20,2017 AND EXPIRES DECEMBER 31, 2020.

- C 5. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Director John Reilly, YMCA, 375 Hartford Turnpike, Vernon, Connecticut, as a Community Social Service Representative to the Youth Services Advisory Board, said term to commence December 20, 2017 and expires December 31, 2020.** (Mr. Reilly was endorsed by the YMCA Board of Advisors and therefore no resume is required.)

PROPOSED MOTION

PURSUANT TO CHARTER CHAPTER XV, SEC.3 AND TOWN COUNCIL RESOLUTION DATED AUGUST 24, 1976 THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF DIRECTOR JOHN REILLY, YMCA, 375 HARTFORD TURNPIKE, VERNON, CONNECTICUT, AS A COMMUNITY SOCIAL SERVICE REPRESENTATIVE, TO THE YOUTH SERVICE BUREAU ADVISORY BOARD, SAID TERM TO COMMENCE DECEMBER 20, 2017 AND EXPIRES DECEMBER 31, 2020.

- C 6. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Terri Ouellette, LCSW, 27 Naek Road, Suite 4, Vernon, Connecticut as Hockanum Valley Community Council, Inc., representative to the Vernon Youth Service Board, said term to commence December 20, 2017 and expires December 31, 2020.** (Ms. Ouellette is the selected representative of the HVCC and therefore no resume is required, however, Ms. Ouellette has provided one for your review.)

PROPOSED MOTION

PURSUANT TO CHARTER CHAPTER XV, SEC.3 AND TOWN COUNCIL RESOLUTION DATED AUGUST 24, 1976 THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF TERRI OUELLETTE, LCSW, 27 NAEK ROAD, SUITE 4, VERNON, CONNECTICUT AS A COMMUNITY SOCIAL SERVICE REPRESENTATIVE TO THE VERNON YOUTH SERVICE BUREAU ADVISORY BOARD, SAID TERM TO COMMENCE DECEMBER 20,2017 AND EXPIRES DECEMBER 31, 2020.

- C 7. Request the Town Council approve Mayor Daniel A. Champagne's appointment John Labossiere, Building Official, 55 West Main Street, Vernon, Connecticut as a Town of Vernon Special Constable, said term to commence on December 20, 2017 and expires on December 31, 2019.** (Presently, Mr. Labossiere is the Town of Vernon Building Official and no resume is required.)

PROPOSED MOTION

PURSUANT TO C.G.S. §7-92, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF JOHN LABOSSIERE, BUILDING OFFICIAL FOR THE TOWN OF VERNON, 55 WEST MAIN STREET, VERNON, CONNECTICUT AS A SPECIAL CONSTABLE, SAID TERM TO COMMENCE ON DECEMBER 20, 2017 AND EXPIRES ON DECEMBER 31, 2019.

- C 8. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of John K. Anderson, (R), 105 Maple Avenue #10, Vernon, Connecticut as a Town of Vernon Special Constable, said term to commence on January 1, 2018 and expires December 31, 2019. (A copy of Mr. Anderson's resume is included for Council review.)**

PROPOSED MOTION

PURSUANT TO C.G.S. §7-92, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF JOHN K. ANDERSON, (R), 105 MAPLE AVENUE, #10, VERNON, CONNECTICUT AS A SPECIAL CONSTABLE, SAID TERM TO COMMENCE ON JANUARY 1, 2018 AND EXPIRES ON DECEMBER 31, 2019.

- C 9. Request the Town Council approve Mayor Daniel A. Champagne's appointment Jennifer Roy, (U), 83 Phoenix Street, Vernon, Connecticut as an alternate to the Zoning Board of Appeals, said term to commence December 20, 2017 and expires December 31, 2021. (A copy of Ms. Roy's resume is included for Council review.)**

PROPOSED MOTION

PURSUANT TO VERNON'S CHARTER CHAPTER VIII, SEC. 2 & 6; THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF JENNIFER ROY (U), 83 PHOENIX STREET, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE ZONING BOARD OF APPEALS, SAID TERM TO BEGIN ON DECEMBER 20, 2017 AND EXPIRES DECEMBER 31, 2021.

- C 10. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Officer Michael D. Patrizz, 725 Hartford Turnpike, Vernon, Connecticut as a Fire Investigator for the Vernon Fire Marshal's Office, said term to commence immediately and will continue as long as Officer Patrizz maintains the necessary certification for same. (See memorandum from Raymond A. Walker, Jr., Town of Vernon Fire Marshal to Mayor Daniel A. Champagne and Town Administrator Michael J. Purcaro dated December 7, 2017 relative to same with attachments.)**

PROPOSED MOTION

PURSUANT TO PUBLIC ACT NO. 16-157, "AN ACT CONCERNING THE AUTHORITY OF DEPUTY FIRE MARSHALS AND FIRE INSPECTORS THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF MICHAEL D. PATRIZZ, FIRE INSPECTOR FOR THE TOWN OF VERNON, SAID TERM TO COMMENCE IMMEDIATELY AND CONTINUE AS LONG AS OFFICER PATRIZZ MAINTAINS THE NECESSARY CERTIFICATION FOR SAME.

H) **DISCUSSION OF PULLED CONSENT ITEMS**

None

I) **PENDING BUSINESS**

None.

J) **NEW BUSINESS**

1. **Request the Town Council authorize the Vernon Board of Education to apply for school construction grant for the Vernon Center Middle School Roof. (See memorandum from Michael J. Purcaro, Town Administrator to Mayor Daniel A. Champagne dated December 15, 2017 relative to same.)**

PROPOSED RESOLUTION #1

RESOLVED, THE VERNON TOWN COUNCIL AUTHORIZES THE VERNON BOARD OF EDUCATION TO APPLY TO THE COMMISSIONER OF EDUCATION AND TO ACCEPT OR REJECT A GRANT FOR A ROOFING PROJECT AT VERNON CENTER MIDDLE SCHOOL, 777 HARTFORD TURNPIKE, VERNON, CT.

Council Member Wakefield, seconded by Council Member Bush made a motion to authorize the Vernon Board of Education to apply to the Commissioner of Education and accept a grant for a roofing project at Vernon Center Middle School, 777 Hartford Turnpike, Vernon, CT. Joseph Macary, Superintendent spoke. Discussion ensued. Motion carried unanimously.

PROPOSED RESOLUTION #2

RESOLVED, THE SCHOOL ROOF REPLACEMENT BUILDING COMMITTEE IS HEREBY ESTABLISHED AS THE BUILDING COMMITTEE WITH REGARD TO THE ROOF REPLACEMENT AT VERNON CENTER MIDDLE SCHOOL. THE COMMITTEE WILL CONSIST OF THE DIRECTOR OF PUBLIC WORKS OF THE TOWN OF VERNON AND THE SUPERVISOR OF SCHOOL FACILITIES AND SPECIAL PROJECTS OF THE VERNON BOARD OF EDUCATION.

Council Member Wakefield, seconded by Council Member Bush, made a motion to accept the School Roof Replacement and Building Committee as established as the Building Committee with regard to the roof replacement at Vernon Center Middle School with the Committee consisting of the Director of Public Works of the Town of Vernon and the Supervisor of School Facilities and Special Projects of the Vernon Board of Education. Mayor Champagne answered questions. Discussion ensued. Motion carried unanimously.

PROPOSED RESOLUTION #3

RESOLVED, THE VERNON TOWN COUNCIL HEREBY AUTHORIZES AT LEAST THE PREPARATION OF SCHEMATIC DRAWINGS AND OUTLINE SPECIFICATIONS FOR THE ROOFING PROJECT AT VERNON CENTER MIDDLE SCHOOL

Council Member Wakefield, seconded by Council Member Bush, made a motion to authorize the preparation of schematic drawings and outline specifications for the roofing project at Vernon Center Middle School. Mayor Champagne and Superintendent Macary answered questions. Discussion ensued. Motion carried unanimously.

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2. Request the Town Council consistent with the Town of Vernon Personnel Rules and Regulations approves the job descriptions for Program & Prevention Coordinator and Building Maintainer I as presented. (See memorandum from Dawn Maselek, Assistant Town Administrator to the Town Council relative to same.)

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 *PREVENTION & PROGRAM COORDINATOR* AND *BUILDING MAINTAINER I* AS PRESENTED.

Council Member Wakefield, seconded by Council Member Bush, made a motion to adopt the job descriptions of Prevention & Program Coordinator and Building Maintainer I. Mayor Champagne and Assistant Town Administrator, Dawn Maselek, answered questions. Discussion ensued. Motion carried unanimously.

3. Request the Town Council approved the adoption of the introduced FICA Alternative Retirement Plan. (See memorandum from Michael J. Purcaro, Town Administrator to Mayor Daniel A. Champagne dated December 15, 2017 relative to same.)

PROPOSED MOTION

RESOLVED, THE VERNON TOWN COUNCIL HEREBY APPROVES THE PARTICIPATION IN THE FICA ALTERNATIVE RETIREMENT PLAN AS PRESENTED FOR ELIGIBLE EMPLOYEES.

Council Member Wakefield, seconded by Council Member Bush made a motion to approve the participation in the FICA Alternative Retirement Plan for eligible employees. Finance Director, James Luddecke and Town Administrator, Michael Purcaro, spoke. Discussion ensued. Motion carried unanimously.

Council Member Bush left table at 7:47PM and returned at 7:52PM

4. Request the Town Council approve the Memorandum of Agreement on behalf of the Town of Vernon with the State of Connecticut Homeland Security Department relative to the FFY2017 State Homeland Security Grant Program and agrees to be the custodial owner of the regional assets. (See memorandum dated December 11, 2017 from Michael J. Purcaro, Town Administrator to Mayor Daniel A. Champagne and the Vernon Town Council relative to same.)

PROPOSED MOTION

THE TOWN COUNCIL HEREBY AUTHORIZES MAYOR DANIEL A. CHAMPAGNE TO EXECUTE A MEMORANDUM OF AGREEMENT ON BEHALF OF THE TOWN OF VERNON, WITH THE STATE OF CONNECTICUT HOMELAND SECURITY DEPARTMENT RELATIVE TO THE FFY2017 STATE HOMELAND SECURITY GRANT PROGRAM AND FURTHER AGREES TO BE THE CUSTODIAL OWNER OF REGIONAL ASSETS.

Council Member Wakefield, seconded by Council Member Tedford, made a motion to execute a Memorandum of Agreement on behalf of the Town of Vernon, with the State of Connecticut Homeland Security Department relative to the FFY2017 State Homeland Security Grant Program and further agreed to be the custodial owner of regional assets. Town Administrator, Michael Purcaro, answered questions. Discussion ensued. Motion carried unanimously.

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5. Request the Town Council approve the appointment of Allison Maynard as Director of Social Services for the Town of Vernon. (See memorandum dated December 15, 2017 from Mayor Daniel A. Champagne to the Vernon Town Council relative to same.)

PROPOSED MOTION

THE TOWN COUNCIL, PURSUANT TO CHAPTER X, SEC. 3 AND CHAPTER XI, SEC 1, 3 AND 15 OF THE VERNON TOWN CHARTER, APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF ALLISON MAYNARD AS DIRECTOR OF SOCIAL SERVICES FOR THE TOWN OF VERNON.

Council Member Wakefield, seconded by Council Member Bush, made a motion to approve Mayor Daniel A. Champagne's appointment of Allison Maynard as Director of Social Services for the Town of Vernon. Assistant Town Administrator Dawn Maselek and Allison Maynard spoke. Discussion ensued. Motion carried unanimously.

K) **INTRODUCTION OF ORDINANCES**

None

L) **ACTION ON ORDINANCE(S) PREVIOUSLY PRESENTED:**

None

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

None

N) **DISCUSSION OF ADDITIONAL ITEMS AND INFORMATION ITEMS**

None

O) **ADOPTION OF MINUTES:**

THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE REGULAR TOWN COUNCIL MEETING OF NOVEMBER 21, 2017 AND THAT MINUTES OF SAID MEETING BE APPROVED.

Council Member Wakefield, seconded by Council Member Bush, made a motion to waive the reading of and approve the regular Town Council Meeting of December 5, 2017. Motion carried unanimously.

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

1. Monthly Report for November, 2017 for the Town Clerk as submitted by Bernice K. Dixon, Town Clerk.
2. Informational Item: Agenda for the December 12, 2017 *Department Leadership Meeting* with all department heads, Mayor Daniel A. Champagne, Town Administrator Michael J. Purcaro and Assistant Town Administrator Dawn Maselek.
3. Invitation: Retirement Party for Jim and Diane Luddecke, January 19, 2018 at the Adams Mill, 165 Adams Street, Manchester, Connecticut.

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Q) ADJOURNMENT (8:01pm):

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

Received: December 27, 2017

Approved: January 16, 2018

Respectfully submitted,



Cassandra Minor
Recording Secretary.