

Posted 3/12/2021  
JD

**AGENDA  
VERNON TOWN COUNCIL  
REGULAR MEETING**

TOWN HALL — 14 PARK PLACE — 3<sup>RD</sup> FLOOR  
VERNON, CONNECTICUT

**TUESDAY, MARCH 16, 2021  
7:30 P.M.**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84501003760?pwd=QU1PaGZFUUlnUUtLZ0NCL2pHWjR2dz09>

Meeting ID: 845 0100 3760

Passcode: 0316

**One tap mobile:** +19292056099,,84501003760#,,,,\*0316# US (New York)  
+13017158592,,84501003760#,,,,\*0316# US (Washington DC)

RECEIVED  
VERNON TOWN CLERK  
21 MAR 12 PM 12:27

A.) PLEDGE OF ALLEGIANCE

B.) ROLL CALL

C.) CITIZENS FORUM

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D.) EXECUTIVE SESSION

E.) PUBLIC HEARING

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F.) PRESENTATIONS BY THE ADMINISTRATION

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

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G.) ACTION ON CONSENT AGENDA

- C 1. Request the Town Council approve Tax Refunds for Prior and Current years.**  
(See copy of a memorandum from Terry Hjarne, Collector of Revenue, to Michael J. Purcaro, Town Administrator dated February 18, 2021 and March 5, 2021 respectively included in the Council packet.)

**PROPOSED MOTION #1**

THE TOWN COUNCIL HEREBY APPROVES EIGHT (8) TAX REFUNDS FOR CURRENT YEAR TAX REFUNDS TOTALING \$6028.36 AS REFERENCED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO MICHAEL J. PURCARO, TOWN ADMINISTRATOR DATED FEBRUARY 18, 2021.

**PROPOSED MOTION #2**

THE TOWN COUNCIL HEREBY APPROVES ONE (1) TAX REFUND FOR PRIOR YEARS TOTALING \$41.23 AND TWELVE (12) TAX REFUNDS FOR CURRENT YEAR TOTALING \$6341.24 AS REFERENCED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO MICHAEL J. PURCARO, TOWN ADMINISTRATOR DATED MARCH 5, 2021.

- C 2. Request the Town Council approve FY 2020-2021 budget amendment #10 request as provided in the budget amendment forms provided by Jeffrey A. O'Neill, Finance Officer and Treasurer.** (See memorandum dated March 8, 2021 to Michael J. Purcaro, Town Administrator from Jeffrey A. O'Neill, Finance Officer and Treasurer relative to same.)

**PROPOSED MOTION**

RESOLVED, THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUEST #10 FOR FISCAL YEAR 2020-2021 AS PROVIDED BY JEFFREY A. O'NEILL, FINANCE OFFICER AND TREASURER ON THE ATTACHED BUDGET AMENDMENT FORMS.

- C 3. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Tara Trapp, (R), 52 East Street, Vernon, Connecticut, as an alternate member of the Historic Properties Commission, said term to commence on April 5, 2021 and expires on April 4, 2024.** (A copy of Ms. Trapp'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 REAPPOINTMENT OF TARA TRAPP, (R), 52 EAST STREET, VERNON, CONNECTICUT AS AN ALTERNATE MEMBER OF THE HISTORIC PROPERTIES COMMISSION FOR A TERM TO COMMENCE ON APRIL 5, 2021 AND EXPIRES ON APRIL 4, 2024.

- C 4. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Thomasina Russell, (D), 21 Chamberlain Street, Vernon, Connecticut as a regular member of the Risk Management Advisory Committee, said term to commence on March 17, 2021 and expires on August 30, 2022. (See Ms. Russell's resume for Council review. It should be noted that Ms. Russell is completing the unexpired term of Paul Jonas.)**

**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 THOMASINA C. RUSSELL, (D), 21 CHAMBERLAIN STREET, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE RISK MANAGEMENT ADVISORY COMMITTEE, SAID TERM TO COMMENCE ON MARCH 17, 2021 AND EXPIRES ON AUGUST 30, 2022.

- C 5. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Richard J. Quinn, (D), 110 Main Street, Vernon, Connecticut as a regular member of the Historic Properties Commission, said term to commence on April 7, 2021 and expires on April 6, 2026. (A copy of Mr. Quinn'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 REAPPOINTMENT OF RICHARD J. QUINN, (D), 110 MAIN STREET, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE HISTORIC PROPERTIES COMMISSION FOR A TERM TO COMMENCE ON APRIL 7, 2021 AND EXPIRES ON APRIL 6, 2026.

- C 6. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Kelly L. O'Brien, (R), 10 Oakmoor Drive, Vernon, Connecticut as a regular member of the Risk Management Advisory Committee, said appointment to commence on March 17, 2021 and expires on August 30, 2023. (A copy of Ms. O'Brien'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 KELLY L. O'BRIEN, (R), 10 OAKMOOR DRIVE, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE RISK MANAGEMENT ADVISORY COMMITTEE, SAID TERM TO COMMENCE ON MARCH 17, 2021 AND EXPIRES AUGUST 30, 2023.

- C 7. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Carl W. Schaefer, 1A Fox Hill Drive, Vernon, Connecticut as a regular member of the Vernon Housing Authority, said term to commence on March 17, 2021 and expires on February 28, 2026.** (A copy of Mr. Schaefer's resume is included for Council review.)

**PROPOSED MOTION**

PURSUANT TO CHAPTER 8, SECTION 5 OF THE VERNON TOWN CHARTER THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF CARL W. SCHAEFER, (R), 1A FOX HILL DRIVE, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE VERNON HOUSING AUTHORITY. SAID TERM TO COMMENCE ON MARCH 17, 2021 AND EXPIRES FEBRUARY 28, 2026

- C 8. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Kathleen A. McCarthy , (U), 29 Windermere Avenue, Apt 10, Vernon, Connecticut as a tenant commissioner for the Vernon Housing Authority, said term to commence on March 17, 2021 and expires February 28, 2025.** (A copy of Ms. McCarthy's resume is included for Council review.)

**PROPOSED MOTION**

PURSUANT TO CHAPTER 8, SECTION 5 OF THE VERNON TOWN CHARTER THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF KATHLEEN A. MCCARTHY, (U) 29 WINDERMERE AVENUE, APT 10, VERNON, CONNECTICUT AS TENANT COMMISSIONER FOR THE VERNON HOUSING AUTHORITY. SAID TERM TO COMMENCE ON MARCH 17, 2021 AND EXPIRES FEBRUARY 28, 2025

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H.) DISCUSSION OF PULLED CONSENT ITEMS

I.) PENDING BUSINESS

J.) NEW BUSINESS

- 1. Request the Town Council approve the asset disposal request for the Vernon Public Schools.** (See memorandum from Jeffrey A. O'Neill, Finance Officer and Treasurer to Michael J. Purcaro, Town Administrator dated March 8, 2021 relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OF ASSETS FOR THE VERNON PUBLIC SCHOOLS AS DISCLOSED ON THE FIXED ASSET INFORMATION FORMS.

2. Request the Town Council consider the request by Vernon Community Arts Center to extend the lease for 709 Hartford Turnpike and share the utility costs. (See memorandum from Michael J. Purcaro, Town Administrator dated March 12, 2021 relative to same.)

**PROPOSED MOTION #1**

THE TOWN COUNCIL HEREBY AUTHORIZES MICHAEL J. PURCARO, TOWN ADMINISTRATOR TO SIGN ANY AND ALL DOCUMENTS RELATIVE TO THE ONE YEAR LEASE MODIFICATION WITH THE VERNON COMMUNITY ARTS CENTER.

**PROPOSED MOTION #2**

THE TOWN COUNCIL HEREBY AUTHORIZES THE PAYMENT OF FIFTY PERCENT (50%) OF THE UTILITY COSTS FOR THE PROPERTY KNOWN AS 709 HARTFORD TURNPIKE, VERNON, CONNECTICUT, SAID FIFTY PERCENT (50%) UTILITY COSTS WILL BE PAID DIRECTLY TO THE UTILITY COMPANY AS REQUIRED THROUGH THE PUBLIC WORKS BUDGET. THE REMAINING FIFTY PERCENT (50%) WILL BE PAID BY THE TENANT, VERNON COMMUNITY ARTS CENTER PER SAID LEASE DATED APRIL 25, 2016.

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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 ON FEBRUARY 16, 2021 AND THAT MINUTES OF SAID MEETING BE APPROVED.

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

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Q.) ADJOURNMENT



PRINT FORM

TOWN OF VERNON  
DEPARTMENT SUBMISSION FOR  
TOWN COUNCIL AGENDA

**CONSENT** #1

FROM  
DEPARTMENT/NAME

COLLECTOR OF REVENUE

PROPOSED ITEM

TAX REFUNDS

SUBJECT

TAX REFUNDS

ACTION REQUESTED

REQUEST FOR TAX REFUNDS FOR CURRENT YEAR. (A COPY OF A MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE, TO MICHAEL J. PURCARO, TOWN ADMINISTRATOR, IS INCLUDED IN THE COUNCIL PACKET.

DATED

02/18/2021

BACKGROUND  
INFORMATION

APPROPRIATION  
REQUIRED ?

☐ NO ☐ YES

AMOUNT SOUGHT

LIST OF SUPPORTING  
DOCUMENTATION

WORDING  
PROPOSED MOTION

THE TOWN COUNCIL HEREBY APPROVES

8

TAX REFUND(S) FOR CURRENT YEAR

TOTALING

6028.36

AS OUTLINED IN THE MEMORANDUM FORM TERRY HJARNE,  
COLLECTOR OF REVENUE TO MICHAEL J. PURCARO, TOWN ADMINISTRATOR DATED

02/18/2021



## TOWN OF VERNON

Terry Hjarne CCMC  
Collector of Revenue

8 Park Place, VERNON, CT 06066  
Tel: (860) 870-3660  
Fax: (860) 370-3585  
E-mail: thjarne@vernon-ct.gov

TO: Michael J. Purcaro, Town Administrator  
FROM: Terry Hjarne, Collector of Revenue  
DATE: February 18, 2021  
SUBJECT: Refunds for Town Council Approval

## PRIOR YEARS:

NONE

## CURRENT YEAR: 2019 GRAND LIST

CRAFT JEFFREY D .....	1915.91
Taxpayer Paid Too Much	
LERETA ATTN: CENTRAL REFUNDS .....	1900.06
Overpaid by Escrow Service Company	
VILLAFANE SASHA .....	216.34
Taxpayer Paid Too Much	
WERSTAK RICHARD OR MARCIA .....	41.14
Assessor's Correction – Vehicle Sold	
BOWIE JACOB S .....	416.12
Veteran Exemption on Lease Vehicle § 12-81	
PALMA JASON JOSE .....	725.98
Active Duty Exemption on Lease Vehicle § 12-81(53)	
EVERETT BENJAMIN .....	506.87
Active Duty Exemption on Lease Vehicle § 12-81(53)	
SZOSTAK DAWID .....	305.94
Taxpayer Paid Too Much	

Assessor's Correction – Vehicle Sold

(8)Current Overpayments ..... \$6,028.36

Cc: Jeff O'Neill TXP21091 TXC21091



PRINT FORM

# TOWN OF VERNON DEPARTMENT SUBMISSION FOR TOWN COUNCIL AGENDA

FROM  
DEPARTMENT/NAME

COLLECTOR OF REVENUE

PROPOSED ITEM

TAX REFUNDS

SUBJECT

TAX REFUNDS

ACTION REQUESTED

REQUEST FOR TAX REFUNDS FOR PRIOR YEAR(S) AND CURRENT YEAR. (A COPY OF A MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE, TO MICHAEL J. PURCARO, TOWN ADMINISTRATOR, IS INCLUDED IN THE COUNCIL PACKET.

DATED

03/05/2021

BACKGROUND  
INFORMATION

APPROPRIATION  
REQUIRED ?

☐ NO ☐ YES

AMOUNT SOUGHT

LIST OF SUPPORTING  
DOCUMENTATION

WORDING  
PROPOSED MOTION

THE TOWN COUNCIL HEREBY APPROVES  TAX REFUND(S) FOR PRIOR YEAR(S)

TOTALING  AND CURRENT YEAR  TOTALING

AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE,  
COLLECTOR OF REVENUE TO MICHAEL J. PURCARO, TOWN ADMINISTRATOR DATED

03/05/2021





## TOWN OF VERNON

Terry Hjarne CCMC  
Collector of Revenue

8 Park Place, VERNON, CT 06066  
Tel: (860) 870-3660  
Fax: (860) 870-3585  
E-mail: thjarne@vernon-ct.gov

TO: Michael J. Purcaro, Town Administrator  
FROM: Terry Hjarne, Collector of Revenue  
DATE: March 5, 2021  
SUBJECT: Refunds for Town Council Approval

## PRIOR YEARS:

GAROFALO STEPHEN ..... 41.23  
Board of Assessment Appeal

## CURRENT YEAR: 2019 GRAND LIST

WELLS FARGO REAL ESTATE TAX SERV ..... 2833.15  
Overpaid by Escrow Service Company

HOME LOAN SERV ..... 221.25  
Overpaid by Escrow Service Company

ACAR LEASING LTD ..... 489.00  
Assessor's Correction – Vehicle Sold

ACAR LEASING LTD ..... 387.26  
Assessor's Correction – Vehicle Sold

ACAR LEASING LTD ..... 416.47  
Assessor's Correction – Vehicle Sold

CAB EAST LLC ..... 518.90  
Assessor's Correction – Vehicle Sold

HONDA LEASE TRUST ..... 407.35  
Assessor's Correction – Vehicle Sold

HYUNDAI LEASE TITLING TRUST ..... 334.87  
Assessor's Correction – Vehicle Sold

JANOWSKI DAVID J ..... 124.79  
Assessor's Correction – Vehicle Sold

LYON JOHN C JR OR SALLY J ..... 155.90  
Assessor's Correction – Vehicle Sold

PELLETIER BARBARA J ..... 41.17  
Assessor's Correction – Vehicle Sold

TRINKS RONALD E .....411.04  
Assessor's Correction – Vehicle Sold

(1) Prior Overpayments.....\$41.23  
(12)Current Overpayments ..... \$6,341.24

**Cc: Jeff O'Neill** TXP21092 TXC21092



OFFICE OF THE  
FINANCE DEPARTMENT

## TOWN OF VERNON

14 PARK PLACE, VERNON, CT 06066

Tel: (860) 870-3587

Fax: (860) 870-3587

E-mail: [joncill@vernon-ct.gov](mailto:joncill@vernon-ct.gov)

# CONSENT

#2

Date: March 8, 2021  
To: Michael J. Purcaro, Town Administrator  
From: Jeffrey A. O'Neill, Finance Officer & Treasurer  
Re: Budget Amendment Requests

The following Budget Amendment Request is proposed for inclusion on the March 16, 2021 Town Council agenda.

### PROPOSED MOTION

**RESOLVED, THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUEST #10 FOR FISCAL YEAR 2020-2021 AS PROVIDED BY JEFFREY A. O'NEILL, FINANCE OFFICER AND TREASURER ON THE ATTACHED BUDGET AMENDMENT FORMS.**

#10 Request to cover Overtime Wages within Snow Removal expenditures to date.

If you have any questions, please do not hesitate to contact me.

## Budget Amendment Request

 Total Amount Requested: \$79,320.90

 Fiscal Year 2020 - 2021

 Date: March 8, 2021

To: Finance Officer	From (Department): <b>Snow Removal (via Finance)</b>	Amendment #: <b>11</b>
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 Type of Amendment (X): ☒ Additional Appropriation ☐ Pass-Through ☐ Transfer

*Request is hereby submitted for amendment(s) of budget as indicated.*

Department	Account Description	Org Code	Object	Amount
<b>FROM:</b>				
Fund Balance		100	31200	\$ 79,320.90
<b>"FROM" Subtotal:</b>				<b>\$ 79,320.90</b>

Department	Account Description	Org Code	Object	Amount
<b>TO:</b>				
1 Snow Removal	Overtime Wages	10340204	51020	79,320.90
2				
3				
4				
5				
6				
7				
8				
<b>"TO" Subtotal:</b>				<b>\$ 79,320.90</b>

No. 1 **COMMENTS CONCERNING BUDGET AMENDMENT REQUEST**

1 Request to cover year to date overtime wages related to snow and ice events.

	1	2	3	4
Balance in account for which funds are requested:	(79,320.90)	-	-	-
Original appropriation in account:	70,000.00	-	-	-
Plus or minus prior amendments:	-	-	-	-
Amount of appropriation to date:	149,320.90	-	-	-

Jeffrey A. O'Neill  
Department Head

Jeffrey A. O'Neill  
Signature

March 8, 2021  
Date

At a meeting of the Town Council held on \_\_\_\_\_

the above request(s) was/were approved in the amount of: \_\_\_\_\_

Signature of Town Administrator: \_\_\_\_\_



RESUME FOR APPOINTMENT  
TO A TOWN AGENCY, BOARD OR COMMISSION

**CONSENT** #3

Name: Tara Trapp

Address: [REDACTED]

Home Phone:

Work Phone: [REDACTED]

Cell Phone: [REDACTED]

Email Address: [REDACTED]

**Educational Background:**

High School Rockville High School  
College  
Additional Schooling

**Employment Experience:**

waitress at family restaurant, Business owner two years

**Civic Activity:**

Vernon Republican Town Committee, 10 years; Vernon Historical Society, 20 years;  
Rockville Volunteer Services, one year.

**Political**

**Affiliation:**



Democrat



Republican



Unaffiliated



Other

I hereby request appointment to the following Agency, Board or Commission:

<input type="checkbox"/> Advisory Board of Senior Citizens	<input type="checkbox"/> Arts Commission	<input type="checkbox"/> Board of Assessment Appeals	<input type="checkbox"/> Board of Ethics	<input type="checkbox"/> Bolton Lakes Regional Water Pollution Control Authority	<input type="checkbox"/> Capital Improvement Committee
<input type="checkbox"/> Cemetery Commission	<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Design Review Commission	<input type="checkbox"/> Drug & Alcohol Prevention Council	<input type="checkbox"/> Economic Development Commission	<input type="checkbox"/> Energy Improvement District
<input type="checkbox"/> Human Services Advisory Commission	<input type="checkbox"/> Inland Wetland Commission	<input checked="" type="checkbox"/> Local Historic Properties Commission	<input type="checkbox"/> Municipal Flood & Erosion Control Board	<input type="checkbox"/> North Central District Health Department	<input type="checkbox"/> Open Space Task Force
<input type="checkbox"/> Pension Board	<input type="checkbox"/> Permanent Municipal Building Committee	<input type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Risk Management Committee	<input type="checkbox"/> Vernon Housing Authority	<input type="checkbox"/> Vernon Traffic Authority
<input type="checkbox"/> Water Pollution Control Authority	<input type="checkbox"/> Youth Services Bureau	<input type="checkbox"/> Zoning Board of Appeals			

Date: Feb. 28 2016

Signature: Tara Trapp

Please return this form to Office of the Mayor, Memorial Building 14 Park Place, Vernon CT 06066  
Or email to Diane Wheelock at [DWheelock@vernon-ct.gov](mailto:DWheelock@vernon-ct.gov)

# CONSENT

#4

**RESUME FOR APPOINTMENT  
TO A TOWN OF VERNON AGENCY,  
BOARD, COMMITTEE, COMMISSION OR AUTHORITY**

Name: Thomasina C Russell

Address: [REDACTED]

Home Telephone: [REDACTED] Work Telephone: home

Email Address: [REDACTED]

Educational Background: High School & 2 yrs of College

Employment Experience: Home Dir. of a group home  
 Bd of Ed & Town Council - VERNON

Civic Activity:

Personal Data/Comments: Married for 47 yrs, Five Childrens,  
four raised in Vernon, Lived in Vernon for 48 yrs. I  
Love Vernon and the people who live here.

Political Affiliation:

☒ Democrat

☐ Republican

☐ Unaffiliated

☐ Other

I hereby request that I be considered for appointment to:

Date: 11/18/19

Signature: Thomasina C Russell

This form should be returned to: Office of the Mayor, Memorial Building, 14 Park Place, Vernon, CT 06066.

Please list any other Commission, Committee, or Authority that you are a member of:

If you were not appointed to a Town of Vernon Commission, would you like your resume distributed to the local Non-Profit Agencies?

☐ Yes

☒ No

For Office Use Only:

Commission or Committee Appointment: \_\_\_\_\_

Term #1

From: \_\_\_\_\_

To: \_\_\_\_\_

☐ Un-Expired

☐ Expired

Term #2

From: \_\_\_\_\_

To: \_\_\_\_\_

☐ Un-Expired

☐ Expired

# CONSENT

# #5

RESUME FOR APPOINTMENT  
TO A TOWN OF VERNON AGENCY,  
BOARD, COMMITTEE, COMMISSION OR AUTHORITY

Name: Richard J. Quinn

Address: [REDACTED] Talcottville, CT 06066

Home Telephone: [REDACTED]

Work Telephone: [REDACTED]

Educational Background: BS, MS Central Conn. State University  
6th year + PhD. in Education - University of Connecticut

Employment Experience: 2006 - present - Consultant  
1990 - 2006 - East Haddam Public Schools - Principal  
1982 - 1990 - Somers Public Schools - Principal  
1971 - 1982 - Vernon Public School - 6th Teacher

Civic Activity: Chairman - Glastonbury YMCA - 2000 - 2004

Personal Data/ Comments:

Political Affiliation:



Democrat



Republican



Unaffiliated



Other

I hereby request that I be considered for appointment to:

Historic Commission

Date: January 8, 2007

Signature: [Signature]

This form should be returned to: Office of the Mayor, Memorial Building, 14 Park Place, Vernon, CT 06066.

Please list any other Commission, Committee, or Authority that you are a member of:

If you were not appointed to a Town of Vernon Commission, would you like your resume distributed to the local Non-Profit Agencies?



Yes



No

For Office Use Only:

Commission or Committee Appointment: \_\_\_\_\_

Term #1 From: \_\_\_\_\_ To: \_\_\_\_\_

☐ Un-expired

☐ Expired

Term #2 From: \_\_\_\_\_ To: \_\_\_\_\_

☐ Un-expired

☐ Expired

RESUME FOR APPOINTMENT  
TO A TOWN OF VERNON AGENCY  
BOARD, COMMITTEE, COMMISSION OR AUTHORITY

CONSENT

#6

Name: Kelly L. O'Brien

Address: [REDACTED], Vernon, CT 06066

Home Telephone: [REDACTED] Work Telephone:

Email Address: [REDACTED]

**Educational Background:**

- Several Industry Certifications
- B.S.B.A. - Accounting

**Employment Experience:**

Several years in IT, Cybersecurity, Risk + Compliance (see attached resume)

**Civic Activity:**

- Coach/Volunteer - The Honor Foundation
- Present Cyber/Security Awareness Safety Sessions

**Personal Data/Comments:**

I am very passionate about Cyber, Risk, Compliance and would welcome the opportunity to become involved in my community.

**Political Affiliation:**

Democrat

Republican

Unaffiliated

Other

I hereby request that I be considered for appointment to:

Risk Management Advisory Committee

Date: February 4, 2021 Signature: Kelly L. O'Brien

This form should be returned to: Office of the Mayor, Memorial Building, 14 Park Place, Vernon, CT 06066.

Please list any other Commission, Committee, or Authority that you are a member of:

If you were not appointed to a Town of Vernon Commission, would you like your resume distributed to the local Non-Profit Agencies?

Yes

No

**For Office Use Only:**

Commission or Committee Appointment: \_\_\_\_\_

Term #1 From: \_\_\_\_\_ To: \_\_\_\_\_ Un-Expired Expired

Term #2 From: \_\_\_\_\_ To: \_\_\_\_\_ Un-Expired Expired



# KELLY L. O'BRIEN

## CONTACT



[REDACTED]



[REDACTED]



Vernon, CT

## CERTIFICATIONS

CISM – September 2020

CDPSE – May 2020

CCTA – November 2019

PCI QSA – October 2020

CC(GRC)P – July 2018

CBE – August 2017

CRISC – March 2017

CISA – August 2014

PCIP – April 2014

CCE – March 2014

## SUBJECT MATTER EXPERT

- Auditing
- Business Systems Analysis
- CJIS
- Cybersecurity Risk and Compliance
- Incident Response
- Information/Cybersecurity
- NIST
- PCI Compliance
- Policies & Procedures
- Privacy
- Risk Management
- Security Awareness
- Technical Writing
- vCISO
- Vendor Risk Management

## WORK EXPERIENCE

### CYBERSECURITY CONSULTANT

Agio Inc / 2019 – Present

Conduct Security Risk Assessments, tabletop exercises, data mapping, vendor risk assessments, threat analysis, privacy risk assessments, and security awareness for clientele in various industry verticals including government (towns/cities), retail, education, healthcare.

- Provide vCISO services for clients
- Subject matter expert in Criminal Justice Information Services (CJIS) assessments
- Conduct security assessments based on PCI DSS, NIST CSF, NIST Privacy, HIPAA, CIS controls
- Collaborate with technical team to review and analyze vulnerability scans and penetration tests
- Provide vendor risk analysis for clients
- Mentor and trained junior staff members

### DIRECTOR – CYBER RISK CONTROL

TRAVELERS / 2016 – 2018

Provided expertise and consult to cyber insurance underwriters for the technical evaluation of cybersecurity risks including meeting with leadership and security professionals for organizations seeking cyber insurance.

- Performed functions across Risk Control to develop advisories and documentation on best practices for Cybersecurity controls
- Lead initiative on threat intelligence platform/product selection
- Provided PCI compliance expertise for renewal and new cyber customer accounts
- Developed and delivered presentations on various cyber topics to customers potential customers, and internal business partners at all levels

### OWNER/CONSULTANT

K&S / 2014 – 2019

Provided PCI compliance expertise, cybersecurity policy drafts, security awareness training, and technology assessments to support SOC reporting.

- Performed cybersecurity assessments in accordance with industry benchmarks and frameworks such as FERC, NERC CIP, NIST, DISA, CIS, Cloud Security compliance.
- Collaborated with all entities across various organizations including Infrastructure, Legal, Procurement, Business partners, Internal Audit team members

### AUDITOR/COMPLIANCE LEAD ANALYST

OPTUM TECHNOLOGY / 2015 – 2016

### AVP, ENTERPRISE SECURITY, RISK, & COMPLIANCE

TICKETNETWORK / 2014

# KELLY L. O'BRIEN

## EDUCATION

### BAYPATH UNIVERSITY

Courses toward Master of Science –  
Cybersecurity Program

### UTICA COLLEGE

Courses toward Master of Science in  
Cybersecurity Intelligence &  
Forensics program

### WESTERN NEW ENGLAND COLLEGE

B.S.B.A – Accounting

## WORK EXPERIENCE CONTINUED

### BUSINESS LIAISON/SECURITY ASSESSOR

LEGO SYSTEMS, INC / 2011 – 2013

### INFRASTRUCTURE ENGINEER SENIOR SPECIALIST (CONTRACT)

CIGNA / 2010 – 2011

### INFORMATION SECURITY

MASSMUTUAL / 1990 – 2009

## PROFESSIONAL ACCOMPLISHMENTS

- Attended Infosec Institute CISSP bootcamp – January 2020
- Participated on several panels and presented at conferences on various Cybersecurity topics
- Attended SANS FOR578 Threat Intelligence class July 2018
- Participated on panel discussion at ISC2 seminar in Waltham, MA – April 2014
- Participated on panel discussion at Card Not Present Conference in Orlando, FL – May 2014
- Article published in September 2012, vol. 1, No. 8 PenTest Magazine: Payment Card Industry Data Security Standards
- Attended McAfee Web Gateway boot camp class – September 2010
- Successfully completed Computer Hacking Forensics Investigator: Forensics Procedures from Start to Finish at Springfield Technical Community College – June 2010
- CISSP – Attended SANS MGT414 boot camp October 2016
- Successfully completed 18 credits in Master of Information Systems at WNEC
- Successfully completed 9 credits in Cyber Security online at Utica College
- Courses taken: Intro to Criminal Justice, Criminology, Principles of Information Security
- Attended numerous High Technology Crime Seminars

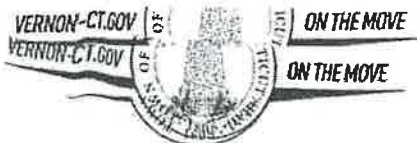
## PROFESSIONAL AFFILIATIONS

Member of the following organizations:

- ASIS International (ASIS)
- Association of Certified Fraud Examiners (ACFE)
- High Tech Crime Investigation Association (HTCIA)
- International Association of Financial Crimes Investigators (IAFCI)
- International Association of Risk and Compliance Professionals (IARCP)
- International Association of Privacy Professionals (IAPP)
- ISACA
- Infragard

## COMMUNITY ACTIVITIES

- Coach/Volunteer – *The Honor Foundation*
- Volunteer – *Children's Voice International*
- Former member of Military & Veterans Diversity Network - Travelers
- Designed and presented Cyberbullying/Internet Safety session with Hampden Chief of Police – June 2010
- Designed and presented several sessions on "Internet Safety for Kids" to adults in several surrounding communities, many times in conjunction with local Law Enforcement and /or State Police



RESUME FOR APPOINTMENT  
TO A TOWN AGENCY, BOARD OR COMMISSION

Name: CARL W. SCHAEFER

Address: [REDACTED] ROCKVILLE, CT. 06068

CONSENT #17

Home Phone: [REDACTED] Work Phone: N/A

Cell Phone: [REDACTED]

Email Address: [REDACTED]

**Educational Background:**

High School: ROCKVILLE HIGH SCHOOL - 1964  
College  
Additional Schooling

**Employment Experience:**

CONNECTICUT NATURAL GAS Co.  
35 YEARS EMPLOYMENT. SERVICE REP. SERVICED  
ALL TYPES OF GAS EQUIPMENT.

**Civic Activity:**

ATTACHED

**Political**

**Affiliation:**



Democrat



Republican



Unaffiliated



Other

I hereby request appointment to the following Agency, Board or Commission:

<input type="checkbox"/> Advisory Board of Senior Citizens	<input type="checkbox"/> Arts Commission	<input type="checkbox"/> Board of Assessment Appeals	<input type="checkbox"/> Board of Ethics	<input type="checkbox"/> Bolton Lakes Regional Water Pollution Control Authority	<input type="checkbox"/> Capital Improvement Committee
<input type="checkbox"/> Cemetery Commission	<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Design Review Commission	<input type="checkbox"/> Drug & Alcohol Prevention Council	<input type="checkbox"/> Economic Development Commission	<input checked="" type="checkbox"/> Energy Improvement District
<input type="checkbox"/> Human Services Advisory Commission	<input type="checkbox"/> Inland Wetland Commission	<input type="checkbox"/> Local Historic Properties Commission	<input type="checkbox"/> Municipal Flood & Erosion Control Board	<input type="checkbox"/> North Central District Health Department	<input type="checkbox"/> Open Space Task Force
<input type="checkbox"/> Pension Board	<input type="checkbox"/> Permanent Municipal Building Committee	<input type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Risk Management Committee	<input type="checkbox"/> Vernon Housing Authority	<input type="checkbox"/> Vernon Traffic Authority
<input type="checkbox"/> Water Pollution Control Authority	<input type="checkbox"/> Youth Services Bureau	<input type="checkbox"/> Zoning Board of Appeals			

Date:

Signature

Please return this form to Office of the Mayor, Memorial Building 14 Park Place, Vernon CT 06066  
Or email to Diane Wheelock at [Dwheelock@vernon-ct.gov](mailto:Dwheelock@vernon-ct.gov)

Carl W. Schaefer  
Waste To Energy Com.  
Building Committee Vernon Public Schools  
Water Pollution Com. 3 terms  
Rockville Fire Dept. 10 years  
Permanent Bldg Committee  
Rockville Little League 37 years coach, vp. maint.  
Little Miss Softball Coach  
Rockville Elks - Flag Day Chairman - Veteran Comm.  
Manchester Elks  
Ct Firemans Historical Soc.  
Vernon Carnival Comm. 12 yrs  
Vernon 200<sup>th</sup> Ann. Comm. - Parade Chairperson 2008  
Vernon Military Flag Comm. Chair Person.  
Town Coventry 300<sup>th</sup> Ann. Parade Chairmm -  
Retired Member St of Ct Plumbing + Piping Comm 12 yrs  
Member Bd of Director Strong Family term present.  
1976 Vernon Parade Member  
1983 175<sup>th</sup> Anniversary Parade member

**RESUME FOR APPOINTMENT  
TO A TOWN AGENCY, BOARD OR COMMISSION**

Name: KATHLEEN A. MCCARTHY **VERNON CONSENT #8**  
 Address: [REDACTED]  
 Home Phone: [REDACTED] Work Phone: N/A Cell Phone: [REDACTED]  
 Email Address: [REDACTED]

**Educational Background:**

☒ High School  
☐ College  
☐ Additional Schooling

**Employment Experience:**

1968-1974 - SECRETARY  
 1974-1984 - HOMEMAKER  
 1984-2006 - LEGAL ASSISTANT

**Civic Activity:**

**Political**

**Affiliation:** ☐ Democrat ☐ Republican ☒ Unaffiliated ☐ Other

**I hereby request appointment to the following Agency, Board or Commission:**

<input type="checkbox"/> Advisory Board of Senior Citizens	<input type="checkbox"/> Arts Commission	<input type="checkbox"/> Board of Assessment Appeals	<input type="checkbox"/> Board of Ethics	<input type="checkbox"/> Bolton Lakes Regional Water Pollution Control Authority	<input type="checkbox"/> Capital Improvement Committee
<input type="checkbox"/> Cemetery Commission	<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Design Review Commission	<input type="checkbox"/> Drug & Alcohol Prevention Council	<input type="checkbox"/> Economic Development Commission	<input type="checkbox"/> Energy Improvement District
<input type="checkbox"/> Human Services Advisory Commission	<input type="checkbox"/> Inland Wetland Commission	<input type="checkbox"/> Local Historic Properties Commission	<input type="checkbox"/> Municipal Flood & Erosion Control Board	<input type="checkbox"/> North Central District Health Department	<input type="checkbox"/> Open Space Task Force
<input type="checkbox"/> Pension Board	<input type="checkbox"/> Permanent Municipal Building Committee	<input type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Risk Management Committee	<input type="checkbox"/> Vernon Housing Authority	<input type="checkbox"/> Vernon Traffic Authority
<input type="checkbox"/> Water Pollution Control Authority	<input type="checkbox"/> Youth Services Bureau	<input type="checkbox"/> Zoning Board of Appeals			

Date: 1-10-2021

Signature: Kathleen A. McCarthy



## HOUSING AUTHORITY of the TOWN of VERNON

21 COURT STREET, P.O. BOX 721  
VERNON, CONNECTICUT 06066  
(860) 871-0886 • FAX (860) 875-9811

January 15, 2021

Mayor Daniel Champagne  
Town of Vernon  
14 Park Place  
Vernon, CT 06066

Dear Mr. Mayor:

Our Tenant Commissioner Ms. Judy Hany has tendered her resignation. Therefore, we are in need of a new Tenant Commissioner.

We have a tenant Ms. Kathleen A McCarthy who has expressed interest in filling this vacancy. Ms. McCarthy is a tenant in good standing with this agency. Ms. McCarthy resides at our Windermere Court property. She also is a key member of the tenant community who is cognizant of our resident's needs and desires. I believe this would make Ms. McCarthy an ideal candidate to be our resident Commissioner.

Therefore, I respectfully request Ms. McCarthy be appointment to the Vernon Housing Authority Board of Commissioners effective immediately.

I have enclosed Ms. McCarthy resume for your use and consideration.

Sincerely,

Karen Roy-Guglielmi  
Chairperson VHA Board of Commissioners



OFFICE OF THE  
FINANCE DEPARTMENT

# TOWN OF VERNON BUSINESS #1

14 PARK PLACE, VERNON, CT 06066

Tel: (860) 870-3634

Fax: (860) 870-3587

E-mail: [joneill@vernon-ct.gov](mailto:joneill@vernon-ct.gov)

Date: March 8, 2021  
To: Michael J. Purcaro, Town Administrator  
From: Jeffrey A. O'Neill, Finance Officer & Treasurer  
Re: Request for Asset Disposal

---

The Vernon Public Schools request approval to dispose of the items listed as per the attachment. The items requested for disposal were approved by the Board of Education at their meeting on February 8, 2021.

Please request the Town Council to approve the following motion at the March 16, 2021 meeting:

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OF ASSETS FOR THE VERNON PUBLIC SCHOOLS AS DISCLOSED ON THE FIXED ASSET INFORMATION FORMS.

If there are any questions, please do not hesitate to contact me.

Attachments: Request for Disposal of Fixed Assets (2 pages)

### REQUEST FOR DISPOSAL OF FIXED ASSETS

Department: Maple Street SchoolDate: January 6, 2021[illegible]



# TOWN OF VERNON

## REQUEST FOR DISPOSAL OF FIXED ASSETS

Department: Northeast School

Date: January 15, 2021

Fixed Asset #	Description	Make/Model	ID # / Serial #	Date of Acquisition	Original Cost	Location		Please Check	
						Building	Floor	Room	Dispose Sell
4229	Kodak Slide Projector	Kodak		Unknown	Unknown	NES		basement	✓
10257	1700 Plus Series Overhead Projector	3M		Unknown	Unknown	NES		basement	✓
	4 Head Omnivision VHS Player	Panasonic	H31A45995	Unknown	Unknown	NES		basement	✓
	CD/DVD Player	Sony	1349774	Unknown	Unknown	NES		basement	✓
	Printer, Office Jet Pro 6968	HP Office Jet	TH7466NOXD	Unknown	Unknown	NES		basement	✓
	DVD Recorder	Samsung	09756EZ	Unknown	Unknown	NES		basement	✓
7247	Typewriter Wheelwriter 1500	IRN		Unknown	Unknown	NES		basement	✓
	Printer, Office Jet Pro 4620	HP Office Jet	LN27A23112	Unknown	Unknown	NES		basement	✓
	Overhead Projector	3M	1700 series	Unknown	Unknown	NES		basement	✓

\*\*\* Per Custodian, all items are unrepairable and/or old technology.



# TOWN OF VERNON

Office of the Town Administrator

14 Park Place • Vernon, CT 06066

Tel: (860) 870-3665 • Fax: (860) 831-1111


www.Vernon-CT.gov

NEW BUSINESS #2

Michael J. Purcaro  
Town Administrator

DATE: March 12, 2021

TO: Daniel A. Champagne, Mayor  
Vernon Town Council

FROM: Michael J. Purcaro, Town Administrator 

RE: Vernon Community Arts Center (dba: Arts Center East)

The Vernon Community Arts Center (VCAC) has a lease agreement with the Town of Vernon for the building known as 709 Hartford Turnpike, Vernon, Connecticut. Of note, this building is also referred to as the Kindergarten Building. The current lease expires in April of 2021 and VCAC is interested in exercising a one (1) year extension option with the Town of Vernon. Attached is the current Lease Agreement and the proposed amendment for the one year extension.

Due to the ongoing challenges presented by the coronavirus pandemic and at the Mayor's direction, the proposed one year extension contains no increase in the fee structure for VCAC and will remain the same as the current fiscal year. Members of the VCAC are expected to be present at the Council meeting to answer any questions.

Should the Council choose to approve this amendment for the one year extension, the following proposed motions are offered for review and action.

## **PROPOSED MOTION #1**

THE TOWN COUNCIL HEREBY AUTHORIZES MICHAEL J. PURCARO, TOWN ADMINISTRATOR TO SIGN ANY AND ALL DOCUMENTS RELATIVE TO THE ONE YEAR LEASE MODIFICATION WITH THE VERNON COMMUNITY ARTS CENTER.

## **PROPOSED MOTION #2**

THE TOWN COUNCIL HEREBY AUTHORIZES THE PAYMENT OF FIFTY PERCENT (50%) OF THE UTILITY COSTS FOR THE PROPERTY KNOWN AS 709 HARTFORD TURNPIKE, VERNON, CONNECTICUT. SAID FIFTY PERCENT (50%) UTILITY COSTS WILL BE PAID DIRECTLY TO THE UTILITY COMPANY AS REQUIRED THROUGH THE PUBLIC WORKS BUDGET. THE REMAINING FIFTY PERCENT (50%) WILL BE PAID BY THE TENANT, VERNON COMMUNITY ARTS CENTER PER SAID LEASE DATED APRIL 25, 2016.

**LEASE MODIFICATION AGREEMENT**

AGREEMENT MADE This \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and among the **TOWN OF VERNON** hereinafter referred to as "Lessor" and the **VERNON COMMUNITY ARTS CENTER INC. (VCAC) d/b/a Arts Center East**, hereinafter referred to as "Lessee".

**WITNESSETH:**

WHEREAS, on April 25, 2016, Lessor and Lessee entered into an Agreement hereinafter referred to as the "Lease", for a the building and grounds located at 709 Hartford Turnpike, Vernon, Connecticut, formerly known as "*The Kindergarten Building*."

WHEREAS, Lessor and Lessee, seek to modify the terms of the Lease to extend the term for a period of one year.

NOW THEREFORE, in consideration of the mutual covenants contained in this Lease Modification Agreement and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee hereby modify the terms of the Lease as follows:

**Article II. Term.**

The term of the Lease is extended for one (1) year commencing on April 29, 2021 and terminating on April 28, 2022.

Except as modified herein, the Lease shall remain in full force and effect, and all of the terms and provisions of the Lease, as herein modified, are hereby ratified and reaffirmed. This Lease Modification Agreement shall be construed in accordance with the laws of the State of Connecticut and shall be binding upon and shall inure to the benefit of Lessor and Lessee, and their respective successors, assigns, grantees, heirs, executors, personal representatives and administrators.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the date first above written.

WITNESSES:

LESSOR:  
TOWN OF VERNON

\_\_\_\_\_  
By: Michael J. Purcaro  
Its: Town Administrator



# Vernon Community Arts Center Lease

THIS AGREEMENT is made, entered into and executed this 25 day of April 2016, by and between the Town of Vernon a municipal corporation having its territorial limits within the County of Tolland and State of Connecticut, acting herein by its Town Administrator, duly authorized, with an office at 14 Park Place, Vernon, CT 06066 (hereinafter "**LESSOR**"), and Vernon Community Arts Center Inc.(VCAC), a corporation formed under the laws of the State of Connecticut acting hereunder by its President duly authorized, with a mailing address at 709 Hartford Turnpike, Vernon, CT 06066 (hereinafter "**LESSEE**").


## I. PREMISES

Lessor hereby leases unto Lessee for the sum of Ten (10) Dollars per year and other good and valuable consideration the following land and any improvements thereon (hereinafter "the leased property" on a non-exclusive basis: Building and grounds located at 709 Hartford Turnpike, Vernon, CT 06066, formerly known as "*The Kindergarten Building*". The Lessee's use of the premises shall be as an arts center, meeting hall, exhibition space and such other uses related to an arts center. The Lessee understands and agrees that the building may be used by the Lessor with advanced notice and a good faith effort to coordinate conflicting scheduling of activities with Lessee for Town approved functions and the Lessor will always retain access to the building. The use of the building for Town approved functions will be free of charge to the Lessor except for the cost of custodial services directly related to the Town's use of the premises.

## II. TERM

This lease shall be for five years commencing on 4/29/16 and terminating on 4/25/21. Provided this lease is in full force and effect and Lessee has not breached any of the terms and conditions herein, Lessee, with the approval of Lessor, which shall be exercised in Lessor's sole discretion, shall have the option to renew the lease for an additional five (5) year term. Lessee shall notify Lessor via certified mail, return receipt requested, at least one hundred eighty (180) days prior to the end of the existing lease term of Lessee's intention to renew for an additional five-year term.

## III. UTILITIES

 The Lessor will maintain all utility accounts in its name, subject to prompt reimbursement by Lessee. The Lessor will bill Lessee on a Quarterly basis.

Lessor will pay for half the cost of the utilities until April 28, 2016. Further payments of the utilities by Lessor will be determined by the Vernon Town Council upon review of the Lessee's ability to pay. Lessee shall provide any financial information requested by Lessor to assist in making this by February 1<sup>st</sup> of each year.

#### **IV. PERSONAL PROPERTY TAXES**

Lessee shall pay all taxes not otherwise exempt assessed against all personal property located on the premises, as applicable, and shall also pay all privilege, excise and other taxes duly assessed. Lessee shall pay said taxes when due so as to prevent the assessment of any late fees or penalties.

#### **V. REPAIRS AND MAINTENANCE**

**Lessor's Repairs:** The Lessor shall be responsible for the lawn maintenance and snow plowing as long as no obstructions are put in the way. The Lessee shall be responsible for all repairs, maintenance of the building, replacement, or reconstruction to the interior and exterior-portion of the premises leased by Lessee, including but not limited to replacement of glass, doors, and windows due to its use. If Lessee fails to make such repairs or replacements promptly or within fifteen (15) days of occurrence, Lessor may, at its option, make such repairs or replacements and Lessee shall repay the costs thereof to Lessor on demand. Lessee accepts property **AS-IS**.

#### **VI. IMPROVEMENTS**

Prior to making improvements, additions, installation of fixtures or changes including structural changes to any part of the building or property, Lessee shall obtain Lessor's prior written consent, which shall be in the sole discretion of Lessor. All such approved alterations shall be made at the Lessee's sole expense and all such alterations, improvements and fixtures shall become the property of the Lessor upon the expiration or termination of the Lease.

Lessee may not install any signage on the leased premises until the same is approved by the Lessor. All signage must comply with applicable zoning ordinances and regulations.

#### **VII. INSURANCE**

**A. Liability:** Lessee shall, during the entire term of the Lease keep in full force and effect a policy of insurance with respect to the Property and the activities operated by Lessee in the Property and which the limits of general liability shall be in the amount of Three Million Dollars

(\$3,000,000) combined single limit, naming Lessor as additional insured. Such coverage shall include a broad form general liability endorsement. The policy shall contain a clause that the Lessee will not cancel or change the insurance without first giving the Lessor ten (10) days prior written notice. Copy of such policy will be provided to Lessor yearly and upon request.

- B. Lessor shall during the term hereof, at its sole expense, provide and keep in force insurance on the building against loss or damage by fire as part of the comprehensive insurance that the Town of Vernon maintains on all of the buildings that it owns. Lessor shall not be responsible insuring personal property and contents of the building owned, leased or stored on the premises by the Lessee. Copy of such policy will be provided to Lessor yearly or upon request.

### **VIII. INDEMNITY**

Lessee agrees to hold Lessor harmless from any and all losses, fines, suits, damages, expenses, claims, demands and actions of any kind resulting from its negligence, breach, or violation or non-performance of any condition hereof. Lessee agrees to indemnify and hold Lessor harmless from any and all losses, fines, suits, damages, expenses, claims, demands and actions of any kind relating to a third party's claim of negligence by Lessee.

Lessor shall not be liable for any damage to property of Lessee or of others located on the leased premises, nor for the loss of or damage to any property of Lessee or of others by theft or otherwise.

### **IX. LOCKS**

The Lessee shall not change any entry lock or install any lock or chain other than those existing at the execution of this lease without prior permission of the Lessor. If locks are changed with the permission of the Lessor, copies of keys shall be provided to the Director of Public Works and the Town Administrator.

### **X. SUBLEASES**

Lessee agrees not to sell or assign this lease or sublet the premises, or any part thereof, to any person without first obtaining the written consent of Lessor, which shall be in the sole discretion of Lessor. Short-term rentals of all or any part of the premises are permitted for those art related purposes listed in *Appendix A*. A list of all rentals, including length of rental, for the year (January to December) will be provided to the Lessor on February 1<sup>st</sup> of each year, with the financial information, or upon request.

## **XI. LESSEE'S AGREEMENTS**

Lessee agrees to commit no waste and to keep and leave the premises clean and neat throughout and to permit no rubbish or litter to accumulate in or about the premises. Lessee shall not permit accumulation of trash, waste paper, boxes and cartons. Lessor shall provide trash and recycling containers for Lessee's use. Lessee is responsible to place at curb on collection days. Lessee shall not engage in any act which shall constitute a nuisance. Lessee agrees to conform to all laws, orders and regulations of any governmental agency or authority regulating health, fire and nuisance so far as the leased premises are concerned, and will not have any dangerous, inflammable, or explosive material that might be hazardous or result in increased insurance premiums or cancellation of insurance. Lessee agrees to save Lessor harmless from all fines, penalties, and costs for violation or noncompliance with any such laws, orders, or regulations. Lessee further agrees not to permit any act to be done on the premises, which may be noxious, dangerous, or offensive. Lessee agrees to abide by all Town rules, laws, and ordinances regarding the use of Town Property including the rule that there shall be no smoking or consumption of alcoholic beverages on the property.

## **XII. CONDITION AT END OF LEASE**

At the termination of the term or other Termination of this lease, Lessee agrees to quit and surrender the premises hereby leased in as good a state and condition as reasonable use and wear would permit.

## **XIII. DEFAULT**

The Lessee shall be in default of this lease in the event of any of the following acts by the Lessee:

1. If the Lessee shall assign or sublet the premises without the Lessor's written permission.
2. If the Lessee shall use the premises for any purposes other than those specifically permitted by this lease.
3. If the Lessee shall make alterations or structural changes without the consent of the Lessor in writing.
4. If the Lessee shall injure or misuse the premises or breach any covenant of this lease.
5. If the Lessee violates any law, ordinance, rule or regulation of any governing body.



6. If the Lessee creates any nuisance or causes any disturbance of the neighbors.
7. If the Lessee allows the consumption of alcohol on the premises or violates any Town rules regarding the use of Town Property.
8. If the Lessee fails to pay any sums due for utilities or other charges under this Lease.
9. If the Lessee fails to diligently pursue the performance of any other of the terms, conditions or covenants of this Lease.

If Lessee shall default in any of the covenants, agreements, conditions or undertakings herein contained, and such default shall continue for thirty days (30) after notice thereof in writing to Lessee, or if (a) any proceeding under the bankruptcy act of the United States is begun by or against the Lessee, and an order of adjudication, or order approving the petition, be entered in such proceedings, or (b) a receiver or trustee is appointed for substantially all of the Lessee's business or assets, or (c) if Lessee shall make an assignment for the benefit of creditors, or (d) if Lessee shall vacate or abandon the leased property, or (e) the Lessee shall cease to be a 501(c)(3) approved tax exempt organization; then, and in any such event, it shall be lawful for the Lessor, at his election, to declare the term hereof ended and to re-enter the leased property, and to repossess and enjoy the said premises and any buildings and improvements situated. If any default shall be made in any covenant, agreement, condition, or undertaking which cannot with due diligence be cured within a period of 30 days, and if notice thereof in writing shall have been given to the Lessee, and if the Lessee, prior to the expiration of 30 days from and after the giving of such notice, shall commence to satisfy the cause of such default and shall proceed diligently and with reasonable dispatch to take all steps and do all work required to cure such default, then the Lessor shall not have the right to declare said term ended by reason of such default; provided, however, that the curing of any default in such manner shall not be construed to limit or restrict the right of Lessor to declare the said term ended and enforce all of their rights and remedies hereunder for any other default not so cured.

The foregoing provision for the termination of this lease for any default in any of its covenants shall not operate to exclude or suspend any other remedy of the Lessor for breach of any of said covenants, attorney's fees and collection fees and in the event of the termination or default in any of the terms of this lease as aforesaid.

If the Lessee shall breach any of these items or any other provisions of this lease, then the Lessor may re-enter the premises and recover possession thereof in the manner prescribed by statute relating to summary process. No demand for rent or re-entry for any condition broken shall be necessary to enable the Lessor to recover such possession pursuant to statutes relating to summary process. Lessee WAIVES any right to any such demand or any such re-entry with the signing of this lease. Failure by the Lessor to exercise any option or pursue any breach of

the Lessee shall not constitute a waiver of his right to exercise the same in the event of any subsequent breach.

#### **XIV. COSTS AND LEGAL EXPENSES**

Lessee agrees that in the event Lessor is required to employ an attorney in order to enforce any provision of this lease, Lessee shall pay any reasonable costs, including attorney's fees, court costs and storage fees for Lessee's property.

#### **XV. ENTRY**

Lessee shall permit Lessor's employees and agents to enter the Property at all reasonable times upon notice to the Lessee and without notice at any time in the event of an emergency.

#### **XVI. DAMAGE TO PROPERTY**

If Property, including improvements thereon, are damaged by fire or other casualty, Lessor shall have the exclusive right and option to either terminate this Agreement or reconstruct and/or repair the said damaged improvements and continue this Lease under its terms and conditions as if no such casualty occurred.

#### **XVII. CONDEMNATION OR SALE**

If, during the term of this Agreement, the Property shall be taken or condemned, either in whole or part, by competent authorities for public or quasi-public use, Lessee shall have the option to terminate this Agreement as of the date of taking. If Lessee elects not to terminate this Agreement, then this Agreement shall continue in full force and effect. If property is sold during the term of the lease, this lease may be cancelled by Lessor with sixty (60) days' notice to the Lessee.

#### **XVIII. RELATIONSHIP OF PARTIES**

It is understood and agreed that the relationship of the parties hereto is strictly that of Lessor and Lessee and that the Lessor has no ownership in the Lessee's enterprise and the Agreement shall not be construed as a joint venture or partnership. The Lessee is not and shall not be deemed to be an agent or representative of the Lessor.

## **XIX. NOTICES**

Written notice to Lessee, all rent checks and all notices from Lessee to Lessor shall be served or sent to:

Town Administrator Town of  
Vernon  
14 Park Place  
Vernon, CT 06066

Until further written notice to Lessor, all notices from Lessor to Lessee shall be served or sent to Lessee at the following addresses:

Vernon Community Arts Center Inc.  
709 Hartford Turnpike  
Vernon, CT 06066

*JS*  
Stephen Sutton, ESQ  
Kahan Kermisky & Capossela  
45 Hartford Turnpike  
Vernon, CT. 06066

All notices to be given under this Agreement shall be in writing and shall be served personally or sent by United States certified or registered mail

## **XX. PARTIAL INVALIDITY**

If any section, paragraph, sentence or portion of this Agreement or the application thereof to any party or circumstance shall, to any extent, be or become invalid or illegal, such provision is and shall be null and void, but, to the extent that said null and void provisions do not materially change the overall agreement and intent of this entire agreement, the remainder of this Agreement shall not be affected thereby and each remaining provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.

## **XXI. ENTIRE AGREEMENT**

This Agreement contains all of the agreements and conditions made between the parties hereto and may not be modified orally or in any other manner other than by agreement in writing signed by all parties hereto or their respective successors in interest.

## **XXII. JURISDICTION**

This Agreement shall be governed in accordance with the laws of the State of Connecticut.

IN WITNESS WHEREOF, Lessor and Lessee have hereunto set their hands and seals the day and year above written, and to a duplicate instrument of like tenor and date.

Signed, Sealed and Delivered

In Presence Of:

Diane Wheelock  
Diane Wheelock

Leslie Campbell  
Leslie Campbell

Signed, Sealed and Delivered

In Presence Of:

[Signature]  
SPECIAL AGENT

[Signature]  
Robert B. Hurd

LESSOR:

Town of Vernon

[Signature]  
John Ward

Town Administrator

LESSEE:

Vernon Community Arts Center

[Signature]  
Jane Benfield

President

## **APPENDIX A**

**Preapproved Organizations and Individuals that Qualify for Rentals at the Vernon Community Arts Center:**

- 1) Visual Artists and /or Visual Artist Groups**
- 2) Performance Artists and / or Performance Artist Groups**
- 3) Visual or Performance arts Classroom Teachers**
- 4) Craft Artisans**
- 5) Arts Education**

**Those listed above could include; Classes, Demonstrations, Discussions, Events, Exhibitions, Rehearsals, Seminars, Sales and Workshops.**

Included in this packet:

**Annual Lease Payment**

**2020 Profit & Loss Statement**

**Draft of proposed 2021 Budget**

**(Final budget to be presented at Feb. 2021 ACE Annual Board Meeting -- Final budget will be submitted to TOV upon completion)**

**Utilities Request Letter to Mayor Champagne**

January 29, 2021

Mayor Daniel Champagne  
Town of Vernon  
14 Park Place  
Vernon, CT 06066

Dear Mayor Champagne,

We respectfully request that the Town of Vernon continue to subsidize 50% of the utilities expenses for the Vernon Community Arts Center, dba Arts Center East, as approved by the Town Council in 2020.

Our total operating budget for the year of 2021 is approximately \$105,000. Without assistance from the Town of Vernon, our utilities costs for 2021 have the potential to be upwards of between \$10,000 and \$14,000.

Many changes have transpired this past year, and ACE is no different. When COVID struck last March, ACE made drastic financial measures to ensure our survival.

Between March and May, All three part-time staff members began working remotely and were drastically reduced from 50 hours a week (20, 15 and 15) to 5 hours per week (each) for a total of 15 hours.

ACE's building was also shut down to the maximum level possible (all in-house activities were cancelled, heat was turned off and appliances unplugged to save money on utilities). The Executive Director was onsite for only a few hours a week, to process incoming membership mail, pay bills, make bank deposits, and complete other tasks that could not be executed from home, so use of lighting and water usage in the building remained at an absolute minimum. Outside lights on timers were adjusted to assist ACE with saving energy costs as well.

Throughout the Spring and Summer, a PPP Loan was secured, allowing staff to return to normal working hours and ACE offered the previously-planned onsite art exhibitions and fundraising events as "Virtual Experiences," encouraging artists to continue showcasing their creations and giving the regional population the opportunity to experience beautiful art in our time of need. Additionally, teachers comfortable with offering virtual curriculum were provided the opportunity to do so and we continue to offer online art curriculum.

Once deemed safe to do so by the State, ACE re-opened its doors for onsite art exhibits in September, and, following all safety protocols, has successfully hosted 5 art exhibits and our Annual Holiday Fair since then.



However, we are still operating in a limited capacity. While open to the public, our current hours of operation are two days a week (down from four days a week), staff continues to work a majority of their time from home, classes still meet virtually, and the building's downstairs level has its environmental settings set as low as possible (bathrooms closed off too) to assist us with energy savings.

We are always cognizant of our utility usage and are committed to reducing our energy expenses to the best of our ability. And usually these actions produce a reduction in bills which ultimately equals savings for both ACE and the Town of Vernon. But until the current health crisis abates, and for some time afterwards as people's confidence in health safety returns, it is very unlikely that we can rely on our programming, exhibits, activities and online fundraisers to bring in the same amount of income as years past. We anticipate that we will not be able to offer in-person classes and workshops until this Summer/Fall and in-house fundraising, a critical component of our budget, will also continue to be unavailable. Growth in online classes will not fully replace the robust in-person learning opportunities we previously provided or the income they generated. It will be very challenging to keep our doors open in 2021 without additional funding sources, including the TOV's subsidized utility assistance.

We ask that you give favorable consideration to this request, relieving the Arts Center of a significant expense and allowing us to improve delivery of our programs and services for the 2021-2022 fiscal year.

Sincerely yours,

Jennifer Kowal  
Executive Director

# Vernon Community Arts Center Inc.

## BUDGET OVERVIEW: 2021 PROPOSED BUDGET - FY21 P&L

January - December 2021

	TOTAL
<b>Income</b>	
4000 Direct Contributions Revenue	
4010 Individual Contributions	17,210.00
4020 Business Contributions	3,825.00
<b>Total 4000 Direct Contributions Revenue</b>	<b>21,035.00</b>
4200 Non-Govt Grants Revenue	
4250 Foundation Grants	3,500.00
<b>Total 4200 Non-Govt Grants Revenue</b>	<b>3,500.00</b>
4300 Government Grants Revenue	
4320 Federal Grants	9,000.00
4330 State Grants	5,556.00
<b>Total 4300 Government Grants Revenue</b>	<b>14,556.00</b>
5000 Program-Related Sales & Fees	
5010 Class Fees	23,565.00
5020 Entry Fees	10,881.00
5090 Other Program Sales & Fees	362.00
<b>Total 5000 Program-Related Sales &amp; Fees</b>	<b>34,808.00</b>
5100 Membership Revenue	
5110 Individual Memberships	755.00
5120 Family Memberships	1,145.00
5130 Artist Memberships	3,352.00
5140 Senior / Student Memberships	2,303.00
<b>Total 5100 Membership Revenue</b>	<b>7,555.00</b>
5300 Other Sources Revenue	
5320 Art Sales Gross Sales Revenue	19,272.00
5340 Building Rental Revenue	2,004.00
<b>Total 5300 Other Sources Revenue</b>	<b>21,276.00</b>
5400 Fundraising Events Revenue	
5410 Non-Tax Deductible FR Revenue	1,848.00
<b>Total 5400 Fundraising Events Revenue</b>	<b>1,848.00</b>
<b>Total Income</b>	<b>\$104,578.00</b>
Cost of Goods Sold	
Cost of Goods Sold	13,877.00
<b>Total Cost of Goods Sold</b>	<b>\$13,877.00</b>
<b>GROSS PROFIT</b>	<b>\$90,701.00</b>
<b>Expenses</b>	
7000 Contracts, & Awards	
7010 Contracts (Program-Related) Exp	9,600.00
7020 Awards - Individuals	2,725.00
<b>Total 7000 Contracts, &amp; Awards</b>	<b>12,325.00</b>
7200 Salaries & Related Expenses	
7210 Salaries & Wages	40,752.00

# Vernon Community Arts Center Inc.

## BUDGET OVERVIEW: 2021 PROPOSED BUDGET - FY21 P&L

January - December 2021

	TOTAL
7220 Payroll Taxes, etc.	5,304.00
7225 Payroll Processing Fees	1,302.00
<b>Total 7200 Salaries &amp; Related Expenses</b>	<b>47,358.00</b>
7500 Contract Services Expense	1,717.00
7520 Accounting Fees	150.00
<b>Total 7500 Contract Services Expense</b>	<b>1,867.00</b>
8000 Non-Personnel Expenses	
8010 Supplies Expense	1,172.00
8020 Telephone & Telecommunications	708.00
8030 Postage & Shipping	982.00
8040 Printing & Copying	1,250.00
<b>Total 8000 Non-Personnel Expenses</b>	<b>4,112.00</b>
8100 Facility & Equipment Expenses	
8110 Building Expenses	690.00
8120 Utilities Expense	6,000.00
8140 Snow Removal Expense	755.00
8150 Cleaning Expense	1,200.00
8160 Equipment Rental & Maintenance	100.00
<b>Total 8100 Facility &amp; Equipment Expenses</b>	<b>8,745.00</b>
8300 Other Expenses	
8320 Bank, Paypal, Credit Card Fees	2,213.00
8330 Insurance Expense	5,522.00
8340 Membership Dues Expense	405.00
8360 Website Expenses	549.00
8370 Advertising Expense	675.00
8390 Other Miscellaneous Exp	436.00
<b>Total 8300 Other Expenses</b>	<b>9,800.00</b>
<b>Total Expenses</b>	<b>\$84,207.00</b>
<b>NET OPERATING INCOME</b>	<b>\$6,494.00</b>
<b>NET INCOME</b>	<b>\$6,494.00</b>



# Vernon Community Arts Center Inc.

## PROFIT AND LOSS

January - December 2020

	TOTAL
<b>Income</b>	
4000 Direct Contributions Revenue	
4010 Individual Contributions	17,210.00
4020 Business Contributions	3,824.75
<b>Total 4000 Direct Contributions Revenue</b>	<b>21,034.75</b>
4200 Non-Govt Grants Revenue	2,500.00
4250 Foundation Grants	1,000.00
<b>Total 4200 Non-Govt Grants Revenue</b>	<b>3,500.00</b>
4300 Government Grants Revenue	
4320 Federal Grants	8,807.00
4330 State Grants	15,044.00
<b>Total 4300 Government Grants Revenue</b>	<b>23,851.00</b>
5000 Program-Related Sales & Fees	
5010 Class Fees	23,564.30
5020 Entry Fees	10,881.00
5030 Ticket Sales	1,100.00
5090 Other Program Sales & Fees	361.87
<b>Total 5000 Program-Related Sales &amp; Fees</b>	<b>35,907.17</b>
5100 Membership Revenue	
5110 Individual Memberships	755.00
5120 Family Memberships	1,145.00
5130 Artist Memberships	3,351.57
5140 Senior / Student Memberships	2,302.50
<b>Total 5100 Membership Revenue</b>	<b>7,554.07</b>
5300 Other Sources Revenue	
5320 Art Sales Gross Sales Revenue	19,271.71
5340 Building Rental Revenue	1,607.04
<b>Total 5300 Other Sources Revenue</b>	<b>20,878.75</b>
5400 Fundraising Events Revenue	
5410 Non-Tax Deductible FR Revenue	742.00
<b>Total 5400 Fundraising Events Revenue</b>	<b>742.00</b>
<b>Total Income</b>	<b>\$113,467.74</b>
<b>Cost of Goods Sold</b>	
6000 Purchases from Artists	13,876.61
<b>Total Cost of Goods Sold</b>	<b>\$13,876.61</b>
<b>GROSS PROFIT</b>	<b>\$99,591.13</b>

# Vernon Community Arts Center Inc.

## PROFIT AND LOSS

January - December 2020

	TOTAL
Expenses	
7000 Contracts, & Awards	
7010 Contracts (Program-Related) Exp	9,598.50
7020 Awards - Individuals	2,725.00
<b>Total 7000 Contracts, &amp; Awards</b>	<b>12,323.50</b>
7200 Salaries & Related Expenses	
7210 Salaries & Wages	40,668.35
7220 Payroll Taxes, etc.	4,682.10
7225 Payroll Processing Fees	1,301.69
<b>Total 7200 Salaries &amp; Related Expenses</b>	<b>46,652.14</b>
7500 Contract Services Expense	1,717.20
7510 Fundraising Expenses	10.00
7520 Accounting Fees	525.00
<b>Total 7500 Contract Services Expense</b>	<b>2,252.20</b>
8000 Non-Personnel Expenses	
8010 Supplies Expense	1,171.92
8020 Telephone & Telecommunications	708.17
8030 Postage & Shipping	982.35
8040 Printing & Copying	1,250.00
<b>Total 8000 Non-Personnel Expenses</b>	<b>4,112.44</b>
8100 Facility & Equipment Expenses	
8110 Building Expenses	690.10
8120 Utilities Expense	4,058.33
8140 Snow Removal Expense	755.00
8150 Cleaning Expense	800.00
8170 Equipment Expense Only	99.40
<b>Total 8100 Facility &amp; Equipment Expenses</b>	<b>6,402.83</b>
8300 Other Expenses	
8320 Bank, Paypal, Credit Card Fees	2,212.71
8330 Insurance Expense	5,521.75
8340 Membership Dues Expense	405.00
8360 Website Expenses	548.98
8370 Advertising Expense	674.84
8390 Other Miscellaneous Exp	435.65
<b>Total 8300 Other Expenses</b>	<b>9,798.93</b>
<b>Total Expenses</b>	<b>\$81,542.04</b>
<b>NET OPERATING INCOME</b>	<b>\$18,049.09</b>
<b>NET INCOME</b>	<b>\$18,049.09</b>

**MINUTES**  
**VERNON TOWN COUNCIL**  
**VIRTUAL REGULAR MEETING**

TELECONFERENCE CALL IN NUMBER: 1-929-205-6099

MEETING ID: 811 1990 4809 PASSWORD: 0216

**TUESDAY, FEBRUARY 16, 2021 - 7:30 PM**

VERNON TOWN CLERK  
21 MAR -3 AM 11:59

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

**A.) PLEDGE OF ALLEGIANCE**

Recited

**B.) ROLL CALL**

Present: Council Members Laura Bush, Bill Campbell, Julie Clay, Thomas DiDio, Linda Gessay, Ann Letendre, Maryann Levesque, Brian Motola, Pauline Schaefer, James Tedford, Steve Wakefield, Michael Wendus

Absent:

Entered During Virtual Regular Meeting:

Also Present: Michael J. Purcaro, Town Administrator, Kathleen Minor, Recording Secretary

**C.) CITIZENS FORUM**

- Genaro Gonzalez, 9 High Street – spoke regarding COVID-19 vaccine

7:38PM Citizens forum ended – to be continued after Public Hearing

**E.) PUBLIC HEARING**

PUBLIC HEARING TO RECEIVE COMMENTS AND QUESTIONS REGARDING THE PROPOSED NEW ORDINANCE ENTITLED "ORDINANCE NO. \_\_, TOWN OF VERNON ENERGY IMPROVEMENT DISTRICT AND ENERGY IMPROVEMENT DISTRICT BOARD", AND THE **REPEAL** OF "ORDINANCE #292, "AN ORDINANCE ESTABLISHING AN ENERGY IMPROVEMENT DISTRICT AND ENERGY IMPROVEMENT DISTRICT BOARD". *(A copy of the Ordinance has been included in the Council packet.)*

7:38PM - Mayor Daniel A. Champagne called the Public Hearing to order

Recording Secretary read the Public Hearing Notice into the record.

Mayor Champagne called for Public Comment

- Ann Letendre, 29 Gottier Drive, spoke in support of ordinance
- Tom Didio, 112 Box Mountain Drive, spoke in support of ordinance

7:42PM – Public Hearing closed

**C.) CITIZENS FORUM (continued 7:42PM)**

- Tom Didio, 112 Box Mountain Drive, spoke regarding the recent vaccination clinic held at the Senior Center and commended the staff and Administration.

Mayor Champagne commented that staff continues to take names daily at the call center.

7:44PM Citizens forum ended – to be resumed after virtual Public Hearing/Special Town Meeting

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY MOVES TO RECESS UNTIL THE CONCLUSION OF THE VIRTUAL SPECIAL TOWN MEETING AND PUBLIC HEARING RELATIVE TO THE CENTER ROAD SCHOOL ROOF PROJECT.

7:45PM – Mayor Champagne called for a recess to begin the virtual Public Hearing/Special Town Meeting

7:54PM – Regular meeting reconvened

C.) **CITIZENS FORUM (continued 7:54PM)**

- David Forrest, 82 Wildwood Road spoke in support of item #2 under New Business on the agenda

7:56PM – Citizens Forum closed

G.) **ACTION ON CONSENT AGENDA**

Council Member Wakefield, seconded by Council Member Bush, made a motion to move the Consent Agenda. Motion carried unanimously by roll call vote.

- C 1. Request the Town Council approve Tax Refunds for Current years.** (See copy of a memorandum from Terry Hjarne, Collector of Revenue, to Michael J. Purcaro, Town Administrator dated February 5, 2021 included in the Council packet.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY APPROVES TWELVE (12) CURRENT YEAR TAX REFUNDS TOTALING \$21,108.11 AS REFERENCED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO MICHAEL J. PURCARO, TOWN ADMINISTRATOR DATED FEBRUARY 5, 2021

F.) **PRESENTATIONS BY THE ADMINISTRATION**

Mayor Daniel A. Champagne updated the Town Council on the following topics:

- Property at 133 Tunnel Road recently sold to 111 Main Street, LLC for commercial use
- Thank you to Ocean State Job Lot for their second donation of PPE for our first responders
- Three town owned properties acquired through previous foreclosures or other means on Chestnut Street were sold adding these parcels back to the grand list.
- Dr Parnes pediatric practice has partnered with Pro Health Physicians and relocated to 206 Talcottville Road
- Vaccine initiative updates including the partnering towns that have joined Vernon, mobile clinics, and upcoming clinic at the American Legion.

Council Member Didio personally thanked the Administration for their efforts with the vaccination efforts.

H.) **DISCUSSION OF PULLED CONSENT ITEM(S)**

None

I.) **PENDING BUSINESS**

None

J.) **NEW BUSINESS**

1. **Request the Town Council approve meeting dates for 2021-2022 budget meetings.** (See memorandum dated February 12, 2021 to Mayor Daniel A. Champagne, the Vernon Town Council and Michael J. Purcaro, Town Administrator from Diane Wheelock, Executive Assistant relative to same.)

**PROPOSED MOTION #1**

THE TOWN COUNCIL HEREBY SCHEDULES THE FOLLOWING BUDGET MEETING DATES FOR FISCAL YEAR 2021-2022 BUDGET DELIBERATIONS:



MONDAY, MARCH 22, 2021, THURSDAY, MARCH 25, 2021, MONDAY, MARCH 29, 2021, THURSDAY, APRIL 1, 2021 AND MONDAY, APRIL 5, 2021 WITH A START TIME OF 7:00 PM; AND SATURDAY, MARCH 20, 2021 WITH A START TIME OF 9:00 AM. PUBLIC HEARINGS WILL BE SATURDAY, MARCH 20, 2021 WITH A START TIME OF 9:05 AM AND THURSDAY, APRIL 1, 2021 WITH A START TIME OF 7:05AMPM TO HEAR COMMENT AND ANSWER

QUESTIONS RELATIVE TO THE 2021-2022 TOWN OF VERNON

BUDGET. ALL BUDGET MEETINGS AND PUBLIC HEARINGS WILL BE HELD IN THE TOWN COUNCIL CHAMBERS, THIRD FLOOR, TOWN HALL, 14 PARK PLACE, VERNON, CONNECTICUT. DUE TO THE COVID PANDEMIC SAID MEETINGS MAY BE CONDUCTED VIA ZOOM.

Council Member Wakefield, seconded by Council Member Levesque made a motion to approve the budget meeting dates for fiscal year 2021-2022 budget deliberations. Discussion ensued. Motion carried by roll call vote.

2. **Request the Town Council authorize the application for a grant offered by State of Connecticut DEEP for Aquatic Invasive Species (AIS) Management in the amount of \$14,061.75, by the Parks and Recreation Department.** (See memorandum from Marty Sittler, Director of Parks and Recreation dated February 9, 2021 to Michael J. Purcaro, Town Administrator relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY AUTHORIZES THE ADMINISTRATION TO APPLY FOR THE GRANT OFFERED BY THE STATE OF CONNECTICUT, DEEP FOR AQUATIC INVASIVE SPECIES MANAGEMENT IN THE AMOUNT OF \$14,061.75. THE TOWN COUNCIL FURTHER AUTHORIZES MICHAEL J. PURCARO, TOWN ADMINISTRATOR TO SIGN ANY AND ALL DOCUMENTS RELATIVE TO SAME.

Council Member Wakefield, seconded by Council Member Schaefer made a motion for Administration to apply for the State of Connecticut DEEP for Aquatic Invasive Species Management grant in the amount of \$14,061.75 and further authorizes Michael J. Purcaro, Town Administrator to sign any and all documents. No discussion. Motion carried by roll call vote.

3. **Request the Town Council authorize Parks and Recreation to join the Town of Bolton and the Friends of Bolton Lakes to apply for a grant offered by the State of Connecticut DEEP in the amount of \$38,144.00.** (See memorandum from Marty Sittler, Director of Parks and Recreation dated February 9, 2021 to Michael J. Purcaro, Town Administrator relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY AUTHORIZES THE ADMINISTRATION TO APPLY FOR THE GRANT OFFERED BY THE STATE OF CONNECTICUT, DEEP FOR AQUATIC INVASIVE SPECIES MANAGEMENT IN THE AMOUNT OF \$38,144.00. THE TOWN COUNCIL FURTHER AUTHORIZES MICHAEL J. PURCARO, TOWN ADMINISTRATOR TO SIGN ANY AND ALL DOCUMENTS RELATIVE TO SAME.

Council Member Wakefield, seconded by Council Member Schaefer made a motion for Administration to apply for the grant offered by the State of Connecticut DEEP for Aquatic Invasive Species Management in the amount of \$38,144.00 and authorizes Michael J. Purcaro, Town Administrator to sign any and all documents. No discussion. Motion carried unanimously by roll call vote.

4. **Request the Town Council authorize the Fire Department to apply for a grant offered by the Assistance for Firefighters Grant (AFG) Program, through the Federal Emergency Management Association (FEMA) in the amount of \$73,833.86.** (See memorandum from Fire Chief Stephen Eppler dated February 8, 2021 to Michael J. Purcaro, Town Administrator relative to same.)

**PROPOSED MOTION**

THE TOWN COUNCIL HEREBY AUTHORIZES THE FIRE DEPARTMENT TO APPLY FOR THE FEDERAL EMERGENCY MANAGEMENT ASSOCIATION, ASSISTANCE FOR FIREFIGHTERS GRANT – 2020 IN THE AMOUNT OF \$73,833.86. THE TOWN COUNCIL FURTHER AUTHORIZES MICHAEL J. PURCARO, TOWN ADMINISTRATOR TO SIGN ANY AND ALL DOCUMENTS RELATIVE TO SAME.

Council Member Wakefield, seconded by Council Member Bush, made a motion to authorize the Fire Department to apply for the Federal Emergency Management Association, Assistance for Firefighters Grant – 2020 in the amount of \$73,833.86 and further authorizes Michael J. Purcaro, Town Administrator to sign any and all documents. No discussion. Motion carried unanimously by roll call vote.

**K.) INTRODUCTION OF ORDINANCES**

None

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

Ordinance entitled "Ordinance No. \_\_\_\_, Town of Vernon Energy Improvement District and Energy Improvement District Board" AND REPEALING "Ordinance No. 292 entitled "Ordinance Establishing Energy Improvement District And Energy Improvement District Board". (A number will be assigned to the new Ordinance once the Ordinance has passed Town Council vote.)

(ACTION – PUBLIC HEARING HELD IN SECTION "E")

**PROPOSED MOTION**

THE TOWN COUNCIL, CONSISTENT WITH CHAPTER V, SECTIONS 4 & 6 OF THE VERNON TOWN CHARTER, HEREBY MOVES TO APPROVE THE ORDINANCE ENTITLED, "**ORDINANCE NO. \_\_\_\_, TOWN OF VERNON ENERGY IMPROVEMENT DISTRICT AND ENERGY IMPROVEMENT DISTRICT BOARD**" AND FURTHER THE TOWN COUNCIL **REPEALS "ORDINANCE #292, AN ORDINANCE ESTABLISHING ENERGY IMPROVEMENT DISTRICT AND ENERGY IMPROVEMENT DISTRICT BOARD"**, AS AMENDED.

Council Member Wakefield, seconded by Council Member Letendre, moved to approve the ordinance entitled "Ordinance No. \_\_\_\_, Town of Vernon Energy Improvement District and Energy Improvement District Board" and further, the Town Council repeals Ordinance #292 as amended. No discussion. Motion carried unanimously by roll call vote.

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

None

**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 ON **FEBRUARY 2, 2021** AND THAT MINUTES OF SAID MEETING BE APPROVED.

Council Member Wakefield, seconded by Council Member Schaefer, made a motion to waive the reading of the minutes from the February 2, 2021 regular meeting and accept them as amended. Motion carried by voice vote with one abstention (Tedford).

8:13PM – Mayor Champagne called for a recess until the end of the virtual Public Hearing/ Special Town Meeting

9:21PM – Virtual regular meeting reconvened

**D.) EXECUTIVE SESSION**

9:21PM – Council Member Wakefield, seconded by Council Member Gessay made the following motion to enter into Executive Session:

THE TOWN COUNCIL PURSUANT TO THE AUTHORITY GIVEN IN CONNECTICUT GENERAL STATUTES 1-200 (2) , HEREBY MOVES TO GO INTO EXECUTIVE SESSION RELATIVE TO PERSONNEL AND INVITES MICHAEL J. PURCARO, TOWN ADMINISTRATOR, AND DAWN MASELEK, ASSISTANT TOWN ADMINISTRATOR TO ATTEND.

Motion carried unanimously by voice vote.

9:32PM – Executive Session ended – no action taken.

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

1. Monthly Report – January, 2021, Vernon Police Department as submitted by Captain John Kelley.

**Q.) ADJOURN (9:32PM)**

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

Received:

Approved:

Respectfully Submitted.



Kathleen Minor  
Recording Secretary

**MINUTES**  
**TOWN OF VERNON**  
**VIRTUAL PUBLIC HEARING/SPECIAL TOWN MEETING**  
**TUESDAY, FEBRUARY 16, 2021 7:45PM**  
CONFERENCE CALL: 1-929-205-6099  
MEETING ID: 811 1990 4809 PASSWORD: 0216

VERNON TOWN CLERK  
21 MAR -3 AM 11:59

**VOTING: OUTSIDE INFRONT OF TOWN HALL**  
**DRIVE THRU AND WALK UP VOTING AVAILABLE**

1. PLEDGE OF ALLEGIANCE – recited at 7:30pm at beginning of virtual regular Town Council meeting.
2. MAYOR DANIEL A. CHAMPAGNE CALLED THE VIRTUAL PUBLIC HEARING AND SPECIAL TOWN MEETING TO ORDER AT 7:45PM.
3. VERNON TOWN CLERK KAREN C. DAIGLE TO READ THE LEGAL NOTICE OF THE PUBLIC HEARING AND SPECIAL TOWN MEETING THAT WAS PUBLISHED IN THE JOURNAL INQUIRER ON FEBRUARY 8, 2021 AND FEBRUARY 10, 2021 INTO THE RECORD.
4. MAYOR DANIEL A. CHAMPAGNE CALLED FOR NOMINATIONS FOR MODERATOR

Steve Wakefield, seconded by Laura Bush, made a motion to nominate John Leary as Moderator.

5. MAYOR DANIEL A. CHAMPAGNE CLOSED NOMINATIONS FOR MODERATOR AND COMMENCED THE VOTE ON THE NOMINEE AND DECLARED THE MODERATOR

No other nominations were presented. Motion carried unanimously by roll call vote. John Leary was declared Moderator.

6. MODERATOR EXPLAINED THE PURPOSE OF THE PUBLIC HEARING AND VIRTUAL SPECIAL TOWN MEETING: TO HEAR COMMENTS AND TAKE THE NECESSARY ACTION RELATIVE TO "A RESOLUTION REGARDING AN ADDITIONAL APPROPRIATION OF \$471,450.00 TO FUND THE CENTER ROAD SCHOOL ROOF REPLACEMENT PROJECT SAID FUNDS TO COME FROM THE GENERAL FUND BALANCE AND TRANSFER TO THE FISCAL YEAR 2020-2021 CAPITAL IMPROVEMENTS BUDGET".
7. FURTHER, THE MODERATOR EXPLAINED THE RULES OF VOTING ELIGIBILITY ON THE PROPOSED RESOLUTION.
8. MODERATOR SAUGHT COMMENTS ON THE PRESENTED PROPOSED RESOLUTION

Mayor Daniel A. Champagne spoke and explained the history of the proposed resolution. There was no public comment.

9. MODERATOR CLOSED THE PUBLIC HEARING AT 7:52PM.
10. MODERATOR ASKS FOR THE FOLLOWING MOTION TO BE PUT ON THE FLOOR FOR A VOTE.

**PROPOSED MOTION**

THIS SPECIAL TOWN MEETING HEREBY MOVES TO APPROVE THE RESOLUTION ENTITLED "A RESOLUTION REGARDING AN ADDITIONAL APPROPRIATION OF \$471,450.00 TO FUND THE CENTER ROAD SCHOOL ROOF REPLACEMENT PROJECT, SAID FUNDS TO COME FROM THE GENERAL FUND BALANCE AND TRANSFER TO THE FISCAL YEAR 2020-2021 CAPITAL IMPROVEMENTS BUDGET", AS PRESENTED.

Pauline Schaefer, seconded by Laura Bush so moved the above motion.

11. Moderator requested a motion to recess until the conclusion of voting.

**PROPOSED MOTION**

THIS SPECIAL TOWN MEETING HEREBY MOVES RECESS TO THE CONCLUSION OF THE VOTING

Pauline Schaefer, seconded by Laura Bush, so moved to recess until the conclusion of voting. Motion carried unanimously by voice vote.

12. THE MODERATOR ANNOUNCED THAT THE REGISTRAR WILL RECEIVE DRIVE-UP AND WALK-UP VOTING OF ALL ELIGIBLE VOTERS. POLLS ARE OPEN DIRECTLY IN FRONT OF TOWN HALL AND WILL CLOSE AT 9:15 PM.
13. MODERATOR CLOSED THE POLLS AT 9:15 PM AND RETURNED TO THE SPECIAL TOWN MEETING TO ANNOUNCE THE RESULTS OF VOTING.

9:20PM – Virtual Special Town Meeting reconvened.

Town Clerk Karen C Daigle reported that 25 eligible votes, motion carried with 25 in favor.

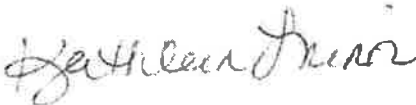
14. THE MODERATOR CLOSED THE SPECIAL TOWN MEETING AT 9:21PM AND ENTERTAINED A MOTION TO ADJOURN AT 9:21PM

Steve Wakefield, seconded by Michael Wendus, made a motion to adjourn the virtual Town Meeting. Motion carried unanimously by voice vote.

Received:

Approved:

Respectfully Submitted.



Kathleen Minor  
Recording Secretary

