

**MONROE TOWN COUNCIL
Monroe, Connecticut
DRAFT MEETING MINUTES**

June 22, 2015– 8:00 PM – Council Chambers

Present: Chairman Frank Lieto
Vice Chairman Enid Lipeles
Councilmember Deborah Heim
Councilmember Kenneth Kellogg
Councilmember Raymond Knapp, Jr.
Councilmember Dee Dee Martin
Councilmember Sean O'Rourke
Councilmember Kevin Reid

Absent: Councilmember Phyllis Kansky

Also Present: First Selectman Stephen J. Vavrek

A regular meeting of the Monroe Town Council was held on Monday, June 22, 2015 at 8:00 p.m. in the Council Chambers of the Monroe Town Hall.

CONSENT CALENDAR

Motion to approve the minutes and voting record of the Regular Town Council Meeting held on May 26, 2015 (Session 2015-10).

Request for Refunds dated June 2, 2015 totaling \$828.15.

The Consent Calendar was passed unanimously to the May 26, 2015 Town Council Meeting.

COMMUNICATIONS

Memo from the Tax Collector to Town Council Chairman dated June 2, 2015 regarding a Request for Refunds totaling \$828.15.

Memo from Kenneth M. Kellogg Town Council Member and EMS Facility Workgroup Chairman to Town Council Chairman dated June 3, 2015 regarding EMS Facility Study.

Memo from Community & Social Services Director to the First Selectman dated June 4, 2015 regarding a Landscape Plan for the Monroe Senior Center.

Memo from the First Selectman to Town Council Chairman dated June 4, 2015 regarding an appointment to the Youth Commission.

Memo from the First Selectman to Town Council Chairman dated June 4, 2015 regarding an appointment to the Library Board.

Memo from the First Selectman to Town Council Chairman dated June 4, 2015 regarding the 2015 United Way Neighbors to Neighbors Food Pantry Grant Award.

Memo from the First Selectman to Town Council Chairman dated June 4, 2015 regarding the Proposed Agreements Package for Cannon Copy Equipment.

Memo from Kurt Anderson (WMNR Radio) to Town Council Chairman dated June 5, 2015 regarding WMNR FY2014 Budget and Report.

Memo from the First Selectman to Town Council Chairman dated June 15, 2015 regarding Property Acquisition Replacement Bridge No. 02627 Route 111.

Memo from the First Selectman to Town Council Chairman dated June 17, 2015 regarding an appointment to the Emergency Medical Services Commission.

Memo from Dennis Condon, Chairman of the Board of Health to the First Selectman and Town Council Chairman dated June 19, 2015 regarding Interim/Acting Director of Health.

Memo from Dennis Condon, Chairman of the Board of Health to the First Selectman and Town Council Chairman dated June 19, 2015 regarding Monroe Health Department Fee Schedule.

PUBLIC PARTICIPATION

Nicholas Kapoor, 11 Cardinal Lane wished to give his opinion about the budget and thought it was a good first step to start a survey and explain how the process is done. He feels as we go forward to the next budget season, the process needs to improve by getting the budget proposed a little bit earlier. He feels the Town budget could be run parallel with the Board of Education budget, have the workshops planned so this will give enough time to educate the public. Mr. Kapoor also feels it takes the voters 3 referendum votes to get it passed, so he would like to see the elected officials involved and do more by attending the workshops. Mr. Kapoor feels it is important to look at Town Hall employment as everyone seems to be shocked when they hear a part time or full time person is needed for a department. He feels a good way to look at this is to get two members from the Board of Finance (each political party), 2 members of Town Council (each political party), the First Selectman, and 2 members of the public (each political party). He feels if you put the seven people together; go through the employment in detail by organizing a spreadsheet, the department heads will get to hear another voice.

APPOINTMENTS

Motion: (D. Martin)

To appoint Lauren Mary Gotimer (D) of 13 Meadow Brook Drive to the Youth Commission for a term ending October 12, 2015.

Second: (R. Knapp)

Discussion: Lauren moved to Monroe last year and was an active volunteer in her former town of Ridgefield. While in Ridgefield, Lauren was an appointed member of the Youth Commission from 2010 until moving to Monroe. Lauren served as Secretary and Webmaster during her tenure on the Commission. She also served as the Chair of the first two annual “Yes-2Youth” Fundraisers in 2010 & 2011 and successfully designed and launched a new website for that commission. Lauren was also an active volunteer at St. Mary’s in Ridgefield, serving on multiple branches of the Parish Operating Council. Lauren is employed as a Customer Service Manager-Domestic & International Orders where she is the co-manager of a department comprising 17 employees across two locations. This appointment replaces the vacancy created by Brooke Burling.

Motion passed 8-0

Motion: (D. Martin)

To appoint Kathy Stevens (D) of 14 Doris Drive for a term ending November 30, 2015.

Second: (E. Lipeles)

Discussion: Kathy Stevens is a Lifetime Monroe resident. She recently retired from the Trumbull Public Schools where she taught Special Education for 35 years. Kathy taught at the junior high, middle school and high school levels (grades 6-12). She also served on the Faculty Advisory Council at Trumbull High School for 25 years and served on the Board of Education Policy Advisory Board for 3 years. Furthermore, Kathy was an advisor for the student club, Broken Shells; the award-winning art and literary magazine for Trumbull High School for 15 years. This appointment fills the vacancy created by Alice Deak.

Motion passed 8-0

Motion: (K. Reid)

To appoint Nicholas Sentementes (R) of 38 Highfield Drive to the Emergency Medical Services Commission for a term ending December 31, 2017.

Second: (K. Kellogg)

Discussion: Nicholas Sentementes has over twenty years of corporate senior management experience in the commercial banking and financial services industry and holds an MBA from the University of Connecticut. He is active with many professional organizations, including the Connecticut Business and Industry Association and the Bridgeport Regional Business Council. Mr. Sentementes has lived in Monroe for eight years with his wife and three children. This appointment fills the vacancy created by John Quinlavin.

Motion passed 8-0

Chairman Lieto stated pursuant to statute, if it is at all necessary for Council to approve the appointment of Richard H. Matheny, Jr., he feels it is the First Selectman's discretion, noting it was appropriate to endorse this action.

Motion: (K. Kellogg)

To appoint Richard H. Matheny, Jr. as Interim/Acting Director of Health.

Second: (E. Lipeles)

Discussion: Councilmember Kellogg noted the Board of Health has been working diligently with the Human Resources Director, to recruit a full time Director of Health. He stated we have agreed that more time is necessary for a proper search and developed a contingency plan to ensure that local health staffing is in place on July 1, 2015 that meets statutory requirements. He noted at the June 18, 2015 meeting, the Board of Health voted to recommend the appointment of Richard H. Matheny, Jr., to serve in the role of Interim/Acting Director of Health, effective July 1, 2015 while such vacancy exists in the office of the director, pursuant to Section 19a-200 of the Connecticut General Statutes. Mr. Matheny has over 40 years of public health experience, including 35 years as the Director of Health of the Farmington Valley Health District. He is highly regarded in his field and has extensive experience, especially in the area of environmental health. He holds a Masters of Public Health from Yale University.

Motion passed 8-0

ACTION ITEMS

Town Council Committee on Finance, Education, Health & Public Safety Matters

Councilmember Heim reported they did not meet due to lack of quorum. She noted the Board of Finance cancelled their meeting and is now scheduled for June 24, 2015. The Board of Education meetings are now held once a month during the summer months of June, July, and August. Councilmember Heim reported the Senior Citizen Committee discussed the approved garden, and the computers were ordered. Councilmember Kellogg reported a meeting was held on June 2, 2015 and a special meeting on June 18, 2015 regarding the Health District noting important points discussed was the recruitment and interviewing process. He also noted discussions were done on the contingency plan for the Health Director, and setting up the new department. Councilmember Kellogg stated the EMS Commission did not meet but are scheduled to meet on June 24, 2015 and will be discussing the recent change in leadership.

Town Council Committee on Planning & Zoning, Public Works and Parks & Recreation Matters

Councilmember O'Rourke reported the subcommittee did not meet since the last meeting. He noted there is still one outstanding issue regarding the status of repairs on the various fire facilities. Councilmember Kansky was not present to report on Inland/Wetland matters.

Town Council Committee on Legislative & Administrative Matters

Vice-Chairman Lipeles reported a discussion regarding the copy contracts was done and will be brought to Council at this meeting.

Trumbull/Monroe Health District

Councilmember Knapp reported the Health District is still in litigation and the set closing date is scheduled for June 30, 2015, noting they are down to two (2) people in the district and hours have been cut back slightly. He noted the inspections are being done the best they can with one Sanitarian in place. The next scheduled meeting is June 23, 2015 at 7:00 p.m.

First Selectman's Update

First Selectman Vavrek reported the Strawberry Festival at the Farmers Market was held this past weekend and will be held every Friday until October. He also thanked Dennis Condin and Kenneth Kellogg for putting the Health District together, noting there are some items in litigation, but they are moving along at a rapid rate with an expected July 1, 2015 opening. Councilmember Martin asked if the Health Department will be fully staffed by July 1, 2015. First Selectman Vavrek stated yes, except for the nurse right now. Councilmember Knapp questioned if he was getting any pending inspections for the new local Health Department. Councilmember Kellogg noted after speaking to the Chairman of the Board of Health, they have received one extract of the existing health district data and are slated to get a second snapshot on June 29, 2015.

UNFINISHED BUSINESS

Monroe Local Health

Chairman Lieto noted June 29, 2015 the Health District will come to an end but Council will keep this on the agenda for a few months to ensure the transition has been completed.

NEW BUSINESS

Landscape Plan for the Monroe Senior Center

Motion: (E. Lipeles)

To approve the landscape plan for the front of the Senior Center.

Second: (D. Heim)

Discussion: Barbara Yeager, Community & Social Services Director was present and stated the Senior Center was built 13 years ago with a plan in place for landscaping. She presented a more detail plan to Town Council. Ms. Yeager noted with the available funds from the Wilton bequest, the Center would like to create a beautiful four season welcome into the facility garden. A small portion of the garden would be a memorial funded by the Bridge Group. The plan was designed by Renee Marsh, a Master Gardener with very little maintenance.

Motion passed 8-0

2015 United Way Neighbors to Neighbors Food Pantry Grant Award

Motion: (E. Lipeles)

To approve the following resolution; BE IT RESOLVED, that Town Council approves the 2015 United Way Neighbors to Neighbors Food Pantry Grant Award and hereby accepts the check in the amount of \$6,000 to be used for Farmers Market Food Pantry Vouchers and to purchase fresh fruits and vegetables during the winter for the Pantry.

Second: (D. Martin)

Discussion: Barbara Yeager stated the monies will be spent by the Food Pantry to continue the voucher system initiated two years ago at the Monroe Farmer's Market. Pantry clients will be offered the additional benefit of shopping for fruits and vegetables at the Market with the vouchers. She noted the vendors will be reimbursed for the vouchers they receive, stating this has been a very positive program both for our residents and the vendors at the Market. For the record, Chairman Lieto noted an approval was made for the Neighbors Helping Neighbors grant in the amount of \$6,000 from a memo dated June 3, 2015 from Barbara Yeager.

Motion passed 8-0

Proposed Agreements Package for Canon Copy Equipment

Motion: (E. Lipeles)

To approve and incorporate into the body of the resolution that Stephen J. Vavrek, First Selectman of the Town of Monroe is hereby empowered to execute and deliver in the name and on behalf of this municipality the Canon Financial Services Municipal Finance Agreement and the Acceptance Certificate after receipt installation and inspection of the equipment.

Second: (D. Heim)

Discussion: Chairman Lieto stated Town Council unanimously approved the contracts and proposed agreements for the Canon Copy Equipment. Jack Zamary was present and was very

instrumental in providing both the Board of Education and the Town with substantial savings as well as upgrading equipment and services. Mr. Zmary stated the equipment, service, and the price were the key factors. He also noted the service from Ryan Business Systems has been considered excellent from reviews they have received.

Motion passed 8-0

EMS Facility Study Architect Selection

Motion: (E. Lipeles)

To pursue negotiating an agreement to engage Jacunski Humes Architects, LLC. Furthermore, to approve engaging the Board of Finance in regards to project cost, which is quoted at \$25,000, and also to include a contingency of \$5,000 for a total of \$30,000.

Second: (D. Heim)

Discussion: Councilmember Kellogg stated the EMS Workgroup has been working diligently in moving forward the assessment of EMS facility needs. He noted the Workgroup determined that the first priority was to obtain a formal, professional feasibility study so that we have solid data in regards to overall space and site requirements. Councilmember Kellogg noted the Workgroup requested qualifications from numerous firms, and subsequently interviewed and obtained quotes from Antinozzi Associates PC; Jacunski Humes Architects, LLC; and Silver/Petruceelli & Assoc. While the Workgroup was very appreciative of the value each of these firms might bring to this project, they felt that Jacunski Humes Architects, LLC provided the best overall combination of relevant experience, comprehensive services, project approach and resulting deliverables for the quoted fee.

Motion passed 8-0

Employee Agreement Interim/Acting Director of Health

Motion: (E. Lipeles)

To recommend the appointment of Richard H. Matheny, Jr. to serve in the roll of Interim/Acting Director of Health effective July 1, 2015 while such vacancy exists in the office of the director, pursuant to Section 19a-200 of the Connecticut General Statutes.

Discussion: Chairman Lieto stated this is the actual agreement. He noted we need to make a motion to authorize the First Selectman to execute the appointment.

AMEND MOTION

Motion: (E. Lipeles)

To authorize the First Selectman to execute the appointment agreement on behalf of the Town of Monroe.

Second: (K. Kellogg)

Discussion: Councilmember Kellogg stated they are moving forward with the contingency plan to have an acting Interim/Health Director for July 1, 2015.

Motion passed 8-0

Health Department Special Revenue Fund Resolution

Motion: (E. Lipeles)

To approve the RESOLUTION REGARDING THE AUTHORIZATION TO ESTABLISH A HEALTH DEPARTMENT RESERVE FUND FOR CAPITAL AND NONRECURRING

EXPENDITURES RELATED TO THE FORMATION OF THE NEW HEALTH DEPARTMENT AND A TRANSFER OF \$50,000 FROM THE POLICE SANDY HOOK RESERVE ACCOUNT TO THIS NEWLY ESTABLISHED FUND

RESOLVED: (i) that a Health Department Reserve Fund be established to account for capital and nonrecurring expenditures related to the formation of a Town of Monroe Health Department; and (ii) that \$50,000 be transferred from the Police Sandy Hook Reserve Account to this newly established Health Department Reserve Fund.

Second: (D. Heim)

Discussion: Chairman Lieto stated he had conversations with Mike Manjos and the Board of Finance and he has endorsed this. Ron Bunovsky was present and stated the thought process was to cover any unanticipated expenses.

Motion passed 8-0

Board of Health Fee Schedule

Motion: (E. Lipeles)

To approve the fee schedule for the Monroe Health Department.

Second: (D. Heim)

Discussion: Councilmember Kellogg stated the Board of Health discussed the fee schedule at their last meeting. He noted the thought process was to allow for some continuity in terms of fee schedule, so not be subject to change. He noted the fee schedule was taken from the former District and set to a Monroe fee schedule. Councilmember Heim noted a typographical error on the Monroe Health Department Fee Schedule header reading July 1, 2014 to June 30, 2015.

AMEND MOTION

Motion: (K. Kellogg)

To amend the header fee schedule for the Monroe Health Department to read July 1, 2015 not July 1, 2014,

Second: (E. Lipeles)

Motion passed 8-0

WMNR Budget

Motion: (E. Lipeles)

To approve the WMNR 2016 fiscal year budget.

Second: (D. Heim)

Discussion: Kurt Anderson was present and stated each year WMNR's budgets, whose funds are raised by the station, is approved by the WMNR Commission and the Monroe Town Council. At the May 20, 2015 WMNR Commission meeting the FY2016 budget was approved. He noted this was for total revenue of \$676,500 and total expenses of \$751,500. He noted WMNR operates as a Special Revenue Fund and uses no Monroe tax revenue.

Motion passed 8-0

Property Acquisition Replacement Bridge No. 02627 Route 111

Motion: (E. Lipeles)

To approve the following resolution for the Property Acquisition Replacement Bridge No. 02627 Route 111. BE IT RESOLVED that First Selectman Stephen J. Vavrek is hereby authorized to

execute on behalf of the Town of Monroe the Acceptance Agreement and W-9 Form as it pertains to the State of Connecticut Department of Transportation Property Acquisition for Replacement Bridge No. 02627. Compensation is in the amount of \$500.00 for 10+/-square feet of land as described in the attached acquisition map.

Second: (D. Heim)

Discussion: Councilmember Heim questioned where the sidewalk would be placed. First Selectman Vavrek noted from Monroe Elementary School to Walgreens.

Motion passed 8-0

AMEND AGENDA

Motion: (E.Lipeles)

To add Item J Audit Engagement Letter/O'Connor Davies, LLP under New Business.

Second: (D. Heim)

Motion passed 8-0

Audit Engagement Letter/O'Connor Davies, LLP

Motion: (E. Lipeles)

To authorize as per Attorney Fracassini's Opinion Letter the Chairman of the Board of Finance to execute the Engagement Letter with the auditor O'Connor Davies as per the proposed letter dated July 1, 2015.

Second: (D. Heim)

Discussion: Chairman Lieto thanked the Board of Finance and Ron Bunovsky for a great job.

Motion passed 8-0

2ND PARTICIPATION - None

Next Town Council Meeting will be scheduled on July 27, 2015

ADJOURNMENT

Motion: (R. Knapp)

To adjourn the meeting at 9:04 p.m.

Second: (E. Lipeles)

Motion passed 8-0

Respectfully submitted,

Donna Cerreta
Town Council Clerk