

**MONROE TOWN COUNCIL
Monroe, Connecticut
AMENDED FINAL MEETING MINUTES**

March 14, 2016 – 8:00 PM – Council Chambers

Present: Chairman Frank Lieto
Vice Chairman Enid Lipeles
Councilmember Nicholas Kapoor
Councilmember Phyllis Kansky
Councilmember Kenneth Kellogg
Councilmember Dee Dee Martin
Councilmember Sean O'Rourke
Councilmember Kevin Reid
Councilmember Terry Rooney

Also Present: First Selectman Stephen J. Vavrek

A regular meeting of the Monroe Town Council was held on Monday, March 14, 2016 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 Town Council Meeting held on February 22, 2016 (Session 2016-05).

Motion to approve the minutes of the Town Council and Board of Finance Joint Budget Workshop Session held on February 22, 2016.

Motion to approve the minutes of the Town Council and Board of Finance Joint Budget Workshop Session held on February 24, 2016.

Motion to approve the minutes of the Town Council Budget Workshop Session held on February 26, 2016.

Request for Refunds dated March 2, 2016 totaling \$16,157.38.

Donation to the Edith Wheeler Memorial Library from a resident in the amount of \$50.00.

Donation to the Volunteer Emergency Medical Service from a resident in the amount of \$150.00.

Donations to the Monroe Police Department K-9 Unit from various residents and businesses in the amount of \$150.00.

Donations to the Food Pantry from various residents and organizations in the amount of \$1,204.00.

Donations to Project Warmth from various residents and businesses in the amount of \$2,735.00.

The Consent Calendar was passed unanimously to the February 22, 2016 Town Council Meeting, February 22, 2016 Town Council and Board of Finance Joint Budget Workshop

Session, February 24, 2016 Town Council and Board of Finance Joint Budget Workshop Session, and the February 26, 2016 Town Council Budget Workshop Session.

AMEND AGENDA

Motion: (E. Lipeles)

To add Budget Referendum Postcards under New Business, Item F.

Second: (N. Kapoor)

Discussion: Chairman Lieto stated Vida Stone, Town Clerk reached out to him noting it would be appropriate to put before Town Council so as to have enough time to send out.

Motion passed 9-0

COMMUNICATIONS

Memo from the First Selectman to Town Council Chairman dated January 21, 2016 regarding an appointment to the Board of Ethics.

Memo from the First Selectman to Town Council Chairman dated February 18, 2016 regarding an appointment to the Board of Ethics.

Memo from the Director of Health to the First Selectman with a copy to the Town Council Chairman dated March 2, 2016 regarding the Preventative Health and Human Services Block Grant.

Memo from the Tax Collector to Town Council Chairman dated March 2, 2016 regarding the Request for Refunds totaling \$16,157.38.

Memo from the Emergency Management Director to the First Selectman with a copy to the Town Council Chairman dated March 7, 2016 regarding the 2014 and 2015 Emergency Management Performance Grants.

Memo from the First Selectman to Town Council Chairman dated March 8, 2016 regarding FFY 2014 and FFY 2015 Emergency Management Performance Grant.

Memo from the First Selectman to Town Council Chairman dated March 8, 2016 regarding the Preventative Health and Human Services Block Grant.

Memo from the First Selectman to Town Council Chairman dated March 8, 2016 regarding donations to the Monroe Police Department K-9 Unit, Volunteer Emergency Medical Service, Edith Wheeler Memorial Library, Food Pantry, and Project Warmth.

Memo from the First Selectman to Town Council Chairman dated March 8, 2016 regarding an appointment to the Economic Development Commission.

PUBLIC PARTICIPATION - None

APPOINTMENTS

Motion: (D. Martin)

To appoint Herman Olivera III (D), of 649 Wheeler Road to the Economic Development Commission for a term ending January 31, 2017.

Second: (N. Kapoor)

Discussion: Mr. Olivera graduated from Sacred Heart University where he earned a Bachelor's of Science in Marketing and Business Administration. He has over 20 plus years of business experience both on a corporate and entrepreneurial level. Mr. Olivera currently owns and operates a business with his wife called "A Corporate Image," serving businesses in the Tri-State

area and beyond, with all of their video production, photography, digital media, and traditional marketing needs. He also serves as a certified strategic life and business coach. This appointment fills the vacancy created by Karen Wynkoop.

Motion passed 9-0

Motion: (S. O'Rourke)

To appoint Norman Rancourt (R) of 108 Wheeler Road to the Board of Ethics as an Alternate for a term ending January 1, 2018.

Second: (E. Lipeles)

Discussion: Mr. Rancourt is a lifetime resident of Monroe who is a teacher with the Norwalk Public Schools. He has been active in the community, most particularly as a coach in youth athletics. This appointment fills the vacancy created by Hans Liechti.

Motion passed 9-0

Motion: (K. Reid)

To appoint Anthony Marciano (R), of 29 Patmar Circle to the Board of Ethics – Alternate for a term ending October 1, 2017.

Second: (E. Lipeles)

Discussion: Mr. Marciano works in sales for the Melissa & Doug Company. He has 20 years of leadership experience and enjoys developing solutions to address problems. His family is very active in sports in our community. Mr. Marciano is looking to contribute and give back to our community through volunteering.

Motion passed 9-0

ACTION ITEMS

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

Vice-Chairman Lipeles reported meeting with Mike Manjos, Finance Director and discussed the budget sessions which included Chalk Hill and part time raises. She also noted they were looking to make the Town Attorney a department by itself.

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

Councilmember Reid reported they did not meet due to all the budget workshop meetings. No meeting has been scheduled.

Town Council Committee on Legislative & Administrative Matters

Councilmember O'Rourke reported they met this evening to discuss the Board of Ethics alternates and the MOU Mutual Aid Contract between Stratford and Monroe. The next scheduled meeting will be held on March 28, 2016.

Strategic Planning Committee

Councilmember Kellogg reported they met on March 7, 2016 and discussed fire apparatus replacement with Chris Krize and the concept of donating the firemen's field to the Town and locating EMS on that parcel. He noted they met with representatives from fire services that were very informative. The next meeting has not been scheduled.

EMS Facility Workgroup

Councilmember Kellogg reported a special meeting was held for the purpose of completion of the needs assessment document.

First Selectman's Update

First Selectman Vavrek reported on the budget, noting the majority leaders are looking to cut out more from the towns and state, and he is not sure what the state will do expressing his concern they may go after towns because there is too much of a deficit. He noted the Board of Finance is almost near completion with their budget. First Selectman Vavrek reported on Chalk Hill School noting that Housatonic Community College is possibly looking to build or lease an early childhood/special needs school. He also wanted to clarify a write up in the Voice regarding his conversation with Oxford's First Selectman. He noted the Oxford school is having environmental issues and subsequently may have to build a school. First Selectman Vavrek had a conversation with Oxford's First Selectman to look at Chalk Hill School if needed, but wanted it on record that he did not offer the school.

Councilmember Kapoor feels we should have quarterly or bi-monthly reports on Economic Development so Council could be fully aware what is going on in the town and be kept informed. First Selectman Vavrek noted we now have people on the EDC that will be handling this.

UNFINISHED BUSINESS

Chalk Hill Building – Strategic Planning Committee Report

Chairman Lieto noted this will still remain on the agenda.

NEW BUSINESS

Preventative Health and Human Services Block Grant Contract (High Blood Pressure Program)

Motion: (E. Lipeles)

To approve the resolution for Preventative Health and Human Services Block Grant Contract (High Blood Pressure Program) DPH Log #2016-0017.

RESOLVED, that the Town of Monroe may enter into with and deliver to the State of Connecticut Department of Public Health, Contracts, and Grants Management Section, any and all documents which it deems to be necessary or appropriate pertaining to the Preventative Health and Human Services Block Grant Contract for the High Blood Pressure Program, DPH Log #2016-0017;

FURTHER RESOLVED, that Stephen J. Vavrek, as First Selectman of the Town of Monroe, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Monroe and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Thank you for your attention to this matter. Stephen J. Vavrek, First Selectman.

Second: (K. Kellogg)

Discussion: Councilmember Kellogg noted this is a very standard grant, noting the Health Director inherited this from the acting Health Director and upon further review it was to modify the high blood pressure control program. The Monroe Health Department has the opportunity to receive funding for the Preventative Health and Human Services Block Grant (High Blood Pressure Program). Preventive Health and Human Services Grant funds will allow us to address health-related needs in our community as identified in the Greater Bridgeport Region, Regional Community Health Assessment and Community Health Improvement Plan. Nancy Brault, Monroe Director of Health stated in a memo to the First Selectman and Town Council Chairman, the plan is to conduct a community “High Blood Pressure Control Program” to include high blood pressure screening, referral, follow-up, and education with a focus on promoting healthier lifestyles through proper nutritional, medicinal, and behavioral habits. Chairman Lieto stated this was discussed and reviewed by L&A for consideration by Town Council.

Motion passed 9-0

FFY 2014 Emergency Management Performance Grant

Motion: (E. Lipeles)

To approve the resolution for the FFY2014 Emergency Management Performance Grant.

RESOLVED, that the Town of Monroe may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Homeland Security, any and all documents which it deems to be necessary or appropriate pertaining to the FFY 2014 Emergency Management Performance Grant;

FURTHER RESOLVED, that Stephen J. Vavrek, as First Selectman of the Town of Monroe, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Monroe and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents. Thank you for your attention to this matter. Stephen J. Vavrek, First Selectman

Second: (K. Reid)

Discussion: The Monroe Police Department has the opportunity to receive funding for the FFY 2014 and FFY 2015 Emergency Management Performance Grant. Councilmember Kapoor questioned if this was retroactive, whereas the First Selectman was unsure. A consensus was done and all members agreed to move forward on both grants.

Motion passed 9-0

FFY 2015 Emergency Management Performance Grant

Motion: (E. Lipeles)

To approve the resolution for the FFY2015 Emergency Management Performance Grant.

RESOLVED, that the Town of Monroe may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Homeland Security, any and all documents which it deems to be necessary or appropriate pertaining to the FFY 2015 Emergency Management Performance Grant;

FURTHER RESOLVED, that Stephen J. Vavrek, as First Selectman of the Town of Monroe, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Monroe and to do and perform all acts and things which he/she deems to be necessary or

appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents. Thank you for your attention to this matter. Stephen J. Vavrek, First Selectman

Second: (K. Reid)

Motion passed 9-0

MOU Mutual Aid Contract between Stratford and Monroe

Motion: (S. O'Rourke)

To approve the MOU Mutual Aid Contract between Stratford and Monroe subject to the Town Attorney's Opinion Letter.

Second: (D. Martin)

Discussion: Councilmember Kellogg stated the Board of Health has been discussing this matter for some time. This is considered the best practice for local health for the Memorandum of Understanding for mutual aid for surge capacity and public health preparedness particularly in time of emergency, outbreaks, or when the Health Director is unavailable. Chairman Lieto noted this contract was reviewed and approved by L&A requesting an opinion letter from the Town Attorney. Councilmember Martin questioned if this contract is time sensitive. Councilmember Kellogg stated it is due the end of this month. Councilmember Kapoor questioned if the Director of Health can authorize this but it was noted only the First Selectman can authorize it.

Amend Motion

Motion: (N. Kapoor)

To approve the MOU Mutual Aid Contract between Stratford and Monroe subject to the Town Attorney's Opinion Letter and allow the First Selectman to execute the agreement.

Second: (D. Martin)

Motion passed 9-0

Jacunski Humes Architects, LLC Invoice – Space Needs Assessment (EMS)

Motion: (E. Lipeles)

To process Jacunski Humes, Architects, LLC Invoice #15325 – Space Needs Assessment (EMS)

Second: (K. Kellogg)

Discussion: Councilmember Kellogg stated at a Special Meeting of the EMS Facility Workgroup, this invoice was discussed by the Workgroup for consideration. The Workgroup agreed that this invoice is now appropriate to process, as both the EMS Commission and the EMS Facility Workgroup have voted to accept a revised and finalized Space Needs Assessment report prepared by the consultant dated February, 2016. The Workgroup voted to approve and recommend full payment of the invoiced amount of \$4,000.

Motion passed 9-0

Budget Postcards

Motion: (E. Lipeles)

To accept the Budget Postcard entitled 2016-2017 Budget Referendum, Tuesday, April 5, 2016.

Second: (T. Rooney)

Discussion: Chairman Lieto noted Vida Stone, Town Clerk contacted him to add this to the agenda. She was told she did not have to appear tonight. Ms. Stone did some historical research,

noting in the past, the Town Clerk was present before council on this matter. Ms. Stone finds no charter or statutory authority or obligation of the clerk's office to perform this task. Ms. Stone wanted Council to look at this topic so Council will know how to proceed in the future. Councilmembers had discussions on changing the language to the postcards. Councilmember's Kapoor and Kansky preferred to see more information stated on the postcards.

Amend Language on the Budget Postcards

Motion: (F. Lieto)

To delete "Amount of expenditure increase from prior year:"

To delete "The Proposed Budget represents a mill rate increase from"

To delete "until 7:00 p.m." (Duplication)

Second: (K. Reid)

Amendment passed 7-2 (*opposed Kapoor, Kansky*)

Main Motion passed 7-2 (*opposed Kapoor, Kansky*)

2ND PARTICIPATION - None

Next Town Council Meeting will be scheduled on March 28, 2016

ADJOURNMENT

Motion: (E. Lipeles)

To adjourn the meeting at 9:12 p.m.

Second: (N. Kapoor)

Motion passed 9-0

Respectfully submitted,

Donna Cerreta
Town Council Clerk