

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

April 25, 2016– 8:00 PM – Council Chambers

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

Absent: Councilmember Terry Rooney

Also Present: First Selectman Stephen J. Vavrek

A regular meeting of the Monroe Town Council was held on Monday, April 25, 2016 at 8:00 p.m. in the Council Chambers of the Monroe Town Hall.

Councilmember Kapoor and Councilmember Kellogg wanted it noted that a donation was given by them to the Food Pantry (Consent Calendar, Item C).

CONSENT CALENDAR

Motion to approve the minutes and voting record of the Town Council Meeting held on March 28, 2016 (Session 2016-07).

Motion to approve the minutes and voting record of the Town Council Meeting held on April 11, 2016 (Session 2016-08).

Donations to the Food Pantry from various residents and organizations in the amount of \$4,379.00.

Donations to the Friendship Fund from various residents and organizations in the amount of \$872.00.

Donations to the Sprint for Monroe from various residents, organizations, and businesses in the amount of \$3,200.00.

Donation to the Police Department from a resident in the amount of \$25.00.

Donation to the Animal Control Unit of the Police Department from a resident in the amount of \$25.00.

The Consent Calendar was passed unanimously to the Town Council Meeting held on March 28, 2016 and Town Council Meeting held on April 11, 2016.

COMMUNICATIONS

Memo from the First Selectman to Town Council Chair dated April 6, 2016 regarding an appointment to the Board of Health.

Memo to the Registrar of Voters from the Superintendent of Schools with a copy to the Town Council Chair dated April 7, 2016 regarding the use of school facilities for polling.

Memo from the Director of Health to the Town Council Chair with a copy to the First Selectman dated April 7, 2016 regarding the Health Department Proposed Fee Schedule for 2016/2017.

Memo from the Human Resources Director to the First Selectman with a copy to the Town Council Chair dated April 19, 2016 regarding a Transfer of Funds.

Memo from the First Selectman to the Town Council Chair dated April 20, 2016 regarding donations to the Food Pantry, Friendship Fund, Sprint for Monroe, Police Department, and the Animal Control Unit of the Police Department.

Memo from the First Selectman to the Town Council Chair dated April 20, 2016 regarding a donation to the Sprint for Monroe from a local business.

Letter of Authorization from the First Selectman to the Town Council, Board of Finance, and the Legal Voters of Monroe dated April 20, 2016 recommending the adoption of the Resolution Regarding an Appropriation and Bond Authorization of \$810,000 for the purchase of trucks and equipment for the Department of Public Works.

Letter of Authorization from the First Selectman to the Town Council, Board of Finance, and the Legal Voters of Monroe dated April 20, 2016 recommending the adoption of the Resolution Regarding an Appropriation and Bond Authorization of \$100,000 for the Stepney Elementary School Oil Tank Removal and Replacement Project.

Memo from the First Selectman to the Town Council Chair dated April 21, 2016 regarding the State of Connecticut D.O.T. Agreement Resolution related to the Reconstruction of Pepper Street and the Multi-Use Trail.

Chairman Lieto noted on Communications (D), Memo from the Human Resources Director to the First Selectman with a copy to the Town Council Chair dated April 19, 2016 regarding a Transfer of Funds was not placed on this agenda. Ms. Cathy Lombardi, Director of Human Resources was not present.

PUBLIC PARTICIPATION - None

APPOINTMENTS

Motion: (S. O'Rourke)

To appoint Nadine Rooney (R) of 70 Knapp Street to the Board of Health for a term ending April 27, 2018.

Second: (E. Lipeles)

Discussion: Ms. Rooney is a Registered Nurse with over 16 years of healthcare experience. She is currently employed as a Perioperative Nurse at Danbury Hospital. She is eager to serve her

community and her skills and experience will be an excellent addition to this Board. This appointment fills the vacancy created by Michael O'Reilly.

Motion passed 8-0

ACTION ITEMS

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

Vice-Chairman Lipeles reported she met with Mike Manjos and noted if the bonding was approved tonight by Town Council, the Board of Finance will approve it Wednesday, April 27, 2016. Vice Chairman Lipeles also noted the Board of Finance is taking out \$180,000 from the capital reserve account for two trucks. She noted Mr. Manjos stated there is sufficient money in the account, noting they have not started to raise money for the fields or lights at this time. Vice-Chairman Lipeles also noted Mr. Manjos spoke about state budget funding and changes that are occurring. Councilmember Kansky questioned if it was possible for Town Council to ask the Board of Finance to consider putting \$100,000 in a reserve account to have towards the fields. Councilmember Kellogg stated the Board of Health is scheduled to meet May 3, 2016. He noted EMS conducted a special meeting for the purposes of the part-time administrator position and believes it is now finalized. Vice-Chairman Lipeles noted the next meeting for FEHPS will be held on May 5, 2016 at 4:00 p.m. to discuss senior citizen tax abatement. Councilmember Kansky reported on her meeting with the Commission on Aging stating they are using some of the funds from the Lillian Wilton bequest to paint the building and to have the sprinkler system tested, and they are also developing a policy for bringing guests to the Senior Center. Councilmember Kansky also noted the Board of Education should have all their approvals for the turf fields by May 5, 2016, and kindergarten enrollment is strong. She concluded by stating a discussion was done on doing away with the federal lunch program at Masuk High School.

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

Councilmember Reid reported they did not meet but did report he and Scott Schatzlein had preliminary discussions regarding the next budget season. He noted EDC is more expanded now and will be budgeted properly.

Town Council Committee on Legislative & Administrative Matters

Councilmember O'Rourke reported discussions were done on the acquisition agreements on the reconstruction of Pepper Street and construction of a multi-use trail. He stated the properties are located at 355 Pepper Street and 16 Garder Road.

Strategic Planning Committee

Councilmember Kellogg reported they did not meet, however, the primary item for discussion is the part time salary structure and hopefully he will set up a meeting the first or second week of May. Councilmember Kapoor wanted it noted the reason part time salary structure has been detained is corrections were sent to Ms. Meade, and he wanted to make sure all the corrections were captured so all data is on one piece of paper and brought to Council correctly.

EMS Facility Workgroup

Councilmember Kellogg reported there was no meeting scheduled but a special meeting is scheduled for May 2, 2016.

First Selectman's Update

First Selectman Vavrek reported he reached out to Cathy Lombardi, Human Resources Director and due to a personal situation she will not be attending this meeting. He also noted work is being done on state roads/side roads and a sidewalk will be installed from Monroe Elementary School to Walgreens. Councilmember Kapoor questioned about Wal Mart and D.O.T. regarding Route 25 and Route 111. Chairman Lieto questioned the First Selectman on a letter received from James Agostine, Superintendent of Schools on April 7, 2016 regarding the use of school facilities for polling and safety of the children attending class on primary voting day. Chairman Lieto was concerned why the First Selectman did not make a formal response to this letter as it was recommended to have more security measures taken at the schools by parents of children attending the schools. He requested an update and the First Selectman stated the schools are very secure. Chairman Lieto noted if needed, there was money in the reserve account to do this, but the First Selectman felt there were no security problems noting police will be there but not all day long. Chairman Lieto felt this was a serious concern that should not have been overlooked. First Selectman Vavrek, during the meeting, contacted Chief Salvatore and he was assured all the children attending class at the schools will be safe.

UNFINISHED BUSINESS – None

NEW BUSINESS

Motion: (E. Lipeles)

To add Item F Human Resources Transfer of Funds Resolution.

Second: (N. Kapoor)

Discussion: None

Motion passed 8-0

Donation from the Kimball Group to Sprint for Monroe

Motion: (E. Lipeles)

To accept the donation for Sprint for Monroe in the amount of \$3,000.00 from the Kimball Group LLC.

Second: (N. Kapoor)

Discussion: Chairman Lieto thanked the Kimball Group and noted large donations will be action items on the agenda.

Motion passed 8-0

Health Department Fee Schedule

Chairman Lieto noted the Health Department Fee Schedule should be under **Unfinished Business**. Councilmember Kellogg stated he would like to hold this topic until the next Town

Council meeting. He noted he had a conversation with the Health Director and Chair of the Board of Health for feedback on certain items that needed to be addressed.

Resolution regarding an Appropriation and Bond Authorization of \$810,000 for the purchase of trucks and equipment for the Department of Public Works

Motion: (E. Lipeles)

To adopt the following resolution as written and incorporated into the body of the resolution. BE IT RESOLVED that an appropriation and bond authorization of \$810,000 for the purchase of trucks and equipment for the Department of Public Works.”

Motion: (N. Kapoor)

To waive the reading of the resolution.

Second: (S. O'Rourke)

Discussion: None

Motion passed 8-0

RESOLVED:

(i) that the sum of \$810,000 be appropriated for the costs to purchase trucks and equipment for the Department of Public Works in the Town of Monroe (the “Town”) including, but not limited to, two (2) dump/plow trucks, one (1) backhoe and one (1) truck style street sweeper, and to pay the costs of all temporary and permanent financing (the “Project”) and to meet said appropriation and in lieu of a tax therefor, bonds of the Town be issued pursuant to Chapter 109 of the Connecticut General Statutes, as amended, or any other provision of law thereto enabling, in the amount of \$810,000 or so much thereof as may be necessary after deducting grants or other sources of funds available therefor, which bonds shall be general obligations of the Town to which its full faith and credit is pledged; and

(ii) that the First Selectman and the Treasurer be authorized to issue and sell such bonds and to determine the amount, date, date of maturity, interest rate, form and other details of such bonds, pursuant to Chapter 109 of the Connecticut General Statutes, as amended, or any other provision of law thereto enabling; and

(iii) that the First Selectman and the Treasurer shall sign the bonds by either manual or facsimile signatures and that the law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds; and

(iv) that the First Selectman and the Treasurer be authorized to issue and sell temporary notes of the Town in an amount not to exceed \$810,000 in anticipation of the receipt of the proceeds from the sale of such bonds and to determine the amount, date, date of maturity, interest rate, form and other details of such notes, pursuant to Chapter 109 of the Connecticut General Statutes, as amended, or any other provision of law thereto enabling, provided that the proceeds from the sale of such notes shall be used for said purpose; and

(v) that the First Selectman, the Treasurer, or either of them, is authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent of the bonds; to sell the bonds and notes at public or private sale or negotiation; to deliver the bonds and notes; to perform and comply with all requirements of the Internal Revenue Code of 1986, as amended, and to perform all other acts and execute such documents which are necessary or

appropriate to issue the bonds and notes including, but not limited to, the execution and delivery of a bond purchase agreement, tax compliance agreement and bond insurance agreement; and

(vi) that the First Selectman, Treasurer and Director of Finance or any one of them are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution, including agreements to provide information on an annual or other periodic basis to nationally recognized municipal securities information repositories or state based information repositories (the “Repositories”) and to provide notices to the Repositories of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended; and

(vii) that the Town reasonably expects to incur expenditures (the “Expenditures”) in connection with the capital project for which a general functional description is provided above. The Town reasonably expects to reimburse itself for the cost of the Expenditures with the proceeds of bonds, notes or other obligations of the Town described above. The maximum principal amount of such debt is not expected to exceed \$810,000. This declaration of official intent is a declaration of official intent made pursuant to Treasury Regulation Section 1.150-2.

Motion: (E. Lipeles)

To be adopted as introduced and written.

Second: (S. O’Rourke)

Discussion: Ron Bunovsky was present to discuss and answer any questions.

Motion passed 8-0

Resolution regarding an Appropriation and Bond Authorization of \$100,000 for the Stepney Elementary School Oil Tank Removal and Replacement Project

Motion: (E. Lipeles)

To adopt the following resolution as written and incorporated into the body of the resolution. BE IT RESOLVED that an Appropriation and Bond Authorization of \$100,000 for the Stepney Elementary School Oil Tank Removal and Replacement Project.

Motion: (S. O’Rourke)

To waive the reading of the resolution.

Second: (K. Reid)

Discussion: None

Motion passed 8-0

RESOLVED:

(i) that the sum of \$100,000 be appropriated for the cost to remove an oil tank and to replace same with a new oil tank at the Stepney Elementary School in the Town of Monroe (the “Town”) including all construction, reconstruction and alterations, repairs and improvements in connection therewith, as well as engineering, architectural, temporary and permanent financing costs (the “Project”) and to meet said appropriation and in lieu of a tax therefor, bonds of the Town be issued pursuant to Chapter 109 of the Connecticut General Statutes, as amended, or any other provision of law thereto enabling, in the amount of \$100,000 or so much thereof as may be

necessary after deducting grants or other sources of funds available therefor, which bonds shall be general obligations of the Town to which its full faith and credit is pledged; and

(ii) that the First Selectman and the Treasurer be authorized to issue and sell such bonds and to determine the amount, date, date of maturity, interest rate, form and other details of such bonds, pursuant to Chapter 109 of the Connecticut General Statutes, as amended, or any other provision of law thereto enabling; and

(iii) that the First Selectman and the Treasurer shall sign the bonds by either manual or facsimile signatures and that the law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds; and

(iv) that the First Selectman and the Treasurer be authorized to issue and sell temporary notes of the Town in an amount not to exceed \$100,000 in anticipation of the receipt of the proceeds from the sale of such bonds and to determine the amount, date, date of maturity, interest rate, form and other details of such notes, pursuant to Chapter 109 of the Connecticut General Statutes, as amended, or any other provision of law thereto enabling, provided that the proceeds from the sale of such notes shall be used for said purpose; and

(v) that the First Selectman, the Treasurer, or either of them, is authorized to designate a bank or trust company to be the certifying bank, registrar, transfer agent and paying agent of the bonds; to sell the bonds and notes at public or private sale or negotiation; to deliver the bonds and notes; to perform and comply with all requirements of the Internal Revenue Code of 1986, as amended, and to perform all other acts and execute such documents which are necessary or appropriate to issue the bonds and notes including, but not limited to, the execution and delivery of a bond purchase agreement, tax compliance agreement and bond insurance agreement; and

(vi) that the First Selectman, Treasurer and Director of Finance or any one of them are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution, including agreements to provide information on an annual or other periodic basis to nationally recognized municipal securities information repositories or state based information repositories (the "Repositories") and to provide notices to the Repositories of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended; and

(vii) that the Town reasonably expects to incur expenditures (the "Expenditures") in connection with the capital project for which a general functional description is provided above. The Town reasonably expects to reimburse itself for the cost of the Expenditures with the proceeds of bonds, notes or other obligations of the Town described above. The maximum principal amount of such debt is not expected to exceed \$100,000. This declaration of official intent is a declaration of official intent made pursuant to Treasury Regulation Section 1.150-2.

Motion: (E. Lipeles)

To be adopted as introduced and written.

Second: (K. Kellogg)

Motion passed 8-0

Motion: (E. Lipeles)

Contingent upon Board of Finance approval, a Town Meeting be warned and held on May 9, 2016 at 7:00 p.m. at the Monroe Town Council Chambers of the Monroe Town Hall, to consider

and act upon the bond resolution for the purchase of trucks and equipment for the Department of Public Works in the amount of \$810,000 and further that the Town Clerk causes legal notice of such meeting to be posted and published in accordance with law.

Second: (K. Reid)

Discussion: None

Motion passed 8-0

Motion: (E. Lipeles)

Contingent upon Board of Finance approval, a Town Meeting be warned and held on May 9, 2016 at 7:30 p.m. at the Monroe Town Council Chambers of the Monroe Town Hall, to consider and act upon the bond resolution for the Stepney Elementary School Oil Tank Removal and Replacement Project in the amount of \$100,000 and further that the Town Clerk causes legal notice of such meeting to be posted and published in accordance with law.

Second: (N. Kapoor)

Discussion: None

Motion passed 8-0

Resolution regarding State of Connecticut D.O.T. Agreements for Right of Way Acquisitions related to the Reconstruction of Pepper Street and the Multi-Use Trail for properties located at 16 Garder Road and 355 Pepper Street

Motion: (E. Lipeles)

To adopt the following resolution as written and incorporated into the body of the resolution

WHEREAS, the Town Council approved a Resolution supporting the project entitled “Reconstruction of Pepper Street and Construction of a Multi-Use Trail” at a meeting held on July 30, 2012, and

WHEREAS, the State of Connecticut Department of Transportation has entered into an Agreement with the Town of Monroe to perform and coordinate all needed Rights of Way acquisitions for the above referenced project, and

WHEREAS, the State of Connecticut Department of Transportation has submitted an offer of \$4,175.00 to the Town of Monroe (being an abutting property/parcel owner to the Pepper Street Right of Way) for an easement on an abutting property at 355 Pepper Street for construction and public use of a Multi-Use Trail for transportation purposes in conjunction with the above referenced project, and

WHEREAS, the State of Connecticut Department of Transportation has submitted an offer of \$2,100.00 to the Town of Monroe (being an abutting property/parcel owner to the Pepper Street Right of Way) for an easement on an abutting property at 16 Garder Road for aerial highway appurtenances, sloping, highway construction, and associated public use relative to the above referenced project.

NOW THEREFORE, BE IT RESOLVED, the Town Council does hereby agree that Stephen J. Vavrek, as First Selectman of the Town of Monroe, is authorized and directed to execute and deliver any and all documents associated with the Right of Way Acquisition Agreements for 355 Pepper Street and 16 Garder Road on behalf of the Town of Monroe.

Francis Lieto, Chairman Monroe Town Council

Second: (K. Reid)

Discussion: Chairman Lieto stated L&A did review the resolutions in detail along with Scott Schatzlein and were passed unanimously before consideration to the Town Council. Councilmember Kapoor had concerns about resolutions being executed before any discussions are done with Council.

Motion passed 8-0

Human Resources Transfer of Funds

Motion: (E. Lipeles)

BE IT RESOLVED THAT, in accordance with Chapter VIII, Section 7 (f) of the Town Charter, the following transfer be approved. Human Resources Insurance \$39,000, Human Resources Salary Other \$9,000, and Human Resources Labor Relations \$30,000, for a total of \$39,000 even.

Second: (K. Reid)

Discussion: Ron Bunovsky was present and noted to transfer funds, pursuant to Chapter VIII, Section 7(f) of the Town Charter, from HR Insurance to HR Salary Other and HR Labor Relations for the fiscal year ending June 30, 2016. HR Insurance has available funds to transfer because of the savings realized from changing the Town's health insurance carrier effective November 1, 2015. The anticipated budgeted shortfall in HR Salary Other resulted from an increase in hours and rate for the HR Assistant. The anticipated shortfall in HR Labor Relations resulted from arbitration with the Highway Union, unanticipated negotiations with the Board of Education Para Union, and the formation of the 401(a) Plan which resulted from the Highway arbitration.

Motion passed 8-0

2ND PARTICIPATION - None

Next Town Council Meeting will be scheduled on May 9, 2016

ADJOURNMENT

Motion: (E. Lipeles)

To adjourn the meeting at 9:20 p.m.

Second: (S. O'Rourke)

Motion passed 8-0

Respectfully submitted,

Donna Cerreta
Town Council Clerk