

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

**May 9, 2016 – 8:00 PM – Council Chambers**

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

**Absent:** Councilmember Nicholas Kapoor

**Also Absent:** First Selectman Stephen J. Vavrek

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A regular meeting of the Monroe Town Council was held on Monday, May 9, 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 April 25, 2016 (Session 2016-09).

Request for Refunds dated May 4, 2016 totaling \$10, 967.12.

Donations to the Edith Wheeler Memorial Library from various residents and businesses in the amount of \$525.00.

Donation to the Volunteer Emergency Medical Service from an organization in the amount of \$50.00.

The Consent Calendar was passed unanimously to the April 25, 2016 Town Council Meeting.

**COMMUNICATIONS**

Memo from the Tax Collector to Town Council Chairman dated May 4, 2016 regarding the Request for Refunds totaling \$10, 967.12.

Memo from the First Selectman to the Town Council Chair dated May 5, 2016 regarding donations to the Edith Wheeler Memorial Library and the Volunteer Emergency Medical Service.

Memo from the First Selectman to the Town Council Chair dated May 5, 2016 regarding the State of Connecticut D.O.T. Agreement Resolution related to the Roundabout.

Memo from the First Selectman to the Town Council Chair dated May 5, 2016 regarding the State of Connecticut D.O.T. Agreement Resolution related to the Route 25 Bridge Replacement No. 02219.

Memo from a Town Council Member and EMS Liaison to Town Council Chair and L&A Chair dated May 5, 2016 regarding the Collections and Write-Off Policy for EMS Billing.

Memo from the Director of Health to the Town Council Chair dated May 5, 2016 regarding the Licensing Fee Policy for New Food Service Establishments.

Memo from the First Selectman to the Town Council Chair dated May 5, 2016 regarding the job description for the Emergency Medical Service Administrative Assistant.

Memo from the First Selectman to the Town Council Chair dated May 6, 2016 regarding the Health Department's Licensing Fee Policy for New Food.

### **PUBLIC PARTICIPATION**

*Judith Stripay, Sue Koneff* expressed their concerns regarding a letter received from James Agostine; Superintendent of Schools dated April 7, 2016 with a subject matter on the use of school facilities for polling. They stated Mr. Agostine had concerns regarding maintaining secure schools especially with Monroe Elementary during the Presidential primary, because there have been on occasion, demonstrations, protests, and rallies at polling locations. Both Ms. Stripay and Ms. Koneff wanted it known they had responded to Mr. Agostine's letter on April 13, 2016 and followed through with suggestions and taking the necessary steps to lock the doors and have poll workers that need to use the bathroom to go out and get buzzed in at the front door. They noted the Secretary of the State, last year, requested that all registrars have a conversation with their superintendents regarding the April 26<sup>th</sup> primary. They noted they did follow through and spoke with Mr. Agostine last fall about this matter.

### **APPOINTMENTS** - None

### **ACTION ITEMS**

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

Vice-Chairman Lipeles reported the Board of Finance approved the auditors and also approved the dock by Lake Zoar. She also noted \$125,000 is needed for the tennis courts. Vice-Chairman Lipeles stated the Tax Assessor is looking into tax relief for seniors. The next meeting is scheduled for May 19, 2016 at 4:00 p.m. Councilmember Kansky reported on the Commission on Aging noting a topic was considered on lowering the membership age from 55 to 50 years old. Councilmember Kellogg stated the Board of Health met on May 3, 2016 and had discussions on the licensing fee policy for new food service establishments and discussed the collections and write-off policy for EMS billing. Councilmember Rooney reported interviews are being taken place with the Police Department.

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

Councilmember Reid reported they did not meet but have a proposed date to meet on May 18, 2016. He also noted a meeting with Mr. Stone, from the Economic Development Commission was held to discuss progress and any help he may need on his budget.

### ***Town Council Committee on Legislative & Administrative Matters***

Councilmember O'Rourke reported they met tonight and had discussions on the State of Connecticut D.O.T. Agreement for Right of Way Acquisition related to the Roundabout for property located at 675 Monroe Turnpike, the State of Connecticut D.O.T. Agreement for Right of Way Acquisition related to the Route 25 Bridge Replacement No, 02219 for property located at 19 Old Newtown Road, the Collections and Write-Off Policy for EMS Billing, and Emergency Medical Services Administrative Assistant Job Description.

### ***Strategic Planning Committee***

Councilmember Kellogg reported they met on May 4, 2016 and discussions were done on the part time pay plan requesting the need for more time to work on it with Cathy Lombardi, Director of Human Resources. He also noted they discussed the fire apparatus acquisition. Councilmember Kellogg stated they also received communication regarding Chalk Hill School with discussions on Newtown's intent to begin exiting the facility by June 17, 2016. The next scheduled meeting will be held on May 10, 2016.

Councilmember Kansky questioned if any discussions were done regarding the Chalk Hill plans and what the town of Monroe will be doing. Councilmember Martin had concerns regarding other entities looking at the school. Chairman Lieto noted the Strategic Planning Committee will be using the proper procedure and hopes to move forward on a plan for this school.

### ***EMS Facility Workgroup***

Councilmember Kellogg reported they met on May 2, 2016 and discussed the steep grant package. He noted they are very large documents and he has met with Ron Bunovsky, Director of Finance. He also noted discussions were done regarding the Jockey Hollow Fire/EMS Station.

### ***First Selectman's Update***

First Selectman Vavrek was not present; therefore, no report was given.

## **UNFINISHED BUSINESS**

### **Health Department Fee Schedule**

Councilmember Kellogg noted he had a discussions with the Board of Health Chair and there was a timing issue with the food ordinance and requested to hold off on discussing tonight to have the Board look at this again and perhaps make some adjustments.

## **NEW BUSINESS**

### **Resolution regarding State of Connecticut D.O.T. Agreement for Right of Way Acquisition related to the Roundabout for property located at 675 Monroe Turnpike**

#### **Motion: (E. Lipeles)**

To approve the resolution regarding State of Connecticut D.O.T. Agreement for Right of Way Acquisition related to the Roundabout for property located at 675 Monroe Turnpike, also known as the intersection of Route 110 Shelton Road and Route 111 Monroe Turnpike.

**WHEREAS**, the State of Connecticut Department of Transportation is in the process of coordinating all needed Rights of Way acquisitions for the above referenced State project, and

**WHEREAS**, the State of Connecticut Department of Transportation has submitted an offer of \$3,450.00 to the Town of Monroe (being an abutting property/parcel owner to the Monroe Turnpike Right of Way) for easements on an abutting property at 675 Monroe Turnpike for drainage right of ways, easement to slope, easements to drain and contributory value of vegetation in conjunction with 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 Agreement for 675 Monroe Turnpike on behalf of the Town of Monroe.

**Second: (S. O'Rourke)**

**Discussion:** Chairman Lieto noted L&A met this evening and reviewed and voted unanimously for its consideration by Town Council with Mr. Scott Schatzlein present.

**Motion passed 8-0**

**Resolution regarding State of Connecticut D.O.T. Agreement for Right of Way Acquisition related to the Route 25 Bridge Replacement No. 02219 for property located at 19 Old Newtown Road**

**Motion: (E. Lipeles)**

To approve the resolution regarding the State of Connecticut D.O.T. Agreement for Right of Way Acquisition related to the Route 25 Bridge Replacement No. 02219 for property located at 19 Old Newtown Road.

**WHEREAS**, the State of Connecticut Department of Transportation is in the process of coordinating all needed Rights of Way acquisitions for the above referenced State project, and

**WHEREAS**, the State of Connecticut Department of Transportation has submitted an offer of \$1525.00 to the Town of Monroe (being an abutting property/parcel owner to the Old Newtown Road Right of Way) for easements on an abutting property at 19 Old Newtown Road for construction and contributory value of vegetation in conjunction with 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 Agreement for 19 Old Newtown Road on behalf of the Town of Monroe.

**Second: (S. O'Rourke)**

**Discussion:** Chairman Lieto noted L&A met this evening and reviewed and voted unanimously for its consideration by Town Council with Mr. Scott Schatzlein present.

**Motion passed 8-0**

**Collections and Write-Off Policy for EMS Billing**

Chairman Lieto noted this was in their packets per Councilmember Kellogg and Councilmember O'Rourke with continued discussions and comments. He noted this is not ready for consideration by Council.

**Emergency Medical Services Administrative Assistant Job Description**

**Motion: (E. Lipeles)**

To approve the Emergency Medical Services Administrative Assistant Job Description.

**Second: (T. Rooney)**

**Discussion:** Chairman Lieto noted L&A reviewed and unanimously approved this description with one change to the physical demand section, *must be able to lift and/or move up to 10 pounds has been changed to 35 pounds.*

**Motion passed 8-0**

**Fire Apparatus Acquisition**

The Fire Chiefs of the Monroe Fire Departments were present and handed out a packet of the fire apparatus replacement plan, noting the Fire Chiefs were asked to identify and assess the condition of the Town's existing fleet and to recommend a manageable fleet replacement schedule. These efforts culminated in a comprehensive study that included a survey of all current vehicles in the fire department fleet, an analysis of fleet replacement schedules in surrounding jurisdictions, and a proposed fleet replacement schedule. There are at least three different life cycles to consider: service life, technological life and economic life, as well as some immeasurable costs. They stated it is imperative the apparatus be equipped with the latest safety features, as well as the most current operating capabilities noting fleet replacement is a necessary cost to achieve public safety, yet it is very costly. Today's fire apparatus costs could exceed \$1,000,000 depending on its specifications and capabilities. Chairman Lieto noted the Strategic Planning Committee had questioned if we can take on bonding just below \$4,000,000 in one fiscal year. The committee also requested a plan to be done in one purchase. Councilmember Kellogg did note any resale value will go back to the town and he feels the fire apparatus is a critical need and we all need to make commitments. Chairman Lieto wanted it known on record if this does become a bonding issue; he noted that the fire apparatus acquisition has been addressed. The Fire Chief wanted it known that it does take approximately one (1) year to build a fire truck. Chairman Lieto stated he will now move this to the Board of Finance with Town Council's full endorsement.

**2<sup>ND</sup> PARTICIPATION** - None

*Next Town Council Meeting will be scheduled on May 23, 2016*

**ADJOURNMENT**

**Motion: (E. Lipeles)**

To adjourn the meeting at 9:10 p.m.

**Second: (T. Rooney)**

**Motion passed 8-0**

Respectfully submitted,

Donna Cerreta  
Town Council Clerk