

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

**August 22, 2016 – 8:00 PM – Council Chambers**

**Present:** Chairman Frank Lieto  
Vice Chairman Enid Lipeles  
Councilmember Nicholas Kapoor  
Councilmember Phyllis Kansky  
Councilmember Kenneth Kellogg  
Councilmember Kevin Reid  
Councilmember Terry Rooney

**Absent:** Councilmember Dee Dee Martin  
Councilmember Sean O'Rourke

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

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A regular meeting of the Monroe Town Council was held on Monday, August 22, 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 July 25, 2016 (Session 2016-13).

Request for Refunds dated August 2, 2016 totaling \$7,378.57.

Donations to the Edith Wheeler Memorial Library from various residents in the amount of \$50.00.

Anonymous donation to the Police Department in the amount of \$100.00.

Donations to Project Warmth from residents and organizations in the amount of \$780.00.

Donations to the Food Pantry from residents, businesses and organizations in the amount of \$1,227.76.

Donations to the Friendship Fund from various organizations in the amount of \$2,140.00.

Reappointments:

- **Lois Spence (R)** of 29 Partridge Drive to the Inland Wetlands Commission for a term ending February 24, 2020.
- **Gary Scrofani (R)** of 117 Old Castle Drive to the Police Commission for a term ending May 16, 2019.
- **Victor Yanosy (R)** of 107 Cutlers Farm Road to the Board of Assessment Appeals for a term ending November 30, 2018.

- **Brian Purdy (R)** of 338 Cross Hill Road to the Board of Ethics for a term ending January 1, 2018.
- **Karen Woodford (R)** of 10 Saxony Drive to the Historic District Commission for a term ending July 1, 2021.
- **Chuck Woerner (R)** of 32 Fan Hill Road to the Historic District Commission for a term ending July 1, 2021.

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

### **COMMUNICATIONS**

Correspondence from the Director of Community and Social Services to Town Council dated July 21, 2016 and August 4, 2016 regarding donations to Project Warmth, the Food Pantry and the Friendship Fund.

Letter of Opinion from the Town Attorney to the First Selectman dated July 28, 2016 regarding the Resolution to Amend the Capital Improvement Plan to Resurface Tennis Courts at Wolfe Park.

Memo from the Tax Collector to Town Council Chairman dated August 2, 2016 regarding the Request for Refunds totaling \$7,378.57.

Memo from the Police Chief to Town Council dated August 3, 2016 regarding a donation to the Police Department.

Memo from the Library Director to Town Council dated August 3, 2016 regarding donations to the Library to purchase large print books.

Letter of Opinion from the Town Attorney to the First Selectman dated August 16, 2016 regarding the proposed Master Municipal Agreement for Preliminary Engineering Projects.

Memo from the First Selectman to the Town Council Chair dated August 18, 2016 regarding donations to various Town departments and programs.

Memo from the First Selectman to the Town Council dated August 18, 2016 regarding the proposed Master Municipal Agreement for Preliminary Engineering Projects Resolution.

Memo from the First Selectman to Town Council Chair dated August 18, 2016 regarding an appointment to the Architectural Review Board.

Memo from the First Selectman to Town Council Chair dated August 18, 2016 regarding reappointments to various boards and commissions.

Memo from the First Selectman to Town Council Chair dated August 19, 2016 regarding an appointment to the Economic Development Commission

*Chairman Lieto noted two (2) more items will be placed on the agenda.*

**L.** Letter from the Superintendent of Newtown Public Schools regarding the final status report for Chalk Hill Utilization.

**M.** Correspondence from auditors PKF O'Connor Davies, LLP regarding the audit service plan, a signed agreement that was already approved.

### **PUBLIC PARTICIPATION**

*Steve Kirsch, Applegate Lane* noticed on tonight's agenda is a resolution regarding money to be used for the tennis courts at Wolfe Park, and he is unclear about this resolution and the Town

Attorney letter regarding how much money has been pre-approved from this year's budget. He noted he now received the answer and stated it was \$250,000.00. He feels Town Council should let the citizens know about how much money is needed to spend. He also noted he does not understand why this needs to be taken to a town wide referendum as we had money in the account for a long time. He feels this was already in the budget and a Town meeting is fine without going through a referendum.

### **APPOINTMENTS**

**Motion: (N. Kapoor)**

To appoint Deandra Lyn Musial (D) of 33 Captains Hill Road to the Architectural Review Board for a term ending December 5, 2017.

**Second: (P. Kansky)**

**Discussion:** Deandra is a lifelong resident of Monroe. She is a recent graduate of Norwich University in Northfield, Vermont where she received her Master of Architecture degree. She is currently employed by Robert A. Cardello Architects. Deandra presently volunteers at St. Jude's and would like to now apply her education and training to a more specific community board. Deandra will be a good asset to the ARB. This appointment fills the vacancy created by Jamieson Campbell.

**Motion passed 7-0**

**Motion: (N. Kapoor)**

To appoint Ashish Verma (D) of 232 Moose Hill Road to the Economic Development Commission for a term ending January 31, 2021.

**Second: (P. Kansky)**

**Discussion:** Ashish has been a Monroe resident since 2012. Ashish was previously employed by People's Bank of Monroe prior to his current position with Wells Fargo. He has been with Wells Fargo for the past 4 years. Ashish has a strong interest in the community and would be a valuable addition to the EDC. This appointment fills the vacancy created by Jerry Stevens.

**Motion passed 7-0**

### **ACTION ITEMS**

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

Vice-Chairman Lipeles reported a meeting with Finance will be held on Wednesday, August 24, 2016 at 6:30 p.m. to discuss the pension fund, and the Board of Finance will be meeting between 7:00-7:30 p.m. Councilmember Kansky stated she attended the Board of Education meeting and discussed the turf fields and oil tank. She noted the oil tank is not down deep enough for code so they will have to jackhammer it in noting the cost will be \$8,000 and will be taken out of their budget. Councilmember Kansky noted there is a regional services grant coming up but more discussion on this matter will follow. She also stated there may be an increase in school enrollment. Councilmember Kellogg noted the Board of Health discussed the public pool ordinance and EMS is working on the RFP for Contractor Personnel and Collection Policy. Councilmember Rooney stated body cameras were a topic of discussion and also noted two officers are in training now. Vice-Chairman Lipeles concluded by stating there will be a lobster bake on Saturday, August 27, 2016 at the Fire Department.

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

Councilmember Reid reported they have not met since the last Town Council meeting. The next scheduled meeting will be August 31, 2016. He also noted Frank Cooper, Director of Parks and Recreation will be discussing the tennis courts tonight. Councilmember Kapoor noted Conservation was attempting to meet with Planning and Zoning regarding open space for the zoning rights. He also stated the Economic Development Commission will be speaking with them soon to discuss items of interest.

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

Chairman Lieto noted the subcommittee discussed the Senior Center front desk job description and was approved for consideration with Town Council. He also noted a discussion on the ongoing project regarding a revision of our Ethic Rules was approved by L&A for consideration by Council and will be on the next agenda.

***Strategic Planning Committee***

Councilmember Kellogg reported they did not meet. A scheduled meeting will be held in early September.

***EMS Facility Workgroup***

Councilmember Kellogg reported 7 Fan Hill Road sight was discussed.

***First Selectman's Update***

First Selectman Vavrek stated the turf project has begun at Masuk High School. He noted he did walk on the same turf field in Wilton and he was very pleased with the results. He also noted a tour was done at Sandy Hook School and noted it is a beautiful school with state of the art design. First Selectman Vavrek also noted the Honeywell Phase project was completed on 4/1/2014. He noted everything is online to view. He concluded stating Chalk Hill School is completely empty now and the Speech Academy will inspect it to see if they can use it.

**UNFINISHED BUSINESS**

**Resolution to amend the Capital Improvement Plan for LoCIP**

**Motion: (E. Lipeles)**

To approve the resolution to be adopted by the Town Council of the Town of Monroe amending the Capital Improvement Plan regarding the authorization and appropriation of \$550,000 for the Wolfe Park Tennis Court Project.

**Second: (T. Rooney)**

**Discussion:** Councilmember Kansky cannot understand why this needs to go to a referendum being this is state money. Ron Bunovsky, Finance Director stated the project has to be included in the capital improvement plan (not Town money) because this is the way the Charter is written and right now it is a little gray. Councilmember Kellogg feels a referendum is not necessary. Vice-Chairman Lipeles agrees it is not necessary to go to a referendum. Councilmember Kapoor stated this needs a Town Meeting. Councilmember Reid also stated this needs a Town Meeting.

Frank Cooper, Director of Parks and Recreation was present and stated the tennis program is a very significant revenue. Mr. Cooper stated the tennis courts need to be resurfaced soon to prevent interfering with Masuk's spring tennis noting while all eight courts have worn, courts one through four have the most of wear and tear. He concluded by stating the Parks and Recreation Commission fully endorsed this project.

**RESOLUTION TO BE ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF MONROE**

**WHEREAS**, the Town Council for the Town of Monroe has been apprised of the following factual situation:

1. That the Capital Improvement Plan for the Town of Monroe as it now exists contained a project regarding the construction, repair and/or maintenance of four tennis courts now located at Wolfe Park in the Town of Monroe; and

**WHEREAS**, it is the intent of the Town of Monroe that the Capital Improvement Plan for the Town of Monroe (the "Town") be amended to authorize the Wolfe Park Tennis Court Project (the "Project") to include, but not be limited to the resurfacing, repair and construction work of all eight (8) tennis courts located at Wolfe Park and the conversion of one (1) of the existing tennis courts into a pickleball court, and the replacement of the fence surrounding all eight tennis courts; and

That the sum \$550,000 be appropriated for the cost associated with the project which is to be funded as follows:

(a) The sum of \$150,000 from the Town's Recreation Programs Fund (also known as the Parks & Recreation Contra Account); and

(b) The sum of \$400,000 from the Local Capital Improvement Program (LOCIP); and

**WHEREAS**, the State of Connecticut has asked that the Capital Improvement Plan be amended to include all eight tennis courts as hereinbefore set forth and that said amendment be approved by the legislative body of the Town of Monroe.

**NOW THEREFORE, BE IT**

**RESOLVED:** That the amendment of the Capital Improvement Plan of the Town of Monroe, in the form presented to this meeting, be and hereby is approved and adopted, together with such modifications as in the opinion of legal counsel for the Town are necessary or desirable to effectuate the intention thereof; and further

**RESOLVED:** That the First Selectman of the Town set forth in the Town Charter is authorized and empowered for and on behalf of the Town to execute the amendment or to execute such other documents, and to take any and all other actions which may be necessary or desirable to effectuate the intention of the foregoing resolution; and

**RESOLVED:** The sum of \$550,000 be appropriated for the cost of the Wolfe Park Tennis Court Project as amended. Such project to include, but not be limited, to the construction, resurfacing all eight (8) tennis courts, the conversion of one (1) of the existing tennis courts into a pickleball court and the replacement of the fence surrounding the tennis courts located at Wolfe Park in the Town of Monroe and all alterations, repairs and improvements in connection therewith, that the money for said project is to be in the total sum of \$550,000 is to be appropriated from the Town's Recreation Programs Fund (also known as the Parks & Recreation Contra Account) and the sum of \$400,000 from the Local Capital Improvement Program (LOCIP); and

**RESOLVED:** That the Town reasonably expects to incur expenditures (the “Expenditures”) in connection with a 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 monies set forth in the approved expenditure budget of the Town of Monroe as well as the monies from the Local Capital Improvement Program (LOCIP). The maximum principal amount of such debt is not expected to exceed \$550,000. This declaration of official intent is a declaration of official intent made pursuant to Treasury Regulations Section 1.150.

**APPROVED:** by the Town Council of the Town of Monroe this the 22 day of August, 2016.

Francis Lieto

Chairman of the Monroe Town Council

**Motion passed 7-0**

**Recess called at 8:46 p.m.**

**Meeting resumed at 8:53 p.m.**

**Resolution Regarding a Special Town Meeting and Referendum Vote On the Appropriation of \$550,000 for the Wolfe Park Tennis Court Project**

**Motion: (F. Lieto)**

To approve the resolution regarding a special town meeting and referendum vote on the appropriation of \$550,000 for the Wolfe Park Tennis Court Project.

**Second: (E. Lipeles)**

**The Chairman called for a Town Meeting upon the unanimous consent of Town Council, subject to approval of Board of Finance.**

**TOWN OF MONROE**

**RESOLUTION REGARDING THE AUTHORIZATION AND APPROPRIATION OF \$550,000 FOR THE WOLFE PARK TENNIS COURT PROJECT**

**RESOLVED:**

**(i)** That the Town reasonably expects to incur expenditures (the “Expenditures”) in connection with a 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 monies set forth in the approved expenditure budget of the Town of Monroe as well as the monies from the Local Capital Improvement Program (LOCIP). The maximum principal amount of such debt is not expected to exceed \$550,000. This declaration of official intent is a declaration of official intent made pursuant to Treasury Regulations Section 1.150; and

**(ii)** The sum of \$550,000 be appropriated for the cost of the Wolfe Park Tennis Court Project as amended. Such project to include, but not be limited, to the construction, resurfacing all eight (8) tennis courts, the conversion of one (1) of the existing tennis courts into a pickleball court and the replacement of the fence surrounding the tennis courts located at Wolfe Park in the Town of Monroe and all alterations, repairs and improvements in connection therewith, that the money for said project is to be in the total sum of \$550,000 is to be appropriated from the Town’s Recreation Programs Fund (also known as the Parks & Recreation Contra Account) and the sum of \$400,000 from the Local Capital Improvement Program (LOCIP); and

(iii) That the First Selectman of the Town set forth in the Town Charter is authorized and empowered for and on behalf of the Town to execute the amendment or to execute such other documents, and to take any and all other actions which may be necessary or desirable to effectuate the intention of the foregoing resolution.

**APPROVED:** by the Town Council of the Town of Monroe this the 22 day of August, 2016  
Francis Lieto, Chairman of the Town Council

**Motion passed 7-0**

**Part Time Front Desk Senior Center Job Description**

**Motion: (E. Lipeles)**

To approve the part time front desk Senior Center job description.

**Second: (K. Reid)**

**Discussion:** Councilmember Kansky feels education needs to be put in the job description along with qualifications. Councilmember Kansky stated a minimum of an Associate's Degree in Business or related field with minimum one year experience or combination of education training and experience.

**Amend Motion**

**Motion: (P. Kansky)**

To approve the part time front desk Senior Center job description and add a minimum of an Associate's Degree in Business or related field with minimum one year experience or combination of education training and experience to the Job Description.

**Second: (N. Kapoor)**

**Amendment passed 7-0**

**Amended Motion failed 2-5** (*opposed Lieto, Rooney, Reid, Kellogg, Lipeles*)

**NEW BUSINESS**

**State of Connecticut Department of Transportation – Master Municipal Agreement for Preliminary Engineering Projects and Resolution**

**Motion: (E. Lipeles)**

To approve, adopt, and authorize the First Selectman to execute on behalf of the Town of Monroe the resolution regarding the Master Municipal Agreement for Preliminary Engineering Projects.

**Second: (N. Kapoor)**

**Discussion:** Chairman Lieto noted all members had an extremely lengthy agreement to read from Attorney Fracassini regarding the proposed roundabout at the intersection of Route 111 and 110, Pepper Street Reconstruction Project, and the Route 25 Bridge Replacement Project.

**Motion passed 7-0**

*Chairman Lieto also noted Honeywell and Chalk Hill will remain on the agenda.*

**Chalk Hill Utilization**

Chairman Lieto noted this was on the agenda just for discussion. Councilmember Kapoor is hoping items will be discussed at the next meeting by the First Selectman as the building has been held solely by the Town for approximately 3 weeks now.

**Honeywell Updates**

Chairman Lieto noted Jack Zmary stated that Google does contain all the information on updates and measurable.

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

*Next Town Council Meeting will be scheduled on September 12, 2016*

**ADJOURNMENT**

**Motion: (E. Lipeles)**

To adjourn the meeting at 9:00 p.m.

**Second: (K. Reid)**

**Motion passed 7-0**

Respectfully submitted,

Donna Cerreta  
Town Council Clerk