

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

September 12, 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 Terry Rooney
Councilmember Sean O'Rourke
Councilmember Kevin Reid

Absent: First Selectman Stephen J. Vavrek

A regular meeting of the Monroe Town Council was held on Monday, September 12, 2016 at 8:00 p.m. in the Council Chambers of the Monroe Town Hall.

TOWN INSURANCE REPRESENTATIVE

Overview of Insurance Programs

Mr. Goodall, a representative from Lockton presented an overview on town insurance and the services they provide. His presentation consisted of ongoing service and support such as day to day support, financial reporting, budget support, and compliance support. He also discussed renewal/marketing results consisting of the current carrier (Cigna Healthcare), request for proposal, and CT State Partnership Plan along with gross costs. Cathy Lombardi, Director, Human Resources and Ron Bunovsky, Finance Director was also present to answer any questions.

Chairman Lieto stated he would like to get into reviewing contracts even when it comes to health insurance and possibly bring to a vote at a meeting. Councilmember Kansky disagreed, calling this an ongoing expense year after year, and she can not understand how it can be turned down. She also could not relate on how the Chairman can make a decision whether this is a good thing or a bad thing. A consensus was done where the majority felt it should go to a vote, feeling the legislative body should review something of this nature. Chairman Lieto noted every contract should be on the agenda.

CONSENT CALENDAR

Motion to approve the minutes and voting record of the Town Council Meeting held on August 22, 2016 (Session 2016-14).

Request for Refunds dated August 31, 2016 totaling \$23,669.49.

Medicare Agreement regarding certain services provided by the Health Department.

State of Connecticut Department of Transportation, Section 5310 Grant Award.

Southwestern CT Agency on Aging Transportation Grant Award 2016.

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 \$2140.00.

Amendment - on the August 22, 2016 Draft Meeting Minutes per Councilmember Nicholas Kapoor – on page 7 of 8, Amend Motion should read:

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*)

Amendment – Chalk Hill Utilization, second sentence should read 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.

The Consent Calendar was passed unanimously with the noted amendments to the August 22, 2016 Town Council Meeting.

COMMUNICATIONS

Memo from the Library Director to Town Council dated August 17, 2016 regarding donations to the Library to be used for Summer Reading events.

Memo from the Library Director to Town Council dated August 24, 2016 regarding donations to the Library to be used for Children's Library events.

Memo from the Town Council Liaison – Board of Health to the Town Council Chairman dated August 24, 2016 regarding the Medicare Agreement.

Memo from the Police Chief to Town Council dated August 20, 2016 regarding a donation to the Police Department.

Memo from the Tax Collector to Town Council Chairman dated August 31, 2016 regarding the Request for Refunds totaling \$23,669.49.

Memo from Town Council Member and EMS Facility Workgroup Chairman to Town Council Chairman dated August 31, 2016 regarding Jacunski Humes Architects Invoice #16235.

Memo from the First Selectman to Town Council Chairman dated September 2, 2016 regarding a bid waiver from the Public Works Department requesting to waive the bidding process for the purchase of a street sweeper.

Memo from the First Selectman to Town Council Chairman dated September 2, 2016 regarding a bid waiver from the Public Works Department requesting to waive the bidding process for the purchase of two six wheel dump trucks.

Correspondence from the Director of Community and Social Services to Town Council dated September 2, 2016 regarding donations to Project Warmth, the Food Pantry, the Friendship Fund and the Food Truck Fundraiser.

Correspondence from the EMS Administrator regarding a donation to the Volunteer Emergency Medical Service.

Memo from the First Selectman to the Town Council Chair dated September 7, 2016 regarding donations to various Town departments and programs.

Memo from the First Selectman to the Town Council Chair dated September 7, 2016 regarding the Medicare Agreement for specific services offered by the Health Department.

Memo from the Town Clerk to the Town Council Chair dated September 8, 2016 regarding the Historic District Preservation Grant Application FY2017.

Memo from the First Selectman to the Town Council Chair dated September 8, 2016 regarding the Historic District Preservation Grant Application FY2017.

Memo from the First Selectman to the Town Council Chair dated September 8, 2016 regarding a ZBA Appointment.

Memo from the First Selectman to the Town Council Chair dated September 8, 2016 regarding the Southwestern Agency on Aging Transportation Grant Award for 2016.

Memo from the First Selectman to the Town Council Chair dated September 8, 2016 regarding the State of Connecticut Department of Transportation, Section 5310 Grant Award.

Councilmember Martin requested to hear discussions on bid waivers, but since the First Selectman was not present, she understood this will not be addressed tonight.

PUBLIC PARTICIPATION

Steve Kirsch, 35 Applegate Lane feels Rule 27 should apply to voting or not voting on contracts such as insurance. He also understands the Chairman will no longer read the list of Communications on the agenda, but he would still like them to appear in the Town Council Meeting Minutes.

APPOINTMENTS

Motion: (S. O'Rourke)

To appoint Ben Maini (R), of 23 Braeloch Way to the Zoning Board of Appeals as a full member for a term ending October 10, 2017.

Second: (E. Lipeles)

Discussion: Currently, Ben Maini is an Alternate Member of the Zoning Board of Appeals. This appointment fills the vacancy created by Anthony Testo.

Motion passed 9-0

ACTION ITEMS

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

Vice-Chairman Lipeles reported she had a lengthy conversation with Mike Manjos relating to Chalk Hill School noting there will be a joint meeting with the Board of Finance and Town Council. Councilmember Kansky reported the Board of Education discussed the Stepney roof and moving technology to Chalk Hill, and also noted an additional enrollment of 123 students. She also noted they were looking at ratifying the teachers' contract. Councilmember Kellogg stated the Board of Health finalized and recommended a public pools ordinance and discussed a Health Department GIS pilot program. Councilmember Kellogg noted EMS finalized the collection policy and will be going back to L&A for consideration and hopefully to Town Council. Vice-Chairman Lipeles stated a discussion and meetings were held on the senior tax abatement. She also noted the Fire Department is still working on plans to replace the apparatus with the Board of Finance.

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

Councilmember Reid reported Jack Zamary will be giving a presentation on the GIS. He noted the next meeting will be scheduled soon.

Town Council Committee on Legislative & Administrative Matters

Councilmember O'Rourke stated they did not meet but hopes to schedule a meeting for next Monday, September 19, 2016 at 6:30 p.m.

Strategic Planning Committee

Councilmember Kellogg stated the next meeting will be on September 15, 2016 and agenda items will include the part time pay plan, the fire department study, and the Chalk Hill building. He noted conversations with Mike Manjos and the Board of Finance were done and they are taking the effort to look at numbers involved to operate the facility and information will be forthcoming.

EMS Facility Workgroup

Councilmember Kellogg reported they met on August 30, 2016 and had an architectural consultant present at the meeting. He noted the workgroup has been doing a significant amount of work assessing sites, the existing EMS site at 54 Jockey Hollow Road and 7 Fan Hill Road. The existing structure of 54 Jockey Hollow Road is a 12,700 sq. ft. and would require renovation for a dedicated EMS facility. The 7 Fan Hill Road location would require new construction. It was stated the current septic system would require expansion and/or replacement. He stated upon review of the all site selection decision criteria used, cost implications/saving and available property discussed with other Town Departments, it was concluded the existing 54 Jockey Hollow Road locations provided the best solution to meet the needs of EMS and for the Town of Monroe. The workgroup agreed there was no need for a potential third site evaluation since all

Town owned qualified properties were evaluated. Councilmember Kellogg concluded by stating they wanted to proceed with the schematic design project phase for the 54 Jockey Hollow site. Chairman Lieto took a consensus to move forward with this project and begin the next phase.

First Selectman's Update

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

UNFINISHED BUSINESS

Chalk Hill Updates

Chairman Lieto noted this will remain on the agenda for further discussion. He noted First Selectman Vavrek sent a link to goggle.docs as information is received. Chairman Lieto also noted Frank Cooper, Director of Parks and Recreation is anxiously looking to plan programs in the winter at the Chalk Hill building. Ron Bunovsky, Director of Finance also stated Mr. Cooper wants to get a brochure ready to send out.

Revisions to Code of Ethics

Chairman Lieto stated this was put on the agenda with expectations to review. He noted copies did not make it in the packet with revisions as L&A did not have an opportunity to review and approve them. He would like to move forward on this as soon as possible.

NEW BUSINESS

Health Department GIS Pilot Program Presentation

Jack Zamary did a slide show presentation on the pilot program proposal noting it is to create electronic forms for the Health Department. He noted it allows entry and updates from a location, have real time information, store data redundantly for security and archiving; support continuity of operations, integrate with GIS mapping, create a system that will provide better access and transparency to businesses, improve efficiency, and have limited budgetary impact. He presented a slide on the pilot program design and implementation, noting metroCOG will provide initial design work. He also gave a pilot program financial detail noting pilot costs can be covered under the Start Up Reserve Account. He concluded by stating if the pilot is successful, they can seek to expand. Nancy Brault was also present to answer any questions.

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

Motion: (E. Lipeles)

To process EMS Invoice # 16235 to Jacunski Humes Architects.

Second: (N. Kapoor)

Discussion: Councilmember Kellogg stated the amount is \$1,400.00.

Motion passed 9-0

Historic Documents Preservation Program Grant for FY17

Motion: (E. Lipeles)

To approve the resolution that states:

BE IT RESOLVED, that Stephen J. Vavrek, First Selectman of the Town of Monroe is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for a Historic Document Preservation Grant.

Second: (N. Kapoor)

Discussion: Chairman Lieto noted this has been seen before. Vida Stone, Town Clerk was present and felt this is a great thing to continue.

Motion passed 9-0

2ND PARTICIPATION - None

Next Town Council Meeting will be scheduled on September 26, 2016

ADJOURNMENT

Motion: (E. Lipeles)

To adjourn the meeting at 9:26 p.m.

Second: (N. Kapoor)

Motion passed 9-0

Respectfully submitted,

Donna Cerreta
Town Council Clerk