

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

November 14, 2016 – 7:30 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:

First Selectman Stephen J. Vavrek, Councilmember Terry Rooney

A regular meeting of the Monroe Town Council was held on November 14, 2016 at 7:30 p.m. in the Council Chambers of the Monroe Town Hall.

PRESENTATION OF OFFICIAL CITATION STATE OF CONNECTICUT GENERAL ASSEMBLY

Monroe Soccer Club U-11 Girls State Champion- Team was presented with the Citation from Senator Kelly, and the State of Connecticut, as well as a trophy and team sweatshirts.

CONSENT CALENDAR

- A.** Motion to approve the minutes and voting record of the Town Council Meeting held on October 24, 2016 (Session 2016-19).
- B.** Motion to approve the voting record of the Town Council Special Meeting Joint Session with the BOE, BOF and PZC held on November 7, 2016.
- C.** Request for Refunds dated November 7, 2016 totaling \$4,154.80.
- D.** Donations to Project Warmth from various residents and organizations in the amount of \$700.00.
- E.** Donations to the Food Pantry from various residents and organizations in the amount of \$1,181.91.
- F.** Donations to the Edith Wheeler Memorial Library from various residents in the amount of \$2,505.00
- G.** Jacunski Humes Invoice for the EMS Feasibility Study dated October 5, 2016 in the amount of \$3,100.00.

Consent Calendar was passed unanimously. November 14, 2106

COMMUNICATIONS

- A. Correspondence from the Director of Community and Social Services to Town Council dated October 25, 2016 regarding donations to the Food Pantry and Project Warmth.
- B. Memo from the Library Director to the Town Council dated October 26, 2016 regarding a donation to the Library.
- C. Memo from the Library Director to the Town Council dated November 1, 2016 regarding a donation to the Library.
- D. Memo from FEHPS Committee Members to Town Council Chairman dated November 4, 2016 regarding Fire Apparatus Bid Process.
- E. Memo from the Tax Collector to Town Council Chairman dated November 7, 2016 regarding the Request for Refunds totaling \$4,154.80.
- F. Memo from the Emergency Management Director to the First Selectman with a copy to the Town Council Chair dated November 8, 2016 regarding the FFY 2016 EMPG Grant Application.
- G. Memo from the Emergency Management Director to the First Selectman with a copy to the Town Council Chair dated November 8, 2016 regarding the FFY 2016 Homeland Security Grant Program.
- H. Letter of Opinion from the Town Attorney to the First Selectman with a copy to the Town Council Chair dated November 8, 2016 regarding the proposed ordinances.
- I. Memo from the First Selectman to the Town Council Chair dated November 9, 2016 regarding the FFY 2016 Homeland Security Grant Program.
- J. Memo from the First Selectman to the Town Council Chair dated November 9, 2016 regarding the FFY 2016 EMPG Grant Application.
- K. Memo from the First Selectman to the Town Council Chair dated November 9, 2016 regarding donations to the Food Pantry, Edith Wheeler Memorial Library and Project Warmth.
- L. Memo from Town Council Member-EMS Facility Workgroup Chairman to Town Council Chair dated November 10, 2016 regarding Jacunski Humes Invoice for payment.
- M. Letter of Opinion from the Town Attorney to the First Selectman with a copy to the Town Council Chair dated November 10, 2016 regarding the State of Connecticut D.O.T. Project Authorization Letter for the Roundabout.

Motion to Amend Agenda: November 14, 2016

Council Member Nick Kapoor Motioned that Bid Waiver be added back to Communications for next meeting, as part of conversation with First Selectman Stephen Vavrek. As referenced in Tuesday, October 24, 2016 Agenda "Memo from the First Selectman to the Town Council Chair dated October 20, 2016 regarding a Bid Waiver request for lifting and leveling the sidewalks around Town Hall."

Chairman F. Lieto noted for record for it to be added to Agenda on November 28, 2016.

Amendment passed unanimously (8-0). November 14, 2106

PUBLIC PARTICIPATION

No Public Participation

APPOINTMENTS

None listed for November 14, 2016

ACTION ITEMS

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

Vice Chairman Lipeles reported that Board of Finance did not have a meeting last week so nothing to report.

Councilmember Kansky went to the Board of Education (BOE) meeting last week and the one item of interest was the Stepney Elementary overview. BOE will come to Town Council Meeting to present costs for roof replacement total cost \$1.8 million, additionally there will be soffit and fascia work totaling \$500,000 and finally a sealer on the expansion block totaling \$26,000, the bottom line being it is going to cost \$2.3 million for all repairs. Chairman Lieto for the record stated BOE requested to be at next meeting (November 28, 2016).

Mr. Kellogg stated Board of Health meet on November 1, 2016. There are many ordinances everyone is aware of and they are reviewed routinely. Issue that will come before council is: Massage Establishment ordinance as presented by Chief of Police another meeting is scheduled for December 1, 2016 to review ordinance changes before they get to L&A. Additional item is sewer ordinance which is still being worked on. They are also working on budget concerns for next fiscal year meeting scheduled for November 15, 2016.

EMS commission met the last week of October approval for proposed capital for Lucas Automated CPR devices, they are also scheduling a special meeting to discuss budget. Ongoing conversations for future EMS studies that were discussed in the past are still being considered. Vice-Chairman Lipeles made contact with Fire Marshall Davin plans are moving forward for the 100th Anniversary for Stepney is moving forward for January. The Apparatus Committee met with Town Attorney Fracassini to discuss contract wording. All companies have been busy with carbon monoxide responses due to colder weather. Now is the time to check the carbon monoxide heater's safety devices.

Councilmember Rooney is not here; therefore no updates from police are available.

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

Councilmember Reid tells council that they are scheduled to meeting with EDC Chair on Thursday November 18, 2016 for a long awaited conversation, Mr. Cooper Director Parks and Recreation will be invited to speak or provide information about the fields at Wolf Park as well as tennis courts. No additional items add to the agenda.

Town Council Committee on Legislative & Administrative Matters

Councilmember O'Rourke stated Committee met November 14, 2016, the discussion included draft proposed revisions from Town Attorney Fracassini in reference to Chapter 470 "Taxation" of Town Code, Chapter 291 "Food Handling Establishments" Chapter 305 "Health and Sanitation" of Town Code and Chapter 420 "Public Swimming Pools" of the Town Code. L&A also discussed changes to Rules and Procedures- Town Council. Next meeting is in 2 weeks November 28, 2016.

Strategic Planning Committee

Councilmember Kellogg stated Committee met on November 3, 2016 most of the discussion was on part-time pay plan's on going work with thanks to Mr. Kapoor and Ms. Lombardi who presented additional information and questions which will be presented at next meeting. Future agenda for capital project discussion with Mr. Bunovsky on how to structure and gather information for the next meeting which is scheduled for December 1, 2016.

EMS Facility Workgroup

Councilmember Kellogg, stated EMS's last meeting was November 9, 2016. EMS received first draft of schematic design for proposal. There have been a lot of additional discussions with the architect who is making adjustments. Good news is that the renovations project as opposed to new construction project is more cost effective. Numbers have not been provided as of yet until next phase of project is suggested. The next meeting will be November 21, 2016 for a follow up with the architect.

First Selectman's Update - First Selectman was not present not had he provided an update.

UNFINISHED BUSINESS

Chalk Hill Updates

Chairman Lieto, there was a Joint Special Meeting held on November 7, 2016, Committees is waiting on Planning and Zoning to render an opinion in regards to use, of Chalk Hill, at which, Finance, Town Council and/or BOE will determine budgeting for the future use of the building. Mr. Kapoor added that even though First Selectman is not present, he would like clarification to Municipal Departments moving to that building and how budgeting would be distributed for remainder of the year, however there are still many questions that need to be answered a few being; What does Town need?, Could the State use the building for anything have they been reached out?, How will security be addressed?, Money needs to be discussed as we all know. And finally, can BOE use it for other academic needs such as School of the Deaf or other academic tenants? Since all necessary Departments only meet sporadically, and we are waiting on Planning and Zoning, how will this be resolved before January 1, 2017 this should be priority number one on First Selectman's agenda day after day, and is hoping for additional discussions at next meeting? Mr. Kellogg agreed with all points, and stressed that he appreciated BOE

insight to concerns about security as they use the parking lots and fields on the school campus and the needs that will have to be addressed to maintain safety on the campus. Vice-Chair Lipeles was impressed with BOE thorough presentation and that they have no need and will have no need to building in future. Councilmember Martin's immediate concern about permission to use building can something be done temporarily? Councilmember O'Rourke stated that he appreciated that the details about Chalk Hill's assumption that repairs were done for Sandy Hook occupying the building were dispelled, and that everyone now knows that no major repairs or updates were done. Ms. Plunket and Ms. Aguliera sent details discussed at Special meeting to Chairman Lieto and he forwarded to Council and will resend if they did not get it. It was a very comprehensive report and can use some of the details to assist in making a decision on Chalk Hill. Councilmember Kellogg discussed a meeting request from the First Selectman he was included on and it was unclear if he was as member of SBC or TC member, or if it was to create a new committee, included on request were a variety of individuals, including Department Heads and Councilmembers and Elected Officials from each office. Due to conflict in schedule he did not attend. No additional correspondence has transpired and no other TC member had attended.

Revisions to Code of Ethics

Based on Attorney Fracassini's revision letter about Code of Ethics work still needs to be done to ordinance approval. L&A did not discuss this items and it should be tabled for now until discussion with L&A can be done. Opinion by Attorney Fracassini is that Town reviews other Towns' ordinances and rewrite ordinances similar to others. Mr. O'Rourke referred to Attorney as being "perplexed by proposed changes and that the changes carry out that purpose", it is unclear what "that purpose". Clarification from Attorney Fracassini will be requested.

Chairman Lieto stated that FEPS and L&A went over changes to Draft proposed revisions to Chapter 470 "Taxation" of the Town Code, Draft proposed revisions to Chapter 291 "Food Handling Establishments" and Draft proposed revisions to Chapter 305 "Health and Sanitation" of the Town Code. Chairman Lieto asked Councilmember Kellogg to go over revisions Mr. Kellogg went over all proposed changes. All members were given handouts to review changes visually. Council provided consensus to schedule Public Hearing. All proposed revisions were discussed and approved. Dates and times for Public Hearing were determined and voted on. Public Hearing suggested for November 28, 2016.

Councilmember Kapoor had concern with Chapter 470 "Taxation" of the Town Code. Changes to tax credit percentages. No income changes have been addressed as the value of dollar would change, therefore, code would have to be reviewed annually or bi-annually but it is more work for Council as the ordinance would have to be changed each time. Mr. Kellogg agreed, but did not see it being a problem in the future, as it should be reviewed each year regardless.

Councilmember Kellogg stated only update by Town Attorney Fracassini to Draft proposed New Chapter 420 "Public Swimming Pools" of the Town Code referenced the use of different language when referencing Director of Health as referred to as Authorized Agent. L&A determined that all references should read as Director of Health and Ordinance will be revised to

represent the changes. All members agreed to modifications. Will also be part of November 28, 2016 Public Hearing meeting.

NEW BUSINESS

Fire Apparatus Acquisition

Chairman Lieto stated that the contract with Bulldog and KME are still under negotiations for the Fire Apparatus Acquisition and will be reviewed by L&A when opinion letter from Town Attorney is obtained.

FFY 2016 EMPG Grant Application

Vice Chairman Lipeles motioned to approve FFY 2016 EMPG Grant Application; it was second by Councilmember Kellogg and approved 8-0.

FFY 2016 Homeland Security Grant Region 1 MOA

Vice Chairman Lipeles motioned to approve FFY 2016 Homeland Security Grant Region 1 MOA it was second by Councilmember Kellogg and approved 8-0.

Tax Abatement Application 35 Cambridge Drive

Chairman Lieto felt that Mr. Kaldawy presented a well thought out and through presentation. Town Council, L&A reviewed the ordinance and agreed to the maximum allowance of 30% abatement for 3 years based on assessed improvement valued at \$1,575,000.00 dated September 2, 2016 Mr. Kellogg this application exists to help individuals invest in Monroe as permanent Grand List additions and tax revenues. Vice-Chairman Lipeles motioned for approval, Second by Councilmember Kapoor approved 8-0.

Councilmember Martin would like clarification on who are the responsible parties on Reviewing Committee. Committee is clear. Mr. O'Rourke will be responsible for determining if L&A is part of Committee or if they are to only part of review, the end result being the same either way.

Rules of Procedure – Town Council

Councilmember O'Rourke presents 3 changes

1. Page 3 item 3 Order of Business III. "Appointments" "and" stricken with "and Agreements" added
2. Page 6 Letter C. added "as required by FOI"
3. Page 10 #24. "Taped" becomes, "Recorded" as well as "(3) three" -- becomes "(6) six"

Chairman Lieto stated that item to be tabled until it is cleaned up before it is reviewed for vote.

Town Hall Complex – Sidewalk Repair Contract

Chairman Lieto there is nothing to discuss. Mr. Kapoor, was confused if contract was already approved or not. Chairman Lieto stated he had no additional information. Councilmember Kansky stated she was concerned that there is not enough bidding on projects, as all they ever see are bid waivers and that something should be done. Councilmember Martin stated L&M discussed revision of purchasing policy for bid waiver approvals. Item is tabled until next meeting.

Project Authorization Letter: Multi-Use Trail Sections II & III

Chairman Lieto stated that it was on Finance Agenda not on Town Council Agenda based on PAL from July 20, 2016 presented as Metro Cog Initiative about trails was executed by First Selectman for \$150,000 most of money from State Grants. Councilmember Mr. Reid's subcommittee to look at this as it was never presented to them or Town Council. Councilmember Kapoor asks Mr. Bunovsky. about percentages of funds from Town verses from grant. Mr. Bunovsky's response was not audible. Councilmember Martin questioned dates on letter and dates received. Chairman Lieto stated Councilmember Reid will look into it and provide findings to Council during next meeting. From Chairman Lieto's investigation he found that Board of Finance has not taken action at this time.

Project Authorization Letter: Roundabout

Chairman Lieto stated they have an opinion letter as well as PAL, as it is not on the Town Council agenda, but they have been aware of the project for some time Letter dated Oct 26,2016 , Presented on November 8, 2016 it is not signed yet by First Selectman. Councilmembers Kansky and Martin continued discussion with members about Clock Tower and maintenance within Round-About. Conclusion is that all items have already been approved as part of original project. Motion for signature and approval by First Selectman by Vice-Chairman Lipeles, second by Councilmember Kapoor motioned approved 8-0.

PUBLIC PARTICIPATION

None recorded

ADJOURNMENT

Motion: (Lipeles)

Motion to adjourn

Second: (O'Rourke)

Motion Passed 8-0

Respectfully submitted,
Alison Noroian
Town Council Clerk