



STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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JAMES M. PRICHARD  
Deputy First Selectman

SARAH D. COOK  
MELINDA M. FERRY  
DAVID E. STAVENS  
RONALD F. STOMBERG  
JOHN W. TURNER

LORI L. SPIELMAN  
First Selectman

BOARD OF SELECTMEN  
Monday, January 14, 2019  
Town Hall Meeting Hall

SELECTMEN PRESENT: Lori Spielman, James Prichard, John Turner, Ronald Stomberg, Melinda Ferry, Sarah Cook

SELECTMEN ABSENT: David Stavens

OTHERS PRESENT: Timothy Webb, Director of Public Works/WPCA Administrator; Felicia LaPlante, Acting Finance Officer/Treasurer; Peter Hany, Ellington Volunteer Ambulance Corps President; Joy Hollister, Director of Human Services; Marie Sauve, Human Resources Coordinator/Executive Assistant; Sue Phillips, Library Director; Tracey Rich and Marie Letellier, Four Town Fair Committee; Peg Busse, Board of Finance

## I. CALL TO ORDER

The Board of Selectmen (BOS) meeting was called to order at 7:06 P.M. by First Selectman Spielman.

## II. PLEDGE OF ALLEGIANCE

## III. CITIZENS' FORUM: Non-agenda items

No citizens came forward.

## IV. APPROVAL OF MINUTES:

### A. December 10, 2018 Board of Selectmen Regular Meeting

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE DECEMBER 10, 2018 BOARD OF SELECTMEN REGULAR MEETING.

## V. UNFINISHED BUSINESS:

### A. Custodial Staff

#### 1. Reorganization of Senior Center & Library Part-Time Custodian Positions

Timothy Webb, Director of Public Works/WPCA Administrator, stated that this is a follow-up to an earlier request. The existing custodian at Hall Memorial Library will be departing and they would like to fill the position with a full-time staff member who would work at both Hall Memorial Library and the Ellington Senior Center. This custodian would work different hours than the current custodians. The

shift would end closer to 9:00 pm to ensure proper closure of the buildings. This plan allows for a Town employee to be present in the buildings after hours to secure them.

Mr. Prichard asked if the position includes benefits. Mr. Webb said that the current custodian receives benefits, as he was grandfathered in. That means that there would be no change in benefits. The salary for this position will be \$52,000 plus benefits. Felicia LaPlante clarified that the cost of the insurance benefit will come out of the 950 Insurance Account, not the Hall Memorial Library account.

MOVED (TURNER), SECONDED (COOK) AND PASSED UNANIMOUSLY TO REORGANIZE THE RESPONSIBILITIES OF THE CUSTODIAN DUTIES FOR THE SENIOR CENTER AND HALL MEMORIAL LIBRARY CUSTODIAN STAFF BY COMBINING THE POSITIONS UNDER THE SUPERVISION OF THE DEPARTMENT OF PUBLIC WORKS. THE TWO PART-TIME SENIOR CENTER CUSTODIANS AND THE ONE PART-TIME LIBRARY CUSTODIAN POSITIONS WILL BE ELIMINATED EFFECTIVE MARCH 1, 2019 AND DUTIES WILL BE TRANSFERRED TO THE DEPARTMENT OF PUBLIC WORKS UTILIZING ONE FULL-TIME CUSTODIAN POSITION, AS AGREED TO BY DIRECTOR OF HUMAN SERVICES AND THE HALL MEMORIAL LIBRARY BOARD OF TRUSTEES AND IN ACCORDANCE WITH THE REVISED TOWN CHARTER EFFECTIVE JANUARY 1, 2019.

2. Authorization to Fill DPW Full-Time Custodian Position

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO FILL THE NEW FULL-TIME DPW CUSTODIAN POSITION

**VI. NEW BUSINESS:**

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO ADD TO THE AGENDA UNDER NEW BUSINESS, ITEM L; AUTHORIZATION TO APPOINT TEMPORARY SPECIAL COUNSEL

A. Tax Refunds/Abatements

MOVED (TURNER), SECONDED (COOK) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$6,195.65 AS RECOMMENDED BY THE TAX & REVENUE COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENT STATEMENT FOR THE MONTH OF JANUARY, 2019. **[ATTACHED]**

B. Four Town Fair - Request for Annual Contribution

Ms. Spielman said that she was approached by members of the Four Town Fair Board, who would like all of the towns to join in with support for the Four Town Fair.

Tracey Rich (142 Ellington Avenue) explained that the Four Town Fair is made up of East Windsor, Ellington, Somers, and Enfield. Every year the host town rotates, and 2019 is Ellington's year. Each town typically contributes, whether it be financially or with equipment. The Four Town Fair Board is requesting that Ellington contribute to the fair.

Marie Letellier, Director of the East Windsor Four Town Fair Board, explained some of the things other towns have done in the past. Enfield contributed by providing a local group to secure the property, which had a value of about \$4,995. The Town of East Windsor annually contributes \$500, and when they host, they pay for the sanitation. The total for that comes to about \$8,700. The Four Town Fair Board is bringing this to Ms. Spielman to see how Ellington can support the fair and

become more active. Many sponsors are from Ellington. The Board would like to see sponsorship increase. The contribution could be in the form of a service or a monetary amount.

Ms. LaPlante stated that this can be included in a budget discussion, which would go into effect July 1, 2019. Residents would have a vote on that decision. The fair is in September. Ms. Rich said she would like to see people get more involved. They want to show the other towns how wonderful Ellington is and reach as many people as possible for support.

C. Conservation Commission Removal of Member – Don-Christopher Hattin

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO REMOVE DON-CHRISTOPHER HATTIN AS A MEMBER OF THE CONSERVATION COMMISSION FOR NON-COMPLIANCE OF THE TOWN'S ATTENDANCE POLICY OF APPOINTED BOARD MEMBERS, AS RECOMMENDED BY THE TOWN PLANNER.

Ms. Cook asked if the person has replied to the correspondence sent. Ms. Spielman said multiple letters were sent and they have not received a reply.

D. Proposed Right to Farm Ordinance

MOVED (TURNER), SECONDED (STOMBERG) AND PASSED UNANIMOUSLY TO REFER THE PROPOSED RIGHT TO FARM ORDINANCE TO THE TOWN ORDINANCE COMMITTEE FOR REVIEW AND RECOMMENDATION TO THE BOARD OF SELECTMEN.

Mr. Turner said that he has some questions for Lisa Houlihan, Town Planner. Ms. Cook said that Ms. Houlihan offered to come talk to the BOS in February. Ms. Spielman said they looked at the Town of Lebanon for a comparison. She also asked some of the farmers to look it over. Ms. Cook confirmed that it takes existing state statutes that supports farming and fine tunes them, making this a reiteration of the law.

Mr. Turner confirmed that this aligns with the Department of Energy and Environmental Protection (DEEP) and pollution laws. Mr. Stomberg asked if Ms. Houlihan can attend the Ordinance Committee meeting, and Ms. Spielman said that she will make sure she is there.

E. 74 Maple Street – Town Property

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO WAIVE THE NORMAL BIDDING PROCEDURES, AS RECOMMENDED BY THE DIRECTOR OF PUBLIC WORKS IN HIS MEMO OF JANUARY 4, 2019 AND AWARD THE CONTRACT FOR THE DEMOLITION OF TOWN PROPERTY STRUCTURES LOCATED ON 74 MAPLE STREET IN AN AMOUNT NOT TO EXCEED \$35,000 TO KRAUSE EXCAVATING OF TOLLAND, CONNECTICUT. KRAUSE EXCAVATING SUBMITTED THE LOWEST QUOTE FOR THE PROJECT AND HAS BEEN USED SUCCESSFULLY IN THE PAST FOR TOWN DEMOLITION PROJECTS.

Mr. Turner asked Mr. Webb to go over the schedule. Mr. Webb responded that the building has been cleaned out. They have generated some money from the sale of scrap metal and a vehicle from the property, which was auctioned. CMG Environmental Engineering was in the building and stated that there is some asbestos and chemicals in the garage they would like to look into further. They are looking to knock the structure down in April. Mr. Turner asked if the fire department has approached Mr. Webb for use of the property. Mr. Webb stated that the fire department has permission from the First Selectman to use the property.

JR Russo will confirm the survey of the property and they then will move the fence up and around after the property is cleared out.

F. Ellington Volunteer Ambulance Corps – Sale of Ambulance

MOVED (TURNER), SECONDED (COOK) AND PASSED UNANIMOUSLY TO AUTHORIZE THE PRESIDENT OF ELLINGTON VOLUNTEER AMBULANCE CORPS TO ACCEPT THE OFFER FROM NEW HARTFORD VOLUNTEER AMBULANCE OF NEW HARTFORD, CONNECTICUT IN THE AMOUNT OF \$18,000 FOR THE SALE OF THE 2010 CHEVROLET/LIFELINE AMBULANCE. PROCEEDS FROM THIS SALE SHALL BE DEPOSITED INTO THE AMBULANCE CHARGING FUND.

Mr. Turner asked if there is a general appraisal on the value of the vehicle. Peter Hany, Ellington Volunteer Ambulance Corps President, said that they have received multiple quotes, including one for \$5,500, one for \$12,500, and one for \$12,000. They thought \$18,000 was a fair offer.

G. Establish Policy: Use of Town Buildings (to include all Town Buildings)

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO REFER TO THE TOWN POLICIES COMMITTEE, THE PROPOSED REPLACEMENT OF THE CURRENT BOARD OF SELECTMEN POLICY "*REGULATIONS FOR USE OF TOWN HALL FACILITIES*" WITH A NEW BOARD OF SELECTMEN POLICY "*REGULATIONS FOR USE OF TOWN MEETING FACILITIES*", TO INCLUDE ALL TOWN BUILDINGS.

FURTHER, THE TOWN POLICIES COMMITTEE SHALL INVITE INPUT FROM DEPARTMENT HEADS IN EACH OF THE TOWN FACILITIES AND RECOMMEND A DRAFT POLICY TO THE BOARD OF SELECTMEN.

Ms. Spielman confirmed that this will be the same across the board for all buildings. Ms. Cook asked why this is being done, and asked if this is putting a time limit on how long people can meet, because this asks for a representative from the Town to be present at each meeting. Mr. Webb said that people are meeting in Town buildings with little or no supervision that have very little to do with the Town. Ms. Cook expressed concern that this will restrict the various political groups in Town and when they want to meet. Mr. Webb responded that this is not to stop groups from meeting. Ms. Cook said that there should be exemptions for people in Town.

Peg Busse (37 Abbott Road) said that the policy references organizations not covered by the Town insurance. She asked if this includes the Cub Scouts and Girl Scouts. Mr. Webb said that this only applies when the building is closed, for example, when groups use facilities until after hours with few people from Ellington present.

Mr. Turner asked if this is going to be followed by another policy specific to each facility, for example, specific to the Library. He stated he is concerned with how this applies to the ambulance building and 6 Nutmeg Drive. He envisions that there are special requirements or guidance for use of those facilities. Mr. Webb agreed that the Town has to look into that also. He suggested moving this policy on to the board and have them discuss it.

Mr. Webb stated that this policy was created by himself in conjunction with people from other departments, including the First Selectman's Office, the Senior Center, and Human Services. There are times when people working think that the building is secure, but then a group comes in. These people have keys, but no connection to the Town. Joy Hollister, Director of Human Services, stated that they have authorization to be there, but not by employees. Mr. Webb stated that there are concerns about people meeting in a Town building when no one is there.

Mr. Turner noted that the last time that this was amended was 2006. He asked that there be a definition of "political campaign." When Town committees meet in a political atmosphere, they often have guests speak about local, state, and national politics. Mr. Webb said that they would have to reference an attorney.

#### H. LOSAP Plan Update

MOVED (TURNER), SECONDED (COOK) AND PASSED (AYE: PRICHARD/STOMBERG/FERRY/COOK; ABSTAIN: TURNER) TO AMEND THE CURRENT LOSAP PLAN DOCUMENT TO EXTEND LOSAP LIFE INSURANCE COVERAGE TO ACTIVE MEMBERS OF THE EMERGENCY SERVICE AGENCIES AS LONG AS THEY MAINTAIN THEIR ACTIVE PARTICIPATION STATUS. THE CHIEF/PRESIDENT OF EACH AGENCY WILL VERIFY THE STATUS OF THOSE MEMBERS ELIGIBLE FOR SUCH COVERAGE ANNUALLY.

FURTHER, ACTIVE PARTICIPATION STATUS IS DEFINED AS RESPONSE TO/PARTICIPATION IN FIRE-RESCUE-EMS INCIDENTS AND TRAINING EVENTS, PUBLIC EDUCATION EVENTS, AND ACTIVITIES AUTHORIZED BY THE CHIEF OR HIS DESIGNEE WITHIN THE CURRENT YEAR. PARTICIPATION INCLUDES, FIRE POLICE, FIREFIGHTING, RESCUE INCIDENTS, MUTUAL AID INCIDENTS, DRIVING FIRE APPARATUS, FIRE GROUND/TRAINING SUPPORT ACTIVITY AND COMMITTEE ACTIVITIES THAT ARE DEEMED CRITICAL TO THE MISSION STATEMENT OF THE SERVICE.

Mr. Prichard asked if these people were not covered before or if this is a change in the policy. Mr. Turner said in the current LOSAP plan, which was originally drafted in the 1990s, the assumption was that people retire at age 65. In the current age, people work and volunteer past the age of 65. After 65, their life insurance coverage goes away. This opens up the opportunity for these people to have life insurance coverage between the ages of 65 and 70, and reduced by 50% after the age of 70, provided they meet the criteria. There are numerous people in Town now volunteering after 65.

#### I. Finance Office Policy

MOVED (TURNER), SECONDED (COOK) AND PASSED UNANIMOUSLY TO REFER TO THE BOS TOWN POLICIES COMMITTEE THE PROPOSED REVISIONS OF THE TOWN OF ELLINGTON POLICY AND PROCEDURES REGARDING PURCHASING PROCEDURES FOR REVIEW AND RECOMMENDATION TO THE BOARD OF SELECTMEN.

Ms. LaPlante confirmed that everything is consistent with the new Town Charter. Mr. Turner asked if they will be fast tracking this so it is ready by July 1. Ms. LaPlante confirmed that this is the plan.

#### J. BOE Special Revenue Fund Ordinance

##### 1. BOS Town Ordinance Committee Recommendation

Mr. Stomberg said that the Town Ordinance Committee approved the request from the Board of Education (BOE).

##### 2. BOS Recommendation

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO RECOMMEND ADOPTION OF THE BOARD OF EDUCATION SPECIAL REVENUE FUND ORDINANCE AS RECOMMENDED BY THE TOWN ATTORNEY AND THE BOS TOWN ORDINANCE COMMITTEE.

##### 3. Set Public Hearing & Town Meeting Date

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO HOLD A PUBLIC HEARING ON MONDAY, FEBRUARY 11, 2019 AT 7:00 P.M. AT THE ELLINGTON TOWN HALL MEETING HALL TO ALLOW CITIZENS TO COMMENT ON THE BOARD OF EDUCATION SPECIAL REVENUE FUND ORDINANCE; FURTHER TO HOLD A TOWN MEETING FEBRUARY 11, 2019, TO BE HELD IMMEDIATELY FOLLOWING THE PUBLIC HEARING, TO DISCUSS AND VOTE UPON THE ORDINANCE.

K. Reclassify Executive Secretary Position/Revise Job Description

MOVED (TURNER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY TO RECLASSIFY THE EXECUTIVE SECRETARY POSITION FROM EXEMPT TO NON-EXEMPT AND APPROVE THE REVISIONS TO JOB DESCRIPTION.

Ms. Cook asked how much overtime this position experiences currently. Marie Sauve stated that she is unsure. Mr. Prichard said that this has been an exempt position forever. Ms. Sauve said that it has been an exempt position since it was established in 2011. There was never an Executive Secretary position before then. Ms. Cook asked if this was classified incorrectly, or in the wrong salary. Ms. Sauve confirmed that it is a clerical secretarial position, and it was wrongly classified.

Mr. Turner asked if the current contractual language allows for compensatory time instead of overtime. Ms. Sauve said that the Town's Personnel Rules state that compensatory time can be substituted for payment. This is not a unionized position. Ms. Cook confirmed that, when this is reclassified, the person will receive compensation for time and a half after forty hours of work. This person works 37.5 hours a week, will be paid straight time up to 40 hours, and will be paid time and half after. When she becomes non-exempt, the supervisor can either give compensatory time or payment.

L. Authorization to Appoint Temporary Special Counsel

MOVED (TURNER), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO ADOPT THE FOLLOWING RESOLUTION:

RESOLVED THAT THE FIRST SELECTMAN IS AUTHORIZED TO APPOINT TEMPORARY SPECIAL COUNSEL, AS REQUESTED BY THE FIRST SELECTMAN, TO OBTAIN A SECOND OPINION ON AN EMPLOYMENT RELATED MATTER.

Mr. Stomberg asked how long "temporary" is. Ms. Spielman said that it shouldn't be that long. Ms. Cook asked if this allows her to go forward to obtain a separate opinion. Ms. Spielman said that she is looking for someone who specializes in this particular matter for a second opinion.

Ms. Sauve said she was unaware that this was on the agenda tonight.

**VII. ADMINISTRATIVE REPORTS:**

- A. Building Official
- B. Emergency Services
  - 1. Resident State Troopers' Office
  - 2. Emergency Management Director
  - 3. Ellington Volunteer Ambulance Corps: Ms. Ferry thanked Mr. Hany for explaining the new way they deal with traumatic injuries.
  - 4. Ellington Volunteer Fire Department
  - 5. Crystal Lake Fire Department
- C. Fire Marshal

- D. Hall Memorial Library: Ms. Phillips provided pictures and said that the carpet and painting projects are coming along and look great.
- E. Tax & Revenue Collector
- F. Town Planner
- G. Human Services Department
- H. Finance Office
- I. Department of Public Works

### VIII. SELECTMEN COMMITTEE REPORTS

- A. Personnel Committee
  - 1. Resignations

MOVED (PRICHARD), SECONDED (COOK) AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF EDWARD P. JESKI FROM THE HOUSING AUTHORITY.

MOVED (PRICHARD), SECONDED (COOK) AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF WILLIAM CORREIA FROM THE HOUSING AUTHORITY.

- 2. Appointments

MOVED (PRICHARD), SECONDED (COOK) AND PASSED UNANIMOUSLY TO APPOINT DOROTHEA J. WAITE TO THE HOUSING AUTHORITY TO COMPLETE AN UNEXPIRED TERM ENDING JUNE 30, 2019.

MOVED (PRICHARD), SECONDED (COOK) AND PASSED UNANIMOUSLY TO REAPPOINT KURT SULLIVAN TO THE BOARD OF ASSESSMENT APPEALS TO SERVE A THREE-YEAR TERM ENDING JANUARY 31, 2022.

MOVED (PRICHARD), SECONDED (COOK) AND PASSED UNANIMOUSLY TO REAPPOINT STEFANIE CUNNINGHAM AND SULAKSHANA THANVANTHRI AS ALTERNATE MEMBERS TO THE ECONOMIC DEVELOPMENT COMMISSION TO SERVE TWO-YEAR TERMS ENDING JANUARY 31, 2021.

MOVED (PRICHARD), SECONDED (COOK) AND PASSED UNANIMOUSLY TO REAPPOINT DEREK REED TO THE ETHICS COMMISSION TO SERVE A FOUR-YEAR TERM ENDING JANUARY 31, 2023.

MOVED (PRICHARD), SECONDED (COOK) AND PASSED UNANIMOUSLY REAPPOINT ARTHUR G. AUBE, KENNETH BRAGA, STEVEN J. HOFFMAN AND MIKE SWANSON TO THE INLAND WETLANDS AGENCY TO SERVE FOUR-YEAR TERMS TO JANUARY 31, 2023

### IX. SELECTMEN LIAISON REPORTS

**Board of Education:** Ms. Ferry confirmed that the school is doing their second workshop on Thursday night, January 17, 2019, which will be open to the public, where different possibilities for the schools will be presented.

### X. FIRST SELECTMAN'S REPORT

- A. Retirement:
  - 1. Nicholas J. DiCorleto, Jr., Finance Officer/Treasurer: Ms. Spielman stated that she will be looking to fill this position.
- B. New Hires:
  - 1. Kim Courville, EMT/Driver

**C. Other**

Ms. Spielman said that she attended Governor Ned Lamont's inauguration.

Ms. Spielman said that she attended the 44<sup>th</sup> Annual Pancake Breakfast at Crystal Lake.

Ms. Spielman said that the process of job interviews for the Parks and Recreation position is going well.

Ms. Spielman stated that prizes were delivered to the winners of the Holiday Lighting Contest. The beautiful prizes were generously donated by resident Jennifer Smyth.

Ms. Spielman said that she performed a wedding at the Town Hall. In appreciation of her services, the couple made a donation of a gift card for the Winterfest.

**XI. CORRESPONDENCE:** There was none.

**XII. ADJOURNMENT**

MOVED (PRICHARD), SECONDED (TURNER) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 7:57 P.M.

Submitted by meaghan maguire Approved by Lori Spielman

Meaghan Maguire  
Recording Secretary

Lori Spielman  
First Selectman



