

**MINUTES
PLAINVILLE TOWN COUNCIL
COUNCIL CHAMBERS – MUNICIPAL CENTER
REGULAR MEETING
January 17, 2012 - 7:00 p.m.**

6:00pm WORK SESSION: **West Broad Street Traffic Study**

I. 7-7:30 pm TOWN COUNCIL CITIZENS FORUM

7:30pm PRESENTATION: **Fire Department Service Awards**

II. PUBLIC HEARING

III. REPORT OF TOWN MANAGER

1. Robertson Airport Update
2. Encumbrance Ordinance
3. Municipal and School District Operations Feasibility Study
4. Audit Review – Blum Shapiro
5. Board of Education Request – High School Tennis Courts
6. Delinquent Tax Report
7. Happenings (S. Osle)

IV. REPORT OF TOWN ATTORNEY

V. BOARD OF EDUCATION LIAISON (3rd Monday Meetings Only)

VI. ORAL PETITIONS (Old or New Business Agenda Items)

VII. MINUTES OF PREVIOUS MEETING

January 3, 2012 Special Meeting; Minutes of January 3, 2012 Regular Meeting

VIII. ANNOUNCEMENTS – REPORTS

IX. APPOINTMENTS/RESIGNATIONS

1. Resignation – Veterans Council
2. Conservation Commission Appointment
3. Appointments and Re-appointments to Boards and Commissions

X. OLD BUSINESS

XI. NEW BUSINESS

1. Consider an ordinance entitled “Encumbrance Ordinance”
2. Consider appropriation to perform a Municipal and School District Operations Feasibility Study
3. Tax Refunds – See Addendum

XII. ADJOURNMENT

Chairwoman Pugliese called the Work Session to order at 6:00pm, Tuesday January 17, 2012 in the Council Chambers of the Municipal Center, One Central Square Plainville. Also present were Vice Chairman Saunders, Council members Drezek, Christopher, Toffey, Hurley, Town Manager Lee and Assistant Town Clerk Clark. Councilman Wazorko entered at 6:30pm.

The reason for the study was neighbors voiced safety concerns with the increased traffic volume and high rates of speed on West Broad Street. Temporary speed bumps were placed in the area as well as traffic counters. Central Connecticut Regional Planning Agency was contacted to prepare a traffic study.

Technical Services Director Bossi reviewed the West Broad Street Traffic Study prepared by Central Connecticut Regional Planning Agency (CCRPA) in October 2011. He went on to say the report explores different options to slow down the traffic such as chicanes, chokers, diverters but did not offer specific recommendations.

Town Manager Lee has met with Bristol officials regarding West Broad Street and suggestions were made to install stop signs and or to shorten light cycles on Bohemia Street.

Discussion continued with area residents commenting on their concerns with the traffic and offered solutions that included making West Broad Street one-way, installing 3-way stop signs or making it a dead end road. The consensus was to first look into installing the stop signs and making West Broad Street one-way and lastly making it a dead end road.

I. TOWN COUNCIL CITIZENS FORUM

Marilyn Shorette, 18 Milford St., commented she would like the Town Council to reconsider having Citizens Forum televised.

John Kisluk, 65 Forestville Ave commented he would like to see the Charter Revision Commission meet in a larger meeting room for better accommodations, the decision by the Town Manager not the Town Council regarding the collection of Christmas Trees and that he had made a FOI request for the Town Manager’s evaluation from the previous Town Council meeting.

The business portion of the meeting began at 7:30pm. Town Attorney Mastrianni and Assistant Town Manager Osle were in attendance. Councilman Wazorko led the Pledge of Allegiance.

PRESENTATION: Fire Department Service Awards

Councilman Drezek presented awards to the following firefighters and congratulated them for their efforts:

Larry Sutherland	35 years
Thomas Borio	35 years
Jeffrey Johnson	30 years
William Gammon	25 years
Mark Cahill	20 years
Michael Dietrich	10 years
Paul Gerke	5 years
Dennis Wynne	5 years

Representative Boukus presented citations from the General Assembly to the firefighters with 5-10 years and citations from Governor for 20-35 years.

II. PUBLIC HEARING

III. REPORT OF TOWN MANAGER

Town Manager Lee reported on the following topics:

• **Robertson Airport Update**

Aviation Commission Chairman Byron Treado gave an update on the activities of the Commission and the operation of Robertson Airport. He reported a modest profit for the first fiscal year. Grant applications were received and used for roof repairs and runways. Pending projects were then reported on.

• **Encumbrance Ordinance**

A public hearing was held on the proposed Encumbrance Ordinance on January 3rd. The Board of Education also discussed the proposed Ordinance at their meeting held last week. There is an item under **New Business** should the Town Council wish to move forward with the adoption of the Ordinance.

• **Municipal and School District Operations Feasibility Study**

A public hearing to appropriate up to \$50,000 for the Feasibility Study was held on January 3rd. The Board of Education discussed the proposed study and it was the consensus of the Board to support the concept of consolidation of town and school financial functions. There is an item under **New Business** regarding the appropriation of the funds for the feasibility study.

• **Audit Review – Blum Shapiro**

Joe Kask from BlumShapiro gave an overview of the Town Audit for FY 11. Reports are available in the Town Clerk’s office.

• **Board of Education Request – High School Tennis Courts**

Superintendent Jeff Kitching recently sent a letter requesting the reallocation of previously approved capital funds for the purpose of replacing the tennis courts at Plainville High School. The total estimated cost of the project is \$135,000. The request involves four capital projects that have either been completed through other financing means or, in the case of the Old Linden projects, should not be completed until a long-range plan for the building is established.

The \$135,000 reallocation would be enough funding to demolish the existing courts, improve the drainage beneath the surface of the courts, and build new courts on the existing site.

The Town Charter allows for the Town Council to transfer the whole or any part of the unencumbered balance of any appropriation to any other purpose for which the Town Council may legally appropriate money provided that such transfer may be made from budget appropriations only in the last three months of the fiscal year.

Discussion followed with Superintendent Kitching and Council members and included funds allocated for Linden Street School and questionable future use for it. Council members agree the tennis courts are in need of repair but were not prepared to take action tonight.

Superintendent Kitching commented the courts will not be used this season and will research the amount of funds expended in the recent years to repair the courts and will include the costs to find other venues for school tennis matches.

- **Delinquent Tax Report**

A copy of the delinquent tax report was included in the meeting package information.

- **Christmas Trees**

Public Works Department has reported that to date, 340 Christmas Trees have been delivered to the transfer station.

- **Happenings (S. Osle)**

Assistant Town Manager reported on activities within the Human Services. A request has been made for a Farmer's Market this May- Oct for Food Share and venues are being looked into.

At this time Town Manager Lee presented Assistant Town Manager Osle with the Distinguished Budget Presentation Award.

***Vice Chairman Saunders motioned to add to the agenda:**

IX. APPOINTMENTS

3. Firefighter Resignation

The motion was seconded by Councilman Wazorko and passed 7-0.

IV. REPORT OF TOWN ATTORNEY

No report was offered.

V. BOARD OF EDUCATION LIAISON (3rd Monday Meetings Only)

Board of Education Chairwoman Saunders reported on multiple Winter Concerts and the Board of Education's Budget Development meetings.

VI. ORAL PETITIONS (New Business Agenda Items)

Robert Mercer, 215 Unionville Ave commented on moving forward with the Linden Street School project and suggested taking it down.

John Kisluk, 65 Forestville Ave. mentioned spending \$50,000 for a feasibility study and not putting the study out to bid is in violation of the charter and will be petitioning for a referendum.

Rosemary Morante, 28 Welch St. commented it is not prudent to spend \$50,000 for the feasibility study for reasons of transparency.

Charlotte Koskoff, 8 River Edge Ct. speaking as a citizen feels it is an unnecessary expenditure of funds to support an unnecessary structural change; as a member of the Board of Education, there was no consensus to support the study and asked the Town Council to postpone its decision.

Becky Tyrrell, 174 West Main St. would like to see the Town Manager and Superintendent be given a reasonable amount of time and together have a chance to look at ways to create efficiencies and if that doesn't work then spend the money.

VII. MINUTES OF PREVIOUS MEETING

Councilwoman Toffey motioned to approve the minutes of January 3, 2012 Special Meeting and the January 3, 2012 Regular Meeting. The motion was seconded by Vice Chairman Saunders and passed 7-0.

VIII. ANNOUNCEMENTS – REPORTS

Councilwoman Toffey attended the Downtown Beautification meeting and went with Councilman Drezek and Town Manager Lee to welcome the U.S. Marines from Afghanistan.

Councilman Drezek attended the Conservation Commission meeting.

Chairwoman Pugliese commented on a proposed amendment to Rules and Procedures of the Town Council meetings by adding an agenda item “**MATTER APPROPRIATE FOR EXECUTIVE SESSION** between **NEW BUSINESS AND ADJOURNMENT**. This amendment will be placed on the next Town Council agenda for consideration.

Chairwoman Pugliese also spoke generally about the goals and objectives for 2012 and evaluation of the Town Manager.

IX. APPOINTMENTS/RESIGNATIONS

1. Veterans Council

Councilman Wazorko motioned to accept with regret the resignation of Robert Berube from the Veterans Council. The motion was seconded by Councilwoman Toffey and passed 7-0.

2. Conservation Commission

Councilman Drezek motioned to ratify the Town Manager's appointment of Leslie M. Sundell (U) 365 Woodford Avenue B-9 to the Conservation Commission for the term of 1/15/12 – 1/15/16. The motion was seconded by Vice Chairman Saunders and passed 7-0.

3. *Firefighter Resignation

Councilman Drezek motioned to accept the resignation of Thomas Borio as a regular firefighter and appoint him as Fire Police of the Plainville Fire Department effective February 1, 2012. The motion was seconded by Vice Chairman Saunders and passed 7-0.

4. Planning & Zoning Commission

Vice Chairman Saunders motioned to reappoint Jennifer Bartiss-Earley (R) 74 South Washington Street, as a regular member of the Planning & Zoning Commission for the new term on 1/1/12 – 1/2/16. The motion was seconded by Councilwoman Toffey and passed 7-0.

5. Planning & Zoning Commission

Vice Chairman Saunders motioned to reappoint Scott Masteller (R) 58 Colonial Court, as an alternate to the Planning & Zoning Commission for the new term of 12/1/11 – 12/1/15. The motion was seconded by Councilwoman Toffey and passed 7-0.

X. OLD BUSINESS

XI. NEW BUSINESS

1. Consider an ordinance entitled “Encumbrance Ordinance”

Councilwoman Toffey motioned to adopt an ordinance entitled “Ordinance Regarding Encumbrances”. The motion was seconded by Councilman Drezek and passed 7-0.

2. Consider appropriation to perform a Municipal and School District Operations Feasibility Study

Vice Chairman Saunders motioned to expend up to \$50,000 from the Undesignated Fund Balance, Acct #0100-000-32110-0000, to Town Council Other Contractual, Acct# 0100-101-52435-000 to perform a Municipal and School District Operations Feasibility Study. The motion was seconded by Councilwoman Toffey. Discussion followed.

Councilwoman Christopher asked to have her objection read into the minutes:

I respectfully ask that this be part of the written minutes of the meeting

I am against this questionable expenditure being proposed by the Republicans. It is ill-conceived and ill-timed.

I think it is clear that this is a Republican initiative and while the 22 percent of voters who turned out to the polls made its choice, I feel the elections are past and my job is to represent all the people of Plainville, not just those who voted.

This is a town that could not afford to pick up Christmas trees, pick up leaves, has roads that need repairs, park vehicles that are putting our employees in danger, and a laundry list of other needs that more than overshadow a selective, allegedly subjective “study.”

This is a case of toying with something that is not broken but for whatever reason, there seems to be a pre-arranged decision, in my opinion, to waste money for what appears to be an ulterior motive.

What bothers me most is that this all seems to be an adolescent move by some elected officials to “get back” at certain board members over a year old silly tussle over securing free board records. I don’t want to be any part of it and I don’t think taxpayers should be burdened with the cost of refereeing a playground fight. I’d like to think I am a grown up. At the very least the new school superintendent deserves a year to work with the council and the town manager and what I hope

will be a kinder and more cooperative board and council before spending money on yet another study.

This could also end up as more costly litigation for the town when the state gets involved over who controls what when it comes to school business?

This seemed to be a behind closed door discussion as far as using our auditor to doing this study. I think there is a potential conflict, and while I respect the firm that has so kindly offered to “do” this for \$50,000, it would seem to hint at a conflict of interest and appear to some to be a bit “self serving.” Ideally would the firm want to deliver a study the majority favored in order to keep its auditing contract with the town? If anything, this absolutely should have been a matter to go out to bid and erase any appearances of an inside deal.

Business and residential assessments are down and that means a very bad tax year. We shouldn't be spending any money for political initiatives at this point in time. We can't afford it. And if history repeats itself, look to the town takeover of school grounds. There is a reason the majority of towns and cities in Connecticut maintain board and municipal operations and using Mansfield as a prototype is ridiculous.

On a related subject, and again, in the interest of transparency, I think when we invite taxpayers to email us with feelings on issues, their comments deserve to be part of the public record of our meetings. Identifiable Emails and letters and public comments here have credibility and those people who are willing to identify themselves deserve the courtesy of having their comments read and making them public.

I suggest we start affording that courtesy to our residents and ask that those emails about this matter that were passed over at the last meeting become part of the record before we take this vote. At the very least the names of those who submitted their emails and whether they are for or against this should be public record and read out loud.

And by the way, I would like to know exactly where this \$50,000 is coming from in the budget. I think the public has a right to know in the name of “transparency.”

Chairwoman Pugliese responded that there is money in the Fund Balance and that would be where the funds would come from.

The motion passed 5-2 with Council members Quinn & Wazorko voting against.

3. Tax Refunds
No refunds submitted.

XII. ADJOURNMENT

Councilman Wazorko motioned to adjourn at 9:10pm. The motion was seconded by Councilman Drezek and passed unanimously.

Respectfully submitted by,

Carol A. Skultety, Town Clerk
& Clerk of the Town Council

23-2011

ORDINANCE REGARDING ENCUMBRANCES

Purpose: The purpose of the policy below is to limit town entities from initiating new purchases late in the fiscal year and to prevent the carrying of encumbered funds across fiscal years. For reasons of fiscal and budgetary soundness, this policy below shall apply to all departments, offices and agencies of the Town of Plainville.

Definitions:

1. An encumbrance is defined as an executed contract for goods or services that will be delivered, provided or performed by the vendor outside of the budget year in which the contract was executed. Personnel costs are not encumbrances.
2. In order for an encumbrance to be confirmed, a specific purchase order must be placed and/or contract executed with a purchase order issued (i.e. mailed) to the vendor prior to June 30th of each year and subject to the procedure outlined below.

Procedure

1. A listing of all outstanding encumbrances shall be submitted to the Town Council by July 1st of every fiscal year. The list shall include the vendor name, date of contract or purchase order, a description of the goods or service, the budget account number and a purchase order posting report. Copies of all contracts for goods or services and purchase orders shall be attached.
2. The Town Council will review all outstanding encumbrances by July 15th of each year. If requested by the Town Council, any Town staff responsible for encumbering Town funds will attend meetings of the Town Council to answer questions and provide additional information regarding the encumbrances. The Town Council will confirm all encumbrances as defined above and make Town funds from the current fiscal year available to pay said encumbrances.
3. Town funds from the current fiscal year will not be made available to pay outstanding encumbrances after June 30th of each fiscal year unless confirmed by the Town Council.

II-96-1