

**MINUTES  
PLAINVILLE TOWN COUNCIL  
COUNCIL CHAMBERS – MUNICIPAL CENTER  
SPECIAL MEETING  
December 16, 2019 – 6:00p.m.**

**6:00pm EXECUTIVE SESSION:**

**-Personnel Matter  
-Land Acquisition Matter**

Councilwoman Pugliese called the Executive Session to order at 6:00pm in the Council Chambers of the Municipal Center, One Central Square. Also present were Vice Chairwoman Tompkins, Council members Wazorko, Morante, Gnazzo, Cox and Underwood, Town Manager Lee and Town Attorney Mastrianni

Discussion ensued.

At 6:50pm, a motion was made and seconded to adjourn the Executive Session. The motion was unanimously passed 7-0.

No further action was taken.

**MINUTES  
PLAINVILLE TOWN COUNCIL  
COUNCIL CHAMBERS – MUNICIPAL CENTER  
REGULAR MEETING  
December 16, 2019 – 7:00p.m.**

- I.    PRESENTATIONS:                      Fire Poster Contest Winners**
  
- II.   PUBLIC HEARING**
  
- III. MINUTES OF PREVIOUS MEETING**  
Minutes of December 2, 2019 Regular Meeting
  
- IV.   ANNOUNCEMENTS – REPORTS**
  
- V.    APPOINTMENTS/RESIGNATIONS**
  - 1. 2020 Fire Company Officers
  - 2. Appointments and Re-appointments to Boards and Commissions

- VI. BOARD OF EDUCATION LIAISON (3<sup>rd</sup> Monday Meetings Only)**
- VII. REPORT OF TOWN ATTORNEY**
- VIII. REPORT OF TOWN MANAGER**
1. Memorandum of Understanding - SMA Realty
  2. Health District Update
  3. Unassigned Fund Balance Policy Discussion
  4. Town Council/Board of Education Joint Budget Meeting-1/7/2020
  5. Christmas Tree Disposal
  6. Financial Dashboard
  7. Happenings
- IX. PUBLIC COMMENTS**
- X. OLD BUSINESS**
- XI. NEW BUSINESS**
1. Memorandum of Understanding - SMA Realty
  2. Tax Refunds
- XII. OTHER DISCUSSIONS OF INTEREST**
- XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION**
- XIV. ADJOURNMENT**

The regular meeting was called to order at 7:00pm in the Council Chambers of the Municipal Center, One Central Square. Attorney Mastrianni was in attendance.

Vice Chairwoman Tompkins led the Pledge of Allegiance.

**I. PRESENTATIONS:                      Fire Poster Contest Winners**

Fire Marshal Sutherland presented awards to the winners of the 36<sup>th</sup> Annual Fire Prevention Poster Contest.

## **II. PUBLIC HEARING**

## **III. MINUTES OF PREVIOUS MEETING**

Councilwoman Tompkins motioned to approve the minutes of December 2, 2019 Regular Meeting. The motion was seconded by Councilman Cox and passed 7-0.

## **IV. ANNOUNCEMENTS – REPORTS**

Councilwoman Morante attended the Committee on Aging meeting and reported the actual count for the Thanksgiving Dinner was 90.

Chairwoman Pugliese attended the Downtown Merchants Tree Lighting Ceremony and thanked all those involved.

## **V. APPOINTMENTS/RESIGNATION**

### **1. 2020 Fire Company Officers**

Councilman Gnazzo motioned to acknowledge the Fire Company's Elected Officers for 2020 and recognize Fire Company:

Captain David Massey  
Lieutenant William  
Lieutenant John Myska  
Lieutenant Thomas Moschini, Jr  
Lieutenant Douglas Macarelli

as Officers of the Fire Department. The motion was seconded by Councilman Cox and passed 7-0.

### **2. Capital Region Council of Governments Regional Planning Commission**

Vice Chairwoman Tompkins motioned to reappoint Jennifer Bartiss-Earley (R), 74 So Washington St to the Capital Region Council of Governments Regional Planning Commission for the term 1/1/20 – 12/31/20. The motion was seconded by Councilman Cox and passed 7-0.

### **3. Planning & Zoning Commission**

A. Vice Chairwoman Tompkins motioned to reappoint as regular members of the Planning & Zoning Commission:  
Jennifer Bartiss-Earley (R), 74 So Washington St  
William Ricci (U), 208 West Main St

for the term 1/2/20 – 1/2/24. The motion was seconded by Councilman Cox and passed 7-0.

**B. Vice Chairwoman Tompkins motioned to reappoint as an alternate member of the Planning & Zoning Commission Julianne Ramia (D), 135 New Britain Ave U-15, for the term 12/1/19 – 12/1/23. The motion was seconded by Councilman Cox and passed 7-0.**

**VI. BOARD OF EDUCATION LIAISON (3<sup>rd</sup> Monday Meetings Only)**

No report

**VII. REPORT OF TOWN ATTORNEY**

No report was offered.

**VIII. REPORT OF TOWN MANAGER**

Town Manager Lee presented and discussed the following topics:

- **Memorandum of Understanding – SMA Realty**

At their November 21<sup>st</sup> meeting the Economic Development Agency unanimously voted to recommend a three-year 30% tax abatement for building renovation and implementation of a manufacturing facility at 10 Sparks Street. The property is owned by SMA Realty LLC. SMA recently renovated a 24K square foot building and the surrounding site.

SMA has also re-located four small manufacturing companies to Plainville.

A Memorandum of Understanding has been reviewed by the Town Attorney for Town Council consideration. There is an item under **New Business** that would “approve and authorize the Town Manager to execute an MOU with SMA Realty LLC as recommended by the Economic Development Agency”.

- **Health District Update**

Plainville joined with the Town of Southington to form a regional health district in 2010. Last year the regional Board of Health accepted the Town of Middlefield as the third member of the district.

At their meeting held last week, the Board voted to lower the per capita for its member Towns. The per capita fee is the charge used to determine the amount each Town would pay for the Health District services.

The per capita fee has remained constant since 2011 at \$6.75 per resident. The Board unanimously voted to reduce the per capita fee to \$6.65. Coupled with a slight decrease in the population in Plainville in the last year (-82 residents) the reduction in the assessment for next year’s budget is \$1,762. While this is a relatively small amount, the overall budget stability with the Health District is commendable.

- **Unassigned Fund Balance Policy Discussion**

The Town Council has discussed establishing an “Unassigned Fund Balance Policy”. A Fund Balance Policy sets the goals for fund balance that should be retained by a municipality. A policy could also include a strategy for how a fund balance should be used in the event it exceeds the goal.

Financial institutions and Rating Agencies such as Moody’s and Standard & Poor’s look favorably on those municipalities that establish a clear and concise fund balance policy. Such a policy also informs Town residents the reasons to maintain a fund balance and the options for how an excess should be used.

In the meeting information packages, are examples of Fund Balance Policies that have been adopted in Farmington, Simsbury, Bloomfield, Watertown and Bethel.

If desired, Town staff can develop a policy for Town Council discussion and consideration at a future meeting.

It was the consensus of the Town Council to move forward with developing a policy.

- **Town Council/Board of Education Joint Budget Meeting – 1/7/2020**

The traditional joint meeting between the Town Council and the Board of Education to discuss the budget expectations for the next fiscal year is scheduled for Tuesday January 7<sup>th</sup> beginning at 6:00 pm in the Peter Chase Auditorium at the Plainville Library.

The Town Manager and the Superintendent of Schools will preview the anticipated budget challenges for the development of next year’s budget. This meeting is open to Town residents as well.

- **Christmas Tree Disposal**

The Town roadways Department will collect Christmas trees during the week of January 13<sup>th</sup> – 17<sup>th</sup>. Residents are asked to please leave the trees at the curb before January 13<sup>th</sup> as the Roadways Department will be only making one pass through the Town.

Residents are asked to make sure the trees are free of ice or snow, are not placed in the road or blocking driveways.

Residents can also drop their trees at the transfer station beginning December 26. The transfer station is located at the end of Granger Lane. There will be a designated area to leave the trees. Please remove any transport bags when dropping off the trees.

- **Financial Dashboard**

The Dashboard through November 2019 has been included in the information package for this evening’s meeting and has been posted on the Town website.

- **Happenings**

Assistant to the Town Manager Colby reported on activities and events at the Senior Center. For more information please visit the town's website at [www.plainvillect.com](http://www.plainvillect.com).

## **IX. PUBLIC COMMENTS**

John Kisluk, 65 Forestville Ave comments included his suggestion for formatting the Town Manager's evaluation.

Joel Edman, 63 Hollyberry Ln comments included the trail gap.

Dave Albert, 56 Hollyberry Ln comments included teacher's pension liability.

Joanne Edman, 166 West Main St comments included Alignment C.

Lou Frangos, 10 Fairbanks St comments included use of fund balance.

## **X. NEW BUSINESS**

### **1. Memorandum of Understanding – SMA Realty**

Vice Chairwoman Tompkins motioned to approve and authorize Town Manager Lee to execute the Memorandum of Understanding with SMA Realty, LLC regarding 10 Sparks Street, as recommended by the Economic Development Agency. The motion was seconded by Councilman Gnazzo and passed 7-0.

### **2. Tax Refunds-See Addendum**

Vice Chairwoman Tompkins motioned to approve the tax refunds as listed on the Addendum. The motion was seconded by Councilman Cox and passed 7-0.

## **XI. OTHER DISCUSSIONS OF INTEREST**

Chairwoman Pugliese wished everyone a very Merry Christmas and a healthy prosperous New Year.

## **XII. MATTER APPROPRIATE FOR EXECUTIVE SESSION**

## **XIII. ADJOURNMENT**

The meeting adjourned at 8:00pm.

Respectfully submitted by,

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

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<i><b>REVISED</b></i>	<b>Refunds</b>	<b>12/16/2019 Current Year</b>	<b>Amount</b>
1	City Oil Co., Inc, New Britain, CT		\$1,337.96
2	CWPM LLC, 25 Norton PL		\$56.37
	<b>Total</b>		<b>\$1,337.96</b>

  

	<b>Prior Year</b>	<b>Amount</b>
1	Allstate Fire Equipment Inc, 70 Robert Jackson Way	\$985.76
	<b>Total</b>	<b>\$985.76</b>

  

	<b>Sewer User Fee</b>	<b>Amount</b>
1	Drezek, Edward or Jeanette, 7A Roseanne La	\$178.98
2	Frugale, Jacqueline, 25 Rosemont Dr	\$525.74
	<b>Total</b>	<b>\$704.72</b>