

**MINUTES
PLAINVILLE TOWN COUNCIL
COUNCIL CHAMBERS – MUNICIPAL CENTER
SPECIAL MEETING
May 18, 2020 – 6:00p.m.**

6:00pm WORK SESSION: **ClearGov Financial Program**

The Work Session was virtually called to order at 6:00pm on Monday May 18, 2020. In attendance were Chairwoman Pugliese, Vice Chairwoman Tompkins, Council members Wazorko, Morante, Gnazzo, Underwood, Town Manager Lee, Finance Director Buden, Jacob Rocco and Town Clerk Skultety

Town Manager Lee began by stating various budgeting tools have been reviewed by himself and Finance Director Buden looking for ways for more transparency, timely updates and time savings software when creating and presenting the budget. There was an expressed an interest in ClearGov software and wanted the Town Council to hear more about the technology.

Representative Rob Battaglia went on to described ClearGov as a Cloud-based technology company and reviewed a Power Point presentation of the potential services offered to the Town.

The Work Session was adjourned at 6:50pm. No action was taken.

**MINUTES
PLAINVILLE TOWN COUNCIL
COUNCIL CHAMBERS – MUNICIPAL CENTER
REGULAR MEETING
May 18, 2020 – 7:00p.m.**

- I. PRESENTATIONS:**
- II. PUBLIC HEARING**
 - 2020 Neighborhood Assistance Act
- III. MINUTES OF PREVIOUS MEETING**
May 4, 2020 Special and Regular Meeting

- IV. ANNOUNCEMENTS – REPORTS**
1. Fund Balance Policy Recommendation
- V. APPOINTMENTS/RESIGNATIONS**
1. Town Council Resignation
 2. Town Council Appointment
 3. Firefighter Appointment
 4. Recreation and Park Advisory Board
 5. Appointments and Re-appointments to Boards and Commissions
- VI. BOARD OF EDUCATION LIAISON (3rd Monday Meetings Only)**
- VII. REPORT OF TOWN ATTORNEY**
- VIII. REPORT OF TOWN MANAGER**
1. Discussion of SRO Position at the Middle School
 2. COVID-19 Update
 3. Long-Term Recovery Planning
 4. Financial Dashboard
 5. Happenings
- IX. PUBLIC COMMENTS**
- X. OLD BUSINESS**
- XI. NEW BUSINESS**
1. 2020 Neighborhood Assistance Act
 2. Resolution regarding BRRFOC Inter-Community Agreement
 3. Consider acting upon the Town Council FY2021 Budget
 4. Tax Refunds
- XII. OTHER DISCUSSIONS OF INTEREST**
- XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION**
- XIV. ADJOURNMENT**

The Regular Meeting was virtually called to order at 7:00pm. Present remotely, were Chairwoman Pugliese, Vice Chairwoman Tompkins, Council members Wazorko, Morante, Gnazzo, Underwood, Town Manager Lee, Attorney Chomick, Finance Director Buden, Jacob Rocco and Town Clerk Skultety. Coordinating the live feed was Director of IT Ross.

***Vice Chairwoman Tompkins motioned to move to the beginning of the meeting:**

V. APPOINTMENTS/RESIGNATIONS

- 1. Town Council resignation**
- 2. Town Council appointment**

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

- 1. Vice Chairwoman Tompkins motioned to accept with regret the resignation of Ty Cox from the Town Council. The motion was seconded by Councilman Wazorko and passed 6-0.**
- 2. Vice Chairwoman Tompkins motioned to appoint Jacob Rocco to the Town Council for the term ending November 8, 2021. The motion was seconded by Councilman Underwood and passed 6-0.**

Town Clerk Skultety administered the oath of office to Jacob Rocco.

I. PRESENTATIONS

II. PUBLIC HEARING

- 2020 Neighborhood Assistance Act

Town Clerk Skultety read the following:

**LEGAL NOTICE
TOWN OF PLAINVILLE
TOWN COUNCIL PUBLIC HEARING
MAY 18, 2020**

NOTICE IS HEREBY GIVEN that the Plainville Town Council will hold a public hearing at 7:00 p.m. on Monday May 18, 2020 in the Council Chambers of the Municipal Center, One Central Square in Plainville to hear public comments and consider proposals for the 2020 Neighborhood Assistance Act.

Dated at Plainville, Connecticut this 14th day of May, 2020.

Town Manager Lee explained the proposals were submitted by The Congregational Church of Plainville, United Church of Christ and the Prudence Crandall Center, Inc. These are non-profit organizations that provide services to the community.

The meeting was opened for public comments. Moderator Ross gave the opportunity for callers to comment.

Representative William Petit, 132 Red Stone Hill spoke in support of the Prudence Crandall Center.

Joanne Edman, 166 West Main St spoke in support of the Prudence Crandall Center.

No more calls were heard, and the public hearing closed.

III. MINUTES OF PREVIOUS MEETING

Vice Chairwoman Tompkins motioned to approve the minutes of May 4, 2020 Special and Regular Meeting. The motion was seconded by Councilman Wazorko and passed 7-0.

IV. ANNOUNCEMENTS – REPORTS

1. Fund Balance Policy Recommendation

Town Manager Lee commented there was a Sub-Committee which included Councilman Wazorko, Councilman Gnazzo and Chairwoman Pugliese. The policy being recommended would continue to protect the Town's credit rating and would be reviewed every two years by the Town Council.

**** Councilman Wazorko motioned to add under New Business:**

3. **Fund Balance Policy**

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

V. APPOINTMENTS/RESIGNATION

- *1. Town Council Resignation-action taken at the beginning of the meeting

- *2. Town Council-action taken at the beginning of the meeting

3. **Firefighter**

- a. **Councilman Gnazzo motioned to appoint Noel Roche, 8A Hough Street, as a Probationary Firefighter to the Plainville Fire Department. The motion was seconded by Councilman Underwood and passed 7-0.**

- b. **Councilman Gnazzo motioned to appoint Lauren Lederman, 107 Northwest Drive, as a Probationary Firefighter to the Plainville Fire Department. The motion was seconded by Vice Chairwoman Tompkins and passed 7-0.**

4. Recreation and Park Advisory Board

Councilman Wazorko motioned to acknowledge the Town Manager's re-appointments of Quinn Christer and William Bulger to the Advisory Recreation and Park Board for the terms ending May 1, 2024. The motion was seconded by Vice Chairwoman Tompkins and passed 7-0.

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

VII. REPORT OF TOWN ATTORNEY

No report was offered.

VIII. REPORT OF TOWN MANAGER

Town Manager Lee presented and discussed the following topics:

- **Discussion of SRO Position at the Middle School**

Police Chief Matt Catania and Superintendent of Schools Steve LePage have recently discussed adding a school resource officer (SRO) at the Middle School. The approved school budget included approximately \$28K to hire a school security person at the Middle School.

Mr. LePage inquired with Chief Catania if it would be more beneficial and effective to hire an SRO instead of a school security person. Because the SRO position at the High School has been very successful, Chief Catania felt that the having an SRO to the Middle School would be a more valuable addition to the community and the students.

The Town was recently notified that the health insurance rates through the State Partnership Plan beginning in October is now expected to be significantly less than the 3 ½% that was budgeted. This would allow for the BOE Budget to absorb the cost of the new SRO position.

This proposal was discussed at last week's Board of Education meeting and the members unanimously voted to move forward with the SRO pending Town Council review and concurrence. While a formal vote is not necessary at this time, Chief Catania would like to move forward with the hiring of an additional officer to be ready for the start of school in September.

The additional police officer would also be available to the Department when school is not in session, especially during the summer months.

- **COVID-19 Update**

As of May 17, 2020, Plainville had 127 confirmed cases of people with COVID-19. State-wide confirmed cases total 37,419. Hartford County has the third highest number of confirmed cases behind Fairfield County and New Haven County. Our surrounding Town confirmed cases include Bristol (495), New Britain (766), Southington (268) and Farmington (183). There have been over 3,000 deaths associated with COVID-19 as well with 69 of those deaths occurring this past Saturday alone.

According to Shane Lockwood, the Regional Health Director, the District continues to have new cases. This is to be expected somewhat because more and more testing is available. The District continues to distribute PPE to First responders, home health agencies and nursing homes.

On May 20th restrictions put in place by Governor Lamont several months ago will begin to recede. While indoor dining will still be prohibited, outdoor dining will be allowed with some restrictions. The Governor has ordered that zoning restrictions with outdoor dining be processed quickly through an administrative process.

Towns are still awaiting guidance from the State regarding public pool operation during the summer months. A decision whether to open the Berner Pool will not be made until the guidelines are determined and reviewed.

The Municipal Center will be open to the public by appointment only next Tuesday, May 26th with open access beginning on Monday, June 8th. Alterations are being made to Town facilities to protect both the employees and public to maintain social distancing policies.

The Senior Center and Library will remain closed for the time being as these facilities tend to attract larger amounts of patrons and social distancing guidelines cannot be maintained in a reasonable manner. Staff at both the Senior Center and Library are working to adjust their programs and facilities to allow for some of their operation and services to re-open. Limited facility openings are not expected to occur until after June 20th.

- **Long-Term Recovery Planning**

The State is encouraging municipalities to create a local recovery committee to identify gaps and develop a comprehensive understanding of which members of a community might need more support in the recovery process.

The committee would also be an effective channel to communicate to the state emergency management team major gaps/needs that may require a state level response.

Town Manager Lee has appointed the following individuals to serve on the local recovery committee: Cal Hauburger (Long-Term Recovery Coordinator), Shawn Cohen and Ronda Guberman (Seniors), Roberta Brown (Youth), Pam French (Social Services), Lynn Davis (Plainville Community Schools) and Antonella Calabrese (Business Community).

If desired, Town Council representatives could serve on this Committee as well.

- **Financial Dashboard**

Town Manager Lee reviewed the Financial Dashboard. The Dashboard has been posted on the Town website.

- **Happenings**

Town Manager Lee reported on activities and programs including Mobile Food Share, Tax & Assessing Office, Town Clerk's Office, Senior Center, Family Resource and 2020 Census.

IX. PUBLIC COMMENTS

Email received from John Kisluk, 65 Forestville Ave commenting on various topics.

X. NEW BUSINESS

1. 2020 Neighborhood Assistance Act

Vice Chairwoman Tompkins motioned to approve the following proposals for the 2020 Neighborhood Assistance Act:

- a. **The Congregational Church of Plainville, United Church of Christ**
Energy Efficiency Initiative
\$150,000.00
- b. **Prudence Crandall Center, Inc.**
Annual Appeal
\$150,000.00
- c. **Prudence Crandall Center, Inc.**
Energy Efficiency
\$20,931.00

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

2. Resolution regarding BRRFOC Inter-Community Agreement-See Addendum

Vice Chairwoman Tompkins motioned to adopt a resolution entitled "Resolution authorizing Chief Executive Officers to Enter into Restated Inter-Community Agreement Regarding the BRRFOC". The motion was seconded by Councilman Wazorko and passed 7-0.

3. **Fund Balance Policy- See Addendum

Councilman Wazorko motioned to adopt the General Fund Balance Policy as presented by the Committee on May 18, 2020. The motion was seconded by Vice Chairwoman Tompkins. Comments followed. The motion passed 7-0.

4. Tax Refunds- See Addendum

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

XI. OTHER DISCUSSIONS OF INTEREST

Chairwoman Pugliese wished residents a Happy and Safe Memorial Day

XII. MATTER APPROPRIATE FOR EXECUTIVE SESSION

XIII. ADJOURNMENT

Vice Chairwoman Tompkins motioned to adjourn at 8:06pm. The motion was seconded by Councilman Wazorko and passed 7-0.

Respectfully submitted by,

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

3-2020

**RESOLUTION AUTHORIZING CHIEF EXECUTIVE OFFICER TO ENTER INTO
RESTATED INTER-COMMUNITY AGREEMENT REGARDING THE BRRFOC**

WHEREAS, Conn. Gen. Stat. Section 22a-221 grants all municipalities of the State of Connecticut with the authority to enter into inter-community agreements to manage municipal solid waste; and

WHEREAS, in accordance with that statutory authority, the Resource Recovery Facility Operating Committee (the “BRRFOC”) was formed pursuant to the 1985 Inter-Community Agreement between the municipalities of Berlin, Branford, Bristol, Burlington, Hartland, New Britain, Plainville, Plymouth, Prospect, Seymour, Southington, Warren, Washington, and Wolcott (the “Municipalities”),

WHEREAS, the 1985 Inter-Community Agreement has been amended from time to time,

WHEREAS, the Municipalities are currently jointly engaged in the disposing of solid waste and managing recyclables pursuant to the Municipal Solid Waste Disposal and Recycling Services Agreement (“MSW & Recycling Agreements”) and dated December 21, 2012 as amended; and

WHEREAS, the Municipalities desire to continue contractual relationships to provide the residents and businesses of their municipalities with solid waste disposal services in their capacity as members of the BRRFOC by way of a newly restated inter-community agreement.

NOW THEREFORE BE IT RESOLVED, that the Town of Plainville having complied with all of its municipal and other applicable requirements to enter into the newly restated inter-community agreement, authorizes its chief executive officer to execute the agreement and to do such other lawful things as are necessary to enter into the agreement on behalf of the Town of Plainville.

Town of Plainville General Fund Policy

1. Purpose:

The purpose of this policy is to a) provide working capital to meet cash flow needs during the year and; b) attempt to stabilize fluctuations from year to year in property taxes paid by town taxpayers; c) preserve the credit worthiness of the Town for borrowing monies at favorable interest rates.

2. Policy Statement:

- I. It is the policy of the Town of Plainville to maintain an unassigned fund balance of between 12% to 14% of the ensuing fiscal year’s operating revenues.
- II. If the unassigned fund balance falls below the 12% threshold described in Item I, the Town Manager shall prepare a plan for expenditure reductions or revenue increases. The plan should be to restore the undesignated fund balance to acceptable levels within two (2) years. This plan shall be presented to the Town Council for their consideration by January 31st of each year. The Town Council will review this plan, revise it as necessary, and incorporate (in whole or part) as part of the following year’s budget development process.
- III. Circumstances in which undesignated fund balance can be spent are as follows:
 - a. Operating emergencies
 - b. Unanticipated budget shortfalls
 - c. For one-time Capital Improvement or Non-Recurring Items.
 - d. Debt Management Fund
 - e. Self-Insurance Fund
 - f. Pension and/or OPEB trust funds
 - g. Generally, unassigned fund balances should not be used to fund ongoing operational expenses. Exceptions to this can be made by the Town

Council in unique circumstances provided care is taken to avoid a major fluctuation in the tax rate in succeeding years.

3. Responsibility for Policy:

- I. The Town Manager shall notify the Town Council of the previous year's unassigned fund balance as determined by the Town Auditors by January 1st of each year.
- II. The Town Council shall review the General Fund Policy on a biennial basis during the month of January in even numbered years.

	Refunds	5/18/2020 Current Year	Amount
1	Nissan Infiniti LT, Dallas, TX		\$151.95
2	Toyota Lease Trust, Woburn, MA		\$113.83
3	Toyota Lease Trust, Woburn, MA		\$153.54
	Total		\$419.32