

**MINUTES
PLAINVILLE TOWN COUNCIL
COUNCIL CHAMBERS – MUNICIPAL CENTER
REGULAR MEETING
June 15, 2020 – 7:00p.m.**

- I. PRESENTATIONS:**

- II. PUBLIC HEARING**
 - 1. Proposed Ordinance entitled “Ordinance Establishing 4th Quarter Transfers for the Fiscal Year Ending June 30, 2020”
 - 2. Additional Appropriation of \$380,000 from Unassigned Fund Balance

- III. MINUTES OF PREVIOUS MEETING**
June 1, 2020 Special and Regular Meeting

- IV. ANNOUNCEMENTS – REPORTS**

- V. APPOINTMENTS/RESIGNATIONS**
 - 1. Inland Wetlands Commission Resignations
 - 2. 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. WPC Air Conditioning Units
 - 2. Sale/Assignment of Tax Liens
 - 3. CARES Act Grant
 - 4. ClearGov Proposal Recommendation
 - 5. COVID-19 Update
 - 6. Financial Dashboard
 - 7. Happenings

- IX. PUBLIC COMMENTS**

- X. OLD BUSINESS**

XI. NEW BUSINESS

1. Ordinance Establishing 4th Quarter Transfers for Fiscal Year Ending June 30, 2020
2. Additional Appropriation
3. Bid #2020-14, WPC Air Conditioning Units
4. Sale/Assignment of Tax Lien
5. CARES Act Grant
6. ClearGov Proposal
7. 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, Rocco, Underwood, Town Manager Lee, Attorney Chomick, Intern Kylie Boule, Director of Finance Buden and Town Clerk Skultety.

I. PRESENTATIONS

II. PUBLIC HEARING

1. Proposed Ordinance entitled “Ordinance Establishing 4th Quarter Transfers for the Fiscal Year Ending June 30, 2020”
2. Additional Appropriation of \$380,000 from Unassigned Fund Balance

Town Clerk Skultety read the following legal notice:

**LEGAL NOTICE
TOWN OF PLAINVILLE
TOWN COUNCIL PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Plainville Town Council will hold a public hearing at 7:00 p.m. on Monday June 15, 2020 in the Municipal Center to consider:

1. Proposed Ordinance entitled "Ordinance Establishing Fourth Quarter Transfers for the Fiscal Year Ending June 30, 2020."
2. An additional appropriation of \$380,000 from Unassigned Fund Balance

Copies of said proposed ordinances and appropriations are available for public inspection in the office of the Town Clerk.

Dated at Plainville, Connecticut this 11th day of June 2020

Chairwoman Pugliese opened the public hearing for comments.

John Kisluk, 65 Forestville Ave sent an email in support of the transfers and appropriations.

Hearing no more comments the public hearing was closed.

III. MINUTES OF PREVIOUS MEETING

Vice Chairwoman Tompkins motioned to approve the minutes of June 1, 2020 Special and Regular Meeting. The motion was seconded by Councilman Underwood and passed 7-0.

IV. ANNOUNCEMENTS – REPORTS

Councilwoman Morante virtually attended the Conservation Commission meeting and reported they re-elected officers and students at Wheeler School will be planting a pollinator garden.

Councilwoman Morante also attended the Committee on Aging virtual meeting where services and programs were reviewed.

Councilman Wazorko attended the Plainville High School graduation along with Chairwoman Pugliese and praised Town and BOE staff for their efforts to make the programs successful and uniquely special.

Councilman Rocco virtually attended the Parks and Recreation Advisory Board meeting where there was discussion including the opening of Berner Pool and summer camp procedures.

V. APPOINTMENTS/RESIGNATION

1. **Inland Wetlands Commission Resignations**

- a. **Councilman Gnazzo motioned to accept with regret the resignation of Trudy Kijanka from the Inland Wetlands Commission. The motion was seconded by Vice Chairwoman Tompkins and passed 7-0.**
- b. **Councilman Gnazzo motioned to accept with regret the resignation of Steve Emmendorfer from the Inland Wetlands Commission. The motion was seconded by Vice Chairwoman Tompkins and passed 7-0.**

2. **Plainville/Southington Health District Board**

Vice Chairwoman Tompkins motioned to re-appoint Charlotte Politis to the Plainville/Southington Health District Board for the term ending June 20, 2023. The motion was seconded by Councilman Underwood and passed 7-0.

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

VII. REPORT OF TOWN ATTORNEY

Attorney Chomick reported the agenda item assigning tax liens would be for 100% of what is currently owed the Town at this time.

VIII. REPORT OF TOWN MANAGER

- **WPC Air Conditioning Units**

The three air conditioners at the treatment plant need to be replaced. They are over 20 years old, have had numerous repairs and are currently out of order. Bids were solicited by Superintendent Joe Alosso and three proposals were received.

The low bid in the amount of \$26,550 was submitted by North Star Service of Southington. The second low bid was submitted by Perfectemp of Plainville in the amount of \$26,562.

Superintendent Alosso is recommending that Perfectemp of Plainville be awarded the contract because they have been servicing the air conditioning units since 2003 with no increase in their hourly rates.

Additionally, they have always been very responsive when problems occur. Finally, they are a Plainville company and the difference in the bid was only \$12.

If the Town Council decides to accept the recommendation of the WPC Superintendent, the procedure would be to reject all of the bids that were received and then make a motion to waive the bid process and award the contract to Perfectemp of Plainville in the amount of \$26,562.

- **Sale/Assignment of Tax Lien**

Several months ago, the Town Council authorized the sale of tax liens for two properties owned by A. Aiudi & Sons located on Camp Street. The motion was contingent on an amount that was calculated through the end of March. For various reasons, including issues surrounding the COVID-19 Pandemic, that date of sale was not achieved.

According to Town Attorney Mastrianni, the tax lien sale is ready to move forward this month. If the Town Council still wishes to move forward with the sale of the tax lien, a new motion needs to be considered as additional interest has accrued in the interim.

There is an item under **New Business** that would authorize the sale of the tax liens on certain properties owned by A. Aiudi & Sons in the amount of \$302,397.64 through June 30, 2020. This is approximately \$14K more than what was previously approved.

Town staff is recommending that the Town Council re-authorize the assignment of the tax liens with the increased amount.

- **CARES Act Grant**

Recently the FAA announced that Robertson Airport was eligible to receive a \$30K grant through the CARES Act. The monies can be used for various purposes including operating expenses and maintenance items.

In order to move forward the Town Council, acting as the governing body, must authorize the Town Manager to execute the grant on behalf of the Town.

There is an item under **New Business** that would authorize the Town Manager to execute the CARES Act Grant Offer in the amount of \$30K for Robertson Airport.

- **ClearGov Proposal Recommendation**

A work session on the ClearGov Software System was held at the May 18, 2020 Town Council meeting. The mission statement for ClearGov includes: *“to build a community of transparent, data-driven, modern governments...to help local governments operate more efficiently and communicate more effectively, fueling better strategic decision making and increased levels of community support”*.

Town staff is recommending that the Town Council consider moving forward with the ClearGov Budget Suite and the ClearGov Insights Suite.

The Annual Fee for these two programs is \$17,450. This includes a bundled savings of \$7,300 and the “set-up” fee is waived (\$7,200) if a contract is signed by June 30, 2020.

Although this was not budgeted in the FY21 Budget, there are several options that could be utilized to move forward, if desired. In the current fiscal year there are monies available in the health insurance line item that could be utilized to pay for these programs. Other options include anticipated health insurance savings in the FY21 budget as well as making some adjustments to the CIP line item for the fiber project.

None of the above recommendations would require any “additional appropriations” to the FY21 Budget. They may only require transfers.

Additionally, the Town Manager's office currently has a graduate intern currently scheduled to work over the summer who could provide most of the time needed to implement/input the necessary information to get the ClearGov Program up and running. This would allow for Town staff to continue their duties without a significant effort otherwise necessary if an intern was not available.

In conclusion, the ClearGov Program would give the Plainville residents better transparency with respect to the budget, budget reporting and forecasting. Additionally, it would allow the Town Council to make better budgetary decisions as well by having easier to develop historical information and better forecasting techniques. Finally, such a program would make a more efficient use of town staff time in developing the monthly financial dashboard and the annual budget.

- **COVID-19 Update**

To date there are 160 confirmed cases of COVID-19 in Plainville out of 45,088 across the State.

Plainville Library requires improvements to be made to the inside of the building before it can be opened to the public. Probable not occur until mid to late July.

Berner Pool is scheduled to open Saturday June 20.

Summer Camp is currently full with 30 campers for weeks 1 & 2 and 40 campers for the remaining weeks.

- **Financial Dashboard**

The Dashboard was reviewed and has been posted on the Town website.

- **Happenings**

Town Intern Bouly reported on activities and programs including Tax & Assessing Office, Library, Fire Marshal/Emergency Services, Senior Center, Youth Services and 2020 Census. Further information can be found at www.plainvillect.com

IX. PUBLIC COMMENTS

John Kisluk, 65 Forestville Ave commented via email on various topics.

X. NEW BUSINESS

1. Ordinance Establish 4th Quarter Transfers for Fiscal Year Ending June 30, 2020- See Attached

Vice Chairwoman Tompkins motioned to adopt a proposed ordinance entitled "Ordinance Establishing 4th Quarter Transfers for Fiscal Year Ending June 30, 2020". The motion was seconded by Councilman Gnazzo and passed 7-0.

2. Additional Appropriation-See Attached

Vice Chairwoman Tompkins motioned to appropriate \$380,000 from Account # 0100-000-32110-0000, Unassigned Fund Balance, to the Accounts outlined for the Fiscal Year 2020 Budget. The motion was seconded by Councilman Wazorko and passed 7-0.

3. Bid #2020-14, WPC Air Conditioning Units

- a. Vice Chairwoman Tompkins motioned to reject all bids for Bid #2020-14, WPC Air Conditioning Units, received by May 29, 2020. The motion was seconded by Councilman Gnazzo
- b. Vice Chairwoman Tompkins motioned to waive the bid process and award Bid #2020-14, WPC Air Conditioning Units, to Perfectemp Inc., Plainville, CT, in the amount of \$26,562. The motion was seconded by Councilman Gnazzo and passed 7-0.

4. Sale/Assignment of Tax Lien

Councilman Gnazzo motioned to authorize Town Manager Lee to assign all current tax liens on certain property owned by A. Aiudi & Sons, LLC identified as Parcels 12-C-7 and 12-C-08 to Towering Oaks, LLC for 100% of their value, currently \$302,397.64 through June 30, 2020 plus reasonable attorney's fees. The motion was seconded by Councilman Underwood and passed 7-0.

5. CARES Act Grant

Councilwoman Morante motioned to authorize Town Manager Robert E. Lee to execute the CARES Act Grant Offer, Grant No. 3-09-0018-2020 for Robertson Field Airport, in the amount of \$30,000. The motion was seconded by Councilman Underwood and passed 7-0.

6. ClearGov Proposal

Vice Chairwoman Tompkins motioned to authorize Town Manager Lee to enter into an agreement with ClearGov, Inc. in the amount of \$17,450 for transparency and budgeting software. The motion was seconded by Councilman Gnazzo and passed 7-0.

7. Tax Refunds- See Addendum

Councilman Gnazzo motioned to approve the tax refunds as listed on the Addendum. The motion was seconded by Councilman Underwood and passed 7-0.

XI. OTHER DISCUSSIONS OF INTEREST

Regarding the three funding options for the ClearGov proposal, the consensus was to have Town Manager Lee and Director of Finance Buden use their judgment.

XII. MATTER APPROPRIATE FOR EXECUTIVE SESSION

XIII. ADJOURNMENT

Vice Chairwoman Tompkins motioned to adjourn at 7:51pm. The motion was seconded by Councilman Gnazzo and passed 7-0.

Respectfully submitted by,

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

	Refunds	6/15/2020 Prior Year	Amount
1	Mongillo, Denise, Southington, CT		\$167.85
	Total		\$167.85

	Sewer User Fee	Amount
1	Czarnecki, Joanne, 51 Bank St	\$196.12
2	Hardisty, Rachel, 53 Burnham St	\$1,828.82
3	Hatch, Robert or Patricia, 50 Pequot Rd	\$25.53
	Total	\$2,050.47