

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

- I. PRESENTATIONS:**
- II. PUBLIC HEARING**
- III. MINUTES OF PREVIOUS MEETING**
November 16, 2020 Regular Meeting
- IV. ANNOUNCEMENTS – REPORTS**
 - 1. Caryl Bradt-Former Director of Technical & Physical Services
- V. APPOINTMENTS/RESIGNATIONS**
 - 1. 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. Non-Treated and Treated Road Salt Bids
 - 2. Eversource Gas Replacement and Expansion Project
 - 3. Robertson Airport Update
 - 4. Town Clerk Position
 - 5. CIP Additional Appropriation
 - 6. FY2022 Budget Discussion
 - 7. COVID-19 Update
 - 8. Happenings
- IX. PUBLIC COMMENTS**
- X. OLD BUSINESS**

XI. NEW BUSINESS

1. Bid #2021-09, Non-Treated Road Salt Bid
2. Bid #2021-10, Treated Toad Salt Bid
3. Public Hearing regarding CIP Additional Appropriation
4. Tax-Refunds-Addendum

XII. OTHER DISCUSSIONS OF INTEREST

XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION

XIV. ADJOURNMENT

The Regular Meeting was called to order remotely at 7:00pm. Present were Chairwoman Pugliese, Vice Chairwoman Tompkins, Council members Wazorko, Morante, Gnazzo, Rocco, Underwood, Town Manager Lee, Assistant Town Manager Daskal and Town Clerk Skultety.

Chairwoman Pugliese mentioned Town Council meetings will be held remotely via zoom for the month of December and then re-evaluated.

I. PRESENTATIONS

II. PUBLIC HEARING

III. MINUTES OF PREVIOUS MEETING

Vice Chairwoman Tompkins motioned to approve the minutes of November 16, 2020 Regular Meeting. The motion was seconded by Councilman Underwood and passed 7-0.

IV. ANNOUNCEMENTS – REPORTS

Chairwoman Pugliese mentioned the passing of Caryl Bradt, former Director of Technical & Physical Services and extended condolences to his family.

V. APPOINTMENTS/RESIGNATION

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

VII. REPORT OF TOWN ATTORNEY

VIII. REPORT OF TOWN MANAGER

- **Treated and Non-Treated Road Salt Bids**

The Roadways Department is seeking Town Council approval to purchase both treated and nontreated winter salt materials. Typically, nontreated salt is utilized in warmer conditions above 17 degrees while treated salt is used in temperatures below 17 degrees.

The first item is untreated salt. Town staff is recommending the purchase of nontreated from Champion Salt of Maryland Heights, MO at a cost of \$58.00 per ton. Champion Salt was the low bidder through a State Bid process. This price per ton is \$1.75 per ton less than what was paid last year. (\$59.75)

The second item is treated salt. Town staff is recommending the purchase of treated salt from DRVN Enterprises of Wethersfield, CT at a cost of \$63.50 per ton. This is a negotiated price which is also \$8.00 per ton less than last year.

There are two items under **New Business** regarding the purchase of nontreated and treated salt as recommended by Town staff.

- **Eversource Gas Replacement and Expansion Project**

Earlier this summer Eversource Gas notified Town staff that they were planning to make some substantial upgrades to their distribution system in Plainville over the next ten years. This was immediately concerning because their plans included replacing gas lines in recently paved streets.

For the last five years, Town staff had annually contacted the utility companies, including Eversource, requesting their future construction plans in order to avoid a situation where a town road was to be dug up shortly after being re-paved. At no time did Eversource Gas inform Town staff of their plans until this summer. When these plans were received, Town staff immediately contacted them to express our displeasure and notifying them that they would have to make some adjustments to their replacement schedule.

Town staff has had several meetings with Eversource representatives, and some changes have been made to the schedule. For example, Eversource planned to replace gas lines on Whiting Street in 2026. However, the Town is planning extensive work on this road next year after receiving a state grant. As a result of these discussion, Eversource agreed to perform this work beginning next spring before we begin our project.

Town staff will continue to meet with Eversource to refine the construction timelines and the method of pavement restoration.

In addition, Eversource has stated that they plan to move forward with extending gas service on Redstone Hill Road and the neighborhood that includes Hollyberry Lane, Skyline Drive and Highland Drive. This was originally discussed with Town staff about 18 months ago, but their plans were delayed.

This expansion work is expected to begin early next year.

- **Robertson Airport Update**

There are several projects underway at the airport. The reconstruction of the taxiway is being done by Tilcon and is about 90% completed. This is a \$2.72M project that is being paid through a grant provided by the F.A.A.

Additionally, the Town has made some improvements to the airport facilities utilizing monies in the Airport Fund. Improvements that have already been made include the painting of three hangars (including the administration building) and the replacement of several heating/cooling units. The Town is also looking to replace the metal roof on Hangar 4 as it currently has some leaks and has reached its useful life.

Interstate Aviation and the Town have also agreed to make improvements to the administration building. The interior floorplan is being modified by Interstate and the Airport Fund will contribute to some of the exterior work including new windows and doors and a new handicapped accessible ramp to the main entranceway. The plans also include improvements to an adjacent patio area which will allow residents to have a place to observe the airfield.

Interstate is also planning to construct a small café inside the administration building. The improvements to administrative building are expected to begin during the winter months with the replacement of the Hangar 4 roof to occur next Spring.

- **Town Clerk Position**

Town Clerk Carol Skultety recently announced her plans to retire in January. Carol has worked for Plainville since 1998 first serving as the Deputy Revenue Collector and then becoming the Deputy Town Clerk before being appointed as Town Clerk after Peter Lennon retired in 2003.

Seventy-four applicants expressed interest in the Town Clerk's position. On November 12th, eight candidates were interviewed by a panel consisting of Carol Skultety, Stacy Buden and James Krupinski who currently serves as the Newington Town Clerk.

The Interview Panel unanimously recommended Cindy Porrini of Bristol as the top candidate for the position. Mrs. Porrini is a certified Town Clerk and is currently serving as the Assistant Town Clerk in West Hartford – a position that she has held since 2014. Before that she served in the Bristol Town Clerk's Office in several supporting capacities for 14 years.

A final interview with Town Manager Lee and Stacy Buden was held on December 3rd. Pursuant to the Town Charter, Town Manager Lee announced that he has appointed Cindy Porrini to serve as the Plainville Town Clerk beginning on January 4th. This will allow for some overlap time with Carol Skultety to acquaint her with the office.

Town Manager Lee thanked Carol for her 20+ years of dedicated service to the Town of Plainville and wished her well in her retirement.

- **CIP Additional Appropriation**

The FY 21 Capital Improvement Budget anticipated that \$980,000 would be contributed from the Towns' unassigned fund balance to support the approved projects. According to the Town Charter, the Town Council is required to conduct a public hearing before considering an additional appropriation.

The Town Charter also requires a referendum whenever any additional appropriation exceeds 1% of the Town Budget. As a result, in order to appropriate \$980,000 from the unassigned fund balance, two supplemental appropriations will be required in order to avoid the expense of conducting a referendum.

There is an item under **New Business** establishing a public hearing for Monday, December 21, 2020 at 7:00 pm to receive public comments regarding the appropriation of \$490K from the unassigned fund balance to the Capital Improvement Fund. A second appropriation will be planned later in the fiscal year.

- **FY2022 Budget Discussion**

Town staff is currently making plans for the development of the FY22 Town budget. One of the first steps in the budget process is a joint meeting with the Town Council and the Board of Education.

During this joint meeting, both Town and School Administrative staff update both boards on the status of the current budget year and the projected budget assumptions and expectations for next year.

This meeting is generally held in mid-January. Given the current pandemic, this meeting will most likely be held remotely via video conferencing. Two suggested dates are Tuesday, January 12th of the following Tuesday, January 19th.

- **COVID-19 Update**

At the current time, the Municipal Center, Library and Senior Center are open to the public. Additionally, the schools are also conducting in school learning. However, both state and local health officials continue to report more COVID-19 infections and an increase in hospitalizations.

Some Town staff in the sewer department, buildings & grounds, roadways, police department, Senior Center and the Municipal Center have had to quarantine as a result of contact tracing. School staff has been impacted as well.

To date Town operations have continued with some minor impacts but this could change very quickly. Town staff will continue to monitor the pandemic and follow the recommendations of the health officials.

Regional Health Director Lockwood mentioned the increase of cases has been expected noting family & friend gatherings are contributing to the spread. Director Lockwood went on to say cases that have required hospitalization are more manageable than they were in the spring and encourage residents to continue to take every precaution when going out in public.

Vaccinations will be given to priority groups with guidelines set by the federal government.

- **Happenings**

Assistant Town Manager Daskal announced activities and updates regarding town offices holiday hours, Social Services “Rescue Christmas” project and activities within the Senior Center. Detailed information can be found on the Town’s website www.plainvillect.com

IX. PUBLIC COMMENTS

X. OLD BUSINESS

XI. NEW BUSINESS

1. Bid #2021-09, Non-Treated Road Salt Bid

Vice Chairwoman Tompkins motioned to award Bid #2021-09, Non-Treated Road Salt, under State Contract #20PSX0085 to Champion Salt, Maryland Heights, Missouri, in the amount of \$58.00 per ton. The motion was seconded by Councilman Underwood and passed 7-0.

2. Bid #2021-10, Treated Road Salt Bid

Vice Chairwoman Tompkins motioned to waive the bid process for Bid #2021-10, Treated Road Salt, and award to DVRN Enterprises Inc., Wethersfield, CT, in the amount of \$63.50 per ton. The motion was seconded by Councilman Gnazzo and passed 7-0.

3. Public Hearing regarding CIP Additional Appropriation

Vice Chairwoman Tompkins motioned to establish a public hearing for Monday, December 21, 2020, at 7:00pm to hear public comment regarding an additional appropriation of \$490,000 to the Capital Projects Fund. The motion was seconded by Councilman Underwood and 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 Underwood and passed 7-0.

XII. OTHER DISCUSSIONS OF INTEREST

Town Manager Lee commented the Governor is considering an Executive Order that would extend the due date of January 1st’s taxes from thirty days to ninety days. At this time, it is unclear if the extension would be across the board or upon request as was the procedure in July.

If the option to extend was left up to the towns, the Council would have to decide, before the next Town Council meeting. The extension of the due date would not apply to taxes that are escrowed.

It was the consensus of the Town Council to approve the application by request for extension of the due date.

Chairwoman Pugliese mentioned the Chamber of Commerce, Fire Department, Recreation Department and Police Department will be sponsoring a drive-through visit with Santa on Friday, December 11, beginning at 6:00pm in Norton Park.

XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION

XIV. ADJOURNMENT

At 7:44pm Vice Chairwoman Tompkins motioned to adjourn. The motion was seconded by Councilman Underwood and passed 7-0.

Respectfully submitted by,

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

Refunds

12/7/2020

	Current Year	Amount
1	CWPM, 25 Norton Pl	\$1,927.29
2	CWPM, 25 Norton Pl	\$1,501.53
3	CWPM, 25 Norton Pl	\$834.86
4	CWPM, 25 Norton Pl	\$440.47
5	Ford Credit Personal Property Tax, Detroit, MI	\$82.57
6	Ford Credit Personal Property Tax, Detroit, MI	\$356.24
7	Ford Credit Personal Property Tax, Detroit, MI	\$99.70
8	Ford Credit Personal Property Tax, Detroit, MI	\$544.47
9	Ford Credit Personal Property Tax, Detroit, MI	\$41.58
10	SOMAK Inc, Farmington, CT	\$126.02
	Total	\$5,954.73

Prior Years

Amount

1	Duchaine, Cheryl or John, 14 Hardwood Rd	\$146.23
2	Ford Credit Personal Property Tax, Detroit, MI	\$213.95

3	Ford Credit Personal Property Tax, Detroit, MI	\$324.98
4	Honda Lease Trust, Holyoke, MA	\$154.61
5	Toyota Lease Trust, Woburn, MA	\$104.20
6	Toyota Lease Trust, Woburn, MA	\$255.81
7	Toyota Lease Trust, Woburn, MA	\$356.21
Total		\$1,555.99