

**MINUTES  
PLAINVILLE TOWN COUNCIL  
COUNCIL CHAMBERS – MUNICIPAL CENTER  
REGULAR MEETING  
April 18, 2022 – 7:00p.m.**

**I. PRESENTATIONS:**

**II. PUBLIC HEARING**

1. 2022 Neighborhood Assistance Act Proposals
2. Use of Coronavirus State and Local Fiscal Recovery Funds associated with the American Rescue Plan Act

**III. MINUTES OF PREVIOUS MEETING**

April 4, 2022, Special and Regular Meeting

**IV. ANNOUNCEMENTS – REPORTS**

**V. APPOINTMENTS/RESIGNATIONS**

1. Housing Authority Appointment
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. Personnel Policy
2. Farmington Canal Heritage Trail Discussion – Phase 1
3. White Oak Redevelopment Project Update
4. 2022 Road Paving Update
5. Sidewalk Bid Results
6. Hemingway Street Drainage Issue
7. Honor Heights Sewer – Public Hearing
8. Additional Appropriation – Capital Improvement Plan
9. American Rescue Plan Act (ARPA) Proposed Project
10. Fair Housing
11. Financial Dashboard
12. Happenings

**IX. PUBLIC COMMENTS**

**X. OLD BUSINESS**

**XI. NEW BUSINESS**

1. 2022 Neighborhood Assistance Act Proposals
2. Consider Use of Coronavirus State and Local Fiscal Recovery Funds associated with the American Rescue Plan Act
3. Establish public hearing regarding Honor Heights Sewer
4. Establish public hearing regarding an additional appropriation to the Capital Improvement Plan

5. Establish public hearing regarding ARPA Proposed Project
6. Fair Housing Resolution
7. Fair Housing Policy Statement
8. Title VI Equal Opportunity Statement

**XII. OTHER DISCUSSIONS OF INTEREST**

**XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION**

1. Police Union Negotiations

**XIV. ADJOURNMENT**

The regular meeting was called to order at 7:00 pm. Present were Chairwoman Pugliese, Vice Chairman Underwood, Council members Tompkins, Wazorko. Morante, Rocco, Town Manager Lee, Town Attorney Mastrianni and Town Clerk Porrini.

Councilmember Catanzaro was absent.

Councilmember Rocco led the Pledge of Allegiance

**I. PRESENTATIONS**

**II. PUBLIC HEARING**

Town Clerk Porrini 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 public hearings at 7:00 p.m. on Monday April 18, 2022, in the Council Chambers of the Municipal Center, One Central Square in Plainville to hear public comments regarding:

1. Proposals for the 2022 Neighborhood Assistance Act
2. Use of Coronavirus State and Local Fiscal Recovery Funds associated with the American Rescue Plan Act to replenish funds lost due to the COVID pandemic for the following departments:
  - a. Library – Estimated cost \$100,000
  - b. Recreation Department – Estimated cost \$40,000

Dated at Plainville, Connecticut this 14th day of April 2022.

Chairwoman Pugliese opened the first public hearing for comments.

Manny Martinez, Dir. of Development, Chrysalis Center, spoke on behalf of the applicant Chrysalis Center, Inc.

No additional comments were made, and the hearing was closed.

Lou Frangos, 10 Fairbanks St, commented on the library budget.

No further comments were made, and the hearing was closed.

The public hearing adjourned at 7:21 pm.

**III. MINUTES OF PREVIOUS MEETING**

Vice Chairman Underwood motioned to approve the minutes of April 4, 2022, Regular Meeting: The motion was seconded by Councilwoman Tompkins and passed 6-0.

**IV. ANNOUNCEMENTS – REPORTS**

Councilwoman Morante attended the Library Board of Trustee meeting, she also mentioned the Youth Services dedication ceremony of the Betty Boukos' to be held on Friday, May 20, 2022.

Chairwoman Pugliese attended the Committee on Aging meeting, the Senior Center is happy to report activities are returning to normal. Chairwoman Pugliese also attended the Board of Education meeting and mentioned upcoming events.

Vice Chairman Underwood mentioned an open house at the Fire House on Saturday, May 21, 2022.

Town Manager Lee, on behalf of Councilman Catanzaro, discussed the Conservation Commission and a suggested fishing ban at Paderewski Park.

**V. APPOINTMENTS/RESIGNATION**

**Housing Authority**

Councilwoman Morante motioned to appoint Claire Adams, (U), 234 East Street, Unit 61, as Resident Commissioner to the Housing Authority. The motion was seconded by Councilman Wazorko and passed 6-0.

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

No report was given.

**VII. REPORT OF TOWN ATTORNEY**

No report was given.

**VIII. TOWN MANAGER**

Town Manager Lee presented and discussed the following topics:

• **Personnel Policies**

On January 18th Town staff submitted an update of the “Personnel Policy Manual” to the Town Council. This policy had not been updated and reviewed by the Town Council in many years. The purpose for the manual is to provide employees and applicants with important information concerning employment with the Town of Plainville, to provide a uniform policy for handling all non-union personnel matters, and to handle and clarify situations applicable to all employees including union personnel (unless stated otherwise in a collective bargaining agreement)

As requested, a “red line” copy of the policy was provided to the Town Council. The Human Resource Director Stacy Buden has proposed updating the Personnel Policy to reflect changes that have occurred in both federal and state law. It has also been updated to reflect some of the changes that have also occurred to benefits that are currently provided to Town employees. The Draft has been reviewed by Atty. Kenneth Weinstock as well.

Chapter VIII – Sec. 2 of the Town Charter states: *The Manager shall also cause to have prepared a set of personnel rules which together with any amendments thereto shall become effective upon being approved by the Town Council and filed by the Manager with the Town Clerk. Copies of such rules and any amendments thereto shall be distributed to all members of the classified service.*

Town staff is prepared to answer questions with respect to the proposed amendments to the “Personnel Policy Manual” and a future meeting, if desired.

- **Farmington Canal Heritage Trail Discussion – Phase I**

The State D.O.T. is finalizing Phase 1 of the Farmington Canal Heritage Trail in Plainville. Phase 1 will extend from Norton Park south to Town Line Road. The present schedule indicates that the design will be completed this December with an anticipated construction beginning next Spring (2023).

Between now and December, the State will be seeking environmental permits for the project and acquiring several private property rights-of-way. The plan is the same as what was presented at a Public Information Session last year. Scott Bushee, the Project Manager for D.O.T. has offered to attend a Town Council meeting if desired.

- **White Oak Redevelopment Project Update**

The Agreement with Tighe & Bond to provide environmental site assessment, remediation planning and observation and hazardous building materials assessment, abatement planning, and monitoring at the former White Oak site has been signed. The maximum fee for these services total \$143,883.90 all of which will be paid by a state grant previously secured by the Town. Tighe & Bond will begin their work shortly. Their first order of business will be to assist the Town in having the site enrolled into the CTDEEP Voluntary Clean-up Program.

It is anticipated that this work will last approximately 240 days, however, certain portions of the property may become available to the developer during that time to allow them to begin work on the rehabilitation of the existing building.

Town staff is also finalizing the Land Disposition and Development Agreement with Manafort Newport Realty TY, LLC. It is now estimated that this Agreement will be brought forward to the Town Council for approval next month.

- **2022 Road Paving Update**

The 2022 Road Bond Program has begun with work being done on the catch basins on the streets to be paved. The plan is to mill and pave 19 streets totaling approximately 3 miles in length. These streets have not been paved in over 30 years. The work is expected to be completed by Memorial Day.

- **Sidewalk Bid Results**

Last Thursday (April 14, 2022) five bids were received for sidewalk replacement. The low bid was submitted by D & P Morais Construction of Ludlow, MA in the amount of \$332,350. The engineer’s estimate for this work was \$500,000. Town staff is reviewing the bids and will also check references of previous work.

The project includes the replacement of 7,000 linear feet of sidewalks on portions of Maxine Road, Bernice Court, Florence Lane, Tomlinson Avenue, and Laurel Court. The project will also replace the sidewalk in front of West Main Pizza on East Main Street. D & P Morais is a “prequalified construction contractor” through the State of CT Department of Administrative Services for projects up to \$1M. A recommendation to award the sidewalk bid will be made at the May 2, 2022, Town Council meeting. The project will be done this summer.

- **Hemingway Street Drainage Issue**

At the November 15, 2021, Town Council meeting Town staff reported that several residents on Hemingway Street had contacted the Town regarding a drainage problem that was impacting their properties.

This drainage issue is related to surface and groundwater flowing southerly toward remnants of the Farmington Canal located in Norton Park at the rear of their property. During most of the year, rear portions of their properties are unusable due to flowing and standing water. Some of the water is coming from adjacent Town owned property as well. It was discussed that property owners had approached the Town for a solution to this matter. Information

gathered indicates that when these properties were developed in the early 1960s, a pipe and swale were installed to address this issue. There are no records of the original installation nor were there any legal documents filed identifying responsibilities for the drainage pipe.

Over time, it appears sections of the pipe have failed and portions of the swale were regraded. The exact extent of the original installation is unknown; however, historical aerial photographs seem to indicate the

installation extended northerly from Norton Park to at least to Willis Avenue.

The most practical solution to this matter would be to reestablish the original installation with modifications. The first and most important modification would be to draft and file the appropriate legal documents outlining responsibilities. Other modifications would involve design elements that would improve the efficiency and durability of the system. It is the engineering department's recommendations the new pipe be constructed of PVC and that the reestablished swale include yard drains. Any installation is contingent upon complete agreement of the property owners involved. An easement will need to be secured from every property owner involved in the project. The project can only proceed northerly from Norton Park to the point where the first property owner is not agreeable to an easement.

A conceptual design review indicates approximately 2000 linear feet of PVC pipe would need to be installed along with approximately five (5) yard drains. The cost for such installation is estimated to be in the range of \$75,000 to \$100,000. Costs could be less if Town staff were to perform the installation. Should Town Staff install the system out of pocket costs could just be for the materials needed.

If the Town Council was interested in providing a solution to this long-standing drainage issue, it would be my recommendation that the property owners directly affected pay for a portion of the construction. The costs could be offset using American Rescue Plan monies as well. In November, the Town Council appeared willing to move forward in some way to address this problem.

If desired, the work to replace this pipe could be done later this summer. Town staff is seeking Town Council thoughts on whether the Town staff should move forward with a plan to address this issue.

- **Honor Heights Sewer – Public Hearing**

It is recommended that the Town Council, acting in its capacity as the Water Pollution Control Authority, conduct a Public Hearing regarding the extension of sewers into the Honor Height's Subdivision on Tuesday, May 17, 2022, beginning at 7:00 pm in the Town Council Chambers.

If scheduled, the Public Notice along with an explanation of the proposed project would be mailed to all the property owners in Honor Heights approximately two weeks before the Public Hearing.

There is an item under New Business regarding this recommendation.

- **Additional Appropriation – Capital Improvement Plan**

The FY22 Capital Improvement Plan included funding from the "unassigned fund balance" in the amount of \$869,150. Earlier this year the Town Council approved an additional appropriation of \$600,000 to the CIP. Town staff is recommending that the Town Council schedule a Public Hearing for the remaining amount (\$269,150) for May 2, 2022, at 7:00 pm in the Town Council Chambers.

There is an item under New Business regarding this recommendation.

- **American Rescue Plan Act (ARPA) Proposed Project**

The list of potential projects to consider for ARPA Funding included the replacement of the chiller at Toffolon Elementary School in the amount of \$300K. The plan is to have this chiller replaced before the start of school in September.

There is an item under New Business that would schedule a Public Hearing on this expenditure utilizing the Coronavirus State & Local Fiscal Recovery Funds for May 2, 2022, before the next Town Council meeting.

4/18/22

- **Fair Housing**

The Town is required to regularly acknowledge our commitment to Fair Housing. There are three items under New Business that would: 1) adopt a resolution entitled “Fair Housing Resolution”; 2) re-appoint the Town

Manager as the Fair Housing officer and authorize him to sign and implement the “Fair Housing Statement”; and 3) authorize the Town Manager to sign and implement the “Title VI Equal Opportunity Statement”.

- **Financial Dashboard**

The Financial Dashboard for the first nine months of FY22 through March 31, 2022, has been provided to the Town Council and has been posted to the Town website.

- **Happenings**

Town Clerk Porrini announced updates regarding Senior Center activities, a Rabies Clinic, and a Housing Affordability Workshop. Further information can be found on the Town’s website: [www. www.plainvillect.com](http://www.plainvillect.com)

## **IX. PUBLIC COMMENTS**

Ray Blanco, 22 West Main St., spoke regarding issues with his apartment building.

Joanne Edman, 166 West Main St. addressed the council regarding the BOE budget.

Lou Frangos, 10 Fairbanks St., discussed several topics with the Council.

## **X. OLD BUSINESS**

## **XI. NEW BUSINESS**

### **1. Consider 2022 Neighborhood Assistance Act Proposals**

- Vice Chairman Underwood motioned to approve the 2022 Neighborhood Assistance Act Proposal for the Chrysalis Center, Inc. for the St. St. Philip House Energy Conservation Project in the amount of \$74,600. The motion was seconded by Councilwoman Tompkins and passed 6-0.**
- Vice Chairman Underwood motioned to approve the 2022 Neighborhood Assistance Act Proposal for the Congregational Church of Plainville, U.C.C. for the Energy Efficiency Initiative in the amount of \$150,000. The motion was seconded by Councilwoman Tompkins and passed 6-0.**
- Vice Chairman Underwood motioned to approve the 2022 Neighborhood Assistance Act Proposal for the Prudence Crandall Center, Inc. for the Annual Appeal in the amount of \$150,000. The motion was seconded by Councilwoman Tompkins and passed 6-0.**
- Vice Chairman Underwood motioned to approve the 2022 Neighborhood Assistance Act Proposal for the Prudence Crandall Center, Inc. for the Energy Efficiency in the amount of \$58,705. The motion was seconded by Councilwoman Tompkins and passed 6-0.**

### **2. Consider Use of Coronavirus State and Local Fiscal Recovery Funds associated with the American Rescue Plan Act**

**Vice Chairman Underwood motioned to authorize the use of Coronavirus State and Local Fiscal Recovery funds association with the American Rescue Plan Act to replenish lost revenue due to the COVID-19 pandemic for the following departments:**

- a. Library – Estimated cost \$100,000
- b. Recreation Department – Estimated cost \$40,000

The motion was seconded by Councilwoman Tompkins and passed 6-0.

3. Establish public hearing regarding Honor Heights Sewer

Vice Chairman Underwood motioned to establish a public hearing in the Municipal Center on Tuesday, May 17, 2022, at 7:00pm to hear public comment regarding the installation of public sewers in Honor Heights. The motion was seconded by Councilwoman Tompkins and passed 6-0.

4. Establish public hearing regarding an additional appropriation to the Capital Improvement Plan

Vice Chairman Underwood motioned to establish a public hearing in the Municipal Center on Monday, May 2, 2022, at 7:00pm to hear public comment on an additional appropriation to the

Capital Improvement Plan. The motion was seconded by Councilwoman Tompkins and passed 6-0.

5. Establish public hearing regarding ARPA Proposed Project

Vice Chairman Underwood motioned to establish a public hearing in the Municipal Center on Monday, May 2, 2022, at 7:00pm to hear public comment on the use of Coronavirus State and Local Fiscal Recovery Funds associated with the American Rescue Plan Act for the replacement of the Toffolon Elementary School chiller estimated at \$300,000. The motion was seconded by Councilwoman Tompkins and passed 6-0.

6. Fair Housing Resolution

Vice Chairman Underwood motioned to adopt a resolution entitled "Fair Housing Resolution". The motion was seconded by Councilwoman Tompkins and passed 6-0.

7. Fair Housing Policy Statement

Vice Chairman Underwood motioned to re-appoint the Town Manager as the Fair Housing officer and authorize him to sign and implement the "Fair Housing Statement". The motion was seconded by Councilwoman Tompkins and passed 6-0.

8. Title VI Equal Opportunity Statement

Vice Chairman Underwood motioned to authorize the Town Manager to sign and implement the Title VI Equal Opportunity Statement. The motion was seconded by Councilwoman Tompkins and passed 6-0.

**XII. OTHER DISCUSSIONS OF INTEREST**

**XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION**

- 1. Police Union Negotiations

At 8:20 pm Councilwoman Tompkins motioned to enter Executive Session. The motion was seconded by Councilman Rocco and passed 6-0.

All six Council members were present for the executive session along with Town Manager Lee. Discussion was held regarding the Police Union Negotiations matter. No votes were taken.

A motion was made, seconded unanimously passed, to end the executive session at 8:45 p.m. No further

action was taken.

**XIV. ADJOURNMENT**

At 8:46 pm Councilwoman Tompkins motioned to adjourn. The motion was seconded by Councilman Rocco and passed 6-0.

Respectfully submitted by,



Cindy A. Porrini, Town Clerk  
& Clerk of the Town Council

\*\*\*\*\*

**2-2022**

**FAIR HOUSING RESOLUTION  
TOWN OF PLAINVILLE**

**Whereas**, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

**Whereas**, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status, or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

**Whereas**, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

**Whereas**, The **Town of Plainville** is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

**NOW THEREFORE, BE IT RESOVED**, That the **Town of Plainville** hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

**BE IT FURTHER RESOLVED**, That the chief executive officer of the **Town of Plainville** or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the **Town of Plainville** and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.