

**MINUTES – DRAFT**  
**PLAINVILLE TOWN COUNCIL**  
**COUNCIL CHAMBERS – MUNICIPAL CENTER**  
**REGULAR MEETING**  
**May 16, 2022 – 7:00p.m.**

**I. PRESENTATIONS:**

**II. PUBLIC HEARING**

1. Use of Coronavirus State and Local Fiscal Recovery Funds associated with the American Rescue Plan Act for the following projects:

**III. MINUTES OF PREVIOUS MEETING**

May 2, 2022, Regular Meeting

**IV. ANNOUNCEMENTS – REPORTS**

**V. APPOINTMENTS/RESIGNATIONS**

1. Firefighter Resignations
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. Staff Appointments – Sneha L’Heureux and Michael Ferrera
2. Charter Revision Discussion
3. Personnel Policies
4. State Budget Discussion
5. Appointment of Auditor
6. Happenings

**IX. PUBLIC COMMENTS**

**X. OLD BUSINESS**

**XI. NEW BUSINESS**

1. Consider Use of Coronavirus State and Local Fiscal Recovery Funds associated with the American Rescue Plan Act
2. Personnel Policies
3. Set Mill Rate
4. Appointment of Auditor
5. Tax Refunds – Addendum

**XII. OTHER DISCUSSIONS OF INTEREST**

**XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION**

**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.

Councilman Catanzaro was absent.

Councilwoman Morante 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  
MAY 16, 2022**

**NOTICE IS HEREBY GIVEN** that the Plainville Town Council will hold a public hearing at 7:00 p.m. on Monday May 16, 2022, in the Council Chambers of the Municipal Center, One Central Square in Plainville to hear public comments regarding:

Use of Coronavirus State and Local Fiscal Recovery Funds associated with the American Rescue Plan Act for the following projects:

- a. Fiber Project – Estimated cost \$500,000
- b. Mountain View Pump Station – Estimated cost \$87,000
- c. West Cemetery Expansion – Estimated cost \$22,500

Dated at Plainville, Connecticut this 12th day of May 2022.

Chairwoman Pugliese opened the public hearings for comments.

John Kisluk, 65 Forestville Ave, recommended improvements to Paderewski Park with the ARPA funds.

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

**The public hearing adjourned at 7:07 pm.**

**III. MINUTES OF PREVIOUS MEETING**

**Vice Chairman Underwood motioned to approve the minutes of May 2, 2022, Regular Meeting: The motion was seconded by Councilwoman Tompkins and passed 6-0.**

**IV. ANNOUNCEMENTS – REPORTS**

Councilwoman Morante attended the Board of Library Trustees meeting last week and mentioned on Friday May 20<sup>th</sup>, will be the dedication of the Library Youth Services' Room in honor of Betty Boukos.

Chairwoman Pugliese attended the Commission on Aging and the Board of Education meetings last week.

**V. APPOINTMENTS/RESIGNATION**

**1. Fire Department**

**Vice Chairman Underwood motioned to accept with regret the following resignations from the Plainville Fire Department:**

**Gilbert Aguilera as Probationary Firefighter  
Robert Schneider as Probationary Firefighter  
Krista Camacho as Probationary Firefighter  
Jessica Blier as Probationary Firefighter  
Jason Roman as Probationary Firefighter**

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

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

Chairwoman Consalvo reported on the regular meeting on May 9<sup>th</sup>, upcoming graduation date of June 10<sup>th</sup>, last day of school of June 17<sup>th</sup>.

**VII. REPORT OF TOWN ATTORNEY**

No report was given.

**VIII. TOWN MANAGER**

Town Manager Lee presented and discussed the following topics:

**• Staff Appointments – Sneha L’Heureux and Michael Ferrara**

This evening I would like to introduce two new employees that have been appointed to key positions in Plainville.

Sneha L’Heureux has been appointed the Youth Service Director replacing Roberta Brown who recently retired after 40 years of service. Sneha comes to Plainville from the Town of Coventry where she served as their Youth Services Coordinator. She had previously worked in the Town of Wallingford as well where she currently resides. She began her position on May 2nd.

Mike Ferrara has been appointed as the Superintendent of Roadways replacing Dom Moschini who recently retired after 23 years of service. Mike has worked for Plainville for several years and served as the Foreman in Roadways before being elevated to the Superintendent’s position. Mike lives in Southington.

**• Charter Revision Discussion**

The Town Council has expressed interest in forming a Charter Revision Commission to consider several aspects of the document including the residency requirement for the Town Manager position.

Included in the information package for this evening’s meeting is a paper entitled “Steps Regarding Charter Revision”. Charter revision is initiated by a 2/3rds vote of the entire membership of the Town Council.

Within 30 days of this vote, the Council must appoint a charter revision commission consisting of 5 to 15 members, not more than 1/3rd of whom may hold other public office, and not more than a bare majority of whom shall be members of any one political party. The appointments must also be approved by 2/3rds vote of the entire membership.

The commission must hold a public hearing on proposed charter amendments prior to beginning of any substantive work on such charter. They must also hold a second public hearing after a draft report has been completed after which hearing the commission may amend the report. The commission may hold such other public hearings as it deems necessary.

After finalizing their recommendations, the commission submits its draft report to the Town Clerk. The Town Council then must hold at least one public hearing on the draft report not later than 45 days after receipt by the

Town Clerk. The Town Council must make recommendations to the commission for such changes in the draft report as it deems desirable, not later than 15 days after their public hearing.

There are several other possible steps but, when completed, the Town Council would submit the proposed charter amendments to the electors (i.e. voters) at a regular election or special election warned and held for that purpose. The charter amendments become effective 30 days after it is approved unless some other effective date is specified.

When the Town Council forms a charter revision commission, they must prescribe a date, not later than 16 months from appointment, by which the commission must submit its report.

- **Personnel Policies**

Earlier this year Town staff presented a revised update of the Personnel Policies for Town employees. The Town Charter requires the Town Council to approve any revisions to this document.

Most of the proposed revisions are to comply with requirements approved by the State Legislature and the Federal government. Other revisions reflect the changes that have occurred with benefits that are currently offered to Town employees.

There is an item under New Business regarding the Personnel Policy Manual dated February 7, 2022.

- **State Budget Discussion**

After the Town Council finalized their recommended expenditure budget and sent it to the all-day vote, the calculated mill rate was 30.77 mills. This was a decrease of 3.79 mills or -11%. The reduction was mainly due to revaluation and the resulting significant increase in property values.

The State Budget has now been finalized and, as a result, the Governor's recommendation for municipal aid has decreased by almost \$600,000. The reduction was primarily caused by the changes made to the Governor's proposal to cap the MV taxes at 29 mills. The legislature increased the base number from 29 mills to 32.46. That, in turn, reduced the reimbursement from the state to Plainville from \$960,000 to \$362,000.

As a result, the calculated mill rate now stands at 31.14 which is a reduction of -3.42 mills or -10%. Town staff has also provided information regarding the unassigned fund balance with a projection through the end of next fiscal year, (June 30, 2023). It should be noted that approximately \$1.4M has already been earmarked from the unassigned fund balance to help balance the mill rate for next year. This was directed to the general fund (\$624,500), the Capital Improvement Fund (\$555,000), and the unanticipated increase in the State Partnership Plan Health Plan (\$196,000).

Finally, it is now anticipated that the Americold project will be completed (but not operational) on October 1st. The net result is that the expected increase in revenue solely because of this project will be approximately \$500,000.

There is an item under New Business should the Town Council decide to set the mill rate this evening.

- **Appointment of Auditor**

Connecticut municipalities are required to notify the State Office of Policy & Management by June 1st of the firm that will be performing the Town Audit for FY22 by June 1. Town staff is recommending that the Town Council appoint CliftonLarsonAllen (current auditors) to conduct this audit. There is an item under New Business regarding this recommendation.

- **Happenings**

Town Clerk Porrini announced updates regarding Tax Office payments, Fire Department, and Police Department events. Further information can be found on the Town's website: [www.plainvillect.com](http://www.plainvillect.com)

## **IX. PUBLIC COMMENTS**

John Kisluk, 65 Forestville Ave, spoke on the proposed Honor Heights project.

Lou Frangos, 10 Fairbanks St., commented on the auditor appointment.

**X. OLD BUSINESS**

**XI. NEW BUSINESS**

**1. 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 for the following projects:

- Fiber Project – Estimated cost \$500,000
- Mountain View Pump Station – Estimated cost \$87,000
- West Cemetery Expansion – Estimated cost \$22,500

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

**2. Personnel Policies**

Vice Chairman Underwood motioned to approve the “Town of Plainville Personnel Policy Manual” dated February 7, 2022. The motion was seconded by Councilwoman Tompkins and passed 6-0.

**3. Set Mill Rate**

Councilman Rocco motioned to table this item to the June 6, 2022, meeting. The motion was seconded by Councilman Wazorko and passed 6-0.

**4. Appointment of Auditor**

Vice Chairman Underwood motioned to appoint the firm of CliftonLarsonAllen to conduct an audit for the Town of Plainville’s 2022 Fiscal Year. The motion was seconded by Councilwoman Tompkins and passed 6-0.

**5. Tax Refunds – Addendum**

Vice Chairman Underwood motioned to approve the tax refunds as listed on the Addendum. The motion was seconded by Councilwoman Tompkins and passed 6-0.

**XII. OTHER DISCUSSIONS OF INTEREST**

Town Manager Lee mentioned the public hearing scheduled for the Honor Heights neighborhood sewer project scheduled for May 17<sup>th</sup> and gave an overview of how beneficial assessments are determined.

**XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION**

**1. Union Negotiations**

At 7:48 pm Chairman Underwood motioned to enter Executive Session. The motion was seconded by Councilwoman Tompkins and passed 6-0.

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

A motion was made, seconded unanimously passed, to end the executive session at 8:10 p.m. No further action was taken.

#### **XIV. ADJOURNMENT**

At 8:11 pm Vice Chairman Underwood motioned to adjourn. The motion was seconded by Councilwoman Tompkins and passed 6-0.

Respectfully submitted by,

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

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	<b>Refunds</b>	<b>5/16/2022</b>	
		<b>Current Year</b>	<b>Amount</b>
1	Nissan Infiniti LT LLC, PO Box 650214, Dallas, TX		294.83
2	Nissan Infiniti LT LLC, PO Box 650214, Dallas, TX		362.36
	<b>Total</b>		<b>\$657.19</b>

  

	<b>Sewer User Fund</b>	<b>Amount</b>
1	Albert, William & Geneva, 8 Mel Rd..	\$90.00
	<b>Total</b>	<b>\$90.00</b>