

**MINUTES
PLAINVILLE TOWN COUNCIL
COUNCIL CHAMBERS – MUNICIPAL CENTER
SPECIAL MEETING
FEBRUARY 1, 2016 – 6:30pm**

6:30pm WORK SSESSION:

Grant Proposal to New Britain Foundation

Councilwoman Pugliese called the special meeting to order at 6:30pm in the Council Chambers of the Municipal Center, One Central Square. Also present were Vice Chairman Saunders, Council members Wazorko, Morante, Christopher, Tompkins and Carrier, Town Manager Lee, Intern Colby and Town Clerk Skultety.

Senior Center Director Cohen and Assistant Director Guberman presented the Town Council with the proposal of utilizing grant funds from the Community Foundation of Greater New Britain to create a part-time, 19-hour per week Office Assistant position at the Senior Center. Their responsibilities would include consistent and accurate financial record keeping, bill paying, making deposits and reports that would relate to grants administered by the Senior Center. In addition the Office Assistant would help with the transition to a digital accounting system as well as be responsible for training and supervising other volunteers.

If the grant was approved, grant funds would cover the position for the first year. Director Cohen mentioned in the second year, the position would be funded in part by the Community Foundation and the Town and after that the Town would fund the entire position.

It was the consensus of the Town Council to go forward with the grant process for the position.

**MINUTES
PLAINVILLE TOWN COUNCIL
COUNCIL CHAMBERS – MUNICIPAL CENTER
REGULAR MEETING
FEBRUARY 1, 2016 – 7:00p.m.**

- I. **PRESENTATIONS**

- II. **PUBLIC HEARING**

- III. **MINUTES OF PREVIOUS MEETING**
Minutes of January 19, 2016 Regular Meeting

- IV. ANNOUNCEMENTS – REPORTS**

- 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. 2016 Revaluation
 - 2. Road Bond – 2016 Paving Schedule
 - 3. CREC Stop Loss Discussion
 - 4. Parks Improvement Grant Award
 - 5. Happenings

- IX. PUBLIC COMMENT (up to 30 Minutes)**

- X. OLD BUSINESS**

- XI. NEW BUSINESS**
 - 1. Bid #2016-19, 2016 Revaluation
 - 2. Bid #2016-22B, Catch Basins
 - 3. Bid #2016-23B, Concrete Block and Bricks
 - 4. Resolution regarding Stop Loss Captive Insurance
 - 5. Tax Refunds - Addendum

- XII. OTHER DISCUSSIONS OF INTEREST**

- XIII. PUBLIC COMMENTS (con't.)**

- XIV. MATTER APPROPRIATE FOR EXECUTIVE SESSION**

- XV. ADJOURNMENT**

Councilwoman Pugliese called the meeting to order at 7:00pm in the Council Chambers of the Municipal Center, One Central Square. Also present were Vice Chairman Saunders, Council

members Wazorko, Morante, Christopher, Tompkins and Carrier, Town Manager Lee, Intern Colby and Town Clerk Skultety.

The Pledge of Allegiance was led by Councilman Wazorko.

I. PRESENTATIONS:

II. PUBLIC HEARING

III. MINUTES OF PREVIOUS MEETING

Councilwoman Tompkins motioned to approve the minutes of the January 19, 2016 Regular Meeting. The motion was seconded by Vice Chairman Saunders and passed 7-0

IV. ANNOUNCEMENTS – REPORTS

Councilwoman Morante attended the Conservation Commission meeting that had members of the Friends of Paderewski Park in attendance as well. She mentioned both groups are working together in a very positive way for the betterment of the park.

Councilwoman Christopher attended the Advisory Recreation & Parks meeting where there was discussion regarding a dog park. The next step will be to form a committee and bring a proposal before the Town Council.

Councilman Wazorko commented on the current Town Council Meeting agenda format. The Town Council amended the agenda last year, allowing the public an opportunity to speak, up to 30 min. after the Town Manager's Report and a second opportunity to address the Council at the end of the meeting. Councilman Wazorko feels there has not been a lot of discussion during the second opportunity and suggested eliminating/reassigning the second Public Comment and allowing the public to speak after the Town Manager's Report, for a time limit that would be at the discretion of the Chairperson.

Discussion followed. It was the consensus of the Town Council to eliminate the second Public Comment, remove the time limit and the length of discussion at the first Public Comment would be at the discretion of the Chairperson. If necessary and depending on the topic the Chair could suspend the Public Comment portion of the meeting, continue with the business of the meeting and resume with comments at the end of the meeting.

Consideration for the amendment will be taken up at the next Town Council meeting.

V. APPOINTMENTS/RESIGNATION

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

Chairwoman Saunders updated the Board of Education's progress with the budget process. The Board has met a few times and reviewed accounts, teachers, custodial and office professional contracts, bus contracts, reducing insurance costs and funds including the Turf Fields. All items

being considered it is anticipated the Board of Education will be voting on a 1.48% increase at the next budget meeting.

VII. REPORT OF TOWN ATTORNEY

No report

VIII. REPORT OF TOWN MANAGER

Town Manager Lee presented and discussed the following topics:

- **2016 Revaluation**

Plainville is required to perform a revaluation of all property for the October 1, 2016 Grand List. Recently, Town staff issued a *Request for Proposals* to perform the revaluation. Three companies licensed to perform this work in CT were sent the RFP. Only one firm responded – namely – Tyler Technologies from Moraine, Ohio. Tyler Technologies has performed revaluations for Plainville since the 1970's and their staff is completely knowledgeable regarding the Towns' real estate tax base.

The RFP contained a couple of options including a “full inspection” that would include inspections of all the parcels in Town. A second option would inspect all commercial and industrial properties and interior inspections of all residential properties that sold from April 1, 2015 through October 1, 2016. The proposal also includes field reviews, informal hearings, project start-up and bonding, and inspections of all the tax exempt parcels in town.

The cost for the “full inspection” is \$358,100 and the second option was \$182,200. Both prices are comparable with other towns in CT of similar size and parcel count.

Jane Buden, Town Assessor is recommending that the Town Council accept the second option. She is also recommending that the Town Council include a valuation software update as part of the project for an additional \$15,000, for a total contract cost of \$197,200. The total cost of the revaluation is expected to be in the range of \$225,000 to \$230,000.

Currently, there is \$80,000 available in the capital improvement plan to perform the revaluation. The remaining amount of \$150,000 will be included in the upcoming CIP for FY17.

If approved, work would begin in mid-March with preliminary notices going to all property owners in November followed by informal hearings in December. Final notices would then go out early next year and the 10/1/16 Grand List would be finalized by the end of January 2017.

Assessor Buden went on to described the reval process.

- **Road Bond – 2016 Paving Schedule**

Town Council packages included the proposed paving schedule for the upcoming construction season. The paving plan includes streets that originally were part of last summer's schedule but were not done because of the limited time to perform the work. The proposed new streets for

next year have been reviewed and recommended by the Capital Projects Building Committee. Work is expected to begin in April with some drainage basin repairs.

Town staff is recommending that state low bid contractors be used for providing materials for some of this work. This would include an amount not to exceed \$50,000 for catch basin tops, reducers, risers, slabs, and traffic pedestal bases from United Concrete Products and an amount not to exceed \$15,000 for concrete block and bricks from Cromwell Concrete.

These materials will be purchased by the Roadways Department for installation on Red Stone Hill, Bohemia Street, West Main Street, Fairbanks Street, and Forest Street in preparation for paving.

- **CREC Stop Loss Discussion**

Both the Town and School Administration continue to be interested in the Capital Region Education Council's efforts to create an insurance captive with other municipalities to purchase joint stop-loss insurance. As part of the creation of the captive, CREC has applied for a *Regional Performance Incentive Grant* from the State to fund the initial start-up costs. If approved, this would reduce the impact to each of the participating communities. To date 18 Towns, including CREC, have expressed interest in participating in the captive. If approved, it is anticipated that the Town Council will be asked to formally join the captive sometime in March after cost estimates have been finalized.

- **Parks Improvement Grant Award**

Town Manager Lee announced that, with the assistance of State Representative Betty Boukus, the State Bond Commission has approved a grant in the amount of \$592,500 to make various improvements to both Norton Park and Paderewski Park. This grant would cover 75% of a total estimated project cost of \$790,000.

Last summer, Representative Boukus contacted the Town Manager's office about the possibility of grant funds being available for park improvements. The Manager's office worked with the Parks & Recreation Advisory Board to develop a project that would address some of the critical needs in both parks. Some of the proposed improvements were included in the 5-year capital plan.

The proposed improvements at Norton Park include the replacement of the playground equipment, the construction of new bathrooms, fence installation and replacement, and the replacement of the light poles at the softball field.

The Paderewski Park improvements include the resurfacing of the basketball court, the construction of a small shaded area near the splash pad, a re-grading of the back soccer field with the installation of irrigation and the purchase of some playground equipment.

The Town share of this project in the amount of \$197,500 will be included in the proposed FY17 Capital Improvement Plan. It is expected that some of the improvements could be constructed this year.

Town Manager Lee expressed his thanks to Representative Betty Boukus for being able to assist the Town with securing the funding for these improvements to both Norton and Paderewski Parks.

- **Happenings**

Intern Colby reported on activities and events at and within the Senior Center, Historic Center, Farmer's Market, Plainville Library and the Plainville Health District. For more information on programs and activities the Town's website is www.plainvillect.com.

IX. PUBLIC COMMENTS

Barbara Robertson 12 Woodland St questioned the timeframe for the release of the animals that were being taken care of by Almost Home.

The response was the Town has signed off on the list, the list went to Attorney Ziegler and then will be returned to the Judge before any action can be taken.

Christopher Robertson, 12 Woodland St expressed his apology to the Town Council for his actions during past meetings. He should not have pointed fingers when he did not have all of the information and now feels it's important to stay focused on the issues.

Joanne Edman, 166 West Main St offered a prayer and offered an apology to the Chief of Police, the Police Department, the ACO and the Town Council. She has learned about certain circumstances that she was unaware of and now knows the animals are being taken care of better than they had been before.

Donna Oaks, 144 Fall Mountain Rd, Bristol mentioned the dogs and pets have not been released and they were supposed to be released a week ago; it's time they went home.

X. OLD BUSINESS

XI. NEW BUSINESS

1. Bid #2016-10, 2016 Revaluation

Councilman Carrier motioned to award Bid #2016-19, 2016 Revaluation, to Tyler Technologies, CLT Division Moraine, OH, in the amount of \$197,200. The motion was seconded by Vice Chairman Saunders and passed 7-0.

2. Bid #2016-22B, Catch Basins

Vice Chairman Saunders motioned to award Bid #2016-22B, Catch Basins, under State Bid #14PSX0231 to United Concrete Products Inc., Wallingford, CT, for an amount not to exceed \$50,000. The motion was seconded by Councilman Carrier and passed 7-0.

3. Bid #2016-23B, Concrete Block and Bricks

Councilman Carrier motioned to award Bid #2016-23B, Concrete Block and Bricks, under State Bid #14PSX0137 to Cromwell Concrete Products, Cromwell, CT, for an amount not to exceed \$15,000. The motion was seconded by Councilwoman Tompkins and passed 7-0.

4. Resolution regarding Stop Loss Captive Insurance - See Addendum

Vice Chairman Saunders motioned to adopt a resolution regarding Stop Loss Captive Insurance. The motion was seconded by Councilwoman Tompkins and passed 7-0.

5. Tax Refunds – See Addendum

Councilwoman Tompkins motioned to approve the tax refunds as listed on the addendum. The motion was seconded by Councilman Carrier and passed 7-0.

XII. OTHER DISCUSSIONS OF INTEREST

Town Manager Lee commented that the Town has no advantage to hold up the process and it would be more beneficial to have them adapted as soon as possible.

XIII. PUBLIC COMMENTS (cont'd.)

Rick Broderick II, 35 Great Plain Dr commented on various topics including the results from a survey he has on his website regarding Old Linden Street School, town-wide Wi-Fi, a proposed dog park, funding the turf field and funding the rehab of Paderewski Pond.

XIV. MATTER APPROPRIATE FOR EXECUTIVE SESSION

XV. ADJOURNMENT

Councilman Carrier motioned to adjourn at 8:00pm. The motion was seconded by Councilman Tompkins and unanimously passed.

Respectfully submitted by,

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

1-2016

**RESOLUTION REGARDING OPM REGIONAL PERFORMANCE INCENTIVE
PROGRAM**

Whereas Section 4-124s as amended by Section 251 and 253 of Public Act 13-247 passed by the Connecticut General Assembly provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

Whereas the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

Whereas on November 24th, 2015 and January 27th, 2016 the Policy Board of CRCOG passed resolutions authorizing development and submittal of an application packages to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council’s member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

Whereas, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

Whereas the Town of Plainville has expressed an interest in taking part in the project proposal entitled Stop Loss Captive Insurance.

Now, Therefore Be It Resolved that the Plainville Town Council does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes the Town Manager Robert E. Lee to sign all necessary agreements and take all necessary actions to allow for the Town’s participation in this program.

Refunds

2/1/2016

	Current Year	Amount
1	Alexium Leasing Company, Louisville, KY	\$260.69
2	Ally Financial, Louisville, KY	\$542.89
3	Ally Financial, Louisville, KY	\$194.64
4	Ally Financial, Louisville, KY	\$379.16
5	Ally Financial, Louisville, KY	\$319.89
6	Ally Financial, Louisville, KY	\$600.95
7	Ally Financial, Louisville, KY	\$393.74
8	Ally Financial, Louisville, KY	\$276.67
9	Ally Financial, Louisville, KY	\$352.58
10	Hyundai Lease Titling TR, Newport Beach, CA	\$299.84
	Total	\$3,621.05

**Prior
Years**

Amount

1	Alexium Leasing Company, Louisville, KY	\$100.95
---	---	----------

2	Ally Financial, Louisville, KY	\$182.32
3	Hyundai Lease Titling TR, Newport Beach, CA	\$81.12
	Total	\$364.39

Sewer User Refunds

1	Display Properties LLC, 335 S Washington St	\$667.22
	Total	\$667.22