

**MINUTES – DRAFT**  
**PLAINVILLE TOWN COUNCIL**  
**COUNCIL CHAMBERS – MUNICIPAL CENTER**  
**SPECIAL MEETING**  
**Tuesday, February 20, 2024 – 6:00 p.m.**

**6:00pm EXECUTIVE SESSION:**

**CGS §1-200(6)(E) and §210(b)(5)(B)**

Chairman Wazorko called the Executive Session to order at 6:00 pm. Present were Vice Chairwoman Morante, Council members Christopher, Gediman, Hurley, Tompkins, Underwood; Town Manager Paulhus, Assistant Town Manager Cirioli, and Town Attorney Borea. Also in attendance, Mark DeVoe, Town Planner and Cal Hauburger, Economic Development Coordinator.

Discussion ensued. No votes were taken.

The Executive Session was adjourned at 7:05 p.m.

**MINUTES**  
**PLAINVILLE TOWN COUNCIL**  
**COUNCIL CHAMBERS – MUNICIPAL CENTER**  
**REGULAR MEETING**  
**February 20, 2024 – 7:00p.m.**

**I. PRESENTATIONS:**

**II. PUBLIC HEARING**

**III. MINUTES OF PREVIOUS MEETING**

February 5, 2024 Regular Meeting; February 7, 2024, Special Meeting

**IV. ANNOUNCEMENTS – REPORTS**

**V. APPOINTMENTS/RESIGNATIONS**

1. Economic Development Agency Appointment
2. Firefighter Resignation
3. Aviation Commission Re-appointments
4. Conservation Commission Re-appointments
5. Recycling and Solid Waste Commission Re-appointments
6. Housing Authority Re-appointment
7. 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**

1. Discussion of permissible and prohibited activities of elected officials during the “Quiet Period”

**VIII. REPORT OF TOWN MANAGER**

1. 2023 Grand List

2. Honor Heights Sanitary Sewer Assessment Deferment
3. White Oak Update
4. Parking Ban Discussion
5. Alternative Work Week Update
6. Little Free Libraries at Norton Park and Trumbull Par
7. Financial Dashboard
8. Happenings

**IX. PUBLIC COMMENTS**

**X. OLD BUSINESS**

**XI. NEW BUSINESS**

1. Establish a Public Hearing on an Ordinance for the Deferment of Honor Heights Sanitary Sewer Assessment
2. Installation of Little Free Libraries at Norton Park and Trumbull Park
3. Tax Refunds - Addendum

**XII. OTHER DISCUSSIONS OF INTEREST**

**XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION**

**XIV. ADJOURNMENT**

The regular meeting was called to order at 7:10 pm. Present were Chairman Wazorko, Vice Chairwoman Morante, Council members Christopher, Gediman, Hurley, Tompkins, Underwood; Town Manager Paulhus, Assistant Town Manager Cirioli, Town Attorney Borea, and Town Clerk Arena.

Councilman Gediman led the Pledge of Allegiance

**I. PRESENTATIONS**

**II. PUBLIC HEARING**

**III. MINUTES OF PREVIOUS MEETING**

**Councilman Hurley motioned to approve the minutes of February 5, 2024 Regular Meeting: February 7, 2024 Special Meeting. The motion was seconded by Councilman Gediman and passed 7-0.**

**IV. ANNOUNCEMENTS – REPORTS**

Vice Chairwoman Morante attended meetings for the Committee on Aging and Conservation Commission.

**V. APPOINTMENTS/RESIGNATION**

**Economic Development Agency**

**Councilwoman Christopher motioned to appoint Timothy Maynard (U), 141 Hollyberry Lane, as a Regular Member to the Economic Development Agency for the new term ending November 9, 2026. The motion was seconded by Councilwoman Tompkins and passed 7-0.**

### **Fire Department**

Councilwoman Tompkins motioned to accept with regret the resignation of Joshua Malave from the Plainville Fire Department. The motion was seconded by Councilman Underwood and passed 7-0.

Councilwoman Tompkins motioned to accept with regret the resignation of Douglas Marcarelli from the Plainville Fire Department. The motion was seconded by Councilman Underwood and passed 7-0.

### **Aviation Commission**

Councilman Hurley motioned to reappoint to the Aviation Commission:

- a) Robert Mastrianni (R), 27 Willis Avenue
- b) Reade Clemens (R), 87 Farmington Avenue
- c) David King (L), 88 Trumbull Avenue
- d) Alex Cal (R), 73 Hilltop Avenue

for the new term ending October 31, 2026. The motion was seconded by Councilman Gediman and passed 7-0.

### **Conservation Commission**

Vice Chairwoman Morante motioned to ratify Town Manager Paulhus' reappointments to the Conservation Commission:

- a) Marguerite Burriss (R), 2 Mountain View Road
- b) Jeffery Sepko (D), 18 Ashford Road

for the new term ending January 15, 2028. The motion was seconded by Councilwoman Tompkins and passed 7-0.

### **Recycling & Solid Waste Commission**

Councilwoman Tompkins motioned to reappoint to the Recycling & Solid Waste Commission:

- a) Kathleen Cole (D), 2 Condale Lane
- b) Rebecca Ireland (D), 21 East Maple Street
- c) George Fensick (R), 9 Pinecrest Drive

for the new term ending February 1, 2026. The motion was seconded by Councilman Underwood and passed 7-0.

### **Housing Authority**

Vice Chairwoman Morante motioned to reappoint Deanna Tino (U), 22 Pearl St., to the Housing Authority for a new term ending January 31, 2029. The motion was seconded by Councilman Hurley and passed 7-0.

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

## **VII. REPORT OF TOWN ATTORNEY**

- 1. Discussion of permissible and prohibited activities of elected officials during the "Quiet Period"

Town Attorney Borea stated regarding the quiet period, State Statute 9-369b(c) (4) prohibits the use of funds to encourage or remind people to vote.

## **VIII. TOWN MANAGER**

Town Manager Paulhus presented and discussed the following topics:

- **2023 Grand List**

The Town's Assessor, Sarah Carey, will be joining us for a brief presentation on the Grand List. As you know,  
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despite the drag from Motor Vehicles, the overall Grand list grew by 1.97%. The growth will translate to approximately \$1,038,282 in new revenue. Overall, Real Estate was up 0.95%, Motor Vehicles were down 3.61%, and Personal Property was up 24.84%.

- **Honor Heights Sewer Project Update**

Town Manager/Engineering – working to finalize and distribute contractor’s list – Target date mid-to late February. Coordinate outreach and discussion with interested contractors via public informational meeting with a date to be determined

The Connecticut General Statutes permit the deferment of a Sanitary Sewer Assessment should a property owner meet specific income requirements. A review of a similar property tax relief program would indicate six (6) or more property owners in Honor Heights may be income eligible for Sanitary Sewer Assessment relief/deferment. Town Attorney Morris Borea has advised the Town that implementing a Sanitary Sewer Assessment Deferment program requires the Town Council to adopt an ordinance authorizing one. The adoption of an ordinance requires a Public Hearing be conducted to seek input from the Town at large.

There is an item under New Business to set a public hearing date for March 4, 2024, to seek public comments concerning such an ordinance to enact a deferment program.

- **White Oak Project Update**

As of the first week of January, the hazardous building material abatement throughout the existing office space and industrial garage area was completed by Enviro Consultants & Recyclers. All materials were properly identified, logged, treated, and trucked off site for disposal. This work was completed ahead of schedule and slightly below contract costs of \$625,000.

MNR had an architect on-site this past weekend to complete interior measurements to produce “as-built” plans. These plans will allow MNR to work towards finalizing sketches and layouts of the two-floor office building. MNR has also paid to have geotechnical sampling of soil completed in the rear of the property by Clarence Welti Associates. The purpose of this effort was to gain insight into soil composition throughout the site and whether the submitted conceptual plan can be supported by the soil or if additional borings, supports, or changes to plan layout will be required.

Per project timelines, MNR is due to submit a Master Site Plan and Project Timeline to Planning & Zoning by April 1, 2024. Tighe & Bond continues to assist the Town in navigating the environmental costs and the gap between the original projections and new revised estimates. The current grant funding will not cover the anticipated costs of soil remediation. Per State statutes, brownfield grants are entitled to up to 50% of the initial reward for “topper” funds to address unforeseen challenges and costs commonly associated with brownfield remediation projects.

Town Staff is scheduled to meet with DECD officials on February 21, 2024, to discuss the process of securing the topper funds and how best to address the remaining funding gap.

- **Parking Ban Discussion**

Research of other town ordinances is on-going, but I have included copies from several towns for your review. I don’t believe our current ordinance needs to be repealed or modified, but that is open for discussion. However, I feel that there is the flexibility to improve on the use of our communication tools like CodeRed and Social Media accounts to assist the town during storm events.

- **Alternative Work Week Discussion**

As we approach the conclusion of the 6-month Alternative Work Schedule pilot program, I wanted to provide the Town Council with an update. The program involves a 35-hour work week spread over four days (Monday to Wednesday, 8:00 am to 5:00 pm, and Thursday, 8:00 am to 6:00 pm), with a reduced lunch break from 1 hour to 30 minutes. The schedule impacts employees in the Municipal Center, Recreation Department, and Youth Services Department. The Senior Center, which was included in the

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pilot, had their original hours promptly restored in response to community concerns.

As we near the end of the pilot program, we resurveyed staff, and the results were similarly favorable, with 24 out of 25 respondents expressing support and only 1 respondent was indifferent/unsure. Please note, fewer responses were received in the second survey due to the removal of the Senior Center from the pilot program. In the early stages of developing the pilot program, the Assistant Town Manager, HR Director, and myself explored a schedule that would maintain the same hours of operation but create a 4-day work week schedule for employees by alternating if they had Mondays or Fridays off. Our evaluation concluded that departments would face challenges in meeting citizens' expectations without hiring additional staff due to the small number of employees working in each office.

Like many municipalities across the State, our Town faces challenges in retaining and recruiting employees. Competitive wages and the demand for flexible work schedules, like those offered by the private sector and other governmental agencies, are key factors contributing to this challenge. This budget-neutral alternative schedule has already proven instrumental in recruiting and retaining high-quality employees.

- **Little Free Libraries**

Emily Wasley came to see me about the National English Honor Society spring service project for which the students came up with the idea of building and installing book libraries around town in the style of Little Free Libraries.

They plan to do a district-wide fundraiser for materials, have the PHS shop class cut the materials, distribute the pieces to district art classrooms, have the students paint, then have our NEHS students build the libraries and install them in hot spots around Plainville. It's possible the group could receive a low-to-no cost custom glass door for book libraries. Emily was invited and will attend the meeting on Tuesday to answer any questions you may have on the project.

There is an item under New Business to authorize the installation of the Little Libraries at Norton and Trumbull Park.

- **Financial Dashboard**

The Financial Dashboard report has been provided to the Town Council through January 31, 2024 and has been posted to the Town website.

- **Happenings**

Assistant Town Manager Cirioli announced activities and events within and including the Tax/Assessor Office and Senior Center. Further information can be found on the Town's website.

## **IX. PUBLIC COMMENTS**

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

## **X. OLD BUSINESS**

## **XI. NEW BUSINESS**

### **1. Establish a Public Hearing on an Ordinance for the Deferment of Honor Heights Sanitary Sewer Assessment**

**Councilwoman Tompkins motioned to establish a public hearing on the proposed ordinance entitled "Ordinance for the Deferment of Honor Heights Sanitary Sewer Assessment" on Monday, March 4, 2024 at 7:00 pm in the Municipal Center, and direct the Town Clerk and Clerk of the Town Council to cause said public hearing to be duly noticed. The motion was seconded by Councilman Hurley and passed 7-0.**

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**2. Installation of Little Free Libraries at Norton Park and Trumbull Park**

**Councilman Gediman motioned to authorize the Plainville High School's English National Honor Society to install Little Free Libraries at Norton Park and Trumbull Park. The motion was seconded by Councilman Hurley and passed 7-0.**

**3. Tax Refunds- See Addendum**

**Councilman Hurley motioned to approve the tax refunds as listed on the Addendum. The motion was seconded by Councilwoman Christopher and passed 7-0.**

**XII. OTHER DISCUSSIONS OF INTEREST**

**XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION**

**XIV. ADJOURNMENT**

At 8:15 pm Councilwoman Tompkins motioned to adjourn. The motion was seconded by Councilman Gediman and passed 7-0.

Respectfully submitted by,

Cindy Arena, Town Clerk & Clerk of the Town Council

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Refunds	2/20/2024	
	Current Year	Amount
1 Penelope A Kobles	131 Milford St Ext B-7	\$10.14
2 Joseph C Urbanski	15 W Pine Way U# 12	\$109.34
3 VW Credit Leasing LTD.	1401 Franklin Blvd, Libertyville, IL 60048	\$613.32
4 VW Credit Leasing LTD.	1401 Franklin Blvd, Libertyville, IL 60048	\$674.27
5 VW Credit Inc.	1401 Franklin Blvd, Libertyville, IL 60048	\$299.59
	<b>Total</b>	<b>\$1,706.66</b>
	Previous Year	
1 VW Credit Inc.	1401 Franklin Blvd, Libertyville, IL 60048	\$417.32
2 VW Credit Leasing LTD.	1401 Franklin Blvd, Libertyville, IL 60048	\$149.37
3 VW Credit Leasing LTD.	1401 Franklin Blvd, Libertyville, IL 60048	\$198.95
4 VW Credit Inc.	1401 Franklin Blvd, Libertyville, IL 60048	\$98.26
	<b>Total</b>	<b>\$863.90</b>