



# TOWN OF ELLINGTON

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JAMES M. PRICHARD  
Deputy First Selectman

MELINDA M. FERRY  
AARON J. FOSTER  
DAVID E. STAVENS  
RONALD F. STOMBERG  
JOHN W. TURNER

LORI L. SPIELMAN  
First Selectman

BOARD OF SELECTMEN  
Monday, June 13, 2016  
Town Hall – Meeting Hall

## Minutes

SELECTMEN PRESENT: Lori L. Spielman, Melinda M. Ferry, Aaron J. Foster, James M. Prichard, David E. Stavens, Ronald F. Stomberg, John W. Turner

OTHERS PRESENT: The Dwyer Family, Tressa Giordano/Emersyn, Daniel Keune; Chair, Ellington Board of Education, Diane McKeegan; Town Clerk, Leo Miller, George Nickerson, Marty Nickerson, Scott Nicol; Superintendent, Ellington Board of Education, David Olender, The Oliver Family, Jessica Oliver, Grady Oliver, Kristen Picard-Wambolt, Robert Tedford, Timothy Webb, Public Works Director/WPCA Administrator.

Prior to calling the meeting to order, First Selectman Lori Spielman recognized the following Board/Commission and Agency members for 10 and 20 years of service to the Town of Ellington:

### TEN YEARS OF SERVICE:

George Nickerson, Conservation Commission  
John Streiber, Deputy Emergency Management Director  
Thomas Adams, Permanent Building Committee  
Tracey Kiff-Judson, Board of Education  
Ronald F. Stomberg, Zoning Board of Appeals Alternate

### TWENTY YEARS OF SERVICE:

Yale Cantor, Ad Hoc Council for Developing Positive Youth Culture  
Gordon Oliver, Parks and Recreation Commission  
Susan Stack, Human Services Commission  
Mark Spurling, Zoning Board of Appeals

### SPECIAL RECOGNITION:

Leo Miller, 15 Years of Service on the Board of Selectmen (Retirement from BOS)

## BOARD OF SELECTMEN MEETING

## I. CALL TO ORDER

First Selectman Spielman called the meeting of the Board of Selectmen (BOS) to order at 7:19 p.m.

## II. BOARD OF SELECTMEN MEMBERSHIP

## A. Accept Resignation of A. Leo Miller

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY TO ACCEPT, WITH REGRET, THE RESIGNATION OF A. LEO MILLER AND TO SEND HIM A LETTER OF THANKS FOR HIS SERVICE ON THE BOARD OF SELECTMEN.

## B. Appointment of Aaron J. Foster

MOVED (TURNER), SECONDED (FERRY), AND PASSED UNANIMOUSLY TO APPOINT AARON J. FOSTER TO THE BOARD OF SELECTMEN TO FILL AN UNEXPIRED DEMOCRATIC TERM TO DECEMBER 4, 2017. IN ADDITION, AARON J. FOSTER SHALL SERVE ON THE FOLLOWING BOARD OF SELECTMEN SUBCOMMITTEES: CAPITAL IMPROVEMENTS COMMITTEE, PERSONNEL POLICIES COMMITTEE AND TOWN POLICIES COMMITTEE; AND SHALL SERVE AS BOARD OF SELECTMEN LIAISON FOR THE HOUSING AUTHORITY AND INSURANCE ADVISORY BOARD. FURTHER TO REASSIGN MELINDA FERRY AS SELECTMEN LIAISON FROM THE HOUSING AUTHORITY TO THE HALL MEMORIAL LIBRARY.

MOVED (TURNER), SECONDED (PRICHARD), AND PASSED UNANIMOUSLY TO APPOINT AARON J. FOSTER AS THE BOARD OF SELECTMEN REPRESENTATIVE TO THE AD HOC EMERGENCY SERVICES COMMITTEE AS A VOTING MEMBER TO DECEMBER 4, 2017.

## III. CITIZENS' FORUM

Mr. Miller read a letter (attached) regarding an error in the wording applicable to initial contracts.

Mr. Keune addressed voting in the schools and noted that had the budget referendum not been moved to the Senior Center it may have been canceled due to a school lockdown.

## IV. APPROVAL OF MINUTES

## A. May 9, 2016 Board of Selectmen Regular Meeting

MOVED (TURNER), SECONDED (STAVENS) AND PASSED (AYE: SPIELMAN, PRICHARD, FERRY, STAVENS, STOMBERG, TURNER; ABSTAIN: FOSTER) TO APPROVE THE BOARD OF SELECTMEN REGULAR MEETING MINUTES OF MAY 9, 2016.

## B. May 10, 2016 Annual Town Budget Meeting

MOVED (TURNER), SECONDED (STAVENS) AND PASSED (AYE: SPIELMAN, PRICHARD, FERRY, STAVENS, STOMBERG, TURNER; ABSTAIN: FOSTER) TO APPROVE THE BOARD OF SELECTMEN ANNUAL TOWN BUDGET MEETING MINUTES OF MAY 10, 2016.

V. UNFINISHED BUSINESS: None.

VI. NEW BUSINESS

A. Tax Refunds/Abatements

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$184.75 AS RECOMMENDED BY THE TAX & REVENUE COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENTS STATEMENT FOR THE MONTH OF JUNE 2016. [ATTACHED]

B. Abbott Road Improvements

Mr. Olender, a resident of Abbott Road, expressed a desire for a passable route to his house. Abbott Road is an unimproved road. Mr. Olender claimed that he was told by the Town that he had to install drainage on Abbott Road and then told that it was not his responsibility.

Mr. Webb claimed that he delivered equipment for Mr. Olender's use but that equipment lay unused. Mr. Olender said that he was not capable of installing the drainage.

Mr. Olender repeated his desire for a hard surfaced road free of potholes. He claimed that the Department of Public Works (DPW) had not been out to regrade the road this year. Mr. Webb claimed that the DPW had been out this year.

Mr. Turner suggested that the Town maintain Abbott Road as it does all the dirt roads in Ellington and he requested a report on all the dirt roads in Town in a few months.

C. Visiting Nurse and Health Services Contract

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO EXECUTE THE AGREEMENT BETWEEN VISITING NURSE AND HEALTH SERVICES OF CONNECTICUT, INC. AND THE TOWN OF ELLINGTON EFFECTIVE JULY 1, 2016 THROUGH JUNE 30, 2017.

D. Request to Close Town Roads – 5K Race

Mr. Tedford said the State roads can be closed. Mr. Foster asked how the roads were to be closed. Mr. Tedford replied that police officers will be stationed.

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY TO GRANT THE ORGANIZERS OF THE OCTOBER 29, 2016 (RAIN DATE NOVEMBER 5, 2016) 5K ROAD RACE TO CLOSE THE FOLLOWING ROADS DURING THE EVENT, PROVIDED ALL THE NECESSARY TOWN AGENCY APPROVALS AND STATE PERMITS ARE OBTAINED:

- CLOSE SADDS MILL ROAD (RT 140) FROM TOMOKA AVENUE, HEADING NORTHWEST TO MUDDY BROOK ROAD;
- CLOSE MUDDY BROOK ROAD, FROM SADDS MILL ROAD (RT 140) HEADING EAST TO JOBS HILL ROAD;
- CLOSE JOBS HILL ROAD, FROM MUDDY BROOK ROAD HEADING SOUTH TO SADDS MILL ROAD (RT 140);
- CLOSE HATHEWAY ROAD FROM MUDDY BROOK TO SADDS MILL ROAD (RT 140),

FURTHER, THAT ALL ACTIVITY BE COORDINATED WITH THE PUBLIC WORKS DEPARTMENT AND THE RESIDENT STATE TROOPERS' OFFICE.

E. Ice Cream Vendor at Sandy Beach

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY TO AUTHORIZE THE FINANCE OFFICER TO AWARD THE CONTRACT TO NANA'S ICE CREAM, STAFFORD SPRINGS, CT FOR ICE CREAM VENDOR SERVICES AT SANDY BEACH FOR THE 2016 BEACH SEASON AS RECOMMENDED BY THE DIRECTOR OF PARKS & RECREATION.

F. Revise Job Descriptions

Mr. Stomberg asked if there was any financial impact for any of the following motions. Ms. Spielman replied that they were mainly wording changes and retirements.

1. Administrative Secretary I/Human Services & Recreation

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY TO APPROVE THE REVISIONS TO THE POSITION DESCRIPTION FOR THE ADMINISTRATIVE SECRETARY I FOR HUMAN SERVICES & RECREATION AS PRESENTED.

2. Administrative Secretary II/Human Services & Recreation

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY TO APPROVE THE REVISIONS TO THE POSITION DESCRIPTION FOR THE ADMINISTRATIVE SECRETARY II FOR HUMAN SERVICES & RECREATION AS PRESENTED.

3. Police Support Administrator/Police Department

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY TO APPROVE THE REVISIONS TO THE POSITION DESCRIPTION FOR THE POLICE SUPPORT ADMINISTRATOR AS PRESENTED.

4. Land Use Technician/Planning Department

Ms. Spielman noted that this change would increase the salary a bit due to the employee having more job responsibilities.

MOVED (TURNER), SECONDED (FOSTER), AND PASSED UNANIMOUSLY TO APPROVE THE REVISIONS TO THE POSITION DESCRIPTION FOR THE LAND USE TECHNICIAN AS RECOMMENDED BY THE TOWN PLANNER. FURTHER TO ADJUST THE HOURLY WAGE OF TROY CIESCO, LAND USE TECHNICIAN, TO \$27.70 TO REFLECT THE ADDITIONAL DUTIES AND RESPONSIBILITIES ADDED TO THE LAND USE TECHNICIAN POSITION, EFFECTIVE JUNE 13, 2016.

5. Lead Custodian/Department of Public Works

MOVED (TURNER), SECONDED (FERRY), AND PASSED UNANIMOUSLY TO APPROVE THE REVISIONS TO THE POSITION DESCRIPTION FOR THE LEAD CUSTODIAN AS RECOMMENDED BY THE DIRECTOR OF PUBLIC WORKS.

## 6. Custodian/Department of Public Works

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY TO APPROVE THE REVISIONS TO THE POSITION DESCRIPTION FOR THE CUSTODIAN AS RECOMMENDED BY THE DIRECTOR OF PUBLIC WORKS.

## 7. WPCA Technician/Maintainer I/Department of Public Works

MOVED (TURNER), SECONDED (STOMBERG), AND PASSED UNANIMOUSLY TO APPROVE THE POSITION DESCRIPTION FOR THE WPCA TECHNICIAN/ MAINTAINER I AS RECOMMENDED BY THE DIRECTOR OF PUBLIC WORKS.

## 8. WPCA Technician/Maintainer II/Department of Public Works

MOVED (TURNER), SECONDED (FERRY), AND PASSED UNANIMOUSLY TO APPROVE THE REVISIONS TO THE POSITION DESCRIPTION FOR THE WPCA TECHNICIAN/MAINTAINER II AS PRESENTED.

## 9. Director of Emergency Medical Services

Mr. Turner requested that a future report on Emergency Medical Services include improved incident reporting, request for the use of the second ambulance, and defined use of the Suburban vehicle. He further requested that the report include a full audit and report of the current status and recommendations for moving forward on training. The report should also include details on maintenance and safety protocols. He expects that no large capital purchases should be made without consultation with the Board of Selectmen and a report filed prior to the request. Ms. Spielman said that all that would happen.

MOVED (TURNER), SECONDED (FOSTER), AND PASSED UNANIMOUSLY TO APPROVE THE POSITION DESCRIPTION FOR THE DIRECTOR OF EMERGENCY MEDICAL SERVICES AS RECOMMENDED BY THE FIRST SELECTMAN.

## 10. Authorization to add Required Physical Effort to All Job Descriptions

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY TO AUTHORIZE THE HUMAN RESOURCES COORDINATOR TO INCLUDE SPECIFIC WEIGHT REQUIREMENTS TO THE 'REQUIRED PHYSICAL EFFORT' SECTION OF ALL JOB DESCRIPTIONS.

## G. Grant Permanent Status

## 1. Kimberly Bechard, Assessor

MOVED (TURNER), SECONDED (PRICHARD), AND PASSED UNANIMOUSLY TO GRANT PERMANENT STATUS TO KIMBERLY BECHARD, ASSESSOR, AS RECOMMENDED BY THE FINANCE OFFICER/TREASURER.

## 2. Karen Vaiciulis, Deputy Assessor

MOVED (TURNER), SECONDED (PRICHARD), AND PASSED UNANIMOUSLY TO GRANT PERMANENT STATUS TO KAREN VAICIULIS, DEPUTY ASSESSOR, AS RECOMMENDED BY THE FINANCE OFFICER/TREASURER AND THE ASSESSOR.

3. Felicia LaPlante, Assistant Finance Officer/Deputy Treasurer

MOVED (TURNER), SECONDED (STOMBERG), AND PASSED UNANIMOUSLY TO GRANT PERMANENT STATUS TO FELICIA LaPLANTE, ASSISTANT FINANCE OFFICER/DEPUTY TREASURER, AS RECOMMENDED BY THE FINANCE OFFICER/ TREASURER.

H. Exempt Salary Ranges 2016-2017

The BOS agreed to a 2.5 percent cost of living increase in exempt salary ranges.

MOVED (TURNER), SECONDED (FERRY), AND PASSED UNANIMOUSLY TO INCREASE THE EXEMPT SALARY CLASSIFICATION MINIMUM AND MAXIMUM RANGES FOR FISCAL YEAR 2016-17 BY 2.5%.

I. Salary Increase for Exempt Employees at Salary Range Maximum

MOVED (TURNER), SECONDED (FOSTER), AND PASSED UNANIMOUSLY TO AUTHORIZE AN INCREASE IN SALARY OF UP TO 2.5% FOR THE EXEMPT, NON-REPRESENTED EMPLOYEES THAT ARE ABOVE THE MAXIMUM RANGE FOR FISCAL YEAR 2016-17.

J. Authorization to Hire: WPCA Technician/Maintainer I

MOVED (TURNER), SECONDED (FOSTER), AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO HIRE A WPCA TECHNICIAN/ MAINTAINER I.

K. Budget Execution – July and August

MOVED (TURNER), SECONDED (FERRY), AND PASSED UNANIMOUSLY TO AUTHORIZE THE FINANCE OFFICER TO EXPEND BOARDS', AGENCIES' AND DEPARTMENTS' BUDGETS FOR FISCAL YEAR 2016-17 FOR THE MONTHS OF JULY 2016 AND AUGUST 2016 PENDING BUDGET EXECUTION APPROVAL BY THE BOARD OF SELECTMEN.

L. Re-establish Ad Hoc Design Review Board

MOVED (TURNER), SECONDED (STOMBERG), AND PASSED UNANIMOUSLY TO RE-ESTABLISH THE AD HOC DESIGN REVIEW BOARD FOR ONE YEAR TO JUNE 30, 2017.

VII. ADMINISTRATIVE REPORTS

- A. Building Department
- B. Emergency Services
  - 1. Resident State Trooper's Office
  - 2. Emergency Management Director
  - 3. Ellington Volunteer Ambulance Corps
  - 4. Ellington Volunteer Fire Department

Mr. Stavens asked if the EVFD had a dryer for their gear. Chief Feldman said the dryer is coming.

- C. Fire Marshal
- D. Hall Memorial Library
- E. Tax & Revenue Collector

Ms. Spielman noted that the Town of Ellington would get some back taxes from a house on Eldridge Place that had been foreclosed.

F. Town Planner

VIII. SELECTMEN COMMITTEE REPORTS

A. Personnel Committee:

1. Resignations

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF JOHN RACHEK FROM THE BOARD OF ASSESSMENT APPEALS.

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF AARON J. FOSTER FROM THE HOUSING AUTHORITY.

2. Appointments

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY TO REAPPOINT MICHELE BEAULIEU-DZEN, GARY CHAPLIN, ROBERT M. DAWSON, III, RONALD F. STOMBERG AND KEVIN ZAHNER TO THE AD HOC DESIGN REVIEW BOARD TO ONE-YEAR TERMS ENDING JUNE 30, 2017.

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY TO REAPPOINT MARC DIWINSKY TO THE COMMUNITY VOICE CHANNEL BOARD OF DIRECTORS TO A TWO-YEAR TERM ENDING JUNE 30, 2018.

MOVED (TURNER), SECONDED (FOSTER), AND PASSED UNANIMOUSLY TO REAPPOINT DIANNE TRUEB AND FRED JOURNALIST TO NORTH CENTRAL DISTRICT HEALTH DEPARTMENT BOARD OF DIRECTORS TO THREE-YEAR TERMS ENDING JUNE 30, 2019.

MOVED (TURNER), SECONDED (FOSTER), AND PASSED UNANIMOUSLY TO REAPPOINT J. RENEE IRVIN TO THE VISITING NURSE AND HEALTH SERVICES OF CT, INC. TO A ONE-YEAR TERM ENDING JUNE 30, 2017.

MOVED (TURNER), SECONDED (FOSTER), AND PASSED UNANIMOUSLY TO APPOINT DEREK REED TO THE ETHICS COMMISSION TO COMPLETE AN UNEXPIRED TERM ENDING JUNE 30, 2019.

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY TO APPOINT JOSEPH BOUCHER TO THE AD HOC PATRIOTIC COMMITTEE TO COMPLETE AN UNEXPIRED TERM ENDING DECEMBER 31, 2016.

B. Other

IX. SELECTMEN LIAISON REPORTS

X. FIRST SELECTMAN'S REPORT

A. New Hires

The First Selectman reported that Parks and Recreation Summer Staff had been hired.

The First Selectman reported that Melinda LaBruna had been hired as Senior Center Van Driver.

B. Resignations/ Retirement

The First Selectman reported the resignation of Cindy Boscarino, Administrative Secretary II, Human Services/Recreation.

C. Other

The First Selectman reported that a photo contest would be held for the Ellington Events Magazine.

The First Selectman reported that new legislation had passed regarding the crumbling foundations issue. The First Selectman is mulling waiving the fee for building permits but fears that the homeowner will not benefit from the contractor's burden being lifted.

The First Selectman reported that the Old Crystal Lake School was being used more heavily including a police satellite office.

The First Selectman reported that six new picnic tables had been installed at Arbor Park.

The First Selectman reported that the trails committee was starting up.

The First Selectman reported that she attended a drill at the airport for Connecticut Armed Forces Day.

The First Selectman reported that she had a coffee hour at the Chuck Wagon with Representative Christopher Davis.

The First Selectman reported that she attended an EMS expo at Mohegan Sun.

The First Selectman reported that she started working this week on cleaning up Town-owned properties.

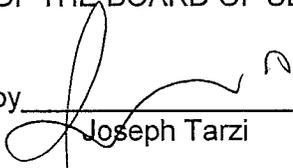
The First Selectman reported that two charging stations were installed near Town Hall as well as a new picnic area.

XI. CORRESPONDENCE

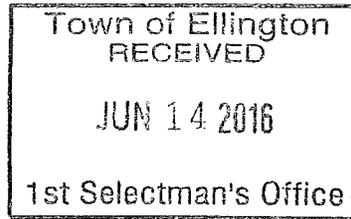
- A. Press Release from First Selectman's Office dated June 1, 2016 re: Wall of Honor Nominees.

XII. ADJOURNMENT

MOVED (PRICHARD), SECONDED (FERRY) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 8:45 P.M.

Submitted by  Approved by   
Joseph Tarzi Lori L. Spielman





36 Hillsdale Drive  
Ellington, CT 06029  
June 13, 2016

Lori Spielman, First Selectman  
Town of Ellington  
55 Main Street  
Ellington, CT 06029

Re: Town of Ellington Policies & Procedures  
Length of Term of Contracts Rev. 10/19/15

While reviewing this item prior to filing it away, I discovered that there is an error in the wording applicable to initial contracts – under the section designated as (2).

- The next to last word used in the first line is “will”.

This word is in accordance with neither the written motion presented to the BOS and the recording secretary when I made the motion on October 19<sup>th</sup> nor the motion approved by the BOS as reflected in the minutes of the meeting.

The word used in the motion and the minutes is “may” – the same word used in (1).

It is necessary to make a “typo” correction in (2), amending the word from “will” to “may”, in order to accurately reflect the action taken by the BOS on October 19<sup>th</sup>.

Failure to do so could result in a different interpretation of (2) by future boards.

Thank you for humoring me on this, even after my time on the BOS has expired.

A handwritten signature in black ink, appearing to read "Leo".

Leo Miller

Cc: Marie Sauve  
LouAnn Cannella