



STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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DAVID E. STAVENS  
RONALD F. STOMBERG  
JOHN W. TURNER

Board of Selectmen  
Capital Improvements Hearing  
January 3, 2017  
Town Hall - Meeting Hall

## MINUTES

SELECTMEN PRESENT: Lori Spielman, Aaron J. Foster, James Prichard, David Stavens, Ronald Stomberg, John Turner

SELECTMEN ABSENT: Melinda M. Ferry

BOARD OF FINANCE MEMBERS PRESENT: John Rachek, Douglas Harding, Mark A. Joyse, Barry Pinto, David Olender, Michael Varney

OTHERS PRESENT: Felicia LaPlante, Assistant Finance Officer; Lisa Houlihan, Town Planner; Timothy Webb, Director of Public Works/WPCA Administrator; Robert Tedford, Director of Recreation; Chuck Pippin, Chief, Crystal Lake Fire Department (CLFD); Gary T. Feldman, Sr., Chief, Ellington Volunteer Fire Department (EVFD); Scott Nicol, Board of Education (BOE) Superintendent of Schools; Dan Keune, BOE, Chairman; and John Halloran, Chairman, Hall Memorial Library Board of Trustees

### 1. CALL TO ORDER:

The Board of Selectmen (BOS) meeting was called to order by First Selectman Spielman at 7:03 p.m.

### 2. 2017-2018 CAPITAL IMPROVEMENTS REQUESTS/PRESENTATIONS:

Presentations were made as follows:

#### Planning Department:

Ms. Houlihan, the Town Planner, stated that, in compliance with State Statute 8-23, every ten years there must be comprehensive updates to the Plan of Conservation and Development in order to be consistent with the regional and State plan. This is a long range plan regarding land use and zoning for the next 10 years. Over the last 10 years, the planning department has worked to address many of the needs and recommendations made by the current plan. Examples of progress that has been made since the last update include zoning regulation changes, farm land preservation (almost 500 acres permanently conserved since 2007), preserving sewer capacity for commercial and industrial use, and allowing economic developments by allowing property owners with smaller lots to have backyard chickens. All this has allowed us to keep a farm friendly sense to Ellington as it continues to grow.

The differences between the current plan and the State and regional plan include considering climate change, sustainable land use and zoning, food system and food security. Ms. Houlihan proposed an \$80,000 budget to update the Plan of Conservation and Development. This number is based off of the comparable costs in other communities. The scope of work needs to be refined by the Planning and Zoning Commission in conjunction with subcommittees comprised of laymen, the Town Attorney, and the Finance Department.

Mr. Turner asked Ms. Houlihan if we would be hiring a consultant, and Ms. Houlihan responded that a consultant is in the budget to help define the scope of work, initiate public information meetings, establish sub committees, see if there are special areas of interests, and help update the Town's data and demographics; they would take us from initiation to implementation. Mr. Turner asked when this is due to be completed, and Ms. Houlihan responded that it is due by the end of 2018. Mr. Turner asked if this could be split into 2 fiscal years, and Ms. Houlihan said that is possible.

#### Hall Memorial Library (HML):

Mr. John Halloran, the Library Board Chairman, outlined this year's Capital Improvement Projects requests, which include completing the interior painting and replacing the carpet at the Hall Memorial Library. Ms. Spielman asked if the entire building would be repainted. Mr. Halloran replied it would be, and then after this is done, furniture will be restored. Ms. Spielman asked if by this time next year this would be done. Mr. Halloran replied it would be. Ms. Spielman asked if the stove would be replaced, and Mr. Halloran replied that all of the appliances would be replaced.

Mr. Turner said he considers several of these things to be "maintenance" and not "capital." Roof replacement, roof repair, or large painting projects could be considered capital, but probably not the other requests. He asks to clarify that the money will be spent to paint and replace the carpet, and that the other things are not using capital. Mr. Halloran confirmed this.

Mr. Turner also asked about the roof replacement. Mr. Halloran explained that the roof on the original building was just replaced. Next year they will be asking for the funds to redo the roof on the new building, which is 25 years old. Mr. Olender asked what kind of material the roof is made of. Mr. Webb said there are currently 3 different roofs (the old roof, the new roof, and the recently repaired roof), but he is unsure of the material. He explained that one is asphalt with stone, but there is also tar paper, new rubber, and old rubber.

Ms. Spielman asked when they expect the bathrooms will be completed. Mr. Halloran said they hoped in the next few months.

Mr. Turner asked if the project moves forward would everything go out to competitive bid. Mr. Halloran said yes, the numbers provided from the specific vendor were just for reference.

#### Crystal Lake Fire Department (CLFD):

Chuck Pippin, Crystal Lake Fire Department (CLFD) Chief, said that the number one priority for this year is replacing all air-packs. This is a large budget item that will cost approximately \$187,000 and we would be replacing 20 units. A committee has been set up with Center Fire House, as they are replacing theirs as well. Mr. Rachek asked if Chief Pippin received a grant for the air-packs and Chief Pippin replied that they had not applied for one.

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Chief Pippin also said that CLFD is also looking to replace a 1996 GMC Service Truck, and a 1985 Chevy forestry truck. The 1985 is a pickup with a sliding unit that holds 250 gallons of water. They are looking to replace it with an upgraded multipurpose truck that will hold 300 gallons of water with a 1250 pump on it.

Ms. Spielman asked what the difference between CLFD and EVFD's forestry trucks are, noting the price difference (CLFD's replacement requested \$240,000, and EVFD requested \$450,000). Mr. Pippin said he wasn't sure, and that could be addressed by Chief Feldman. Mr. Olender asked how many hours/miles are on the vehicles. Chief Pippin said that he is unsure on the Chevy, as the speedometer was broken when it was purchased. The GMC has 15-20,000 miles on it. He explained that a replacement is required due to the age and condition of the vehicle. The truck is used to respond to medical calls, carry cold water sledge, etc. Mr. Prichard asked what kind of cab they are looking for on the forestry vehicle. Chief Pippin responded they are looking for a crew cab and a hitch to pull the UTV in case of brush fire. This truck will have 300 gallons of water, so it will be able to put water into the UTV.

Mr. Olender asked Chief Pippin if it would be possible for CLFD and EVFD to share a new vehicle, and Chief Pippin responded that it would not be practical, due to locations. Ms. Spielman explained that the distance between the fire departments and their respective response areas is very significant.

#### Ellington Volunteer Fire Department (EVFD)

Gary Feldman Sr., Chief of the Ellington Volunteer Fire Department (EVFD) explained the budget request of \$500,000, noting that the number one priority is the replacement of 42 air-packs, as well as bottles, and compressor system. At this time, the air compressor is about 30 years old. Mr. Joyse asked if it would be cheaper to combine the requests for air-packs from both EVFD and CLFD (62 total air-packs). Mr. Feldman stated that they have been working together, and that is figured into the budget request.

Chief Feldman continued, stating the next request was to replace the 1997 fire pumper. It is currently costing \$10-12,000 additional to maintain the apparatus. It would be identical to the truck that is currently out to bid. The bid opening is January 12<sup>th</sup>. Mr. Rachek asked if there were any bids yet, and was told there were not.

Chief Feldman explained that they would like to replace the radio system (\$50,000). Speaking with dispatch is difficult in certain locations, as there is no direct line to the dispatch center in certain areas of Route 83. If they are on the hillside, radio communications are poor and the old radio equipment cannot be updated to meet current standards. This is a serious problem, as firefighters are unable to communicate with each other or with dispatch. The money would allow them to have someone come up, recommend what equipment they should get, and possibly do a repeater system in town. They also need to decide where this would be located.

Mr. Prichard asked what the \$50,000 will cover. Chief Feldman confirmed that it will cover a study and also buy/update radios. Mr. Stavens asked how many radios there are. Chief Feldman said there are 32 radios between portables and mobile radios. Right now every fire truck has 2 radios, plus portables. He said that they can probably have something very similar to Vernon, where everyone has a portable radio and the apparatus has 2 radios. Chief Feldman was asked to explain the difference by Mr. Olender. Chief Feldman stated that currently they have "line of sight," but they would like a repeater system in which they can talk from portable radio to a repeater, like Vernon has on Fox Hill. Mr. Turner explained that the low band radio equipment has few vendors, is very powerful, and very expensive and not suited for fire

responders anymore. UHF radio system operates on portables with short range. To use that, you need to speak to a mobile or stationary fixed repeater which is sent to the dispatch center. In order to meet current safety requirements, it is really necessary to use a repeater. Mr. Stavens agreed that the repeater is necessary. Mr. Turner said that there have been several attempts to put towers in Ellington for use. However, the airport and FAA has limited tower height to tree top height. Therefore, there are no towers in Ellington, only surrounding us. We are also shadowed by the hillside, making communication difficult.

Chief Feldman went into detail about the \$450,000 request for the forestry unit replacement. This would be a four wheel drive, 1000 gallon pump, 500 gallon tank vehicle that would get them up the long driveways and into the tough areas that they can't get the current pump into. They want to get rid of the hummer and the 1996 pick-up and buy a mini pumper. This would also give them ISO credit for a spare pumper.

Mr. Rachek asked Chief Feldman to prioritize the requests. Chief Feldman summarized that the number one priority is the air-packs that are out of date and do not meet current standards. He would then like to replace the pumper; however, he understands those are two large requests. The radio system is also important. Finally, last year they did capital improvements to Station 2 on Pinney Street. They discovered the generator will only power one door, and will heat the bays but not the office space. The price to update and heat the living space \$55,000. The current generator is powered by natural gas, is 7 years old, and is small. They are looking to get a 3 phase, larger generator. Chief Feldman clarified to Mr. Stomberg that the generator is not the main source of power, and is only used when the power is out.

#### Board of Education (BOE)

The Superintendent of Schools, Dr. Scott Nicol, presented the Board of Education's Capital Improvement requests. He started off by clarifying that the EHS artificial turf and lighting item (\$2.8 million) is a Town-proposed budget item that actually came from the Park and Recreation Department. While the Board of Education is a part of that and would benefit from it, the Operations Committee is still meeting and gathering information to make recommendations, but they are not the final decision-maker.

The entire 2017/18 requests are for cafeteria air-conditioning projects for the high school and middle school, which are primary and secondary shelters. The additional justification is the increased town usage during the summer. The goal is to eventually air-condition all the large areas, starting with the cafeteria. The top priority is air-conditioning of the EHS cafeteria, as that is the primary shelter. Mr. Prichard asked when this would be necessary, as the shelters are typically used during the winter and perhaps during the fall with hurricane season. Dr. Nicol said it could be useful in late summer and early fall, when it is hot during hurricane season. He went on to explain that there is other justification due to increased usage of the buildings, especially during summer months.

Mr. Joyse and Mr. Olender inquired about the size of the generators, and their ability to handle the additional load from central air. Mr. Butler responded that there are generators at all facilities that vary in size and they would be able to handle air-conditioning.

Dr. Nicol stated the second priority is air-conditioning Windermere's cafeteria. If available, at the approval of the Permanent Building Committee, it has been proposed to use contingency funds for this project. The air-conditioning quote is \$85,000, and about \$25,000 of that would be to replace the air handler load. They would like to replace everything at the same time, as the air handler needs to be replaced anyways. Mr. Rachek asked if Windermere could wait to be done

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in 2 years when the roof is expected to be redone. Dr. Nicol responded that could possibly be discussed as part of a full project. He continued, the Middle School cafeteria, the secondary shelter, would be the next priority, and then the Center School cafeteria. Dr. Nicol clarified that this is not in reference to Crystal Lake School, as that was just remodeled.

When looking into 2018/2019, the next requested item is special education vans, a \$31,000 cost that repeats in 2019/2020 and 2021/2022. There are 10 vans and they are required to provide transportation to students in the CREC program. They looked at outsourcing the cost, but they would be paying approximately 10% more over time. These vans are also used for kids in the special education programs participating in transition to work/life programs. This is mandated by law, and 3 replacements are needed. When the van is put out of commission, it will be sold.

Next is a \$30,000 cost that repeats over 4 years to modernize classroom furniture. Dr. Nicol noted that they will slowly be able to replace outdated furniture. It is very expensive and will take some time to turn over.

In 2018/2019 there is an item for \$289,000 that comes up every 4 years and is built into the budget for computer replacement. This is for all of the computers used by the staff and in the central office to be replaced over time.

In 2019/2020, there is \$1.7 million requested for the roof at Windermere which is reaching the end of its life cycle. They are looking to possibly do a bonding project with energy efficient aspects (window, tile, and ceiling replacement). Solar energy is also a suggestion, and if the project is done right there will be a 57% reimbursement over 20 years. This would pay for the roof. This needs to be worked on and discussed in years to come. Mr. Olender asked if they were able to get on a ZRec program. Dr. Nicol said they would like to, but have to look into it further as it comes up. They also will look into bonding with the AC project.

There is a \$27,000 request repeating over 2019/2020, 2020/2021, and 2021/2022 for 5 maintenance vehicles. They are currently spending \$3,000 per year for break lines. If they are going to continue to keep them on road they will need body work, and will start getting expensive.

There is a \$30,000 request in 2020/2021 for the EHS exterior auditorium wall repair of the cement on the side of the wall. Much of it is patch work and is not sustainable, and it is nearing the end of its 15-20 year life cycle as it was last done in 2002. The next request would be to air-condition the gymnasiums after the cafeterias. The justification for this would be if graduation is held indoors, since it could get very hot. It would be \$115,000 for the high school gym.

Dr. Nicol mentioned repeating request for \$25,000 in 2019/2020, 2020/2021, and 2021/2022 for security enhancements. There are approximately 140 cameras internally and externally connected to the central offices at all 5 schools. They are looking to replace approximately 10-15 a year at a cost of \$1,000-\$2,200 per camera. They currently have a security grant that they are slowly exhausting over time, and are trying to get this to be a line item moving forward for safety and security. There is also a \$50,000 request for audio visual upgrades in 2019/2020, such as to replace Smart Boards, which are used every day in the school system.

Mr. Prichard asked what currently is air-conditioned at each school. Dr. Nicol said that in all schools the central offices, computer labs, libraries, and media centers are air-conditioned, as they are large areas with year-round work. Center School's 2<sup>nd</sup> floor has air-conditioning because year-round programs are held there. They eventually want the full buildings air-

conditioned as the usage has been significantly increased, and the Board of Education feels there is a need to start chipping away at these requests over time.

Mr. Joyse suggested possibly doing 1 building every few years to knock it out completely instead of making changes to all every year. Dr. Nicol said that would be a huge project that would need to be bonded, and he has not yet had a conversation with the Board about that big of a project.

Mr. Joyse asked if they are just planning to replace EHS's furniture. Dr. Nicol said that it is a school system wide replacement. They would like to leverage some other funds for furniture. Mr. Keune stated that the current desks are not designed for computers, which easily fall off desks. Dr. Nicol explained Chromebooks, which are used by many, slide right off. The current furniture is not suitable, because most work in classrooms is done in group fashion and the furniture is often moved. They are looking for something more flexible.

#### Department of Public Works (DPW)

Mr. Webb, the Director of Public Works/WCPA Administrator, reviewed the Public Works Department's Capital Improvement requests. He went over the 5 year road program. They projected \$680,000 and are asking for \$500,000. They will then use funds from other areas to balance out and complete what they hope to do for the coming year.

First roads are Blueberry, Raspberry, and Strawberry, which were postponed last year because of the water company. Next are applications on some of the collector roads: Reeves, Griswold, Broad Brook, and Crane. They are looking to do the 20% recycled rubber application, such as on Egypt Road, which holds up very well. On Burbank they are looking to do chip and overlay. Chip and overlay prevents reflective cracking from coming back. They will crack seal neighborhoods until they receive the funds to move forward.

Unimproved roads makes up \$20,000. Last year this was not funded. Mr. Olender asked how many miles of unimproved roads there are in Ellington. Mr. Webb responded there are 7.1, including Ludwig, Schoolhouse, Webster, Hubbard, Hopkins, Abbott, and Ladd. Mr. Olender asked what \$20,000 would accomplish. Mr. Webb said that money not used in prior years that has been set aside will straighten the road out and start the draining on Ludwig and Schoolhouse. They have also applied millings to some roads (like Ladd), which need to be patched for the winter. The millings coming from Strawberry and Blueberry will help finish Ladd and give a good base to build on.

Mr. Webb talked about the Crystal Lake seed money. The next goal is to apply for a STEAP Grant for the Crystal Lake pump station, which is going on 30 years old. This is the main pump station; everything around there flows to that station and then is pumped to Stafford. It has had some minor issues. Mr. Webb recommended that if they are going to do upgrades, they should take a look at the property. Currently the restrooms at Sandy Beach are incorporated into the pump station. Access is poor and there should be some sort of redesign for cars entering and exiting the beach. They could possibly move the building, controls, and change out the pumps, but they cannot move the wet well. This would be an enhancement to the lake property, and the money could be used for this. They need to take some time and explore some options of what could be done. Mr. Joyse asked if the \$30,000 was just for a study. Mr. Webb said yes, it was to get the project started. They would later apply for a STEAP grant for \$500,000 from the state which would also include clean water funds.

Mr. Webb briefly talked about the WPCA plant upgrades to both systems that we partially own (Stafford and Vernon). We are responsible for any costs that occur to meet the new DEEP nitrogen and phosphorus reduction regulations.

Mr. Webb then discussed the town-wide sidewalks project, and the sidewalk project on Route 83. They need to keep up with repairs and maintenance. They were approved and are in the queue for the 83 corridor sidewalk. This is a 3 phase project (preliminary design, right of way acquisition, final design, and then construction). Every step will receive 80% reimbursement. Mr. Rachek asked why this was, since it is a State road. Mr. Webb said that the State would never build a sidewalk and 80% reimbursement is good. We just have to fund the money and will receive the reimbursement.

Next on the list of parking lots to be done are the firehouse, the front of the DPW, and the firehouse on Pinney Street (which is currently millings). In the long term, the schools need to be done. About 2 years ago the schools were crack sealed.

Mr. Webb said that since Schwartz Field has been irrigated, it has improved; it can be watered, seeded, and fertilized and is much better. The money under irrigation will go to the softball and baseball fields. This is necessary because the fields are used by the high school and American Legion, and is the only true field used only for baseball. This would greatly improve the service and condition of the field in the long term.

Mr. Webb said that they are looking to replace the last of the 2002 front line trucks. They will then skip a year and begin replacing the 2007 trucks. They would also like to replace the 1994 GMC flatbeds with a new pickup up truck. Finally, the last replacement would be for the Town Hall pool staff cars, which has been pushed back. They are looking to replace the Building Inspector's vehicle. Mr. Webb's recommendation is to replace the First Selectman's vehicle, and give that one to Building Inspector, and then give the Building Inspector's old vehicle to the custodians as a delivery vehicle.

Mr. Webb talked about the Town Hall, and the STEAP Grant for renovations. The overall price is \$2.8 million, and the project would be bonded. The addition to the Town Hall can be built for \$1.294 million. The other part, \$1.556 million, is for renovations of the existing Town Hall- preserving the exterior and updating the HVAC and electrical of the interior, as well as some other upgrades.

Mr. Webb detailed the athletic artificial turf field project that a sports youth group in Town has been petitioning for. There are 2 parts; the athletic artificial turf field and the lighting for the football field. They have received a million dollar grant for artificial turf field project. The Parks & Recreation Commission has enlisted the design build, made recommendations, and met with the group to discuss the pros and cons. If you use the athletic artificial turf field for only 1 thing, it might last 20 years. When you start using it for multiple things, the life of the turf significantly drops. For example, Simsbury's turf only lasted 7 years. The turf still needs to be maintained; it needs to be washed and drained, watered, leveled, and density tested. There are also more injuries on artificial turf than on grass. Currently, this project is being moved through the departments. It needs to be brought to the Board of Education, Board of Selectman, Board of Finance, Inland Wetlands Agency, and the Planning and Zoning Commission. It has been put into the budget because of the million dollar grant and because it is currently being moved forward by the Parks & Recreation Commission. It will come up in the near future.

Mr. Olender asked if Mr. Webb would recommend the project. Mr. Webb said that he will hold his opinion to the opinion of the community, but it is a lot of work. \$1.2 million will cover building

a field, but not cover the lights, equipment, or amenities. Mr. Olender asked if there are any lights on the current field, when we think it will need to be fixed, and what the difference is between this and a normal field. Mr. Webb said that currently there are no lights. He explained that in other towns, there needs to be constant grooming so that the field does not lay flat. Artificial turf needs long term maintenance. He explained that the maintenance cost will probably balance out, as there is no need to mow or stripe the field.

Mr. Joyse asked if the cost of the lights and the turf was combined in the grant. Mr. Webb confirmed. Ms. Spielman explained that the money was sought without doing testing to see what's under the field. Mr. Joyse asked if the \$2.8 million request was accurate. Ms. Spielman said that it is accurate, but that they should have sought the total cost in the grant and instead they only went after the \$1.2 million because they thought that's what it would cost at the time. Mr. Joyse asked if the STEAP grant could be repurposed. Mr. Prichard and Mr. Turner said that it is a State grant through the DEEP.

Mr. Webb clarified that the lighting alone would cost \$400,000 total. Mr. Joyse asked about the condition of the current field. Mr. Webb said the field is in great shape, and it is already irrigated. Mr. Joyse asked, if the lights were funded, would that be a good field. Mr. Webb agreed, but explained that the people behind the project would really like to have the artificial turf as well.

Felicia LaPlante, Assistant Finance Officer, said that they would be looking into bonding for the project. Mr. Joyse said that if they have to set aside a STEAP grant it would be substantial savings for the Town. Mr. Webb said that there is a 5 year limit on the STEAP grant, and it is specific to this project.

Ms. Spielman said that the maintenance of the artificial turf worries her. The field needs to be fine-tuned. Mr. Webb agree that the field needs to be set and also re-established with equipment.

Mr. Joyse asked what the benefit was to the field. Mr. Webb said that it can be used no matter what, all year round. It is multiuse, you can have a game on the field back to back and it can be used right after it stops raining. However, increased use will affect the life of the project.

Mr. Olender asked how often the field would be used if lights are put in. Mr. Webb said that it would be used during Friday night football, other night time football, and potentially night time soccer as well. There would be enough usage to consider putting in lights. However, the more it is used, the more maintenance the field would require. It would need to be painted for football, soccer, and lacrosse. Mr. Turner asked about painting the artificial turf. Mr. Webb explained that the paint is permanent on the artificial turf.

Ms. Spielman said that South Windsor's field is closest to what the proposed Ellington field would be. Mr. Joyse asked if they would be looking to set aside about \$100,000 a year. Mr. Webb said, yes that would be ideal instead of doing the project all at once.

Mr. Webb said that they are going to be building a baseball field off of Route 140. Also, on Middle Road there is land that is owned by the Town and leased out. He has a preliminary design for a baseball field and 2 multipurpose fields with parking and grand stand seating for this land.

Mr. Olender asked how many people are in the Town of Ellington currently. Mr. Turner said that there are 15,000+, which is 121 more than last year.



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Mr. Prichard asked how they are going to approve the capital improvement budget when no one takes claim to the field. It is currently under the Board of Ed. Ms. LaPlante said that it has to be changed and put under the right department.

Finance Officer

Ms. LaPlante notified the board that Nicholas DiCorleto, Finance Officer/Treasurer, is not present as he is sick. However, she mentioned that all capital improvement requests have already been brought to the attention of the Board, and if there are any questions that she cannot answer she will pass them on to Mr. DiCorleto.

Mr. Rachek asked if she was aware how the State budget would affect the Town. Ms. LaPlante was not sure at this time. Mr. Turner noted that the Board of Education had lost \$88,000 in this year's funding. He asked if they lost anything in LOCIP funds for this year yet. Ms. LaPlante said she would check with Mr. DiCorleto regarding the final figures. Matthew Daskal, of 110 Jobs Hill Rd, referenced a document that referenced previous years and LOCIP funds.

Mr. Turner is concerned with the State's deficit, in which the Governor has directed department heads to cut 10% across the board, and he expecting that to be passed along to the Town. He wants to be careful as they move forward with the budget this year.

Other:

Ms. Spielman noted that she had a meeting with computer consultants regarding cyber security concerns. This stems from recent events, such as a hack at Cheshire Academy a month ago, which shut down their Town Hall. It has been decided that all email communications to Town Officials will be sent to the Town of Ellington email address that has been established for their use. Personal email address will no longer be used to conduct Town business. She said that if you have trouble setting up your email, please call her office on Tuesdays or Thursdays. In addition, please use this account only for Ellington Town business, and not as a personal account.

Mr. Joyse asked if Town employees currently go through training for phishing attacks. Ms. Spielman stated that there will be staff meetings in which employees will be trained, and they can work with their department. A computer consultant is also going to work on securing a couple of places that are not physically locked.

3. ADJOURNMENT:

Ms. Spielman adjourned the meeting at 8:42 P.M.

Submitted by Meaghan Maguire Approved by Lori Spielman  
 Meaghan Maguire Lori Spielman