

**Town of Plymouth**  
**80 Main Street**  
**Terryville, CT 06786**  
**<http://www.plymouthct.us>**

**Plymouth Town Council**  
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**Minutes**

**August 3, 2010**

**Call to Order:** Mayor Vincent Festa, Jr., called the scheduled August 3, 2010, Plymouth Town Council Meeting to order at 7:02 p.m., in the Community Room, Town Hall.

**Fire Exits Notification**

Mayor Festa noted the Fire Exits for the record.

**Pledge of Allegiance**

Mayor Festa led the Plymouth Town Council and the Public Audience in the Pledge of Allegiance.

**Roll Call:** Present were Mayor Vincent Festa, Jr., Town Councilman Martin Sandshaw, Town Councilwoman DiAnna Schenkel, Town Councilman David Sekorski, Town Councilman John Wunsch, and Town Councilman Tom Zagurski. Also present were Human Resource Director William Bellotti, Director of Finance David Bertnagel, Public Works Director Anthony Lorenzetti, and Plymouth Board of Education Business Manager Michael Santogatta.

**Acceptance of Minutes**

Town Councilman Zagurski made a motion, seconded by Town Councilman Sandshaw, to accept the June 1, 2010, Town Council Minutes with the following correction: Page 13, Paragraph Two, Sentence 10, Town Councilman noted the word “inconsistent” should be “consistent”. This motion was approved unanimously.

Town Councilwoman Schenkel made a motion, seconded by Town Councilman Wunsch, to accept the June 16, 2010, Town Council Minutes as presented. This motion was approved unanimously.

**Town Council Rules and Procedures**

No report.

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**Mayor's Report**

Mayor Festa stated that the Plymouth Volunteer Ambulance Corps (PVAC) had a change in personnel, noting that Ryan Rigon had replaced James Dubowsky as Chief of Operations. Mayor Festa stated that J. Dubowsky had retired with an effective date of July 1, 2010. Mayor Festa stated this resignation was noted by Lani Johnson.

Mayor Festa stated that the STEAP Grant application for the next round of Streetscape Projects had been submitted to the State of Connecticut for consideration. Mayor Festa stated the Town should be hearing back from the State next month.

Mayor Festa stated that a segment of a movie film entitled "American Jubilee" was being filmed in Town on July 28, 2010, noting the Director, Ryan Casey, would be filming at the Lucky Cup Restaurant. Mayor Festa stated it was nice to have a film company in Town filming at an affordable price. Mayor Festa stated that Ryan Casey was a nephew to Steve Casey, a former legislature in the Bristol, CT, area.

Mayor Festa stated that negotiations regarding consolidation/changes to positions within the Town Hall continued. Mayor Festa stated the Town had an agreement on the change in position from the Supervisor of Maintenance in Town Hall to a Head Custodian position. Mayor Festa stated the position had been posted and interviews would take place after the posting period had been completed and applications received.

Mayor Festa stated that the tax issues for tax years 2005 through the first quarter of 2010 had been resolved, with a final payment of \$2,271.21, issued to the Internal Revenue Service (IRS) for penalties imposed on the Town. Mayor Festa stated the amount had come down from \$400,000.00 to \$2,271.21. Mayor Festa stated the Town currently has a credit balance of \$2.15, with the IRS.

Mayor Festa stated that the State of Connecticut 2010 Hazard Mitigation Grant Program application had been submitted through the Public Works Department. Mayor Festa stated that the HUD/FEMA Disaster Grant Program was being reviewed. Mayor Festa stated this is the first time that the Town was looking to the State for Hazard Mitigation, (flooding, etc.) for assistance. Mayor stated that the Town had put out notification, through the Town's web site and the local newspapers, requesting residents submit data reporting damage to their properties from the recent storm/tornado. Mayor Festa stated the Town businesses were also included in the damage data, to be reported. Mayor Festa noted that a certain criteria needed to be met to qualify for the clean-up monies.

Mayor Festa stated that Paul Schwanka had resigned as Emergency Management Director and that Anthony Orsini had replaced him in this position

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**Mayor's Report Cont'd.**

Mayor Festa stated this position was an appointment by the Mayor's Office and that A. Orsini had held the position in the past.

Mayor Festa stated there would be a brief presentation by Paychex Services at this evening's meeting regarding a payroll program being considered for the Town of Plymouth Town Hall employees. Mayor Festa stated this move was being considered as a result of position consolidation and financial concerns.

William Bellotti, Human Resource Director, led the presentation and noted that outsourcing payroll was being considered for a variety of reasons, noting it would curtail any future IRS and/or payroll issues. W. Bellotti stated that he, along with David Bertnagel, Director of Finance, had interviewed three different payroll service companies and briefly explained the advantages of outsourcing the Town Hall's payroll system through the chosen company, Paychex. W. Bellotti cited a recent pension oversight from a past Town employee and noted with Paychex in place, mistakes such as this particular oversight would be virtually non-existent. W. Bellotti stated the Town would see an immediate savings in human resource personnel and additional increased savings in the long run.

Paychex representatives Mark Irwin and Greg Brady explained how outsourcing payroll to their company would save the town money and remove potential financial liabilities. Paychex Representatives gave an overall PowerPoint presentation which explained their company's variety of available services, in detail. Paychex Representatives stated that outsourcing the Town's financial information would protect the Town's information off site and would ensure recovery should a disaster ever take place within the Town Hall. Paychex Representatives stated that they would be handling the conversion of the Town's data into their system and that their company would take on all of the financial responsibilities and burdens, associated with the Town's payroll. Paychex Representatives stated that support for the Town would be locally based in Rocky Hill, CT, and briefly explained the extent of their support.

When questioned who would be responsible for missed employee time clock punches by Town Councilman Sandshaw, Paychex Representatives explained that would fall to the Department Supervisor(s) and explained the process in detail, noting the way the system was set-up was entirely up to the Town.

Town Councilman Sandshaw, noting he was previously a supervisor in a large company, stated this task could become burdensome on the Department Supervisor; a brief discussion followed.

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**Mayor's Report Cont'd.**

When questioned by Town Councilman Wunsch, as to where the monies would come from to fund Paychex services, W. Bellotti stated the cost would be negligible based upon the amount of time spent on a daily basis dealing with the paperwork associated with the payroll.

Mayor Festa stated that if the Town decided to outsource the payroll, a position would be eliminated. Mayor Vincent Festa stated the Town presently had approximately 95 employees on the payroll. Mayor Festa stated the Board of Education was responsible for its own payroll system.

When questioned by Town Councilwoman Schenkel, Paychex Representatives explained and detailed their secure server protection which would handle identity theft and other electronic issues associated with their secure server system.

Town Councilwoman Schenkel stated that putting the Town's financial files online ensured security against the possibility of fire damage, etc., noting that the Town does not presently have the capability to handle disaster data recovery. Town Councilwoman Schenkel stated having the data stored on a server, off-site, was invaluable to the Town in case of a disaster.

When questioned by Town Councilwoman Schenkel, Paychex Representatives explained their systems capabilities to handle preloaded vacation time cards and other pertinent information related to the system.

When questioned by Town Councilman Zagurski, Paychex Representatives explained the process for inputting the data, noting the Town had different options to choose from and explained what they were proposing for the Town of Plymouth, in detail.

When questioned by Town Councilman Zagurski, Paychex Representatives stated they did not bring specific data regarding the history of maintenance and the failure rate of the clocks, but would forward the information to the Town.

When questioned by Town Councilman Sekorski, Paychex Representatives explained the process for the Supervisor to set up and maintain the employee's time recordings.

When questioned by Town Councilman Sekorski, Paychex Representatives explained the transition set-up time and what would be involved on both the part of the Town and their company. Paychex Representatives stated that support testing of their system was inclusive in the price and explained what their company would cover in their leasing agreement with the Town, as well as trouble-shooting the system in general.

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**Mayor's Report Cont'd.**

Melanie Church, 328 Main Street, Terryville, stated she had worked for a company with a similar system, such as Paychex, and noted if a punch-in was omitted, a report was sent immediately through the computer to the Supervisor notifying him of the omission/error. M. Church stated when the time clock at her previous employer's company went down, the outsource company repaired it within 24 hours.

When questioned by M. Church as to the difference in pricing between a slide-card operation verses a thumbprint, Paychex Representatives stated the price of using thumbprints was approximately \$20.00 per clock, higher.

When questioned by M. Church regarding the total cost to implement the proposed system verses employee and how it would replace what is presently in place, W. Bellotti stated this proposal would cost \$20,000.00 and would eliminate a full-time position and would create the need for a two-day part-time position.

W. Bellotti stated the cost savings in grievances filed due to payroll errors amounted to countless manpower hours. He further stated that the need for paper files would be eliminated, which would offer a huge cost saving over time.

W. Bellotti elaborated on all of the data that would be placed online, the financial benefits (amounting to thousands of dollars) that would be associated with the proposed system.

Mayor Festa elaborated on the major problems currently associated with the recording of time cards and noted that a solution needed to be found for the Town. Mayor Festa stated the Town was a 38 million dollar corporation and did not have a system in place that could explain the actual cost per employee, benefits or provide an accurate accounting of time.

Keith Golnik, 4 Orchard Street, Terryville, questioned how an employee that brought work home would be compensated through the time card system being proposed.

Mayor Festa stated overtime could be approved by the Department Supervisor and would also need to be approved by the Mayor's Office.

Jim Deutsch, 34 Orchard Street, Terryville, questioned if the employees would have access to their own records online.

Paychex Representatives stated all of the employees would have access to their own records online, at any given time.

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**Mayor's Report Cont'd.**

When questioned by J. Deutsch, Paychex Representatives stated that the company would notify the Town, in advance, when they were going to perform any updates to the system to in an effort to minimize employee access to their personal records. Paychex Representatives stated that on the average, major updates would only take up to an hour of down-time.

When questioned by J. Deutsch, Paychex Representatives detailed their proposed disaster recovery program to recover the Town's documents.

When questioned by J. Deutsch, Paychex Representatives explained their definition of Sarbanes-Oxley (SOX) Security Compliance for protection of the Town's documents; Paychex Representatives stated they would provide written information as soon as they were able to obtain it from their company.

Brian Barnes, 23 Fall Mountain Terrace, Terryville, stated his company presently uses the proposed system and questioned the number of Town employees that would utilize the new system. B. Barnes stated he felt that the Town would require additional clocks than previously indicated by the Paychex Representatives.

Mayor Festa stated there were approximately 95 Town Employees that would utilize the clocks, including himself; however the Board of Education would not be included, noting they handled their own payroll.

William Hubbard, 15 Leslie Street, Terryville, stated that a company he previously worked for outsourced their payroll and immediately saw a savings of 3% which equated to roughly \$20,000.00. He further stated that the savings gained by utilizing Paychex would pay for the program over time.

Referring to the infrastructure of the Town Hall, K. Golnik questioned the cabling and communication relay/transfer of Paychex's proposed system. K. Golnik questioned if the Town's servers had the capability of handling Paychex's system, and if not, who would be responsible for upgrading the equipment.

Paychex Representatives explained the cabling/relay system in detail, and noted the price was inclusive for everything the Town would require, including support and upgrading for each department mentioned (Highway Garages, Transfer Station, Fire Marshal's Office, Town Maintenance Garages, etc.)

W. Bellotti stated that he believed most of the sites, referenced by K. Golnik, were covered.

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**Mayor's Report Cont'd.**

M. Church questioned if implementing the Paychex system would bring the Payroll employee (presently receiving \$42,000.00) down to \$22,000.00 annually.

M. Church questioned if there would also be a cost savings with the Human Resource Director's salary (including overtime for him) because his work load would also be cut back.

M. Church questioned if these cost savings would be seen immediately or on an over time basis.

Mayor Festa stated without knowing the full details of the implementation of the program he did not have a definite answer. Mayor Festa stated the Payroll employee's salary ranged from \$28,000.00 to \$36,000.00 depending on the particular year and increase of medical benefits, etc. Mayor Festa stated the savings in fringe benefits would result in a huge savings (medical benefits, etc.)

W. Bellotti stated this system would save over \$100,000.00.

When questioned by Town Councilman Zagurski as to how long data retention was kept and who would become the owner of the data, Paychex Representatives stated the Town would own the data and Paychex would keep the required data on their servers indefinitely, or until the Town ended their relationship with their company.

W. Bellotti stated time cards are presently kept for a period of 25 years.

Mayor Festa and the Town Council members, collectively thanked Paychex for their presentation.

**Public Comment on Non-Agenda Items**

No report.

**Appointments and Resignations**

Mayor Festa stated applications were still being accepted for various Town Boards and Commissions and that a couple had come in for consideration, but due to party affiliation, they could not be accepted at the present time by virtue of the Town's Charter. He further noted there would be an overabundance of party representation. Mayor Festa stated this was unfortunate because the applications were submitted by individuals with a lot of knowledge to offer the Town.

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**Take Action on Refund of Property Taxes**

Town Councilman Wunsch made a motion, seconded by Town Councilwoman Schenkel, to take action to refund \$223.07 in property taxes to Timothy J. Nichols and \$280.83 in property taxes to Michelle Richards. This motion was approved unanimously.

**To take action to authorize the Mayor to enter into an agreement between the valley**

Town Councilman Sekorski made a motion, seconded by Town Councilwoman Schenkel, to take action to authorize the Mayor to enter into an agreement between the Valley Council of Governments and the Town of Plymouth regarding the Brownsfields Cleanup Grant for the Waterwheel Park and read the following Resolution into the record: WHEREAS, Grantor is authorized under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) 104(k)(3)(B)(ii) and the terms and conditions of Agreement Number 2B-96120401-0 to make subgrants to eligible entities and non-profit organizations from these funds (“Grant Funds”); WHEREAS, the Subgrantee is an eligible entity under CERCLA 104(k)(1) and intends to purchase or owns in fee simple title certain real property located at (insert number) Main Street and known as the Waterwheel property (the “Property”); WHEREAS, the Grantor has agreed to grant to Subgrantee certain of the Grant Funds which will be used by the Subgrantee to conduct the remediation activities (the “Remediation Work”) described in the Remedial Action Plan or Site Characterization for Site # (to be provided) approved by the Department of Environmental Protection or the Licensed Environmental professional who holds License # (insert) on (insert); WHEREAS, the Property is not listed, or proposed for listing on the National Priorities List of the U.S. Environmental Protection Agency (“EPA”); WHEREAS, the Subgrantee is not a generator or transporter of any contamination located at the Property; WHEREAS, the Subgrantee is not and has never been subject to any penalties resulting from environmental non-compliance at or on the Property nor is the Subgrantee, or, to the best of its knowledge, its Project contractors or subcontracts currently suspended, debarred, or otherwise declared ineligible for participation in this federal program or from the receipt of these funds; and WHEREAS, a claim has not been asserted against the Subgrantee for liability under CERCLA §107 at the Property. **NOW, THEREFORE**, in consideration of the covenants and promises contained herein, it is mutually agreed by and between the parties as follows: Recover Act Brownsfields Clean Up Revolving Loan Fund Subgrant Agreement Between VCOG and the Town of Plymouth, in accordance with the remaining terms of the agreement set in the attached document. This motion was approved unanimously.

Mayor Festa gave a brief clarification and noted this grant was for the remediation on the Hart property at the Waterwheel site.



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**To take action to set a date for a Public Hearing to establish an Ordinance concerning Police Traffic Duty**

M. Church stated that there were a couple of Flag companies in Town that should be considered when deciding on future hires and further, that setting Public Hearings for 6:00 p.m. could be a deterrent to these types of companies because of their work schedules; a brief discussion followed.

Mayor Festa stated, for the record, that the Town Flag companies had been contacted and were made aware of the dates and times.

Mayor Festa stated that Route 6 and Route 72 projects are required by the State of Connecticut to have Police coverage at the locations.

Mayor Festa stated that contrary to rumors that Town Police cruisers kept their cars running for air conditioning reasons, the reason was actually a requirement in order to keep the strobe lights on during the preemption light work that recently took on Route 6.

Mayor Festa stated the reason for the Public Hearing was to hear out all interested parties to ensure fair and equitable treatment. Mayor Festa stated if a timing issue was involved, the interested party could send a representative or ask for special consideration to be heard for future projects.

Town Councilman Zagurski noted that written statements would also be accepted.

Town Councilman Sekorski stated that the Public Hearing was only one opportunity for the public to speak and that the Town Council would reconsider the motion which would afford opportunity for further discussion from the public.

Town Councilman Sekorski made a motion, seconded by Town Councilman Sandshaw, to schedule a Public Hearing for the establishment of an Ordinance concerning Police Traffic Duty, at 6:00 p.m., on September 7, 2010, prior to the regular scheduled Town Council Meeting. This motion was approved unanimously.

**To take action, if necessary, to set a date for a workshop with the Ad Hoc Committee on Blight to review status of code of enforcement**

Town Councilman Wunsch made a motion, seconded by Town Councilman Sekorski, to take action, if necessary, to set a date for a workshop with the Ad Hoc Committee on Blight to review status of code enforcement. This motion was approved unanimously.

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**To take action, if necessary, to set a date for a workshop with the Ad Hoc Committee on Blight to review status of code of enforcement Cont'd.**

Donald Souza, 50 Eastview Road, Terryville, briefly explained his reasoning for requesting this item be placed on the Town Council agenda, noting the blight situation was in limbo and that Town residents were angry about the lax attitude of the Town Council in this particular area. D. Souza further stated that Town residents wanted the Town Council to try to work something out that would give the Town a good Blight Ordinance that would be enforceable.

William Hubbard questioned what the Town Council would want the Ad Hoc Blight Committee to go back to the table and review, noting they would need specific direction; a lengthy discussion followed.

Town Councilman Sekorski made a motion, seconded by Town Councilman Wunsch, to authorize the Mayor's Office to poll the Town Council for an appropriate date for a workshop meeting and invite the Ad Hoc Blight Committee to be present to discuss the tweaking of the code enforcement on Blight and that pertinent information would be provided for review by both groups, prior to the set meeting date. This motion was approved unanimously.

**To take action to approve the following Resolutions:**

- **Resolved that the Plymouth Town Council authorizes the Board of Education to apply to the Commissioner of Education and to accept or reject a Grant for the Roof Replacement Project at the Eli Terry Middle School**
- **Resolved that the standing School Building Committee is hereby designated as the committee to manage the Roof Replacement Project at the Eli Terry Middle School**
- **Resolved that the Plymouth Town Council hereby authorizes the preparation of schematic drawings and outline specifications for the Roof Replacement project at the Eli Terry Middle School**

When questioned by Town Councilman Zagurski, PBOE Business Manager, Michael Santogatta, briefly explained the hiring process, specifications, and the time-line involved, for the project, in detail.

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**To take action to approve the following Resolutions Cont'd.**

Town Councilman Sekorski made a motion, seconded by Town Councilman Zagurski, to approve the following Resolutions:

Resolved that the Plymouth Town Council authorizes the Board of Education to apply to the Commissioner of Education and to accept or reject a Grant for the Roof Replacement Project at the Eli Terry Middle School; and

Resolved that the standing School Building Committee is hereby designated as the committee to manage the Roof Replacement Project at the Eli Terry Middle School; and

Resolved that the Plymouth Town Council hereby authorizes the preparation of schematic drawings and outline specifications for the Roof Replacement project at the Eli Terry Middle School. This motion was approved unanimously.

**To request an appropriation in the amount of \$60,180.80, from the Board of Finance to comply with a Heart and Hypertension Stipulation Award**

Director of Finance, David Bertnagel, explained the Stipulation Award and how it related to the Town's Debt Service, at length.

Mayor Festa stated that he, and D. Bertnagel, were working on a presentation so that if and when these types of settlements present themselves, there would be a plan in place to help alleviate the heavy financial burden placed on the Community all at one time.

Town Councilman Sekorski made a motion, seconded by Town Councilman Sandshaw, to request an appropriation from the Board of Finance, in the amount of \$60,180.80, to comply with a Heart and Hypertension Stipulation Award. This motion was approved unanimously.

**To discuss and take action on the following requests from Anthony Lorenzetti, Public Works Director:**

- **Funds in lieu of permanent patching on Town roads**
- **Reduced operating hours for the Leaf and Brush Facility**

**Funds in lieu of permanent patching on Town roads**

Anthony Lorenzetti, Public Works Director, explained at length, and in detail, the aforementioned Public Works request(s).

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**To take action to approve the following Resolutions Cont'd.**

A. Lorenzetti stated that he did not want to be on record recommending either option presented for the permanent patching of Town roads; a lengthy discussion followed.

Referencing his recent memo to the Mayor's Office, Anthony Lorenzetti, Public Works Director, explained at length, and in detail, the aforementioned Public Works request(s).

A. Lorenzetti stated he did not want to be on record recommending either option presented for the permanent patching of Town roads and explained the pros and cons of accepting the Connecticut Water Company's offer to pay the Town in lieu of requiring a permanent patch on Beach, Sylvan and Roosevelt Avenues; a lengthy discussion followed.

Town Councilman Wunsch made a motion, seconded by Town Councilman Zagurski, to not take any action regarding the Connecticut Water Company's offer for funds in lieu of permanent patching on Town roads. This motion was approved unanimously.

**Reduced operating hours for the Leaf and Brush Facility**

Mayor Festa stated that the Board of Finance had recommended changes at the Transfer Station and wanted to see the facility open from Tuesday through Saturday. Mayor Festa stated this recommendation was contrary to the Union Contract and read the contract into the record; noting if the Town decided to make changes in the work week schedule, it would have to be negotiated because of the current language in the contract; a lengthy discussion followed.

M Church stated she had noticed that two Town employees were working at the same time at the Brush and Leaf Facility and recommend removing one of the employees in an effort to save monies.

A. Lorenzetti stated that normally, there is only employee assigned to be working at the Brush and Leaf Facility on a regular basis.

K. Golnik stated he highly recommended the Transfer Station not be closed on Saturdays, noting it would force residents to take a day off from work to take care of their trash.

K. Golnik recommended having the Brush and Leaf Facility open every other Saturday in an effort to cut down on overtime.

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**Reduced operating hours for the Leaf and Brush Facility Cont'd.**

Town Councilwoman Schenkel made a motion, seconded by Town Councilman Wunsch, to request the Board of Finance to transfer the necessary monies from the Contingency Account to the Transfer Station Overtime Account for the purpose of keeping the Leaf and Brush Facility open with the hours that they presently operate at, until its closure on November 24, 2010. This motion was approved unanimously.

**To authorize, by Resolution, the Plymouth Town Council and the Mayor to enter and execute Grant documents with the State of Connecticut Department of Emergency Management and Homeland Security**

At the request of Town Councilman Zagurski, Mayor Festa explained what Homeland Security would be providing to the Town, in compliance with the Resolution, i.e. generators, computer systems, etc., noting these were items that the Town has receiving on a regular basis through grant applications; a brief discussion followed.

Town Councilman Sekorski made a motion, seconded by Town Councilwoman Schenkel, to authorize, by Resolution, as follows: that the Plymouth Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and FURTHER RESOLVED, that Vincent Festa, Jr., as Chairman of the Plymouth Town Council, is authorized and directed to execute and deliver any and all documents on behalf of the Plymouth Town Council and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents. This motion was approved unanimously.

**To authorize the Mayor to enter into an agreement with the State of Connecticut for the South Main Street Reconstruction project**

When questioned by Town Councilman Zagurski, Mayor Festa stated this Resolution was for the Garber corner reconstruction; a brief discussion followed.

When questioned by M. Church, A. Lorenzetti stated the reconstruction would basically be confined to the Garber corner area.

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Town Councilman Sekorski made a motion, seconded by Town Councilman Sandshaw, to authorized by Resolution the Mayor to enter into an agreement with the State of Connecticut for the South Main Street Reconstruction Project as follows: RESOLVED, that Vincent Festa, Jr., Mayor, be, and hereby is authorized to sign the agreement entitled: "Agreement between the State of Connecticut and the Town of Plymouth for the Construction, Inspection and Maintenance of Reconstruction of South Main Street utilizing Federal Funds under the Urban Component of the Surface Transportation Program". This motion was approved unanimously.

**To approve the following job descriptions:**

- **Lead Building Custodian**
- **Building/Assessor Clerk**

**Lead Building Custodian Cont'd.**

Mayor Festa stated that whenever there has been a change in a job description and/or a new position has been created, the job description would require formal approval from the Town Council and then approval from the particular Union (in this case AFSCME) that has been affected by the position. Mayor Festa stated that formal approval has been received from both groups for the Lead Building Custodian job description. Mayor Festa stated the position had been posted, applications have been received and the Town is moving forward with interviews.

When questioned by Town Councilman Zagurski, Mayor Festa stated the position would no longer be a supervisory position and explained the past history of the position.

W. Bellotti briefly reviewed the requirements, needs and responsibilities of the position, noting the position would cover maintenance of other Town properties other than the Town Hall grounds. W. Bellotti stated a part-time, second shift position was being discussed due to the number of nightly meetings held in the Town Hall. W. Bellotti stated that ultimately, in the long run, the Town would like to employ a Facilities Manager who would oversee all the Town Buildings and have a custodial staff under his supervision; a brief discussion followed.

Town Councilman Zagurski stated the Job Description details what the second shift employee is presently covering and noted this position would probably have to be kept.

Town Councilman Zagurski stated the word "Council" had been misspelled as "Counsel" on page two, within the sentence "As approved by the Plymouth Town Counsel."

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Mayor Festa stated the Town had been updating Job Descriptions to include the issues that had been recommended by various insurance companies, i.e., push and pull poundage that can be loaded/unloaded, stating that if a job included climbing ladders, it should be included in the wording, lifting and pushing snow, etc., which helps the Town relative to the Worker's Comp issue with job injuries. Mayor Festa stated changes have gone as far as to the manner in which a Secretary uses the telephone, noting this was being addressed, as well.

When questioned by M. Church, D. Bernagel stated the cost savings between the Supervisory and the Lead Custodian positions fell somewhere between \$3,600.00 and \$4,000.00, and did not include the fringe benefits.

Town Councilman Wunsch made a motion, seconded by Town Councilman Zagurski, to accept the Lead Building Custodian Job Description, as presented. This motion was approved unanimously.

**Building/Assessor Clerk**

Mayor Festa stated this particular issue was one that was still in the negotiation process and the amount of work in each particular department was being examined. Mayor Festa stated that due to the economic conditions, the Building Department and the Assessor's Office do not have enough work to substantiate full time positions in both departments. Mayor Festa stated the Assessor would be returning to the Town on a full-time basis and therefore, the Secretary would not have as much of a workload to handle. Mayor Festa stated work grade levels were being examined and that this particular job description involved both components of the Building and the Assessor's Office. Mayor Festa stated that the Town was looking to coordinate the Public Works Department, the Land Use Department, the Building Department, the Assessor's Office and Tax Department offices together in one particular section, in one particular component because they all work hand-in-hand together. He further stated that this job description would embody both of the departments with the understanding that the individual would have a job description change/amendment made to the job description.

Town Councilwoman Schenkel stated she liked the idea of combining the departments and cited a past example whereby a mistake occurred because of the disjointedness of the departments.

When questioned by Town Councilman Zagurski, W. Bellotti stated this employee would fall under the supervision of the Assessor because the Assessor was a full-time person and the Building Inspector was out of the office for the majority of his time.

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**Building/Assessor Clerk Cont'd.**

When questioned by Town Councilman Zagurski, Mayor Festa stated this change/amendment to the job description had not been approved by the Union as yet, however the Town was moving forward with it with an understanding that there was some concern raised at certain levels based on legal advice received.

Mayor Festa stated that due to the confidentiality of negotiations, he was not at liberty to discuss some of the items that were being presently discussed.

W. Bellotti stated this move was an addition to her job; the Town was not creating a new job description at this point in time. He further stated that at some point in time, the salary would have to be renegotiated.

When questioned by Town Councilman Sekorski, W. Bellotti stated that the Town did not have to have legal approval to move forward with this job description; noting the Town could move forward on the basis that some amendments had occurred.

When questioned by Town Councilman Sekorski, W. Bellotti stated the job description had enough "teeth" built into it to ensure the employee would be required to be courteous at all times when interfacing with the public.

Town Councilman Sekorski cited past comments from constituents that said they had not been dealt with on a professional level by Town Hall office employees.

W. Bellotti stated issues, such as the one cited by Town Councilman Sekorski, would come under the standard policies and procedures of the Town.

When questioned by Town Councilman Zagurski, W. Bellotti stated a valid driver's license was a standard requirement ensuring the employee could get to workplace.

Town Councilwoman Schenkel stated it also serves for identification purposes.

Town Councilman Zagurski stated the word "Council" had been misspelled, again, as "Counsel" on page two, within the sentence "As approved by the Plymouth Town Counsel."

When questioned by M. Church, Mayor Festa stated when the Probate Court Office was vacated, reorganization would begin for the upstairs offices. Mayor Festa stated that the aforementioned person in question would be working out of both the Assessor's Office and the Building Department Office, noting that was the procedure she currently follows.



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**Building/Assessor Clerk Cont'd.**

Town Councilman Wunsch made a motion, seconded by Town Councilman Zagurski, to accept the Building/Assessor Clerk Job Description, as presented. This motion was approved unanimously.

**Public Comments**

No report

**Liaison Reports**

Town Councilman Zagurski stated that the Board of Education and the Library Board did not meet in the month of July.

Town Councilman Zagurski stated that the Planning & Zoning Commission had met to handle several applications and also had been discussing some their fees, including the Village District in the discussion.

Town Councilwoman Schenkel stated that the Human Services Commission had not scheduled any meetings during the summer months and that their next meeting had been scheduled for September.

Town Councilwoman Schenkel stated that the Economic Development Commission had canceled their July meeting due to the lack of a quorum.

Town Councilwoman Schenkel stated she was unable to attend the Police Commission meeting due to a conflict with her schedule.

Town Councilwoman Schenkel stated that the Board of Finance continues to work with the Tax Office on tax collections and noted they had reached the next level of lists, which included people that owed back taxes.

Town Councilman Wunsch stated the Fire Department was a part of a Regional Dive Team and that they had their first response in the month of June, noting that unfortunately, it was a fatality.

Town Councilman Wunsch stated that the Plymouth Fire Department had received a new truck. Town Councilman Wunsch stated the volunteers were questioning the proper procedure for a new roof at Headquarters.

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**Liaison Reports Cont'd.**

Town Councilman Wunsch stated he was unable to attend the past two School Building Committee Meetings due to conflicts with his schedule.

Town Councilman Wunsch stated that Public Works had hired a new employee and that Greg Cody had been officially appointed as the new Transfer Station employee.

Town Councilman Wunsch questioned if the Town Council would be interested in being a focus group for the Early Childhood Council (ECC) and noted the ECC would be willing to come to a Town Council in the fall and expound on what they are doing and provide further information on the issue.

Town Councilman Wunsch stated that the Public Works Department, the Police Department and the Fire Department should be congratulated for the work completed after the storm a couple of weeks back.

Town Councilman Wunsch noted that the Public Works Department had patched Bemis Street, again.

Town Councilman Sandshaw stated that Public Works had done an outstanding job on the snow shelf on Schroback Road.

When questioned by Town Councilman Zagurski, A. Lorenzetti stated there might be a possibility that the tagged trees in Baldwin Park had been tagged for removal because of tree damage.

Town Councilwoman Schenkel stated she wanted to congratulate James (Jim) Dubowsky in his retirement from the PVAC and thanked him for his long standing dedication and service to the Community.

Town Councilwoman Schenkel stated that she wanted to thank Mayor Festa and his Office for the effort and work that went into resolving the Income Tax issue. Town Councilwoman Schenkel stated that at one point in time, there were several hundred-thousand dollars in penalties hanging over the Town and to get the amount down to \$2,300.00 was nothing short of being amazing.

Town Councilwoman Schenkel welcomed back Town Councilman Sandshaw from his long vacation trip, noting the Town Council had missed his presence.

Town Councilwoman Schenkel wished Town Councilman Sekorski a Happy Birthday.

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**Liaison Reports Cont'd.**

Town Councilwoman Schenkel stated she would like the Town Council to consider striking the employee's name from the record regarding the comment made by Keith Golnik concerning the employee's overtime hours. She further stated the words "employee X" could be substituted for the name omission.

**Adjournment**

There being no further business of the Plymouth Town Council, Town Councilwoman Schenkel made a motion, seconded by Town Councilman Sekorski, to adjourn at 9:50 p.m. This motion was approved unanimously.

Respectfully submitted,  
Acting Recording Secretary

Copy: Mayor Vincent Festa, Jr.

attachments