

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

**April 9, 2013**

**Call to Order:** Acting Chairperson/Town Council Woman Schenkel called the scheduled April 9, 2013, Plymouth Town Council Special Meeting to order at 7:00 p.m., in the Community Room, Town Hall.

Acting Chairperson Schenkel stated that Mayor Festa would not be in attendance this evening due to illness.

**Roll Call:** Present were Town Councilman Remie Ferreira, Sr., Town Councilman Richard Foote, Town Councilwoman Sue Murawski, Acting Chairperson/Town Councilwoman DiAnna Schenkel, and Town Councilman Tom Zagurski. Also in attendance were Director of Finance David Bernagel, Director of Public Works-Town Engineer Anthony Lorenzetti, Public Works Department Paul Pronovost and Administrative Assistant Theodore Scheidel.

### **Fire Exits Notification**

Acting Chairperson Schenkel noted the Fire Exits for the record.

### **Pledge of Allegiance**

Acting Chairperson Schenkel led the Plymouth Town Council and the Public Audience in the Pledge of Allegiance.

### **Council Rules and Procedures**

Town Councilman Foote that he wanted to make a suggestion under Council Rules and Procedures, noting that at future meetings Agenda Items should not be added at the time of the meeting and that unless it's an absolute emergency the Council should have only whatever is their packets for the Agenda. He further stated it was difficult, noting that certain things had to be read and the Council just didn't have time to look them over and so he wanted to suggest that no additional Agenda items be added before the meeting.

Town Councilman Zagurski questioned if Town Councilman Foote was making a motion.

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**Council Rules and Procedures Cont'd.**

Town Councilman Foote stated that it was a motion.

Town Councilman Foote made a motion, seconded by Town Councilman Ferreira, that Agenda items not in the Town Council packets not be added to the Town Council Agenda unless they were an absolute emergency.

**Discussion:**

Town Councilman Zagurski stated that under Privilege of the Council, Rule No. E basically already said what Town Councilman Foote had said and read Rule No. E into the record. He further stated that he could understand emergencies, but that lately there seemed to be a habit of adding items the night of the Agenda so he would support what Town Councilman Foote had said.

Town Councilwoman Murawski and Town Councilman Ferreira stated that they were both in agreement.

Vote: Town Councilman Ferreira/yes; Town Councilman Foote/yes; Town Councilwoman Murawski/yes; Town Councilman Zagurski/yes. Motion passed. (See Motion on Page Two.)

**Public Comments on Non-Agenda Items**

Melanie Church, 328 Main Street, Terryville, stated that she had given a list of concerns to the Board of Finance and was bringing them to the Council, stating that one of them was nepotism, noting that it was on the Council's Agenda. She further stated that it was a real major concern and asked that each Council member think about these and to please get some policies in place otherwise we were open to a big big liability. Melanie Church questioned if there was a comprehensive list of assets and a independent system in place to regularly document the existence of each asset and commented why it was important to have the list. Melanie Church stated this should be a number one policy because we don't have one. Melanie Church questioned if there were any Board policies dealing with corruption and if any, what policies had been adopted and what policies had been adopted to monitor our resources most effectively. Melanie Church questioned who had credit cards and how were the charges properly verified to see if they were a Town expense. Melanie Church asked how the grants were being managed in the Town for proper implementation. Melanie Church questioned how Activity Funds and other cash collections were monitored and was income and disbursements verified for accuracy and proper usage.

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**Public Comment on Non-Agenda Items Cont'd.**

Melanie Church questioned if bank statements were reviewed on a monthly basis and questioned who conducted the reviews. Melanie Church questioned who had control over each Petty Cash fund and how were the amounts being monitored.

Melanie Church questioned which contracts had been awarded without competitive bids and what process was used to award such contracts and who received the bids. Melanie Church questioned if part time employees paid their proportional share of insurance benefits and if not,

why not. Melanie Church questioned if retirees who were being paid their medical insurance by the Town were entitled to their payments and were there deceased employees still having their benefits paid. Melanie Church asked if the list was updated yearly. Melanie Church stated that she had asked David, our Finance Director, for an answer on these and we need to protect our Town because there was a question of monies in the paper in Brookfield and many other places, but she just couldn't remember them all. Melanie Church stated that she would like to see everything open book and we need policies in place to protect the Town and if they're put in place the Council needed to be bold and step up and say these are the things that we need and she didn't want to be one that buried her head in the sand.

When questioned by Town Councilwoman Murawski, Melanie Church stated Activity Funds could be funds for like emergency management, feeding Town workers during a snowstorm, could be any Activity Fund, for specific things like the Police Commission puts on a party for the officers that were promoted for awards, those were Activity Funds.

**Mayor's Report: Public Works Announcements; Terryville Congregational Church 175<sup>th</sup> Anniversary; Recreational Trails Grant, CCRPA; Probate Notification, Estate Settlement; Re-appropriation of 2001 STEAP Grant Funds for Skate Park; Public Hearing on Proposed Budget, April 23, 2013, 7 p.m.; Community Room, Town Hall; Public Works Purchasing Policy; Code Enforcement Committee Listing; P & Public Hearing/Burger Road, 4/11/2013; CCM Day on the Hill 4/10/13; E-Mail/State Rep. Whit Betts; Food Pantry "pennies" Program**

Town Councilwoman Murawski made a motion, seconded by Town Councilman Ferreira, to table Agenda Item No. 6, Mayor's Report. This motion was approved unanimously.

**To Refund the following Property Taxes: Claudia Schanil \$55.14; Old Plymouth Village Associates, LLC \$628.20, \$267.32; Toyota Lease Trust \$257.32; Leslie Sacharko \$12.82; Xhedet Rrahami \$126.72 Connecticut Water Company \$269.61; Corelogic \$803.18; Debbie C. Picarelli \$466.61; Kelly Humel \$18.34**

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**Property Tax Refunds Cont'd.**

Town Councilman Zagurski made a motion, seconded by Town Councilman Ferreira, to refund the following Property Tax refunds: Claudia Schanil \$55.14; Old Plymouth Village Associates, LLC \$628.20, \$267.32; Toyota Lease Trust \$257.32; Leslie Sacharko \$12.82; Xhedet Rrahami \$126.72 Connecticut Water Company \$269.61; Corelogic \$803.18; Debbie C. Picarelli \$466.61; Kelly Humel \$18.34

**Appointments/Resignations: To assign term limits to members of Public Works Advisory Commission**

Town Councilman Ferreira stated that he was not ready to move forward with this Agenda Item because he did not receive any names for the results on the last tally for the different people whose names were voted on. He further stated that the Council had received Mr. Castle's resume and qualifications, noting that it was quite impressive and that it would be nice to have one for each name.

Town Councilman Ferreira made a motion, seconded by Town Councilman Foote, to table the assignment of term limits to members of the Public Works Advisory Commission pending information in the next packet. This motion was approved unanimously.

**To reappoint Dr. Scappaticci to Torrington Area Health District Board of Directors, three year term; Anthony Orsini, Torrington Area Health District, Board of Directors, three year term**

Town Councilman Foote made a motion, seconded by Town Councilman Zagurski, to reappoint Dr. Scappaticci to the Torrington Area Health District Board of Directors, for a three-year term. This motion was approved unanimously.

Town Councilwoman Murawski made a motion, seconded by Town Councilman Ferreira, to reappoint Anthony Orsini to the Torrington Area Health District Board of Directors, for a three-year term. This motion was approved unanimously.

**To accept the resignation of Brian Forman, Director of Parks and Recreation, effective 4/3/2013**

Town Councilman Zagurski made a motion, seconded by Town Councilman Ferreira, to accept Brian Forman's resignation as the Director of Parks and Recreation, effective April 3, 2013, with regret. This motion was approved unanimously.

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**Appointments/Resignations Cont'd.**

**To accept the resignation of Stephen Szpunar, Inland/Wetlands Commission, effective 2/26/2013**

Town Councilwoman Murawski made a motion, seconded by Town Councilman Foote, to accept the resignation of Stephen Szpunar from the Inland/Wetlands Commission, effective February 26, 2013. This motion was approved unanimously.

**To review/discuss draft report/Employee Handbook**

Theodore C. Scheidel, Jr., Administrative Assistant to the Mayor, stated that he could speak on any of the Agenda items this evening.

Acting Chairperson Schenkel requested that Theodore Scheidel elaborate on the Employee Handbook.

Town Councilman Zagurski stated that he had many questions regarding the Employee Handbook and that he would be willing to table the Agenda item until next month.

Theodore Scheidel stated that he would attempt to answer Town Councilman Zagurski's questions and if there were any that he couldn't answer he would write them down for research and a future answer, noting that there wasn't going to be a vote this evening. Theodore Scheidel stated that a few people had their hands in writing the document and they had tried to cover all the necessary things to govern operations and employee behavior within Town Hall. He further stated that many of the items listed went along with contracts and policies, such as the medical insurance, etc. Theodore Scheidel stated that just about every town had one of these handbooks and it was open for suggestions.

Town Councilman Zagurski stated that the Employee Handbook was pretty thorough.

Town Councilman Zagurski stated that on page 6, under Working Hours, paragraph one, it defined a full time employee as working at least 37.5 hours and then it defined a part time employee, and that was more his question. He further stated that they had to work more than 20 hours but less than 40 hours and questioned if a part time employee could work less than 20 hours and actually if they work less than 40 hours then technically it could be said that all full time employees were part time employees.

Town Councilman Zagurski stated that on page six, and throughout the Employee Handbook, there was reference to an Appointing Authority and questioned if that meant the Department Head and if so, why wasn't it called the Department Head.

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**To review/discuss draft report/Employee Handbook Cont'd.**

Theodore Scheidel stated that referencing his own position; he was appointed by the Mayor and so the Mayor sets his times and total hours and so by appointing him, the Mayor was the Appointing Authority. He further stated that Tricia was the same also, and so the Mayor was the Appointing Authority of her.

Town Councilman Zagurski questioned if it was an hourly employee, did the employee have to go by the Union Contract, which meant that they couldn't change their shift hours and again, did they had to go by the Union Contract.

Theodore Scheidel stated that was a correct statement.

Town Councilman Zagurski, reading from the Employee Handbook, stated that on page six, last paragraph, under Personal Privacy Protection, the Town asks for account and debit card numbers and questioned why the Town would want that information.

Theodore Scheidel stated that this paragraph was referencing the Federal Employment Eligibility Verification I-9 Form and that all employees have to fill them out.

Town Councilman Zagurski stated that if he were an employee he wouldn't want to provide his debit card numbers, etc., and that he did not understand the reason for it.

Theodore Scheidel stated that an employee would have to provide that information if they did not have anything else for identification purposes from the listing shown. He further stated that this came into effect to prove that the employee was an American citizen, but he would check into this further.

Town Councilman Ferreira questioned if the Employee Handbook was handed out to anyone who was hired on with the Town and was it an overview of do's and don'ts, including the different benefits that they do have.

Theodore Scheidel stated that was a correct statement and that the Town would request the employee's signature upon receiving the handbook.

Town Councilman Zagurski stated that on page seven, under Recruitment, the paragraph talked about the Appointing Authority (again) for every job that was open, and if there was someone in Public Works, where there as a job opening position the paragraph read that the Appointing Authority was supposed to post the vacancies.

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**To review/discuss draft report/Employee Handbook Cont'd.**

Town Councilman Zagurski stated that Theodore Scheidel had previously defined the Appointing Authority as being the Mayor (Vinnie) because Theodore Scheidel was an appointed employee.

Theodore Scheidel stated that if the Charter states that the Council appoints the Police Commission, Human Services Commission, then the Council was the Appointing Authority and that in most cases the Council was the Appointing Authority, noting that in this section of the Employee Handbook it was ever-encompassing.

Citing Brian Forman's resignation, Town Councilman Zagurski questioned (per the Charter) the Appointing Authority was the Parks and Recreation Commission and that they would be the ones to post and hire the Director.

Theodore Scheidel stated that was a correct statement.

Reading from page seven, under Examinations and following page (eight) under Promotions and Appointments, Town Councilman Zagurski stated that the last paragraph didn't sound like it fit in this spot.

Theodore Scheidel stated that he thought it belonged there, but that he would double-check it.

Town Councilman Zagurski, citing and reading from the second paragraph, under Resignations and Terminations, questioned what the rules being referred to actually were.

Referencing and reading from page 10, second paragraph, Town Councilman Zagurski stated that he didn't like the wordsmithing, noting that it didn't ring out well, but he thought he understood what it meant.

Referencing the wording that the employees would be guaranteed a minimum of two hours of pay for work at time and half when they did it, Town Councilman Zagurski stated that he thought the Mayor had come out (a couple years ago) with a schedule of payment for Secretaries.

Town Councilman Zagurski questioned if the Secretaries did minutes were they done on work time. Theodore Scheidel stated not usually.

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**To review/discuss draft report/Employee Handbook Cont'd.**

Town Councilman Zagurski stated that he didn't think they should be, but he was curious because it didn't allow anything in the Employee Handbook for minutes.

Citing the next sentence regarding receiving advanced approval in writing for overtime work, Town Councilman Zagurski stated that he felt it should be a separate paragraph underneath the previous one.

When questioned by Town Councilman Zagurski, Theodore Scheidel stated that the Town does Performance Reviews on Employees.

Town Councilman Zagurski questioned if the Annual Increments applied to the people that worked in the Library.

Theodore Scheidel stated that he thought the Anniversary date did apply to the Library personnel, but that he would check.

Referencing the Insurances paragraph on page 10, Town Councilman Zagurski stated that the referenced listing of insurances was not shown and that he thought they co-paid for it, so it made it sound as if the Town of Plymouth was going to pay for all of their insurance.

Theodore Scheidel stated that would be an attachment to the Employee Handbook and that it read "to please see the Human Resources Department" and would be reviewed by Bill Bellotti or himself.

Referencing the Paid Leave Time, and noting that he kind of disagreed with it, Town Councilman Zagurski noted that in the private industry they were not allowed to say Good Friday, Christmas for holidays and that the politically correct wording would be Spring and Winter Holiday, and questioned if this needed to be looked at.

Theodore Scheidel stated that he would say no, it didn't need to be looked at.

Town Councilman Zagurski questioned if unused vacation time was submitted in March 1<sup>st</sup> of that year and used by June 30<sup>th</sup>.

Theodore Scheidel stated that was a correct statement or the time could be requested for a carry-over.

Town Councilman Zagurski questioned if it was only for unused leftover time.

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**To review/discuss draft report/Employee Handbook Cont'd.**

Theodore Scheidel stated that the employee needed to say what time they were planning on taking in the following year to give the Town an idea of how many people at one time would be out, noting that this was true especially around holiday time. He further stated that vacation requests were received, but not guaranteed because if someone had already requested that particular week and there was a conflict with employees covering for each other, the person who put in second might be refused. Theodore Scheidel stated that it was a safety net for the person that asked first and pre-planning for the Town and encouraged the employees to get their requests in early to be first.

Town Councilman Zagurski stated that the sentence should be looked at then because it sounded like it was only referring to that fiscal year.

Theodore Scheidel stated that he would make note of it.

When questioned by Town Councilman Zagurski, Theodore Scheidel stated that the Town did not encourage carry-overs, however if the Town knew there was an emergency or the person was out on sick leave, or on a special project, etc., then the Town would consider it and that it had happened previously.

When questioned by Town Councilman Zagurski if an Employee would be paid for their sick time, Theodore Scheidel stated that it went by Contract and that would be when the Employee left.

When questioned by Town Councilman Zagurski, Theodore Scheidel stated that there should be a policy for the one-day leaves.

Theodore Scheidel stated that he agreed, but that this was the old "Monday-Friday" syndrome and that he felt this was the best effort to try to address it, noting that it was difficult to do anything about it.

Theodore Scheidel stated that if patterns developed, the Town could do something about an individual employee.

Referencing the Family and Medical Leave Act (FMLA) Town Councilman Zagurski questioned if it was a Federal or State law.

Town Councilman Ferreira, Acting Chairperson Schenkel and Theodore Scheidel all stated that it was both.

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**To review/discuss draft report/Employee Handbook Cont'd.**

Citing page 16, under Educational Incentive Program, Town Councilman Zagurski stated that it gave him the idea that the Town would be putting a dollar value in there and read the paragraph into the record.

David Bertnagel stated that there was a variety of Contracts with the aforementioned set numbers and that basically the numbers were different and were left blank, i.e. between \$2,000 and \$4,000 for Associates Degree, Bachelor Degree, and a Master's Degree. He further stated that this program had been established by the Town Council in 1998.

Town Councilman Zagurski questioned if it shouldn't read that it was per the contract then.

David Bertnagel stated that it could be modified to state that.

Town Councilman Ferreira noted that it did state per Contract in the first line and read it into the record.

Town Councilman Zagurski stated that in the next paragraph it tells you what it was and it doesn't. He further stated that it might say something like "entitled to education pay" and not say what it was.

Town Councilman Zagurski stated that starting on page 28 his copy had lines running through it and he couldn't read parts of it.

Town Councilman Zagurski thanked Theodore Scheidel for his answers.

Melanie Church stated that she believed that the Council voted on that pay and the amounts while Sue Murawski was on the Council and Covello was in and was written up then and used to be in the Town Clerk's office, but didn't know if it was anymore. She further stated that it was with their job descriptions and it was people like the Administrative Assistant and it wasn't for union, only non-union specified, but she never heard it go up on pay since then, \$1,000.00 for Associates, \$2,000.00 for Bachelors and \$3,000.00 for a Master's Degree. Melanie Church stated that Jan was the Administrative Assistant when that first came into effect and that the amounts could not have changed without being brought to the Council.

Town Councilwoman Murawski stated that she remembered Mayor Covello had put it in, but she was not on the Council at that time.

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**To review/discuss draft report/Employee Handbook Cont'd.**

David Bertnagel stated that he believed the rates did go up in the contracts, through the various negotiations, but that the Classified Service rates would still be the same.

Town Councilman Zagurski stated that he did not remember it being for the Union Contracts, but he hadn't been here for a long time either.

When requested by Town Councilman Zagurski, David Bertnagel stated that he would get copies of the Contracts for him.

Town Councilwoman Murawski, reading from the bottom of page 14, stated that she did not understand the Leave Period, noting that it was confusing.

Theodore Scheidel stated that under the FMLA rules there were certain incidents when the Town has to allow the employees leave and so this was saying that in their protection they had to use up all of their sick, personal and vacation days and under FMLA on the sick time (especially) the employee could use that sick time, in other words, it was okay to use those times for that particular leave (caring for a parent, etc.) and that it had to be used before the employee went out.

Town Councilwoman Murawski stated that it sounded like the employee would have to use the vacation time (for example) in those 12 weeks as part of the 12 weeks that an employee would have for the Family Leave.

Theodore Scheidel stated that was a correct statement unless the employee had enough sick time built up and it would be in that progression.

Town Councilman Ferreira stated that FMLA was 180 days.

Acting Chairperson Schenkel stated that if an employee had enough sick time accumulated they would use that up, but if not, the employee could also use their vacation time.

David Bertnagel stated that basically the intent was that an employee would use their paid leave up that they had accrued on the books previously they went out on unpaid leave in a certain sequence. He further stated that the intent was that FMLA basically allows the employee to retain their job, noting that before employees were being terminated because of a sick parent, spouse, etc., and so the law came into effect.

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**To review/discuss draft report/Employee Handbook Cont'd.**

David Bernagel stated that an example would be when an employee goes out in March, has two weeks of vacation they hadn't used, comes back after July and they have more vacation and their union contract allows (OR DOES NOT ALLOW) them to carry the time over, noting that it protected the Town in regards to time off.

**To take action on Nepotism Policy**

At the request of Acting Chairperson Schenkel, Town Councilman Zagurski read the Nepotism Policy into the record (see attachment).

Town Councilman Zagurski made a motion, seconded by Town Councilman Foote, to adopt the Nepotism Policy for the Town of Plymouth.

**Discussion:**

Town Councilman Zagurski stated that he was surprised that this was new and that the Town did not have this policy in the past.

Acting Chairperson Schenkel stated that it was always good to start.

Vote: Town Councilman Ferreira/yes; Town Councilman Foote/yes; Town Councilwoman Murawski/yes; Town Councilman Zagurski/yes. Motion passed. (See Motion on Page 12)

**To review status of Skate Park; Energy Program update per Marty Sandshaw**

Martin Sandshaw, 7 Richmond Drive, Plymouth, CT, stated that he wanted to provide the Council with an update for the Skate Park, noting that they were moving along quite well. He further stated that in December they had received an 8-24 approval from the Planning and Zoning Commission to use Town property at Town Hall and that they had also approved the conceptual design.

Martin Sandshaw stated that since that time they had sent out hundreds of solicitation letters and that they had started to come back with donations. Martin Sandshaw stated that they had applied for several grants. Martin Sandshaw stated that they had a Site Plan and that a volunteer, a local surveyor, would be putting the plan together for them. Martin Sandshaw stated that once the plan went through, noting that he was confident that it would because of their diligence, they would need to have some work done.

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**To review Skate Park status; Energy Program update per Marty Sandshaw Cont'd.**

Martin Sandshaw stated that he had requested permission from Mayor Festa to go to a Public Works Department Staff Meeting and asked for site work volunteers. He further stated that he had explained what the Committee was attempting to do for the Town youth and that he walked away with four volunteers who said they would be using their own time and would be willing to perform the site work for the necessary emergency vehicle road passageway (which was not currently in place) for such vehicles and to get the construction equipment on to the site, as well.

Martin Sandshaw stated that he was present this evening to ask the Town Council for permission for the four Town employees to use the Town equipment for the necessary Skate Park work as previously described/discussed, on their own time for the site work. He further stated that this would provide a big savings for the Park and that a good portion of the site could be completed and a pad could be poured in August or September and the youth would have some place to start. Martin Sandshaw stated that these volunteers were also qualified operators of the equipment they would be using.

Martin Sandshaw stated that back in early 2012, the Town Council had approved the Energy Conservation Plan that estimated the Town would be saving approximately 2.5 BTU's per year, which would equate to an estimated savings of approximately \$41,000.00+ in savings.

Martin Sandshaw stated that the Town Council had told the Energy Task Force (Martin Sandshaw, Ted Scheidel, Anthony Lorenzetti) that they would authorize the Mayor to sign a pledge to reduce the Town's energy by 20 percent. Martin Sandshaw stated that the energy savings had been achieved through the installation of valving for upper and lower levels at Town Hall, terminal controls involved perimeter hot water and cabinet heaters (with the required software) upgrading of the building management control systems and with insulation installation on all hot water pipes on the second floor.

Martin Sandshaw stated that the Energy Task Force was currently in discussion with CL&P to provide heat pumps in the lower level of Town Hall, noting that they were actually air conditioning units, which would cool the Police Department area. He further stated that though the Energy Conservation Plan measures included for the Library, WPCA, the PVAC and three Fire Stations, were building management controls (programmable thermostats) interior and exterior lighting and the possibility of installing infrared gas heaters on the Maintenance Garage now existed now that they had a gas line on Hillside Avenue. Martin Sandshaw stated these the remaining items should be completed by August 31, 2013. He further stated that if the Town were to come to an agreement with CL&P, on the installation of the AC heat pumps, they could be done by mid-summer, as well.

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**To review Skate Park status; Energy Program update per Marty Sandshaw Cont'd.**

Martin Sandshaw stated that the Task Force had been attending Boards and Commission meetings to promote Energy Conservation and to date had talked with the Ambulance, the Fire Board and the Library Board, noting that they had presented the Energy Conservation Plan to them and what it meant to them.

Martin Sandshaw stated that the Task Force was also attending Energize Connecticut Workshops, including one last week at Nucchi's, which covered what other towns were doing for energy conservation and how they went about it.

Martin Sandshaw stated that the Task Force would be attending Northeast Utility (CL&P), Yankee Gas Annual Business Day, which would discuss different programs for 2013, regulations, rates and some events that might be of interest to towns that wanted to conserve and save some energy money.

When questioned by Town Councilman Zagurski, Anthony Lorenzetti stated that he did not have a problem with the volunteers using the equipment for the record.

Noting that he had previously spoken to Martin Sandshaw, regarding former Mayor Covello going out to the Public for funds to purchase bike helmets for a Bike Safety Program, Town Councilman Zagurski stated that he had been told that Mayor Covello had not been allowed to do that and questioned Martin Sandshaw if he was allowed to solicit for donations.

Martin Sandshaw stated that the Skate Park had sent solicitations to local organizations and business that been previously reviewed by Mayor Festa and the Town Attorney.

Town Councilman Zagurski questioned if the Mayor and the Town Attorney had given the Skate Park permission to solicit funds.

Martin Sandshaw stated that obviously they did and that they also had wordsmithed the document and provided recommendations on the wording, which the Skate Park had incorporated.

Town Councilman Zagurski stated that procedurally speaking, the Agenda read that the Council was only supposed to review the request from the Skate Park and questioned if the Council could make a recommendation at this time.

Acting Chairperson Schenkel stated that the Council was holding a Special Meeting this evening and therefore could not amend the Agenda, and that the Council could not make a motion.

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**To review Skate Park status; Energy Program update per Marty Sandshaw Cont'd.**

When questioned by Martin Sandshaw, Acting Chairperson Schenkel stated that the item could be added to the May Town Council Agenda for a vote.

Martin Sandshaw stated that the Site Plan probably wouldn't be approved until late April or early May.

Acting Chairperson Schenkel thanked Martin Sandshaw for all of his hard work, noting that it was very much appreciated.

**To discuss/endorse 2013 Neighborhood Assistance Act Program**

Acting Chairperson Schenkel stated that this Agenda item was a program proposal whereby the application would have to be filed before July 1, 2013.

Acting Chairperson Schenkel stated that its official title was the Connecticut Neighborhood Assistance Act Tax Credit Program and that it was designed for businesses or organizations that wanted to donate to a neighborhood they would receive tax breaks, i.e. donation for money could be open space acquisitions, neighborhood assistance, job training, education, community services, crime prevention, construction of dwelling units for low or moderate income in the state, daycare childcare facility and child care services, etc.

Theodore Scheidel stated that program allowed non-profits to raise money for worthwhile projects that would benefit the Town, i.e. Girl Scouts, Boy Scouts, Friends of the Library, etc. He further stated that the Council would act as the clearing house for these requests and that the Council would be approving the Neighborhood Act to take place in Plymouth by allowing the applications to go out and be filled out by organizations who would bring them to the Council which would make them credible and then the Mayor would send them to the State for approval, citing the Skate Park as an example.

When questioned by Town Councilman Zagurski, Theodore Scheidel stated that this Agenda item did not require a Resolution, only a simple motion for this to happen with the timetable being adhered to as previously mentioned, noting that sometimes the Town would receive one or two requests, but sometimes there weren't any.

Town Councilman Zagurski made a motion, seconded by Town Councilman Foote, that the Town Council endorse the Neighborhood Assistance Act. This motion was approved unanimously.

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**To discuss/take action on Public Works request to dispose Surplus Equipment**

Anthony Lorenzetti, Director of Public Works, stated that the list had been included in the Council's packets, was pretty straightforward and that the Department was not using the surplus equipment listed.

When questioned by Acting Chairperson Schenkel, Anthony Lorenzetti stated that a Flink Spreader was actually the name brand of the company that made the spreader.

When questioned by Town Councilman Ferreira, Anthony Lorenzetti stated that the disposal of the equipment would be by Public Auction and that he had brought a draft of what they were looking to put together for the auction, noting that they had roughly three weeks to a month after publically advertising the equipment through sealed bids.

When questioned by Town Councilman Zagurski, Anthony Lorenzetti stated that historically speaking, the Department advertised the Public Auction through the newspapers, but the question remained how many papers and which ones. He further stated that it would be put on the Town's website, as well.

When questioned by Town Councilman Zagurski, Anthony Lorenzetti stated that the specific list of equipment would not be made known through the advertisement, but contact information would be provided.

When questioned by Town Councilman Zagurski, David Bertnagel stated that the money obtained from the Surplus Equipment would be deposited to the Miscellaneous Line Item in the General Fund.

David Bertnagel stated that some of the equipment may not be sold and that other avenues would be decided upon afterwards, i.e. metal scrap, etc. David Bertnagel stated that in the past towns had also utilized online auctions, like an Ebay trading environment. He further stated that this was similar to what the Board of Education had done with their equipment when they closed down schools in Town and that the Town would like to do this type of auction more periodically, noting that some of the equipment was from the 1960's and had a life expectancy of ten years. David Bertnagel stated this would free up space for the Public Works Department and that Anthony Lorenzetti's Department would coordinate the auction and the Finance Department would be overseeing the process in regards to the physical bidding.

Town Councilman Zagurski made a motion, seconded by Town Councilman Ferreira, to authorize the Public Works to auction off Surplus Equipment. This motion was approved unanimously.

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**To authorize, by Resolution, Mayor Festa to sign and execute Agreements and Contracts with Department of Transportation, State of Connecticut**

Theodore Scheidel stated that the two items included in the Town Council's packets would need Resolutions if approved this evening, which in turn would empower the Mayor to sign the respective Contracts.

Theodore Scheidel stated that the first document was an Agreement between the State of Connecticut and the Town of Plymouth concerning a State Matching Grant Program for Elderly and Disabled Demand Responsive Transportation for the Town's Dial-a-Ride bus. He further stated that if the Town could prove that it was increasing its usage of transportation in our area, the Town could qualify for the amount assigned to it by the State of Connecticut and that the amount was \$19,287.00. Theodore Scheidel stated that the Town never refused any requests for medical transportation by the disabled or Seniors. He further stated that the Town had also never refused transportation to anybody of any age for medical transportation, including shopping, drug store visits, etc. Theodore Scheidel stated that the Town was going to Farmington, New Britain, both hospitals in Hartford (or anywhere in Hartford), all UCONN and surrounding buildings, as well as Waterbury. Theodore Scheidel stated that the Town wanted to make Sundays available for church and other morning uses, and noted that the hours had been extended to 4:00 p.m. and Fridays when necessary. He further stated that the Dial-a-Ride bus was run by Cook's Transportation and that for the last five years it had run very well, noting that they did a good job. Theodore Scheidel stated that he wanted the Council to be aware that he thought it would be a good to bring residents to Bristol to meet the buses and elaborated on the bus program at length. He further stated that he, along with the Mayor and Anthony Lorenzetti, had asked the Department of Transportation (DOT) to consider Plymouth for a Connecticut Transit Bus (in their new program) which would run from the Commuter Parking lot in Thomaston (by Dunkin Donuts) down Route 6 to Bristol, to meet the buses. He further stated that there were a large number of requests for this service along with a large number of people living in Plymouth that could not afford a car or two cars. Theodore Scheidel stated Abigail Egan, Human Services Director, received a lot of these calls and that the need was great and that if the Town received a bus it would be proven. He further stated that Lisa Rivers (DOT) had heard the Town's pleas at two meetings and had contacted Plymouth to say that she would try to have this done, at the minimum on a pilot program. Theodore Scheidel stated that this would be brought to the Council and hopefully wouldn't cost the Town anything. He further stated that the Central Connecticut Regional Planning Agency (CCRPA) had been a big help with the application and that the Town felt it had the right numbers to prove its case to the State and that the time was right. Theodore Scheidel stated that the request would be for a Resolution allowing Mayor Festa to sign this Agreement between the State of Connecticut and the Town of Plymouth concerning a State Matching Grant Program for Elderly and Disabled Demand Responsive Transportation.

**Plymouth Town Council Special Meeting  
April 9, 2013  
Page Eighteen of Thirty-One Pages**

**To authorize, by Resolution, Mayor Festa to sign and execute Agreements and Contracts with Department of Transportation, State of Connecticut Cont'd.**

When questioned by Acting Chairperson Schenkel, Theodore Scheidel stated that the two Resolutions, currently in front of the Council, were exactly the same and that the Council would have to insert the name of the project.

When questioned by Town Councilman Zagurski, David Bertnagel stated that in order to comply with the written text on the Resolutions, the wording of the motion should state that the Council was authorizing both the Mayor and the Director of Finance to sign the necessary documents and that this should be done separately.

Town Councilman Zagurski made a motion, seconded by Town Councilman Foote, to authorize the Mayor, Vincent Festa, Jr., by Resolution, to sign and execute agreements and contracts, along with all necessary agreements, contracts, documents on behalf of the Town of Plymouth with the Department of Transportation of the State of Connecticut concerning a State Matching Grant Program for Elderly and Disabled Demand Response Transportation. This motion was approved unanimously.

Town Councilman Zagurski made a motion, seconded by Town Councilman Foote, to authorize David Bertnagel, Chief Financial Officer for the Town of Plymouth, by Resolution, to sign and execute agreements and contracts, along with all necessary agreements, contracts, documents on behalf of the Town of Plymouth with the Department of Transportation of the State of Connecticut concerning a State Matching Grant Program for Elderly and Disabled Demand Response Transportation. This motion was approved unanimously.

Theodore Scheidel stated that the Central Connecticut Central Regional Planning Agency (CCRPA), operating as the clearing house for State Transportation Improvement Funds Program (TIF), had asked the seven towns in the region to come up with programs that they would want approved and was funded by the State under the TIF Program.

Theodore Scheidel stated that for the first time they had a new category for the purchase of Hybrid (Electric) Municipal Vehicles and that Public Works had brought this to his attention for his thoughts. Theodore Scheidel stated that he had said it wouldn't hurt, noting that the Mayor's Office and Chairman Zovich had discussed the gas-guzzler Crown Victoria's not be replaced with the same type of car. He further stated that he had informed Anthony Lorenzetti to take a shot and he put together the request for CCRPA and had been ranked seventh with only three grants allowed. Theodore Scheidel stated that when they got to Hartford, Plymouth was the town that had applied for something green, under this category, and they made the Town number one.

**Plymouth Town Council Special Meeting  
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Page Nineteen of Thirty-One Pages**

**To authorize, by Resolution, Mayor Festa to sign and execute Agreements and Contracts with Department of Transportation, State of Connecticut Cont'd.**

Theodore Scheidel stated that the Town could get up to four/five Hybrid Vehicles at \$108,155.00 with an 80/20 match meaning that the Town would have to come up with approximately \$22,000.00. Theodore Scheidel stated that the State bid price for qualifying Toyota Prius (the Town was not held to those) was \$21,631.00 and that was what the grant allotted to the Town. He further stated that the Town did not have to get five and if four seemed to be the number then that's what the Town would get. Theodore Scheidel stated that the vehicles could be used for the Building Inspector, the Zoning Enforcement Officer, the Mayor, etc. and that the mileage would increase to be a savings. He further stated that the Town was very fortunate to have gotten this grant with no other strings involved.

Town Councilman Zagurski stated that he felt this was a great deal that the Town had found, noting that the cars did not have to be Toyota Prius.

Theodore Scheidel stated that there was other State bids on other green cars.

Town Councilman Zagurski stated that he had a little concern with Clarence (Atkinson) trying to fit into a Prius because of the legroom involved.

Town Councilman Zagurski questioned if the Town had gotten an extension, noting that the date shown read that it needed to be submitted by April 4<sup>th</sup>.

Theodore Scheidel stated that the April 4<sup>th</sup> date shown was for the Planning Agency (CCRPA) for their review and that it would go to the State the first week in May.

Noting that it would be an electric car, Town Councilman Zagurski questioned if the Town would have to put in an electrical service somewhere.

Theodore Scheidel stated that it would be both, gasoline and electric, and that he had spoken to a Kelly Doback, a person who was familiar with electric car set-ups and who also had worked with the Town of Bethlehem with their electric plug in system. He further stated that the Town would be looking at it, noting that there were State bids on this as well. Theodore Scheidel stated that otherwise, the Town would run a cord.

Town Councilwoman Murawski questioned who else, other than the three people mentioned previously by Theodore Scheidel, would be using the cars.

Theodore Scheidel stated that Public Works might use one (Charlie Weigert) and that the Town might indeed use the five vehicles.

**Plymouth Town Council Special Meeting  
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Page Twenty of Thirty-One Pages**

**To authorize, by Resolution, Mayor Festa to sign and execute Agreements and Contracts with Department of Transportation, State of Connecticut Cont'd.**

When questioned by Town Councilman Foote, David Bertnagel stated that these vehicles would replace the old Crown Victoria's and that the Crown Victoria's would be going up for Surplus Auction.

Town Councilman Ferreira made a motion, seconded by Town Councilwoman Murawski, to authorize Vincent Festa, Jr., by Resolution, to sign and execute agreements and contracts, along with all necessary agreements, contracts, documents on behalf of the Town of Plymouth with the Department of Transportation of the State of Connecticut for the purchase of Hybrid Electric Vehicles. This motion was approved unanimously.

Town Councilman Ferreira made a motion, seconded by Town Councilman Zagurski, to authorize David Bertnagel, Chief Financial Officer for the Town of Plymouth, by Resolution, to sign and execute agreements and contracts, along with all necessary agreements, contracts, documents on behalf of the Town of Plymouth with the Department of Transportation of the State of Connecticut for the purchase of Hybrid Electric Vehicles. This motion was approved unanimously.

**To enter into Executive Session for Contractual/Personnel issues; pending litigation; Town-wide security issues**

Town Councilman Ferreira made a motion, seconded by Town Councilwoman Murawski, to move into Executive Session at 8:29 p.m., for Contractual/Personnel issues; pending litigation; Town-wide security issues. This motion was approved unanimously.

Acting Chairperson Schenkel stated that the Plymouth Town Council would be inviting David Bertnagel, Paul Pronovost and Theodore Scheidel into the Executive Session. Present for the Executive Session was David Bertnagel, Town Councilman Ferreira, Town Councilman Foote, Town Councilwoman Murawski, Paul Pronovost, Theodore Scheidel, Acting Chairperson/Town Councilwoman Schenkel, and Town Councilman Zagurski.

Acting Chairperson Schenkel called the Plymouth Town Council Special Meeting back into Regular Session at 9:35 p.m.

**To take action, as maybe necessary, from Executive Session**

Town Councilman Zagurski made a motion, seconded by Town Councilman Foote, to increase the hours of the Town Clerk, the Tax Collector and the Receptionist from 35 to 37.5 hours per week. This motion was approved unanimously.

**Plymouth Town Council Special Meeting  
April 9, 2013  
Page Twenty-One of Thirty-One Pages**

**To take action, as maybe necessary, from Executive Session Cont'd.**

Town Zagurski made motion, seconded by Town Councilwoman Murawski, to give the part time and full time Librarians, in the Classified Service, a raise of 2.75 percent, effective July 1, 2013, a two percent bonus effective May 1, 2013, and Cost Sharing for Insurance of 16 percent, effective July 1, 2013.

**Discussion:**

Town Councilman Zagurski stated that the Library Personnel had not received a raise in over three years and so by giving them a three percent increase it was truly a one percent raise per year.

When questioned by Town Councilman Zagurski, David Bertnagel stated that was a correct statement and that the cost sharing was at 14 percent and would go to sixteen percent and would effectively reduce their raise a little bit further because of the increased cost sharing rate being approved.

Vote: Town Councilman Ferreira/yes; Town Councilman Foote/yes; Town Councilwoman Murawski/yes; Town Councilman Zagurski/yes. Motion passed. (See Motion on Page Twenty-one)

**To discuss Financial reports/Winter Storm expenses per David Bertnagel**

David Bertnagel distributed copies of Financial Reports to the Town Council for review and discussion.

David Bertnagel stated that the distributed presentation was the Board of Finance's draft budget proposals made to date in the budgetary process, noting that it was presented last evening.

David Bertnagel stated that it went by every department and reviewed the summary column by column, noting that the report contained both the revenue and the expenditure components.

David Bertnagel stated that the revenues were coming in based upon the State's estimates, noting that \$270,605.00 under last year's amount due to grant reductions, etc. and that if we were to approved the budget flat (with no expenditure increases) we would need to make the appropriation piece to balance out the budget (keep it the same) or an equivalent 3.7 mills on its own merit. He further stated that the Board of Finance expenditure increased to \$243,770.00, which equates to a .333 mill increase and if the budget were approved today it would be a 7.0 mill increase or two percent.

**Plymouth Town Council Special Meeting  
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Page Twenty-Two of Thirty-One Pages**

**To discuss Financial reports/Winter Storm expenses per David Bertnagel Cont'd.**

David Bertnagel stated that the Board of Finance was still going through its deliberations and meeting on Monday's and Thursday's, noting that Town Councilwoman Schenkel had been attending the meetings regularly. David Bertnagel stated that the Board of Finance would be discussing the Town's revenues and encouraged everyone to attend, noting that the Board would be trying to come up with additional revenues to reduce the budget. David Bertnagel welcomed everyone to examine the information, noting that it was a draft report at this report in time.

David Bertnagel stated that the under the Mayor's Report, there was an item that noting that the State of Connecticut was closing out projects and the Town of Plymouth did not have the signature on the Fisher Ball Fields Project, which had a balance of \$12,000.00 at the State Bond Commission. Citing that through the deliberations of State Representative Whit Betts and other State Legislature Representatives, David Bertnagel stated that it was made known that they would be willing to guide the Town in the right direction for the final close out paperwork. He further stated that the Town Council could proceed forward and had the authority to potentially re-utilize \$12,000.00 in funds from the program and put it towards the Skate Park. David Bertnagel stated that if any of the Council members had a problem with this proposal he would close it out and the money would be returned to the State.

Town Councilman Zagurski stated that he would be more than happy to have David Bertnagel transfer the money to the Skate Park.

David Bertnagel distributed copies of his annual report compilation (end of the year covering approximately seven-year history) on the number of bids and documents received by the Town and the actual dollar amounts. He further stated that this report was only Town-wide items, no Board of Education, covering paving, police cars, fire trucks, etc., noting the number varied depending on what the Town had bid out. David Bertnagel stated that in 2011/2012, the Town had Town advertised 23 bids, 0 (zero) Council Bid Waivers, 0 (zero) Administration Bid Waivers, 13 RFP's/RFQ's (technically specific for Professional Services), 12 quotations between the \$5,000-\$10,000 threshold, State Agency and Other Bids (CROG, State of CT) for a total of 64 different bids processed last year with a value of \$5,415,000.00, noting that the Town had been in pretty good compliance since 2005/2006. David Bertnagel stated that this was an upward trend citing the figures and noted that there was supplemental information for the Council's perusal.

David Bertnagel stated that in the past, the Town had a number of bounced checks and non-sufficient fund checks, noting that the Town was charged for them.

**Plymouth Town Council Special Meeting  
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Page Twenty-Three of Thirty-One Pages**

**To discuss Financial reports/Winter Storm expenses per David Bertnagel Cont'd.**

David Bertnagel stated that over the years there had been a variety of fee structures in the different Town Hall Departments, i.e. \$5.00, \$25.00, \$30.00. He further stated that because of the market-banking crisis, fees were raised and that the Town does not get exempted from bounced check fee charges, noting that he wanted to make a consistent policy across the board for all Departments. Noting that there was nothing on file in the Town for this particular item and that the Council was the fee setting agency for the Town, David Bertnagel stated that the fee could be adjusted in the future, noting that it was a formality issue that he would like the Town Council to consider for next month's meeting. David Bertnagel distributed copies of the bonding items entitled "Town of Plymouth Projects Report", noting that it was a synopsis of the accounts for the variety of different areas. He further stated that the Burr Road/Harwinton Avenue Project came in way under the estimates of the approved 1.2 million Bonding Projects authorization. David Bertnagel stated that Anthony Lorenzetti had applied and finished up the paperwork for the State of Connecticut (DEEP) grant earmark, noting that the Town should be receiving the funds shortly. David Bertnagel stated that the work should be finished up in the Spring. David Bertnagel stated that \$174,663.10 out of the \$425,000.00 allocation (\$2,237.00 encumbered-balance of \$248,099.00) had been spent for the front part of the building, demolition and the rebuild. David Bertnagel stated that the Beach Avenue and Bemis Street Study was moving forward, noting that the Town had received notice from Congressman Murphy's Office that the grant (most likely) would be received for the Plainville/Plymouth/Bristol Pequabuck River Study. He further stated that this would be for the Beach Avenue area. David Bertnagel stated that the Capital Improvements Committee had been conducting a lot of interviews, noting that Rodney Houle, Chairman, Capital Improvements Committee, had been reporting his updates to the Council nearly every other month. David Bertnagel stated that \$63,270.00 had been encumbered for the North Main Street Bridge for the Consultant Architectural Design person and that the Town would be receiving the 33 percent reimbursement for the project. David Bertnagel stated that this was another grant for the Town and that paperwork would be forthcoming for the Resolution. David Bertnagel stated that \$51,000.00 had been spent (to date) for the Seymour Road Project three million-dollar project and noted that final designs and/or other design work would come be coming before the Council. He further stated that the homes in the area were being surveyed and visited in order to keep them updated on the forward movement. David Bertnagel stated that Town Legal Counsel had been involved with the property reallocations to allow right of ways, etc. He further stated that the final Design Work would have to go through Planning and Zoning Commission for their review and the Public input and then would come back to the Council for final award and presentation. David Bertnagel reviewed the 4.8 million Road Projects, which included the chip sealing, crack sealing, mill and overlay, and base rehabilitation.

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Page Twenty-Four of Thirty-One Pages**

**To discuss Financial reports/Winter Storm expenses per David Bertnagel Cont'd.**

David Bertnagel distributed copies of the Blizzard Charlotte Event costs for the Town of Plymouth, noting the expenses totaled \$214,261.68 (as of today), Overtime was \$42,000.00, Regular wage of \$72.08, \$170,229.75, of which almost \$100,000.00 was spent for shoveling off the snow from the school roofs after the storm events. David Bertnagel stated that the Town was eligible for a 75 percent grant and that the Town had to pick a 48-hour window to choose it from due to the nature of the Presidential declaration. He further stated that the best advantage would be to apply for \$68,760.00 for reimbursement under the 75% rule. He further stated that unless changes were made, the Town would have to expend \$162,962 and the estimated grant (at this time) for this storm was \$51,570.00. David Bertnagel stated that he would be asking the Council for an additional appropriation to be referred to the Board of Finance and then approved at a Town Meeting. He further stated that as things stood right now, the Town would be on the hook for \$160,000.00 in costs for things that had to be done for the storm, noting that the Town was better off than a lot of communities. David Bertnagel stated that he commended the Public Works Department for having the Town opened on the Sunday after the storm and that their work had been phenomenal.

Acting Chairperson Schenkel thanked David Bertnagel for the nice job he had done with his reports this evening.

David Bertnagel stated that he would have the quarterly reports for the Council next month, noting that the Town was in pretty good shape for the current year given the snowstorms and the expenses involved.

At the request of Acting Chairperson Schenkel, David Bertnagel stated that he would get the information to the Council prior to next month's meeting.

**Liaison Reports**

Town Councilman Foote stated that he had attended the Housing Authority Meeting and that they had decided to have a sign-in sheet at their office.

Town Councilman Foote stated that there was an issue concerning the allowed number of vehicles per person at the Park, noting that it should be only one.

Town Councilman Foote stated that the Maintenance worker had concerns about some of the apartments and was addressing them.

Town Councilman Foote stated that the Public Works crew had done an excellent job clearing the snow during the storm.

**Plymouth Town Council Special Meeting  
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Page Twenty-Five of Thirty-One Pages**

**Liaison Reports Cont'd.**

Town Councilman Foote stated that the Maintenance worker had also acknowledged this, and that they were having problems with the heat pumps, noting that they had to be kept clear of snow.

Town Councilman Foote stated that the Police Chief had informed the Housing Authority that the Park was under surveillance regarding drug issues.

Town Councilman Foote stated that the Commissioners had questioned why the Park laundry was not opened on weekends.

Town Council Foote stated that surveillance security cameras verses security officers, had been discussed, noting that the cameras would be very expensive and could not positively identify people due to the layout of the Park.

Town Councilman Foote stated that it was suggested that residents be assigned stickers for the Brush Dump.

Town Councilman Foote stated that the Housing Authority met on Monday mornings at 9:00 a.m., and that due to his work scheduled he doesn't always make the meetings.

Town Councilman Foote stated that he had attended the Fire Commission Meeting and that the Board had questioned why they had not been invited to the Board of Finance Budget Meeting.

When questioned by Town Councilman Foote, David Bertnagel stated that the Board of Finance had met with Chief Sekorski last week.

Town Councilman Foote stated that when the Board of Finance had questioned why they had raised their budget, it was noted that the fire ladder truck needed repairs because of its age.

Town Councilman Foote stated that there were still some roof leaks and that they were planning to clean and paint the Bay Room.

Town Councilman Foote stated that the Fire Department's Awards Night was being held this coming Friday at the Lyceum.

Town Councilman Foote stated that it was noted by the Treasurer that 84.6 percent of the Budget had been spent.

**Plymouth Town Council Special Meeting  
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**Liaison Reports Cont'd.**

Town Councilman Foote stated that Building Maintenance, radio repairs and truck repairs had risen.

Town Councilman Foote stated that the Fire Marshal had attended some training sessions, had performed 15 inspections, and had submitted his Budget, which included training, office supplies and communications.

Town Councilman Foote stated that there was a question regarding the status of the two Deputies that had resigned.

Town Councilman Foote stated that the Fire Department had been doing some blood borne pathogen and HAZMAT training. He further stated that they were getting some equipment for the Training Department, was smoke generators (makes artificial smoke), as well as some DVDS for instruction in foam.

Town Councilman Foote stated that the Junior Corps had held a pasta dinner the same week of the Commission meeting.

Town Councilman Foote stated that he had attended the Historic Property Commission Meeting and a discussion had taken place regarding the sales of commemorative bricks to be used in the landscaping of the area around the Waterwheel, noting that the work would be starting soon. He further stated that there would be approximately 1,000 available bricks.

Town Councilman Foote stated that the Historic Property had a discussion concerning the removal of the brick wall, noting that everyone present was not in agreement about its removal.

Town Councilwoman Murawski stated that the WPCA would be opening bids this coming Friday for the Denitrification Project.

Town Councilwoman Murawski stated that the Planning and Zoning Commission had approved a site plan modification for PM Sales, a company going into the Industrial Park on Lassy Court. She further stated that the modification would allow PM Sales to increase the size of their building by approximately 1,700 square feet.

Town Councilwoman Murawski stated that Khara Dodds had announced at the Planning and Zoning Commission meeting that she would be leaving the Town of Plymouth to take the position of City Planning Director in Hartford, CT.

**Plymouth Town Council Special Meeting  
April 9, 2013  
Page Twenty-Seven of Thirty-One Pages**

**Liaison Reports Cont'd.**

Town Councilwoman Murawski stated that the Inland/Wetlands Commission wanted the Council to know that they were short three members, one regular and two alternates, and hoped to get the positions filled as soon as possible.

Town Councilwoman Murawski stated that the Inland/Wetlands Commission had approved a temporary boat ramp for the North Street Reservoir to allow for the DEEP Fish Study, previously discussed at Council.

Town Councilwoman Murawski stated that the North Street Reservoir Ad Hoc Committee had met last night, were tweaking their recommendations for the Council and hoped to finish up their work next month and have their report ready for the Council's June Meeting.

Town Councilman Ferreira stated that the Board of Education had a presentation by the Plymouth Center School on PAL (Principal's Advisory League) and briefly explained their purpose, noting it centered on anti-bullying atmosphere in the Town's schools. He further stated that it was a great presentation.

Town Councilman Ferreira stated that March was Board of Education Appreciation Month and that the Art Teachers from each of the schools had students submit artwork and paperweights for each of the Board of Education members.

Town Councilman Ferreira highlighted Terryville High School activities as follows: a Field Trip for the Band/Chorus to Ocean City, MD, the Boy's Basket Ball won the State Quarter Finals for the first time since 2009; the Wrestling Team won the Berkshire Championship this year and their coach, Peter Veleas, was named Class S Wrestling Coach of the Year; Elliot Willion won the State Wrestling Championship for Class S; Tyler Trillo, a Junior, scored his 1,000 point for the Basketball Team during the last game of the season and that the Terryville High School Band performed in the New Haven Saint Patrick's Day Parade and placed second out of 15 bands.

Town Councilman Ferreira stated that CAFE Day on the Hill took place and that the Board of Education members had spoken to different legislatures. He further stated that Chairman Pat Perugino had the opportunity to speak to the Governor.

Town Councilman Ferreira stated that the next Board of Education Meeting had been scheduled for tomorrow night.

**Plymouth Town Council Special Meeting  
April 9, 2013  
Page Twenty-Eight of Thirty-One Pages**

**Liaison Reports Cont'd.**

Town Councilman Ferreira stated that he had met with Anthony Lorenzetti, Director of Public Works and James Schultz, Highway Superintendent, and had reviewed the Department's work for the month of March in detail.

Town Councilman Ferreira stated that Public Works had been very busy with cold-patching potholes during the month of March and had picked up pieces of damaged curbing throughout the Town. He further stated that the Department had cut brush from the silt pond on Jan Court, had removed various Town trees (some of that work was sub-contracted), had prepared equipment for several winter storm events, had plowed and salted roads and parking lots and had repaired and replaced catch basins in the Preston and Fountainhead Road area. Town Councilman Ferreira stated that the Department had also straightened out and replaced street and traffic signs. Town Councilman Ferreira stated that the Public Works Department office work had included Task Meetings with the Energy Task Force, meetings with the Community Garden; they had met with Connecticut Water regarding the Burr/Harwinton Road Project, that they had attended Board of Education Meetings, as well as Employee Meetings. He further stated that they had submitted the Fall Mountain Water Road Project to the Department of Transportation for Design Work, they had worked with the WPCA on the Denitrification Project, that pre-bids had been sent out, they had sent out mailings for the Seymour Road Project and that they had installed some signs. Town Councilman Ferreira stated that March Permits included two (2) Demolition Permits and that the Metal Reimbursements had totaled \$727.70.

Town Councilman Zagurski stated that the Economic Development Commission had a new Website and encouraged everyone to look at it, noting that it showed the available spaces in Town for businesses.

Town Councilman Zagurski stated that the Economic Development Commission would be contacting the State of Connecticut to change the Business Use Regulations in Phase III in the Industrial Park in order to get different styles of businesses in there instead of just manufacturers.

Acting Chairperson Schenkel stated that the Human Services Commission had been cancelled due to inclement weather.

Acting Chairperson Schenkel stated that due to inclement weather, the Police Commission had been rescheduled to a Special Meeting. She further stated that at the Special Meeting, the Commissioners had decided to change the General Order so that a Police Sergeant would only need three years before he/she could take the Second in Command test.

**Plymouth Town Council Special Meeting  
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Page Twenty-Nine of Thirty-One Pages**

**Liaison Reports Cont'd.**

Acting Chairperson Schenkel stated that she had attended the Board of Finance Meetings and that the Chairman, Ralph Zovich, had announced that the Public Hearing for the Budget would be held on April 23, 2013, at 7:00 p.m., in the Town Hall Community Room.

**Public Comments**

Melanie Church stated that she believed the last Town Council voted that the Acting Assistant Chief and it was promised that one of the local guys could be promoted from within so she assumes that has all been done and maybe that would increase the morale between the sergeants.

Melanie Church stated that there was \$80,000.00 chip sealing micro surfacing material which had been meant for Altair Drive, part of the 9 million, and that she understood it was sitting up at C & C Hydraulics and questioned why it wasn't put down and also questioned if the effectiveness of it had been diminished through the winter months.

Melanie Church questioned David Bertnagel if the high school Chart of Accounts had been completed for the State's Audit.

Acting Chairperson Schenkel requested Melanie Church direct her questions to the Town Council.

Melanie Church stated that she wanted to know if the Chart of Accounts had been completed for the Town Garage building for the insurance section and the new section before the Town starts the third section, so that the cost would be known now, not a surprise at the end.

Melanie Church stated that she wanted Wilton Road checked into because the perforated pipes were plugged and it was serious.

Melanie Church stated that she hoped Harwinton Avenue would get fixed for the third time or maybe a subcontractor could fix it before it freezes and someone gets killed, noting that she was referring to the location in front of the white house on the right side of the road and that she could show Town Councilman Zagurski where it was on the downward slope. Melanie Church stated that she went over there and got down with a level and that believe it or not the catch basin was higher in the road so the water can't reach there and it's going into the middle of the road and puddling there and that it could freeze there and someone could slide off there and the Town would be liable.

**Plymouth Town Council Special Meeting  
April 9, 2013  
Page Thirty of Thirty-One Pages**

**Public Comments Cont'd.**

Melanie Church stated that Wilton Road never went out for bid and it still bothered her.

**Council Comments**

Town Councilman Zagurski stated that he saw Mr. and Mrs. Gomme at the Council Meeting (earlier this evening) and that they had been working feverishly to get the Community Garden through the Town for this year's planting season.

Town Councilman Zagurski stated that the Town had asked Mr. and Mrs. Gomme to go to Inland-Wetlands, to attend a Public Hearing scheduled for this coming Thursday and to attend the Economic Development Commission Meeting tomorrow night. Town Councilman Zagurski stated that he wanted to publically thank Mr. and Mrs. Gomme for their efforts and that hopefully, the Community Garden would be processed.

When questioned by Town Councilman Zagurski, Acting Chairperson Schenkel stated that Mr. Gomme did not have to come back before the Town Council because the Town Council had already approved the project.

Town Councilman Foote stated that he had spoken to Mr. Gomes regularly and felt that there was a lack of communication on the Town's side. He further stated that if it was him, and the Town said to go ahead with it, he would, noting that time was of essence in order not to miss the planting season.

Town Councilman Foote stated that Mr. Tonn had offered to plow a portion of it to get it started. Town Councilman Foote stated that it was a worthwhile project and once it got rolling there would be many people interested. He further stated that he felt it would keep some of the people riding quads on the property, out.

Town Councilman Zagurski wanted it to be noted that under the Mayor's Report, there was a note that the Public Works Amnesty week began on April 27<sup>th</sup> and ran through May 11<sup>th</sup>.

Acting Chairperson Schenkel stated that the Terryville Congregational Church was celebrating their 175<sup>th</sup> Anniversary on April 28<sup>th</sup> at 2:00 p.m., for everyone interested in attending.

Acting Chairperson Schenkel congratulated Town Councilman Ferreira for becoming a Grandpa for the first time.

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**Liaison Reports Cont'd.**

**Adjournment**

There being no further business of the Plymouth Town Councilman Foote made a motion, seconded by Town Councilman Ferreira, to adjourn at 10:28 p.m. This motion was approved unanimously.

Respectfully Submitted,

Recording Secretary