

Town of Montville
Town Council
Regular Meeting Minutes
October 16, 2024, 7:00 p.m.
Montville Town Hall – Town Council Chambers

1. Call to Order

Chairman May called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance followed by a moment of silence in honor of our military

3. Roll Call

Present were Councilors Caron (*departed at 8:02 p.m.*), Jaskiewicz, Sabilia, Southard, and May. Absent were Councilors Lathrop and Yuchniuk. Also present was Mayor Leonard Bunnell, Sr.

4. Special Recognitions/Presentations – *none*

5. Alterations to the Agenda

Motion made by Councilor Jaskiewicz, seconded by Councilor Caron, to remove the following item from the Agenda:

16(d) THE TOWN OF MONTVILLE HEREBY RESOLVES to approve the position description for the Youth Services Program Assistant, as approved and recommended by the Town Administration Rules/Procedure Committee.
(Councilor Jaskiewicz)

Discussion: Councilor Sabilia questioned the removal, stating that it was his understanding that it was a pressing matter and the position had been open for some time. Councilor Jaskiewicz stated that additional research is necessary on the item. Voice vote, 4-1. Voting in Favor: Councilors Caron, Jaskiewicz, Southard, and May. Voting in Opposition: Councilor Sabilia.

6. To Consider and Act on a Motion to Approve:

- a. The Regular Meeting Minutes of September 9, 2024
- b. The Public Hearing Minutes of September 16, 2024 (Line of Duty Ordinance)
- c. The Special Meeting Minutes of September 16, 2024

Motion made by Councilor Caron, seconded by Councilor Jaskiewicz, approve the September 9, 2024, Regular Meeting Minutes, with the following amendment:

14(c) To Consider and Act on a motion to appoint Lisa Terry to fill a vacancy on the ~~Housing Authority~~ *Planning & Zoning Commission* with a term to expire on May 9, 2028.

September 16, 2024, Public Hearing Minutes, and September 16, 2024 Special Meeting Minutes, as presented. Discussion: None. Voice vote, 5-0, Motion carried.

7. Executive Session

- a. To Consider and Act on a Motion to enter into Executive Session for the purpose of discussing strategy and/or negotiations with respect to collective bargaining negotiations. This action is taken without prejudice to the Board's right to discuss these matters in a private meeting pursuant to Connecticut General Statutes §1-200 (2). Discussions to include members of the Town Council, Mayor Leonard Bunnell, Sr., and Town Labor Attorney Kristi Kelly.

Motion made by Councilor Caron, seconded by Councilor Southard. Discussion: None. Voice vote, 5-0, all in favor. Invited parties exited Town Council Chambers for Executive Session at 7:04 p.m. Chairman May resumed the meeting at 7:40 p.m. No votes were taken during Executive Session.

- 8. Remarks from the public relating to matters on the agenda with a three-minute limit – *none*
- 9. Communications
 - a. Copy of the September 2024 Financial Reports from Finance Director Barbara Griffin
 - b. Copy of the legal bills from Suisman-Shapiro for the month of August 2024
 - c. Copy of the legal bills from Halloran & Sage for the month of August 2024
 - d. Copy of a Letter from Superintendent of Schools Dianne Vumback regarding the FY2024/25 BOE (Board of Education) Budget
- 10. Report from the Town Attorney on Matters Referred – *none*
- 11. Remarks from the Mayor and/or Administrative Department Heads to include Matters Referred

WPCA (Water Pollution Control Authority) Administrator Ronald McDaniel discussed Item 16(b) on the Agenda and provided a brief update on some of their projects. Item 16(b) on the Agenda regarding adding OMNIA Partners to the list of approved sources for purchasing will provide the Town with an additional purchasing consortium option. There is no cost to join the consortium and the Town would not be required to utilize their services. A 30-day termination clause is included in the Agreement. The construction of the new Cook Hill Water Tower has been completed and the electrical work is being finalized to test the tank for water integrity. They are continuing to work with the state and, while the project remains on schedule, the contract may need to be extended. The Distribution Box repairs at the WPCA Plant are beginning. Because the repairs involve bypassing the effluent that comes into the system, they will be in a precarious situation for the next six (6) weeks. As such, individuals entering the Plant are requested to enter slowly and with caution. The final inspections for the Stonybrook Bridge Project are being conducted and the dumpster and porta-potty will be, if not already, removed. He expressed his appreciation to the Mayor for his support for the SCRRRA (Southeastern Connecticut Regional Resources Recovery Authority) Project to install a composting facility at the WPCA. They are in the process of researching available state grant opportunities. A very successful pilot program was conducted through a grant to collect food scraps.

Collection of Food Waste (Councilors May and Sabilia) – There is a law requiring businesses, including the Board of Education (BOE), that are considered major producers of food waste and located within 20 miles of a composting facility to bring food scraps to the facility. An RFP (Request for Proposal) from companies to pick up and process the material and handle the end marketing will be issued. It is hoped that the facility will reduce the Town’s tipping fees over time. A presentation will be planned as the project nears fruition. The goal is to also install a composting facility at the Transfer Station for the residents.

Mayor Bunnell commended the WPCA Administrator who started the Cook Water Tower Project under his administration and is continuing the project in his new role. He encouraged everyone to visit and view the multi-million-dollar project, which is impressive.

Montville Police Lt. David Radford, II, provided a brief update on the status of the Animal Control Facility Project. He reported that the Bid Package was reviewed by the CTDECD (Connecticut Department of Economic Community Development) and returned with several minor comments. Silver Petrucelli & Associates has addressed the comments and re-submitted the revised bid package to CTDECD this afternoon and has requested the CTDOL (Connecticut Department of Labor) for the wage rates. The following anticipated and recommended schedule was presented:

Friday, October 18, 2024	Bid Advertisement
Monday, October 21, 2024	Bid Documents available to Contractors and posted on Town Website

Tuesday, October 29, 2024, 10:00 a.m. Contractor's On-Site Pre-Bid Conference
Tuesday, November 12, 2024, 2:00 p.m. Bids Due and Bid Opening, Montville
Finance Department

Approximately \$30,000.00 of the remaining \$663,000.00 of ARPA (American Rescue Plan Act) Funds will be allocated to the additional engineering costs, resulting from the new bid specs and CT DECD requirement(s). The remaining funds will be obligated via a signed contract by the end of the year. The Town Attorney has been contacted to receive further clarification regarding the deadline dates for the obligation and expenditure of ARPA Funds. A letter issued by the State Historic Preservation Office through CTDECD, states that no historic properties will be affected. They plan to continue moving the project forward at a steady pace and thanked the Town's resident advocates for their efforts to ensure that the State continues to prioritize the project.

Public Works Director John Carlson reported that six (6) bids were received for the Camp Oakdale Basketball Courts Project, ranging from \$130,000.00 to \$327,000.00. The Engineer is in the process of vetting the lowest bidder. The Docks and Fishing Pier Plans are 90% completed, pending CT DEEP (Connecticut Department of Energy and Environmental Protection) Approval. The electrical work is also near completion. Paving on Driscoll Drive will begin next week; the project is estimated to be completed within four (4) to five (5) days. The Department has been actively mowing, weed whacking, and conducting catch basin repairs. The Large Pavilion has been painted and the electrical work, which includes the installation of timed adjustable and motion-sensing lighting, is in progress. The drainage system under the Public Works Building is failing and he is working with the Town Engineer for possible options. The Public Safety Building A/C System, which is comprised of two (2) units, is experiencing issues; estimates for its replacement are being sought. The Community Center Heating System was completed within budget. A new Public Works employee with a CDL (Commercial Driver's License) was hired and an existing employee recently received his CDL.

Councilor Caron departed from the meeting at 8:02 p.m.

Mayor Bunnell reported on a busy month. Conversations with the Norwich Golf Course, State of Connecticut, City of Norwich, and Mohegan Tribe regarding the removal of the Trading Cove Dam, which should eliminate the flooding in the area, are continuing. Discussions are also continuing with the Unions and interviews for the Building Official, Public Works, and WPCA positions were conducted; the two latter positions were filled. The Building Department trainee is working well and it is hoped that he will soon receive his Assistant Building Official certification. He also attended the Quaker Hill Rod & Gun Club's 75th Anniversary Celebration at the Polish Club with a Proclamation. The quarterly Community Safety Meetings with the CTDOC (Connecticut Department of Corrections) have been revived. Discussions included their mutual concerns and the continuance of the inmate's work details. The monthly meetings for the Water Tower Restoration Project and fundraising efforts continue. Dave Waddington and Bill Pieniadz have donated their structural engineering services and initial construction efforts to shore up its foundation. A meeting with St. Bernard's High School and the Montville Police Department was held to discuss their security measures and needs. He thanked the Public Works Department, Fire Marshal's office, Police Department, Fire Departments, and Montville High School for reviving the Football Team Pep Rally Bonfire event at the Community Center. The successful and beneficial Department Head meetings are continuing. Special thanks were offered to Fire Marshal Paul Barnes and Deputy Fire Marshal John Meigel, who revived and hosted a successful and well-attended Fire Safety Day event at Home Depot. Also very well-attended was the 11th Annual Herb's Car Show, raising funds for the Tunnel to Towers

Foundation. He noted that additional parking was provided by Sam Petrowksi, the owner of the old drive-in Theatres.

12. Reports from Standing Committees

- a. Town Administration/Rules of Procedure – *items included on the Agenda*
- b. Finance – *items included on the Agenda*
- c. Public Works/Solid Waste Disposal – *see Public Works Director Carlson's report under Item 11*

13. Reports from Special Committees and Liaison Councilors

- a. Councilor Caron: Commission on Aging, Non-Profit Organizations, Social Services, Volunteer Firefighters' Relief Fund – *departed; no report*
- b. Councilor Jaskiewicz: Board of Education, Planning & Zoning Commission
The BOE began their recent meeting with the recognition of the Montville Marvels and continued with a presentation by the Director of Technology regarding the development of a five-year plan and the Director of Special Education regarding the Special Education Program, including the Pathways Program. The BOE approved the Contracts for the Administrators.
- c. Councilor Lathrop: Economic Development Commission, Water Pollution Control Authority – *not present; see WPCA Administrator McDaniel's report under Item 11*
- d. Councilor Sabilia: Conservation Commission, Public Safety Commission, Youth Services Bureau and Advisory Board
Conservation Commission – New signage was installed at the Black Ash and Fair Oaks trail entrances. Additional wood to be placed along the trails were purchased. A Cleanup Day will be held on Sunday, October 27, 11:00 a.m., at the Conservation Center.
Public Safety Commission – During their recent meeting, the Commission continued their discussions regarding improving the recording of firefighter data and preparations to respond to catastrophic emergencies, similar to the recent flooding in Oxford, Connecticut. A list of the registered dams in the Town, including their inspection dates, owners, and hazard classes was reviewed.
Youth Services Bureau – The Youth Action Council will be utilizing the funds received from a \$3,000.00 Gambling Grant to discourage children from gambling online. Basket Raffles will be available at the Town's polling locations on Election Day for \$1.00 (cash) per ticket.
- e. Councilor Southard: Farmers Market Committee, Library Committee, Parks & Recreation Commission
Library Committee – *Annual Meeting scheduled for next week*
Farmers Market Committee – The Holiday Market will be held on November 16, 10:00 a.m. to 2:00 p.m., at Tyl Middle School. Over 40 (forty) vendors, including two (2) food trucks will be onsite for the event.
Parks & Recreation Commission – The Desjardins Neighborhood Playground Equipment arrived and a Master Plan is being developed. She will be meeting with CLA, Engineers, Inc. and Parks & Recreation Commission Chairman Rocky Stone to discuss the parking and landscaping at the Camp Oakdale Pavilion. A meeting will also be held with the IT Department to discuss the Parks & Recreation Page on the Town website. Trick or Trunk will be held on Saturday, October 26, 6:00 to 8:00 p.m. The registration portal is open for Basketball and Dance classes and several craft classes, offered through Montville Florist, are being offered.

14. Appointments and Resignations

- a. To Consider and Act on a motion to re-appoint Susan Rickards to the Youth Advisory Board, with a term to expire on November 8, 2026.
Motion made by Councilor Jaskiewicz, seconded by Councilor Sabilia. Discussion: None. Voice vote, 4-0, Motion carried.
- b. To Consider and Act on a motion to re-appoint Joseph Summers to the Planning & Zoning Commission with a term to expire on November 12, 2028.
Motion made by Councilor Jaskiewicz, seconded by Councilor Sabilia. Discussion: None. Voice vote, 4-0, Motion carried.
- c. To Consider and Act on a motion to re-appoint Sara Lundy to the Planning & Zoning Commission with a term to expire on November 12, 2028.
Motion made by Councilor Jaskiewicz, seconded by Councilor Sabilia. Discussion: None. Voice vote, 4-0, Motion carried.
- d. To Consider and Act on a motion to re-appoint Bonnie Bacon to the Conservation Commission with a term to expire on November 14, 2026.
Motion made by Councilor Jaskiewicz, seconded by Councilor Sabilia. Discussion: None. Voice vote, 4-0, Motion carried.
- e. To Consider and Act on a motion to accept the resignation of Christopher Napierski from the Economic Development Commission, effective immediately.
Motion made by Councilor Jaskiewicz, seconded by Councilor Sabilia. Discussion: None. Voice vote, 4-0, Motion carried.
- f. To Consider and Act on a motion to accept the resignation of Brenda Dean from the Farmers Market Committee, effective October 7, 2024.
Motion made by Councilor Southard, seconded by Councilor Sabilia. Discussion: None. Voice vote, 4-0, Motion carried.

15. Unfinished Business

- a. To Consider and Act on a Motion to discuss the progress of the Animal Control Facility. (Councilor Yuchniuk)
See Montville Police Lt. Radford's report under Item 11
Mayor Bunnell stated that he would do his best to follow the proposed schedule and looks forward to receiving the bids.

16. New Business

- a. **Resolution #2024-86. THE TOWN OF MONTVILLE HEREBY RESOLVES** to refund taxes due to overpayments and corrections in the amount of \$4,131.20 (four thousand one hundred thirty-one dollars and twenty cents) as requested by the Tax Collector. (Councilor May)
Motion made by Councilor Jaskiewicz, seconded by Councilor Southard. Discussion: None. Roll call vote, 4-0, all in favor. Voting in Favor: Councilors Jaskiewicz, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.
- b. **Resolution #2024-87. THE TOWN OF MONTVILLE HEREBY RESOLVES** to add OMNIA Partners to the list of approved sources for purchasing without formal bidding procedures, as recommended by the Town Administration/Rules & Procedures Standing Committee. (Councilor Jaskiewicz)
Motion made by Councilor Jaskiewicz, seconded by Councilor Sabilia. Discussion: None. Roll call vote, 4-0, all in favor. Voting in Favor: Councilors Jaskiewicz, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.

- c. **Resolution #2024-88. THE TOWN OF MONTVILLE HEREBY RESOLVES** to authorize Mayor Leonard Bunnell to renew the lease agreement with Lifespan School Solutions, Inc., d/b/a the Bradley School – New London Regional for the use of the Town Hall Gymnasium, as recommended by the Town Administration/Rules & Procedures Standing Committee. (Councilor Jaskiewicz)
Motion made by Councilor Jaskiewicz, seconded by Councilor Southard. Discussion: The renewed contract includes a revision from the word “and/or” to “and”, allowing the School to use the Gym two (2) days a week. Roll call vote, 4-0, all in favor. Voting in Favor: Councilors Jaskiewicz, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.
- d. **THE TOWN OF MONTVILLE HEREBY RESOLVES** to approve the position description for the Youth Services Program Assistant, as approved and recommended by the Town Administration Rules/Procedure Committee. (Councilor Jaskiewicz)
Item removed from the Agenda.
- e. **Resolution #2024-89. THE TOWN OF MONTVILLE HEREBY RESOLVES** to authorize Mayor Leonard Bunnell to enter into an Agreement with James S. Butler, AICP, to provide Public Administration and Planning Services. (Mayor Bunnell)
Motion made by Councilor Jaskiewicz, seconded by Councilor Southard. Discussion: In the absence of a Town Planner, Mr. Butler will act as the Administrator for the CIF (Community Investment Fund) Grant for Route 32 to help identify and pursue its available potential. Roll call vote, 4-0, all in favor. Voting in Favor: Councilors Jaskiewicz, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.
- f. **Resolution #2024-90. THE TOWN OF MONTVILLE HEREBY RESOLVES** to approve the transfer of \$30,000.00 (thirty thousand dollars) from General Fund Balance to 10620-52148 Engineering-Other. To be reimbursed to town upon receipt of grant money. (Councilor May)
Motion made by Councilor Jaskiewicz, seconded by Councilor Southard. Discussion: The funds, which may be utilized to administer the Grant, will be reimbursed when the CIF Grant is received. Roll call vote, 4-0, all in favor. Voting in Favor: Councilors Jaskiewicz, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.
- g. **Resolution #2024-91. THE TOWN OF MONTVILLE HEREBY RESOLVES** to approve the transfer of \$2,420 (two thousand four hundred twenty dollars) from 10480-52164 Contingency to 10740-52079 Condemnation/Relocation. (Councilor May)
Motion made by Councilor Jaskiewicz, seconded by Councilor Southard. Discussion: None. Roll call vote, 4-0, all in favor. Voting in Favor: Councilors Jaskiewicz, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.
- h. **Resolution #2024-92. THE TOWN OF MONTVILLE HEREBY RESOLVES** to approve the transfer of \$4,000 (four thousand dollars) from 10480-52164 Contingency to 10330-53008 Advertising. (Councilor May)
Motion made by Councilor Jaskiewicz, seconded by Councilor Southard. Discussion: The funds were utilized to meet the legal requirements for the Town Meeting. Roll call vote, 4-0, all in favor. Voting in Favor: Councilors Jaskiewicz, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.
- i. **Resolution #2024-93. THE TOWN OF MONTVILLE HEREBY RESOLVES** to authorize Mayor Leonard Bunnell to enter into agreement with CliftonLarsonAllen LLP (CLA) for the purpose of conducting an internal operational assessment of the Town’s finances and is here by authorizing an amount not to exceed \$40,000.00 (forty thousand dollars) to fund such assessment. (Mayor Bunnell)

Motion made by Councilor Jaskiewicz, seconded by Councilor Southard. Discussion: None. Roll call vote, 4-0, all in favor. Voting in Favor: Councilors Jaskiewicz, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.

- j. **Resolution #2024-94. THE TOWN OF MONTVILLE HEREBY RESOLVES** to transfer \$40,000.00 (forty-thousand dollars) from the Fund Balance to fund the CliftonLarsonAllen LLP (CLA) internal operational assessment of the Town's finances. (Mayor Bunnell)

Motion made by Councilor Jaskiewicz, seconded by Councilor Southard. Discussion: Related to Item 16(j) on the Agenda, the funds will be used to assess their financial operations and the movement of funds within the Town. Roll call vote, 4-0, all in favor. Voting in Favor: Councilors Jaskiewicz, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.

17. Remarks from the Public with a three-minute limit

Carol Howard, 23 Bayberry Lane, expressed her appreciation and commended the Montville Police Department for last week's Football Team Pep Rally Bonfire event; it was a great community event.

18. Remarks from the Councilors and the Mayor

Councilor Sabilia encouraged everyone to attend tomorrow evening's Town Meeting and vote on the proposed Bond Projects, which will maintain their safety and improve the Town's infrastructure, and Election Day. An informational handout is available explaining the Town's Bond Debt Service and its minimal tax impact. He thanked the public for attending this evening's meeting.

Chairman May explained that the minimal tax increases are a result of several large bonds that have expired. Included in the referendum is the Bonding for the roads. The Councilors are available for any questions the public might have..

Councilor Jaskiewicz also encouraged everyone to attend the Town Meeting for matters that are important to the Town and are much-needed. While they have done their best to publicize the event, he asked that the residents help spread the word and support the Bonds.

Councilor Southard thanked Linda Tomaszek for her help in promoting and informing the public regarding the Town Meeting and the Election. She has spoken with several individuals at the School and discovered that the turf has hardened and is likened to playing on concrete, resulting in injuries.

Mayor Bunnell also encouraged everyone to attend and vote at tomorrow evening's Town Meeting. He explained that the Public Works and Town Hall upgrades have been needed for a long time. He also commented on the Roof Replacement Project for the historic Palmer School building, the Bus Garage Tank Replacement Project, which is mandated, and the Road Improvements Project. He regretfully reported that a life was recently lost as a result of an ATV accident. He thanked, commended, and expressed his pride in the Fire, Police, and Public Works Departments for their teamwork, response, and actions.

19. Adjournment

Motion made by Councilor Jaskiewicz, seconded by Councilor Southard. to adjourn the meeting at 8:32 p.m. Discussion: None. Voice vote, 7-0, all in favor. Meeting adjourned.

AN AUDIO RECORD OF THE MEETING CAN BE FOUND ON THE TOWN'S WEBSITE LOCATED UNDER RESOURCES – MEETING RECORDINGS