

EAST HAVEN TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, AUGUST 1, 2017

Stacy Graving, CTC
TOWN CLERK

The East Haven Town Council held a regular meeting Tuesday, August 1, 2017, at 7:00PM at the East Haven Senior Center, 91 Taylor Avenue, East Haven, CT 06512.

Vice Chairman Sand acts as Chairman and calls the meeting to order at 7:06PM.

Item #1

Roll Call-13 present-2 absent (Archambault and Butler III).
A quorum is present.

Item #2

Approval of minutes from the July 11, 2017 Public Hearing.

Councilman Joseph Santino makes a motion.

Councilman Charles Lang seconds the motion.

Voice vote: all in favor-none oppose-none abstain. Motion carries.

Item #3

Approval of minutes from the July 11, 2017 Regular Meeting.

Councilman Ken McKay makes a motion.

Councilman Nicholas Palladino seconds the motion.

Voice vote: all in favor-none oppose-none abstain. Motion carries.

Item #4

Correspondence-

- A Letter to the Council from Mayor Joseph Maturo Jr. inviting the Council to take part/volunteer in the annual Senior Day picnic which is being held on Saturday, August 19th from 12pm-3pm on the Town Green. Anyone able to volunteer his or her time is asked not to wear any politically affiliated clothing and contact Joyce Hollenbeck in the Mayor's Office.
- A thank you card from Dr. Bonner and her family following Chairman Parlato sending a condolence card from the Council for the passing of her mother.

Item #5

Subcommittee Reports:

a. Subcommittee on Education, Library, and School Building;

- Councilman Robert Parente says there is still an interim superintendent he has not been informed of the procedure being done to choose a permanent Superintendent and they are getting ready for another school year starting in a few weeks.
- Councilman Palladino says he was told at the last meeting that at the next meeting they would finally get the explanation about the \$918,000 over expenditure by the East Haven Board of Education.
- Asst. Town Attorney Alfred Zullo explains that Town Attorney Joseph Zullo is on vacation but he indicated he is in the process of determining whether it is necessary for the Board of Finance and/or Town Council to approve the transfer that the auditor already made on paper in the 2015-2016 audit. He will be back in time for the next regular Council Meeting.
- Councilman Palladino says to Attorney Zullo that he has been an Attorney for many years and has handled this type of stuff for many years, he knows they would have to approve any transfer of that kind of money.
- Attorney Zullo says that's what he is saying; he is determining whether or not the Board of Finance and/or the Town Council have to approve it.
- Councilman Palladino says nothing has to be looked into, we know they have to do it.
- Chairman Sand says in Mr. Rizza's letter during their budget process he outlined the investigation he had taken at the Board of Education and he indicated the number of years that there were over expenditures above the Board of Education's budget that were expended and there were years when they returned money to the Town and there was no procedure for that. It was done through the Board of Finance and there was no procedure. In that letter it indicates the Council needs to establish a procedure, which is what Attorney Zullo is indicating needs to be done. Yes, the concern is valid but it has been done before and they do not have a procedure for it in the past for over expenditures and when money is returned it has never come before the Council ever.
- Councilman Palladino says the Town Charter is very clear.
- Chairman Sand says he is just telling him that there is a procedure that has not been followed by the Council in any prior years so it is time for the Council to make it right and have this procedure in place when there is money coming back and when money is being over expended; the Town Council should know about it and should authorize it because its their

budget. He thinks it behooves all Council members to clarify and be a part of the procedure of how it needs to be done.

- Councilman Palladino says he indicated it has been done in the past, has it even been over expended by \$918,000?
 - Chairman Sand says he understands what he is saying, but regardless of the amount the Council needs a procedure in place and need to know months before the over expenditure so they know if their contingency is there and then they can correct it and ask why they over expended. But it has never come before the Council whether over or under, and now they need to fix this glaring deficiency.
 - Councilman Palladino says after having served on the Board of Education and as Chair person of the Board for one term of two years, the first year with a \$0 increase, he stayed to the dollar and the second year he actually underspent \$100,000 and nowhere in the Charter does it says they have to go to the Council if they underspent, but if they go over or get a transfer it is very clear on it.
 - Chairman Sand says he is not disagreeing with him; the procedure is where it needs to go next. It will come back to the Council to be resolved.
- b. Subcommittee on Public Safety, Health, & Welfare;
- Councilman Santino says there are some issues down the shore, he has a meeting he believes on Wednesday with some of the residents and he will let them know what happens with it. They say their way of life is ruined; they don't enjoy their weekends because of parking and all kinds of issues.
 - Councilman Gary Depalma says the parking is horrible, every year it gets worse.
 - Councilman Santino says people can't have company at their house because there is no room; they need to put a no parking ban. He reports that the Police Department is running good they have their new cars in.
- c. Subcommittee on Finance;
- Councilman Richardson says they have a couple of transfers tonight for the Fire Department on the Agenda.
- d. Subcommittee on Public Services, Parks, & Recreation;
- Chairperson Joan Adamczyk is in the public and says other than the beach there isn't really anything. The people want to see a parking ban at the beach because they can't have guests over. She knows public works goes in the morning to clean it but there's a lot of people there and they make a mess. She doesn't know what the solution is other than a parking ban or charging like West Haven does.

- Councilman Richardson says would they consider maybe not a parking ban but resident only parking.
- Councilman Santino says that's what they wanted to do but the Town wanted no part of it.
- Sal Brancati, Director of Administration and Management reports on the status of the fence at Memorial Field and states that they received bid proposals for the fence at Memorial Field, the fence at Overbrook and the Skate Park. They lumped the bid together for the three properties and it was awarded on Friday, a letter went out and they spoke to the contractor who is mobilizing now. Within a week or two they can begin, they are doing it in sections because there are still games going on at the field so they will work around the ball playing each day doing a different section. The Skate Park is under construction they are also working on Overbrook fencing as well so all processes are in motion.
- Councilman McKay says at the last meeting he had mentioned the poles and they were going to bring samples. Did they ever bring them?
- Mr. Brancati says he believes Anthony Purificato saw the poles and they were the gage they wanted, but at the Skate Park they were able to save most of the poles that were at the old tennis court; they are saving and refurbishing so only some are being replaced there.
- Councilwoman Judy Esposito asks when the Skate Park will open.
- Mr. Brancati says they have at least a two or three month construction project, we are doing some resurfacing to get cracks out so once the resurfacing is done they can bring in the equipment and bolt it in place and then the fence goes up last. He would say approx. three months maybe sooner.
- Councilman Anania asks what is going on at Overbrook.
- Mr. Brancati says they are repairing fencing there; they included it in this bid.
- Councilman Anania says that's not considered Board of Ed?
- Mr. Brancati says they got a grant that allowed them to do Memorial Field and with the excess money they could use it at other locations in Town so they included the Skate Park and Overbrook that needed repair.
- Joanne Acabbo-127 French Ave, East Haven addresses Mr. Brancati and says her house goes right into the pool and the fences on the little street or driveway there are not going to last. There are trees in the fence and it's bending towards her house. She asked Mr. Parente several months ago to check on her yard because she feels her back yard is sinking but he has not gotten back to her. But she thinks someone should check out the fence.

- Mr. Brancati says they have a plan for the redevelopment of the old High School and the grounds will be included and the fencing in the rear and the front will all be new when it's done.
- e. Subcommittee on Urban Renewal/Housing;
- Mr. Brancati reports that Urban Renewal meets monthly and there have been some projects they have done over the last couple of months. The program was designed for people who meet low-income requirements for emergency repairs where we provided funding for those repairs. Emergency services are something like furnaces blowing up in the middle of the winter, which they have done for some of the elderly population in Town. We do an inspection of the situation, then go out and get three bids and take the lowest bid to replace the furnace or do the work. In turn, if we spend \$5,000 or \$6,000 in doing the repair, we take a mortgage on the property which is a non-interest non-payment bearing mortgage which we get repaid on if the property is sold or the property owner passes away. It goes back into a revolving loan fund for the next person who comes in for a leaking roof or something and they don't have the money to fix. We use a third party we have a contract with L.Wagner Associates so Peter Testa does inspections, and we get copies of their tax returns and income documents to verify they are eligible for the project and then they begin the bid process. The Urban Renewal Commission gets all of this information and votes and determines if they are eligible for the repairs for their road. They just did one on Navarro Road for a new roof. The money comes from the State of Connecticut through the Dept. of Housing and we now keep the money as revolving loan money. He is expecting a payment next week from someone who had a mortgage from this and wants to refinance and when they refinance it triggers a repayment of our mortgage. So we are getting an additional \$29,000 in the next week so there will be approx. \$90,000 in the Urban Renewal Account available for residents with the need and that meet the income requirements. The program has been very successful, he monitors it closely to see if anyone sells or refinances, they can't do it without a release from us and we get paid off at that time.
 - Councilman Richardson says it sounds like a great program and asks how long this program has been in effect?
 - Mr. Brancati says since 2007.
 - Councilman Richardson asks if he advertises for it.
 - Mr. Brancati says he does not because they have limited resources and it really is an as needed kind of program. The people that are in need usually call the office so that is their resource.

- Councilwoman Letizia Lettieri-Morales asks for an update on the West End.
- Mr. Brancati says just this week he was notified that the Department of Transportation finally signed off. There are three parts; there is a State portion, Federal portion and a local match from our capital funds from last year. The match was \$655,000 State, \$500,000 Federal and \$100,000 from the Town which is all for phase 1. The EDI money from the Feds is in place, he has all of the codes but they have not drawn a dime down on that \$500,000 because he could not until such time that the State DOT signed off on the State grant, which was just done the end of last week. He wanted to go out to bid tomorrow for the West End improvements but the State said he can't because they require us to have a pre-bid award letter from DOT, once he gets that the bid documents are done and he gave them to Mr. Rizza; all the specifications are on disc with the specs and prints so then they will go out to bid as soon as the State sends the Mayor the pre-bid award letter. He wanted to bid it for 10 days so it could be started immediately but the State said it has to be bid for 21 days even though our Charter allows us to do it for 10 days. All the funding is in place and signed off, he just needs to get the bid in the newspaper and awarded to someone.
- Councilwoman Lettieri-Morales asks if he thinks it will be about 30 days.
- Mr. Brancati says he would love to get started before that but if he doesn't get the letter until the end of the week and then can't advertise until next Monday, he has to wait 21 days from then before they can award it. He hopes by the end of September construction will be started. He has to draw on the \$500,000 federal money before September 30th so he is a little under the gun which is why he is upset that the State is holding us up for the letter and the 21 day requirement before it's put in motion.
- Councilwoman Lettieri-Morales asks if he can give the Council the plans.
- Mr. Brancati says they are very large and there are rolls of plans and such so it's on discs now rather than them making copies of the huge packet of documents and drawing rolls. He can hand the discs out to contractors that come in to bid the project.
- Chairman Sand asks if the architect's rendition is on the disc, which Mr. Brancati says yes.
- Mr. Brancat says the light poles were chosen and everything is identical to what starts on the east side of Main Street in terms of pavers, lighting, barrels, benches, tree grates, trees, etc. The only thing they can't do is take down the telephone poles because he found out UI doesn't own

them, Frontier owns them and they run cable and phone lines so they won't take them down.

- Chairman Sand asks for an update on the roof at Hays School.
- Mr. Brancati says the roof is complete it was finished this week. Jim Bassett is doing a final inspection tomorrow; he has all of the warranties from Quality Roofing who did the job, which gives a 20-year warranty on the roof. Once final inspection is done and signed off they can do final payment. There are new drains, soffit, fascia, trim, etc. it looks brand new.
- Councilman Santino asks if they fixed the issues inside.
- Mr. Brancati says they are working on it, they took a lot of tar out but he noticed a few spots on the wall. They have the summer youth kids working so they wanted to take them on a rainy day inside with the material to clean the walls. Mr. Rizza was gracious enough to increase his capital budget for when it goes to the Council so he put in extra money for the roof. The roof came in exactly on budget of \$147,000 following all the questions about the decking it was in perfect shape so there were no change orders and that was the price so with the extra money in the capital budget they can continue to try and clean the rest of the tar. There is a bathroom in there that they had to close because the tar leaked so badly down the walls and on the floor so it needs to be cleaned up.
- Councilman Parente says they are also replacing about 200 ceiling tiles. There is an amount of residual tar in the mounting of the decking, which they couldn't get out because it's in the decking. That could possibly seep down over a period of time so they won't replace everything until they know the dripping is done and the roof won't leak water but some of the residual tar may drip down.
- Mr. Brancati says he did talk to the contractor who doesn't believe the tar will leak through the roof; they took about 6" of asphalt off with a shovel in buckets that was built up on the roof down to the decking.
- Councilman Parente goes back to the West End and says he knows it is going to be done in three phases, what are the time intervals between them? Is the financing in place for all three phases?
- Mr. Brancati says the State money includes all three phases but what he has to do is go back to EDI in Washington because you can only apply for one at a time so there is \$655,000 and \$100,000 of Town money for phase 2 and 3 but he needs to go back to EDI for another \$500,000 for both phase 2 and 3 as well. The \$655,000 and \$100,000 have been approved for funding. He has to give the State the same design for sign off of phases 2 and 3 even though the plans will be exactly the same.
- Councilman Parente asks when phase 3 will be complete as a rough idea.

- Mr. Brancati says it's annual budgets from the State so this money comes out of 2017 then he goes back in 2018 and 2019. That's basically the time frame to finish it to the New Haven line.
 - Mr. Brancati reports on Housing and indicates we run it with a consulting firm called Imagineers who does the application processes; the Town of East Haven has 46 Section-8 vouchers and have had the same 46 for the three years he has been here. There are no more vouchers available from the Feds, they did a lottery two years ago, there were 600 applications and none were awarded here in East Haven. We have 100% compliance rating with HUD for our Housing Authority; we have no deficiencies or discrepancies in our audits. Imagineers does a lot of the larger scope monitoring and we do the local; they do the processing and renewals every year for those with a voucher. We monitor inspections; every landlord with a unit in East Haven gets inspected every year to make sure they are in code compliance.
 - Councilman Santino says they are almost where they need to be for low-income housing, right?
 - Mr. Brancati says we are at 8.9%, the State looks for 10% compliance for affordable housing so we are very close. There would be a small section in the old High School that would be affordable and there are a few other units under consideration so they would come very close to the 10% then.
- f. Temporary Subcommittee on Community Group Stipends.
- Councilman Richardson reports that stipends letters went out via the Finance Department to all of the organizations. He didn't see the Umpires on the list though.
 - Mr. Rizza says they were on the list, he will check first thing tomorrow.
 - Councilman Richardson says once the letters are out and received the phone calls will go in to the Finance Department and they will schedule meetings, they will try to do 2-3 per night.
 - Chairman Sand says so it will be the three Committee councilmen McKay, Richardson and Palladino and the Finance Director, right?
 - Councilman Richardson says yes, and anyone else is welcome to attend as well, they will post the meeting times.
 - Councilman Parlato says 2 or 3 different representatives of the athletic groups approached him, because someone is starting a rumor that they are going to be taking money away from people. He explained to them that the reason they are doing this is because they have not upgraded the system and their main function is to protect the Town from liability. A lot of these organizations have been in effect so long that maybe they forgot the Town is responsible for any activities on Town property and if they are not

properly insured the Town would be part of any lawsuit which would be horrendous for us. It's a system of checks and balances; it's information for the Council and the groups and their Board of Directors to let them know this is what they need to do for their tax exempt or non-profit status on their end and what the Town is requesting. He doesn't want someone to get hurt and find out because we didn't keep track of what is going on the Town has to pay for it. If it's a legitimate expense for them serving the taxpayers of East Haven whether it's children or adults they are going to get a stipend but they have to justify it. He says for some of the groups here the amount of work they put in is amazing. There is something going on in Town for the teenager that was injured because this Town responds, the volunteerism is exceptional.

Item #6

To consider and act upon "An Ordinance Approving and Authorizing the Conveyance of a portion of 280 Proto Drive to Mellen Properties, LLC, or its designee, for \$205,000.00."

Councilman Lang makes a motion to table item #6.

Councilman Santino seconds the motion.

Roll call vote: all in favor-none oppose-none abstain. Motion carries.

Item #7

To consider and act upon a Resolution setting a Public Hearing date and time to discuss "An Ordinance Approving and Authorizing the Mayor Joseph Maturo, Jr., or his designee, to execute Schedule No. 19 to an existing Master Lease Agreement with Apple, Inc. to fund technology projects for FY 2017-2018." The public hearing shall take place on September 5, 2017, at 7:00PM, at the East Haven Senior Center, 91 Taylor Avenue, East Haven, Connecticut.

Councilman Parlato makes a motion.

Councilman Anania seconds the motion.

Roll call vote: all in favor-none oppose-none abstain. Motion carries.

Item #8

To consider and act upon a Resolution authorizing a Transfer of \$36,038.00 for the Fire Department as follows:

Fire Department**To:**

01-334-0110	Regular Salaries	\$36,038.00
TOTAL		\$36,038.00

From:

01-334-0110	Part-time Wages	\$4,261.00
01-334-0190	Overtime	\$14,663.00
01-334-0175	Educational Incentive	\$3,684.00
01-334-0482	Communication Equip.	\$8,000.00
01-334-0160	Holiday Pay	\$5,430.00
TOTAL		\$36,038.00

Reason: Funds needed to close out FY 2016-2017.

Councilman Santino make a motion.

Councilman Parlato seconds the motion.

No public comment.

- Fire Chief Matthew Marcarelli addresses the Council and explains that this was to cover regular salaries. As they are aware, the Fire Department had a significant shortage of employees, which caused a deficit in the regular salaries because they have to pay for other personnel to recover those shifts. They transferred remaining balances from other funds to their regular salary account.
- Chairman Sand asks if in each of those accounts are they at 0 with this transfer.
- Chief Marcarelli says pretty close to it, yes.
- Councilman Parlato asks if the Board of Fire Commissioners has made any moves to bring the staff up to full staff. He knows his two children are working a lot of overtime because of vacancies, where do they stand in terms of manpower; he knows they usually keep 3-4 vacancies because it is cheaper in the long run but does he feel he needs more people sooner rather than later?

- Chief Marcarelli says yes and they are immediately addressing it, they gave a test for entry level firefighters and are completing background checks, physicals and psychological examinations and they reserved three spots in the upcoming Academy class that starts August 28th so they hope to have it all wrapped up for a special meeting of the Board of Fire Commissioners to appoint the three individuals so they can go to the Academy. They can't fill any more vacancies at this point, they have to do it incrementally otherwise it is problematic for them on a number of fronts.
- Councilman Parente asks about the two items for educational incentive and communication equipment. Does the \$3,600 reflect the fact that some of the guys are not interested in furthering their education.
- Chief Marcarelli says the educational incentive is used for professional development but also to pay for tuition for the Academy class so they did have a heavy balance because they were down effectively 12 people with 3 long-term injuries they had from the time he started.
- Councilman Parente says for the communication equipment, is it something he wished for and had money set aside for and now can't use.
- Chief Marcarelli says they did make a rather large acquisition to use capital funds for communication equipment but also there was some other uses for equipment and the radio upgrade but it had a remaining balance they did not anticipate using.
- Councilman Santino says he knows there is a company that does billing, how is the collection rating on that?
- Chief Marcarelli says he just started looking into that and we could do better. They do soft billing so they don't aggressively pursue people that don't have the economic means to pay. If someone is on a fixed income with no social security, no health insurance they don't send him or her to collections. If they have a good health insurance policy or on state assistance they have a means to collect. They didn't want to take the aggressive approach.
- Councilman Santino asks if the company gets a fee.
- Chief Marcarelli says yes they do he's not exactly sure what it is off the top of his head. But they do make a sizable income; they are bringing in about \$100,000 per year. In the last fiscal year in staffing they spend \$56,000 to pay back personnel and are bringing in about \$100,000 so they are still ahead. The money goes back into an account in the department.

Roll call vote: all in favor-none oppose-none abstain. Motion carries.

Item #9

To consider and act upon a Resolution authorizing a Transfer of \$42,163.00 for the Fire Department as follows:

Fire Department**To:**

01-334-0165	Personal Days	\$8,530.00
01-334-0202	Water	\$30,000.00
01-334-0644	Equipment Rental	\$2,520.00
01-334-0350	Professional Dev.	\$33.00
01-334-0520	General Office	\$5.00
01-334-0530	Gasoline	\$1,075.00
TOTAL		\$42,163.00

From:

01-334-0160	Holiday Pay	\$8,530.00
01-334-0150	Vacation Pay	\$30,000.00
01-334-0657	Data Processing	\$2,520.00
01-334-0410	Office Equipment	\$38.00
01-334-0594	Protective Equip.	\$1,075.00
TOTAL		\$42,163.00

Reason: Funds needed to close out FY 2016-2017.

Councilman Santino makes a motion.

Councilman Parlato seconds the motion.

No public comment.

Council comment:

- Councilman Palladino asks if the protective equipment is up to snuff, they have extra money so do they have all the paraphernalia they need?
- Chief Marcarelli says they currently have a grant that is up for evaluation for protective breathing apparatus but their breathing apparatus is for lack of a better term up to snuff. They spent quite a bit of money on protective clothing this year that costs about \$2,200 per set to outfit a firefighter, which doesn't include boots, gloves, helmet or face piece so \$1,000 doesn't really get them a lot. The water account was the biggest one and there was a mid-year price change before he started with the water company and they had to cover that bill.

- Councilwoman Lettieri-Morales asks if these two transfers will be it, will they close it out for them?
- Chief Marcarelli says yes, these transfers are reconciling all of their accounts.
- Councilman Richardson says the water, where is that use?
- Chief Marcarelli says it is actually not for use of water; they pay for the linear footage of the water mains, which is how they bill us as a cost for fire protection.
- Councilman Richardson says the \$30,000 for vacation, why is there so much.
- Chief Marcarelli says because there were short employees, the vacant positions they are not paying vacation for, they do still pay for the 3 on long-term disability, but they had a balance from that.

Roll call vote: all in favor-none oppose-none abstain. Motion carries.

Item #10

Adjournment of Regular Meeting.

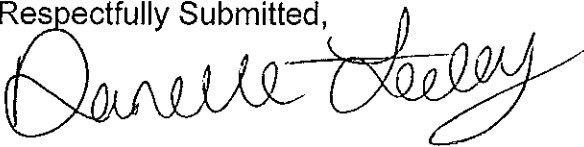
Councilman Parente makes a motion.

Councilman McKay seconds the motion.

Voice vote: all in favor-none oppose-none abstain. Motion carries.

Meeting is adjourned at 7:57PM.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Danelle Feeley". The signature is written in dark ink and is positioned below the text "Respectfully Submitted,".

Danelle Feeley, Clerk, East Haven Legislative Town Council

