

Town of Willington

American Rescue Plan Act (ARPA) Commission
40 Old Farms Road
Willington, CT 06279

November 7, 2022
Meeting Minutes

1. Call Meeting to Order

C.Mailhos called the meeting to order at 1:33pm.

2. Roll Call

S.Fisher	R.Campbell (absent)
D.Latinscics	M.D'Amato
T.Sposato	T.Smith(absent)
E.Wieczenski	S.Cobb (absent)
J.Arpin	C.Mailhos

3. Approval of Minutes

a. 7/11/22

E.Wieczenski made a motion, second by S.Fisher to approve the 7/11/22 minutes.

All in Favor, Motion Passes

b. 10/17/22

E.Wieczenski made a motion, second by J.Arpin to approve the 10/17/22 minutes.

All in Favor. Motion Passes

E.Wieczenski made a motion to add ARPA-46 to the agenda for 6(1)(v). Second by T Sposato.

All in Favor. Motion Passes

4. Correspondence

None

5. Present to Speak

None

6. New Business

C.Mailhos stated the Superintendent would be available at 2pm to speak to ARPA #42,43 and #44.
E.Wieczenski made a motion to receive ARPA #45 and ARPA #46. Second by T. Sposato.

All in Favor. Motion Passes

a. RECEIVE & HEAR new submissions

i. ARPA-42 - Center School Playground Surfacing (BOE) - \$90,000

Superintendent Stevens spoke to the project and that was selected based upon a desire for projects that would more directly impact students. He indicated that the challenge was that the cost of the project

could increase significantly by Spring, but that was unknown at this point in time. He further indicated that once completed, the surface that would be installed could be utilized year-round.

E.Wieczenski: Asked for clarification on the portions of the playground that can currently be utilized in poor weather.

T.Sposato asked how long the surface is expected to last. P.Stevens indicated that it could be 10 to 20 years with the expectation being that it would last closer to 20.

S.Fisher asked how large of an area was proposed. P.Stevens indicated he thought it was approximately 30ft by 50ft.

ii. ARPA-43 - Recess Equipment (BOE) - \$20,000

P.Stevens indicated that the request was actually for \$3000, not \$20,000. He further outlined the merit of the request and how the funding would be spent. Specifically, this project would involve each school working with the students to better understand what they would like to be available to them during recess.

iii. ARPA-44 - Misc. Capital Projects (BOE) - \$20,000

P.Stevens spoke to the submitted request. He indicated that the Board of Ed has been looking for ways to provide unique learning opportunities that typically they would not be able to provide. Given the costs associated with providing these programs, these experiences would be outside of what was typically offered throughout the school year. He further indicated that it would be funded at an amount of \$10,000 per school.

The Commission agreed that the title of the project didn't adequately summarize what the project was for. It was agreed that the project should be referred to as "Extended Learning Opportunities"

E.Wieczenski made a motion to move ARPA #42, #43 and #44 to public hearing. Second by T.Sposato.

All in Favor. Motion Passes

iv. ARPA-45 - Strategic Planning Project (EDC) - \$60,000

J.Guszkowski of the Tyche Planning & Policy Group spoke to the request on behalf of the EDC. He gave a brief overview of the previously funded small business grants and spoke to how the EDC would like to make use of the funds that were to be returned to the Town. He gave an overview of the goals of the Strategic Planning project and why the Economic Development Commission identified this as a potential project.

E.Wieczenski stated her thoughts on the project and the importance of having these types of conversations.

S.Fisher asked for clarification as to how to funds would be utilized.

E.Wieczenski made a motion to move ARPA#45 to public hearing. Second by S. Fisher.

All in Favor. Motion Passes

v. ARPA-46: Town Codification Project (Land Use/Town Clerk)- \$10,000 (added)

M.D'Amato gave a brief overview of the request. The project would involve the review, analysis and migration of the Towns various Regulations and Ordinances to a standardized online platform. This would increase useability and also involve a regulatory and legal review process which would be completed by the vendor, General Code. M.D'Amato participated in a similar process with the Town of Ashford and has found the new

platform to be useful and the legal review provided as part of the process to be beneficial in identifying issues, errors and gaps within the Town's codes.

T.Sposato asked about the ongoing costs that would be required to be supported by the operating budget.

E.Wieczenski asked if the legal review would need to be done again in the future.

M.D'Amato stated that the legal review would be done initially and would not be required moving forward. He further stated that a majority of the ongoing costs could be supported by the Land Use Department budget.

E.Wieczenski made a motion to move ARPA #46 to public hearing. Second by D. Latinscics.

E.Wieczenski stated that should was interested to hear from Robin Campbell about her thoughts on this project at the next meeting.

All in Favor. Motion Passes with M.D'Amato abstaining
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7. Unfinished Business

- a. Updates on PREVIOUSLY FUNDED requests (*No discussion necessary if there are no updates.*)
 - i. ARPA-3 -Second Ambulance (WFD1) / Approved on 3/21/22 for \$100,000. Ambulance purchased and in service. \$22,813.66 available to spend or return when the project closes.
 - ii. ARPA-5- SCBA Air Packs (WHFD) / Approved on 3/21/22 for \$235,000. Air Packs ordered for \$113,338.35. \$23,661.65 available to spend or return when the project closes.
 - iii. ARPA-6 - Generator for DPW (DPW) 11/7 BOS Meeting will discuss and possibly approve vendor.
 - iv. ARPA-10 - TOB Meeting Room Equipment - Mics & speakers (BOS) / Approved at Town Meeting on 8/3/21 for \$28,500. \$26,474.02 available to spend or return when the project closes.
 - v. ARPA-13 - Devices for town staff and Senior Center (BOS) / Approved at 5/24/22 Public Hearing for \$46,000. \$8,144.11 balance available to spend or return when the project closes. Town devices have been set up. Still waiting on parts for Wi-Fi upgrade & Network closet refresh.
 - vi. ARPA-14 - Small Business and Nonprofit Assistance Program (EDC) / EDC has closed the first round of applications for the BRIG program.

E.Wieczenski gave a brief update on ARPA-14. She stated that the majority of the approved businesses will be getting their checks this week and they will be holding a small event to present the checks to several of the businesses later in the week.

- vii. ARPA-15 - Senior Center Coordinator Position (WHS) / Town and Union negotiating salary. \$34,379 was appropriated for this based on projections at the time. Position has not been filled to date. Position has been officially posted, closes 10/20.

J.Arpin indicated that the first round of interviews had been held and they were preparing for a second round of interviews.

- viii. ARPA-16 - Radios for FD Use (WHFD & WFD1) / Ordered, waiting for delivery and final invoices. Will come in just under the \$235,000 budget.
- ix. ARPA-17/18 - Walking track improvements at RRAC (Drainage & lights) (WPRC) - \$220,000 Approved at 8/1/22 meeting. Project planning has begun.
- x. ARPA-20 - New Furnace for Fire House (WHFD) \$20,000 / Approved at 8/1/22 meeting, p.o. issued so the project can move forward.
- xi. ARPA-21 - Fuel Bank and HH Heating. Approved \$25,000 to assist residents in need.

- xii. ARPA-23 - Summer Camp Supplement / Approved on 5/22 for \$36,238. Year 1 of the program has been completed. \$14,558.12 available for Year 2 supplement.
- xiii. ARPA-26 - Forestry Plan for Mason Road Tract (WCC) / Approved on 5/24/22 for \$2,800. Forest Management Plan expected to be completed in Fall of 2022.
- xiv. ARPA-27 - Building materials for park structure maintenance (WCC) / Approved on 5/24/22 for \$3,500. These funds may take several years to spend.
- xv. ARPA-28 - Technology upgrades at the Senior Center (WSC) \$3,000 / Approved on 8/1/22.
- xvi. ARPA-29 - ARPA Commission Public Hearing Expenses (ARPA) (prior ARPA-28) / Approved on 5/24/22 for \$2,000. To date \$796.48 has been spent to hold 3 Public Hearings.
- xvii. ARPA-30A - Direct Emergency Call Line at Button Hill (WHA) \$53,000 / Approved at 8/1/22 meeting.
- xviii. ARPA-31 - Historical Society Archival Storage (WHS) - \$15,000 / Approved at 8/1/22 meeting.
- xix. ARPA-33 - Flags, Grave Markers and Monument Repair (WVF) - \$6,500 / Approved at 9/19/22 meeting.
- xx. ARPA-34 - Storage Box at DPW for Evictions (DPW) - \$6,500 / Approved at 8/1/22 meeting. 11/7 BOS Meeting will discuss and possibly approve vendor.

E. Wiczenski stated that they have finally been able to gain access to the Treasury's reporting portal and that work had begun with reporting the Towns' ARPA expenditures to date.

b. Updates on PREVIOUSLY HEARD requests (*No discussion necessary if there are no updates.*)

- i. ARPA-39 - Repair of Library Building Structure (WPL) \$27,600 - Waiting to go to Public Hearing.

The Commission held a general discussion about ARPA-39 and previous discussions that occurred during the July 11 meeting. The amount of funding approved to date, how much was left to be allocated and the number of projects requesting funding currently was also reviewed. It was decided that the projects would remain on the agenda until the next meeting on November 21.

- ii. ARPA-40 - Miscellaneous Library Structure Improvement Projects - \$81,250.00

D. Linares provided an update on the submitted project. It was explained that a quote was obtained for the costs associated with the cleaning of the building's existing gutters and downspouts at an additional \$1,800. Cleaning of the existing drainage basin would cost an additional \$600. The vendor further suggested that heating elements and snow stops be installed along the roofline to better address the icing issues in the winter at an additional cost of \$5,000. D. Linares also spoke to the request to install a berm along the top of the sloped area in the parking lot.

The Commission held a general discussion about the need for some of the requested expenditures and that some of the costs were maintenance related and could prevent the need to spend some of the funds being requested. Members had concerns that if the project funds were approved, some of the investigation as to what's causing these issues would not be done and could result in spending that may not be necessary.

- iii. ARPA-41 - Stove For Senior Center - \$6,000.00

E. Wiczenski made a motion to move ARPA-41 to public hearing. Second by T. Sposato.

All in Favor. Motion Passes

- c. Updates on requests heard at PUBLIC HEARING (*No discussion necessary if there are no updates*)
 - i. ARPA-32 - Retention Bonuses for Town Employees (BOS) - \$32,250 / *Heard at Public Hearing on 7/11/22. Requested that the Board of Selectmen call a Town Meeting to allow the townspeople to vote on it. Replacement request being considered.*
 - ii. ARPA-36 - Retention Bonuses for Fire Department Employees (WFD1) - \$17,000 / *Heard at Public Hearing on 7/11/22. ARPA Commission requested that the Board of Selectmen call a Town Meeting to allow the townspeople to vote on it. Replacement request being considered.*
- d. Projects to CLOSE
 - i. ARPA-7 - AC for HMS Band Room (BOE) - Waiting for final bills to be paid. Total Appropriated (\$20,000) - Total Expenditure (\$11,550) = Amount to return to ARPA (\$8,450)

E. Wicinski made a motion to close ARPA-7 and return \$8,450 to Fund 19. Second by M.D'Amato

All in Favor. Motion Passes

- e. Funding Request Submissions - POSSIBLE ACTION

8. Present to Speak

None

9. Adjourn

C.Mailhos adjourned the meeting at 3:12pm.

Respectfully submitted,

Michael D'Amato