

# Town of Willington

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

## Special Meeting Minutes June 27, 2022 1:30 PM

### 1. Call Meeting to Order

C.Mailhos called the meeting to order at 1:31pm

### 2. Roll Call

T.Sposato	C.Mailhos	S.Fisher
D.Latinscics	E.Wieczenski	S.Hills (absent)
J.Arpin	T.Smith (until 2:45pm)	R.Campbell
S.Cobb	M.D'Amato (until 3pm)	

### 3. Approval of Minutes

a. 6/6/22

*E.Wieczenski made a motion of accept the minutes from June 6, 2022, Second by S.Cobb.*

**ALL IN FAVOR. MOTION PASSES UNANIMOUSLY**

### 4. Correspondence

### 5. Present to Speak

### 6. New Business

#### a. Requests to be RECEIVED by ARPA Commission (Administrative action/no discussion)

- i. ARPA-35 - Bring URCommunityCares.org to Willington - \$6,000.00 for "Community Cares" non-profit *SUBMITTED 6/5/22*
- ii. ARPA-36 - Employee Retention Bonuses for Willington Fire Department Employees - \$17,000.00 for WFD1
- iii. ARPA-37 - 2022 John Deere Skid Steer - \$68,000.00 for DPW
- iv. ARPA-38 - Installation of Perimeter/Key Location Traffic Cameras - \$220,000.00 for BOS

*T.Smith made a motion to receive ARPA #35, #36, #37, #38, Second by T.Sposato.*

**All in Favor. Motion Passes.**

#### b. Requests to be HEARD by ARPA Commission (Presentation & discussion)

- i. ARPA-35 - Bring URCommunityCares.org to Willington - \$6,000.00 for "Community Cares" non-profit

Michelle Puzzo and Erica Weida presented the request to the Commission and gave a brief explanation of the project, its goals and focus on providing specific physical and mental health related support to those who are 65 years of age or older.

J.Arpin stated that the Human Services Department would be funding a small portion of the project costs for the upcoming Fiscal Year and asked what the additional funding would bring to Willington.

M.Puzzo indicated that the monies would be used to provide services to additional residents and to fund the tele-health service as well.

S. Cobb asked if there were any additional towns similar in size to Willington. That they had done work in. M.Puzzo stated that she would be able to follow up with that information.

*C.Mailhos made a motion to bring ARPA #35 to Public Hearing in the amount of \$6,000, Second by S.Cobb.*

C.Mailhos indicated that because they were a non-profit that was not based in Willington that the funding could be directed to the Human Services or Fire Department. T.Smith proposed the motion be amended to include that the project to sponsored by the Human Services Department.

<b>All in Favor. Amended Motion Passes with abstention by E.Wieczenski.</b>
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- ii. ARPA-36 - Employee Retention Bonuses for Willington Fire Department Employees - \$17,000.00 for WFD1

S.Cobb spoke briefly about the request and the rationale behind the amounts requested for the various personnel. The Commission members held a general discussion about the amounts proposed to be paid, who was eligible for the payments and the composition of volunteer vs. paid staff. C.Mailhos reiterated that ARPA funding cannot be used for volunteers

*T.Smith made a motion to send ARPA #36 to Public Hearing, Second by E.Wieczenski.*

The Commission held a discussion about the process for reviewing and approving this type of request and how it would be funded. S.Cobb indicated that he would abstain from a vote for this project.

C.Mailhos stated that between the Fire Department and Town Hall Employee Retention Bonus Requests there will be a total of 6 ARPA Commission members who will need to abstain from the vote. She indicated that would leave the votes for these projects to five members of the project. She felt this may be something that should go to Town Meeting for approval.

T.Smith indicated he didn't agree and was comfortable with the ARPA process. S.Cobb agreed and referred to the guidance previously provided by the Town Attorney. E.Wieczenski stated that Premium Pay is one of the things that this Commission is charged with the authority to consider and approve. Multiple Commission members indicated that taking these requests to a Public Hearing was important in the decision-making process. M.D'Amato stated that his view of this request was that it was not a bonus but rather the Town recognizing the employees for work already performed that was above and beyond what they standard job required and that during COVID many Willington employees went far above and beyond their basic job function. He stated that perhaps the optics of the word "bonus" created concern but that he felt this was simply the Town making their employees whole for work and time they had already performed and given to the Town.

Voting on the motion for ARPA #36 was as follows:

T.Smith - Yes	E.Wieczenski- Yes	T.Sposato- Yes
S.Fisher- Yes	J.Arin- Yes	S.Cobb- Abstain
M.D'Amato- Yes	D.Latinscics- Yes	C.Mailhos-No

<b>Motion Passes</b>
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iii. ARPA-37 - 2022 John Deere Skid Steer - \$68,000.00 for DPW  
T.Sposato gave a brief overview of the uses of the machine and the need for this type of equipment by his department. He further outlined that this piece of equipment in particular was versatile enough to be used for multiple projects and types of work throughout the year.

M.D'Amato asked if the machine would be new or used and if it would allow us to complete work that we are currently hiring out. T.Sposato stated that the equipment would be new and that it would assist in performing jobs that the Town currently does not have equipment to perform.  
E.Wieczenski questioned the extra cost for attachments and ongoing maintenance or replacement costs down the road. C.Mailhos confirmed that this has not been previously requested by CIP.

*Motion by T.Smith, Second by S.Cobb to send ARPA #37 to public hearing*

**All In Favor. Motion Passes with Abstention by T.Sposato.**

iv. ARPA-38 - Installation of Perimeter/Key Location Traffic Cameras - \$220,000.00 for BOS  
E.Wieczenski gave an overview of the project request and costs of the project. M.Makuch, who has been working with the BOS provided additional details about the project including the history of pursuing funding for this project. This project would place video traffic camera at key locations around the Town. He also reviewed the amount of the request and the flexibility in the quote. The number, types and locations are flexible and can be adjusted based upon any funding received from the ARPA Commission.

Multiple members of the Commission had questions about this project but felt that it was important that it go to Public Hearing so that residents could provide their thoughts on the project.

*T.Smith made a Motion to move ARPA #38 to Public Hearing. Second by S.Cobb.*

**All in favor. Motion passes unanimously**

## 7. Unfinished Business

### a. Updates on PREVIOUSLY FUNDED requests (no discussion necessary if no updates)

- i. ARPA-3 - Second Ambulance (WFD1) / *Ambulance purchased for \$35,000, still shopping for accessories. Likely to come in under \$100,000 budget.*
- ii. ARPA-4 - Radios for DPW Use (DPW) / *Ordered, likely to come in under \$38,000 budget.*
- iii. ARPA-5 - SCBA Air Packs (WHFD) / *Will order after 7/1/22 using the funds from the second Tranch. Vendor will hold quoted price. Likely to come in under \$137,000 budget.*
- iv. ARPA-6 - Generator for DPW (DPW) / *Will order after 7/1/22 using the funds from the second Tranch. Vendor will hold quoted price. Likely to come in under \$69,000 budget.*
- v. ARPA-10 - TOB Meeting Room Equipment - Mics & speakers (BOS) / *Purchase on hold*
- vi. ARPA-13 - Devices for town staff and Senior Center (BOS) / *Approved at 5/24/22 Public Hearing for \$46,000*
- vii. ARPA-14 - Small Business and Nonprofit Assistance Program (EDC) / *EDC is currently accepting applications for the BRIG program. No funds appropriated yet. Approved at 5/24/22 Public Hearing for \$300,000.*
- viii. ARPA-15 - Senior Center Coordinator Position (WHS) / *Working on job description and position details.*

- ix. ARPA-16 - Radios for FD Use (WHFD & WFD1) / *Ordered, likely to come in under \$235,000 budget.*
- x. ARPA-23 - Summer Camp Supplement / *Approved on 5/24/22 for \$36,238. These funds will be used to subsidize summer camp in hopes of resurrecting the program. The Rec Department and Human Services have begun advertising that camp is free for families this year.*
- xi. ARPA-25 - Fuel Bank and HH Heating Expenses / *Approved on 5/24/22 for \$25,000 to be used in the winter of 22-23.*
- xii. 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.*
- xiii. 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.*
- xiv. ARPA-29 - ARPA Commission Public Hearing Expenses (ARPA) (prior ARPA-28) / *Approved on 5/24/22 \$2,000. To date \$472.65 has been spent to hold 2 Public Hearings.*

**b. Updates on PREVIOUSLY HEARD AND TABLED requests (no discussion necessary if no updates)**

- i. ARPA-30 - Emergency generator and direct emergency call line at Button Hill (WHA) \$200,000

L.Bradley gave an update on the project and some of the changes to the costs which includes a reduction of roughly \$70,000. She also indicated that to attempt to tie in the Senior Center would be cost prohibitive given that the lines would have to be run through the parking lot. She further provided specific examples where the current "pull chord" system that is in place was not effective in alerting to an emergency. S.Cobb asked what the fuel type was an approximate run time. It was stated that the fuel type would be propane and with tanks at full capacity the run time would be a week or more. The Commission further discussed separating the projects into two requests. ARPA#30a- Emergency Call Line. ARPA #30b- Emergency Generator.

*E.Wieczenski made a motion to send ARPA #30a and #30b to Public Hearing. Second by J.Arpin.*

**All in Favor. Motion Passes Unanimously.**

- ii. ARPA-31 - Historical Society Archival Storage (WHS) \$10,000

M.Mascinda indicated that he would like to amend his request to specifically look at the electrical and lighting needs of the space and to request an additional \$5,000 of funding.

*E.Wieczenski made a motion to move ARPA #31 to Public Hearing with the additional \$5,000 request. Second by T.Sposato.*

**All in Favor. Motion Passes Unanimously**

- iii. ARPA-33 - Flags, Grave Markers and Monument Repair - \$6,500

E.Dagata provided an update on the request and their work to further determine how many new flags would be required based upon the number that are damaged or missing. E.Wieczenski stated that she was not opposed to the request but felt there should be some discussion between this newly created Organization and the Town formally as part of what is sought by this proposal overlaps with what the Town already has budgeted funds for. There was additional discussion about what the funds would be used for and how the request amount was arrived at. The ongoing costs and how those funds would be raised was also discussed. E.Dagata confirmed that the intent of the proposal to seek funds to ensure that all of the graves are marked and have flags.



*D.Latinscics made a motion to send ARPA #33 to Public Hearing with the suggestion that prior to the next Hearing the Organization meet with the Town to further discuss these items., Second by S.Cobb.*

**All in Favor. Motion Passes Unanimously**

- c. Updates on requests **PREVIOUSLY HEARD AND APPROVED TO MOVE TO PUBLIC HEARING** (no discussion necessary if no updates - next Public Hearing tentatively planned for July 11, 2022)
- i. ARPA-17/18 - Walking track improvements at RRAC (Drainage & lights) (WPRC) - \$196,979 Request
  - ii. ARPA-20 - New Furnace for Fire House (WHFD) \$20,000 Request
  - iii. ARPA-28 - Technology upgrades at the Senior Center (WSC) / *Was already on agenda for 5/24/22 Public Hearing, submitter requested that it be tabled until next meeting.*
  - iv. ARPA-32 - Retention Bonus Plan (BOS) - \$32,250 Request
  - v. ARPA-34 - Storage Box at DPW for Evictions (DPW) - \$6,000 Request

C.Mailhos reviewed the request and stated that we currently have \$726,000 worth of requests going to Public Hearing and there is approximately \$583,000 worth of funding which has not yet been allocated which leaves roughly \$142,000 worth of projects which will potentially not be able to be funded.

d. Requests to be **CLOSED**

- i. ARPA-7 - AC for HMS Band Room (BOE)

No Action was taken. D.Latinscics indicated that she will confirm that the project can be closed, and all invoices have been paid.

8. Opportunity to call a Public Hearing (*Tentative Date for next Public Hearing: July 11, 2022 @ 7PM*)

E.Wieczenski stated that since the Commission now has 12 projects set for Public Hearing, she suggested that the Commission consider two public hearing dates with no action taken on any project until both hearings have been concluded. The Commission held a general discussion about how to best conduct and advertise the hearings so that all projects could be considered equally without the potential for the hearing to be conducted very late in the evening. The Commission determined that the first hearing would be on July 11<sup>th</sup> and July 14<sup>th</sup>. The meetings would be held from 6:30 to 9:30pm.

E.Wieczenski made a motion that the Commission close the period to submit new projects for ARPA consideration effective immediately subject to be reopened pending availability of funds. Seconded by S.Fisher.

**All in Favor. Motion Passes Unanimously**

9. Present to Speak

Karenann Caldwell of the Library Board indicated that she had submitted a project request on 6/24 and questioned when it would be reviewed by the Commission. The Board held a general discussion on the options for considering this request in a timely manner and if it could be added to the upcoming Public Hearing agenda to be received and heard by the Commission.

Ralph Tulis asked the Commission intended to use the remaining fund balance and distribute that between the various pending projects. He posited that doing so may result in the withdrawal of one or more applications which would provide additional fund balance to then be allocated.

10. Adjourn

*E. Wiecewski made a Motion to Adjourn at 3:51pm.*

All in Favor. Motion Passes Unanimously
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RECEIVED  
WILLINGTON, CT.

2022 JUL 11 P 4:45

  
TOWN CLERK