

# Town of Willington

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Capital Improvement Committee  
40 Old Farms Road  
Willington, CT 06279

SPECIAL Meeting Minutes  
Via web interaction (via Zoom platform)

January 12, 2022  
6:30 PM

*\*Minutes are not official until approved at the next regular meeting*

**Members Present:** Karen Ann Caldwell, Stuart Cobb, Christina Mailhos, Mike Makuch, Melissa McKinnon, Stephanie Summers and Erika Wiecenski.

**Members Absent:** Cari Donaldson

**Others Present:** Superintendent Stevens, Fire Chief Moore, Fire Chief Snyder

Chairman Mailhos called the meeting to order at 6:32 PM.

## **B. Present to Speak**

None.

## **C. Approval of Minutes**

First Selectwoman Wiecenski made a motion to accept the January 5th, 2022 meeting minutes as written.

Melissa McKinnon seconded the motion.

**Discussion:** On the meeting calendar schedule, February 15th is written as Wednesday. The correction should reflect that February 15th is Tuesday and that will be when the meeting will be held.

S. Summers suggested including the estimated cost for each project in the discussion presentation in the minutes. M. Makuch stated that a discussion may need to / should occur to understand what qualifies as a Capital Improvement expense/project. This will need to be thought about during deliberations.

**Motion amended to change the day of the meeting (Tuesday, February 15th).**

**4 Yes (K. Caldwell, M. Makuch, M. McKinnon, E. Wiecenski) 0 No 3 Abstain (S. Cobb, C. Mailhos, S. Summers). Motion carried.**

## **D. School Building Committee Submittals**

*Superintendent Stevens presented the School Building Committee CIP submittals:*

District Prek-8 School: (\$45,352,301.00) This item is for a placeholder on the CIP schedule for the School project. Reimbursement rate changes year to year. The SBC is requesting funds for either a new preK to grade 8 school or a fully renovated preK to grade 8 school. This is a placeholder to be inserted into the CIP until a decision is made.

School Building Committee: (\$100,000.00) Right now, the RFP for Owner's Project Manager is due on Friday, January 14th. The Committee will be reviewing those RFPs and will hire an Owner's Project Manager. This request is to continue the process if needed. The School Building Committee is not sure if the application will be submitted in June 2022 or June 2023. This is to continue the process the SBC is working on now. This funding is to be able to hire necessary consultants to continue the project further if needed.

Discussion: This is a new \$100,000.00 for the July 1st fiscal year. This does not include the \$100,000.00 amount that was included in last year's CIP.

### **E. Board of Education Submittals**

Superintendent Stevens presented the Board of Education CIP submittals:

The Board of Education creates their own spreadsheet for projects and puts them on a 5-year plan. These projects can be adjusted as needed. Without knowing if there will be a building project, a lot of these projects will be removed if there is a renovation project or a new School building. So if these are placed in Year 5 again this year, then once a decision is made on the direction the Schools will be moving, the plan would change for next year. If there is a move towards renovation or a new building, the CIP list would shrink drastically. If no project is recommended at all, this list will grow next year if there is not a decision to renovate or build new for the School. Year 1 is categorized by safety or structure impact currently.

CES – Sidewalk Repairs and Leveling: (\$12,000.00) Multiple sections of the Center School sidewalks need replacement, repair, or leveling. These repairs would improve walking safety around the perimeter of the building. Several sidewalks around Center School have dropped, come up or have cracked. These need a lot of work. This is a project in Year 1 due to safety. If a person were to walk around the School, there is a sidewalk that is raised by 2-inches significantly in the front of the building. This is a safety issue that is requested.

CES – Clock System/PA/Security Strobe (Submitted December 2019): (\$35,000.00) The clock and public announcement system are outdated and we are unable to get parts. Many clocks have been replaced with generic battery-operated clocks and the times vary from room to room. The outdated system is hardcoded to the old daylight savings time which took effect in 2007. The few remaining hard-wired clocks do eventually sync, but the battery clocks always show slightly different times. Many of the battery-powered clocks are designed to automatically set from the atomic signal but are unable to receive the signal inside the schools. This system is outdated, hard to hear, not integrated, and this would be a future project if nothing is done with the Schools.

CES – Classroom sinks, cabinets, and plumbing (6) (submitted December 2020): (\$24,000.00) Some of the classroom sinks, cabinets, and plumbing at the elementary school need to be replaced. The countertops are failing due to water damage and the plumbing is seized and does not have shut-off valves. Some sink cabinets are original from 1952, while others have been replaced over the years and only require some minor repairs such as replacement faucets or drain pipes. If there is renovation to new or a new building then this project would not be needed.

CES – Heating project: Upper Wing (submitted December 2017): (\$40,000.00) The steam project will upgrade valves and traps, as well as replace old mercury thermostats with Delta thermostats. This will provide greater control over classroom temperature, as well as energy savings with computer-enforced night setbacks. Once part of the Delta system, temperatures can be monitored remotely. This project does not include the replacement of steam pipes. If there is renovation to new or a new building then this project would not be needed.

CES – Exhaust Fans (submitted December 2019): (\$40,000.00) Exhaust fans would ventilate the building to replace stale air with clean, fresh air. Because of COVID, this is slowly being taken care of but the larger exhaust fans have not been replaced yet. If these fans are not working or are totally broken, the School has used COVID funding for the replacement.

CES – Air Conditioning: Gym (submitted December 2016): (\$26,000.00) The temperature in the gym at CES gets hot and is the only room that can be used for PreK - 4 assemblies, ceremonies, and concerts. The new

heating system was built with a future A/C upgrade in mind. The current system was installed with the idea that AC would be upgraded in the future. The approximate quote for this work is included.

CES – Window Replacement: Upper Wing (submitted December 2016): (\$87,150.00) The upper wing at Center School still has the original 1950s single plane glass. We would significantly increase our energy efficiency with the completion of this project, and also improve security. There are single pane windows in the upper wing. This is currently helping with ventilation right now with COVID because it's letting air into the rooms.

CES – New Roof: Lower, Middle, and Gym Roof: (\$650,000.00) The upper wing roof by the gravel parking lot was replaced in 2014. All other sections of the Center School roof are in need of replacement. Numerous leaks occur throughout the lower wing despite patching. We will need to add \$8,000.00 in our budget for patching if the new roof is not included in CIP. The roof project has been added back into the plan. The prior official from the Department of Administrative Services, who has since resigned, had removed the roof projects until the Town decided to do something with the schools. The roof is currently patched and not leaking, but this will need to be on the plan if a renovation or new building does not happen.

CES – Air Conditioning: Upper Wing (submitted December 2018): (\$110,000.00) Install split duct units to provide air conditioning to the entire wing. This project is currently on hold; if there is renovation to new or a new building then this project would not be needed.

CES – Pave Upper Parking Lot (submitted December 2018): (\$46,000.00) The existing gravel parking lot is sloped towards the school and washes out when it rains. The town has installed a culvert to minimize damage. We are also unable to paint lines for parking spaces, and plowing is a challenge in the winter. The area is approximately 2,500 square feet (250x100). This project may need some additional zoning approvals to be done because of the amount of pavement that is needed for the land.

CES – Playground: poured rubber surface (submitted December 2018): (\$91,000.00) A poured rubber playground would provide better handicap accessibility and ensure uniform fall protection which allows us to keep the playground open throughout the winter. The small section that is currently poured rubber is starting to fail as a result of improper site prep work. A large portion of the \$90,000.00 estimate is to ensure proper drainage under the rubber. If the School is to stay, then this would need to become ADA compliant.

CES – Whole School Generator (submitted December 2016): (\$40,000.00) A standby generator would provide a backup electrical system that operates automatically within seconds of a utility outage and would provide the building with full power. The building does have a portable unit to run the heating system, but it does not power any lighting or outlets in the building. There is not a generator that runs the building; if power goes out during school hours, there are children in the building. Would need the generator to maintain power; food in the freezer, lights for the classrooms, flushing of toilets, and use of water.

CES – Canopies over school entrances (submitted December 2020): (\$45,000.00) The entrances at the elementary school should have canopies extending to the parking lots. One entrance is used for bus arrival and dismissal and the second entrance is used for student pickup/drop-off. Canopies will dramatically improve the look of the building, but also provide shelter for people entering and exiting the building. They will also provide cover over the stairs protecting them from snow/ice in the winter.

HMS – Air Conditioning: Band Room (submitted December 2018): (\$20,000.00) Air conditioning the band room is necessary for school security. It will also help prevent damage and detuning to instruments due to humidity and temperature changes. We are investigating a unit that will heat and cool as we replace the two existing heating units. The windows are below the hip and are a security issue. It would also help to maintain the equipment and help with the air movement in that room. This is a Year 1 project.

HMS – Sidewalk Replacement (submitted December 2018): (\$41,000.00) We need to install new sidewalks around various sections of the building. This would be either concrete or pavement, whichever is most cost effective.

HMS – West Wing Ventilation (submitted December 2020): (\$500,000.00) During the ventilation inspection which occurred in summer 2020, it was discovered that the west wing of Hall School does not have any ventilation (fresh air intake or exhaust). An engineered ventilation system needs to be installed. When COVID started, there was an RFP for the ventilation system. Contractor said that an engineered ventilation system would need to be installed. If there is renovation to new, then the ventilation would need to be altered. If there is a new building then this project would not be needed.

HMS – Boiler replacement (submitted December 2017): (\$60,000.00) The boiler at Hall School is at the end of life and is inefficient. The first boiler was replaced in 2020. This is the second boiler for replacement.

HMS – Clock System/PA/Security Strobe (submitted December 2020): (\$44,000.00) The clock and public announcement system are outdated and we are unable to get parts. Many clocks have been replaced with generic battery-operated clocks and the times vary from room to room. Any remaining clocks from the original system as well as clocks that were previously replaced with factory parts (not battery operated) need to be replaced). This is the same system as Center School.

HMS – Pave parking lots (submitted December 2019; previously chip seal December 2016): (\$100,000.00) The parking lot at HMS needs to be torn up and paved as two separate contractors have said the parking lot has an excessive number of cracks and sealing will only get you a few years of additional life. Currently this is being left as is until a decision is made in regards to the School.

HMS – Locker Replacement (submitted December 2016): (\$20,100.00) The locks in the boys' locker room are in poor condition and need to be replaced. Repairs have been completed throughout the years. Currently this is being left as is until a decision is made in regards to the School.

HMS – Unit ventilator replacement (submitted December 2018): (\$105,000.00) This project includes the replacement of 8 classroom unit ventilators. One unit was replaced in 2018 (insurance claim) and the existing units are difficult to get repair parts.

HMS – Sidewalk/Landing ramp replacement (submitted December 2016): (\$44,500.00) The ramp on the side of the building has been repaired, but continues to crumble and needs replacement. This would become a priority if the School is staying at this location. It may have been installed incorrectly and the water is getting down where the poles for the handrails come in place. The whole system would need to be redone.

HMS – Air Handling Units (submitted December 2019): (\$24,000.00) This project calls for the replacement of 5 air handling units that bring in fresh air from outside, clean it, and then force it through ductwork (for heating, cooling and ventilation). We are investigating refurbishment as an option instead. There are major units over the library that would need to be replaced.

HMS – Tile Floor Replacement (submitted December 2020): (\$10,000.00) Several areas of the tile floor are broken and need replacement. This would result in new tiles in the art and science wing. Many of the tiles are lifting, cracked and worn. These floors do not have asbestos. This is a project that would need to be done. There are cracked, big sections of the hallways to be re-done.

HMS – Gym Curtain (submitted December 2018): (\$20,000.00) The HMS gym curtain does not go up and down properly as the fabric degraded over the years. This project would replace the HMS gym curtain and allow two practices/activities to operate at the same time. If the school was to be renovated, then a new curtain

would be installed. Currently there are concerns about lifting the curtain; if it is put down, the curtain may not come back up. There is currently only 1 physical education class in the gym at a time.

HMS – Roof (All sections): (\$945,000.00) All sections of the Hall School roof are in need of replacement. Numerous leaks occur throughout the building including hallways, classrooms, and offices. There are not currently any leaks but this would need to remain on the plan if there is not a school renovation or new school built.

HMS – Elevator Modernization (submitted December 2019): (\$151,000.00) Furnish and install elevator modernization work for the existing hydraulic elevator. The main panel on the elevator would be hard to replace (parts) or repair and the Friar Facilities Study stated, “the elevator is not up to current standards, and will need to be renovated sometime in the near future.” This quote is a lower estimate; this could cost up to \$300,000.00 if the entire elevator box needs to be replaced. The elevator is inspected when it is due currently. This could go up to \$300k if you replace the entire box. It is getting harder and harder to find parts to fix it.

HMS Parking Lot Light Pole Concrete Replacement (submitted December 2020): (\$8,000.00) The base of one of the concrete posts appears to be degrading and may need replacement in the future. This would include the installation of a new concrete base and LED light. This lot pole/concrete needs to be repaired.

HMS– Canopy Over Gym Entrance Sidewalk (submitted December 2020): (\$30,000.00) The gym entrance should have a canopy extending to the parking lot and along the back sidewalk. This entrance is used for student arrival and dismissal and a canopy will provide shelter when entering and exiting the building. A canopy will also provide cover from snow/ice in the winter. This canopy would be similar to Center School.

Board of Education priorities include the sidewalk repairs and leveling at Center School. Most of these items are quoted figures and may not be the exact cost of each project. Some of these projects have been asked for multiple times but are still out in Year 3 and 4.

Chairman Mailhos thanked Superintendent Stevens and the Board of Education for their submission and the chart of items and costs.

Discussion followed in regards to the roof project and possible reimbursement. A determination of the direction of these buildings would need to occur before many of these projects can happen. If there is not a renovation or new school, then a facilities study would need to occur for both building. A professional company would need to come in and evaluate the buildings (windows, doors, security, safer entrances, etc.)

Superintendent Stevens gave a quick update on the current projects that have taken place: The stage heat is not yet completed; had to have the contractor decide what size was needed. The agreement is close to being signed and then this work will be done quickly. The gym floor was done and looks incredible. A reason for the awning request would be to continue to project these floors when students come in. Currently hesitant to paint the library because until the roofing project is completed, it doesn't make sense to paint the roof. May want to take the \$8,000.00 that was approved/allocated and add it back into the list.

The fire panels are in the works and is a bigger project than was expected. The portable radios project that should have been the easiest thing, has gone on for months. J&S has been working on the Schools' behalf to get the radios, but need to get the portable radios on their system. Currently in the process of having to write a letter stating what the Schools are using the radios for (emergency basis). The chip sealing was going to be done in the fall but is connected to the Town's schedule. Planning to hopefully complete this in the spring. The pillars will happen this spring for the painting. Currently on track for all of the projects that were scheduled. The only project that may wait until summer is to install the fire panels.

## **F. Fire Department Submittals**

*Chief Snyder presented the submittals from Willington Hill Fire Department.*

Replace SCBA airpacks (submitted in 2020): (\$137,000.00) Replace 14 SCBA airpacks. They are 1994 packs that were upgraded in 2004 and will then become noncompliant in 2023. This request is for \$137,000.00 and the quote from the vendor has been included. It was stated that these packs expire in a few years. Funding would need to be included in this upcoming budget year. These packs are inspected and flow tested annually and the SCBA bottles are also tested annually for compliance with the FDA.

Discussion was held in regards to possibly utilizing ARPA funding for the replacement of these airpacks.

Replace the first response vehicle (submitted in 2015): (\$75,000.00) Current Service 149 is a 2008 Ford Expedition with 60,000 miles on it. It has transmission issues, engine issues, there is a big hole in the roof from rust, and the wheels are Steel and rusting along with other problems. This is the first unit to respond to most calls. It is used to run errands, and any service calls, as well as transport members to classes (firefighter, EMT, etc.) and funeral services. This vehicle has slipping issues on the transmission when it is cold. There are rust holes in the roof. The body shop noticed the rocker panels on the steps and the sides are falling off. The body shop then went under the vehicle and said the midsection is rusting as well. This vehicle was in the plan 2 years ago, and then was suspended due to COVID. The FD is classifying this as an urgent project. If the FD does not have this vehicle to go to calls, then they would have to resort to the heavy rescue truck which is more expensive to maintain.

Discussion was had on the pictures that were presented of the rusted areas as well as the structural part of the vehicle and the current cost of maintaining the vehicle annually.

Refurbishing the 1991 Engine (submitted in 2016): (\$25,000.00) Due to age, some equipment (hand tools, cab heat/air, generator and lighting) are aged and inefficient. Lighting technology allows for more effective lighting. This project will replace worn reflective strips (to meet the minimum recommendations for visibility) and upgrade/replace deficient lighting. This truck is currently known as ET149. This was originally in the plan for a full refurbishment of the truck but the truck has fortunately held up better than expected in terms of rust. Based on the year of the truck, typically they do not last with the rust and major repairs that need to be performed. This request has been changed to a partial refurbishment and would cover the lighting that is failing, installing additional scene lighting, warning lights, etc.

Discussion: S. Cobb asked how many calls this truck responded to in the 2021 calendar year and Chief Snyder replied that it went to at least half a dozen calls. This truck is known as a waterhole piece when needed and this improvement would help to get more use out of the truck as it could be used as a secondary piece on the highway for scene safety.

Surveying (submitted in 2020): (\$10,000.00) This project is to survey the land at 25 Old Farms Road, to mark the clear boundaries for most efficient use of the space. This would also include an architectural survey to be done on the building to help understand the limitations of the structures for use and development.

Remove and replace the parking lot (submitted in 2016): (\$80,000.00) Remove or reclaim the old blacktop at 24 Old Farms Road. Then re-grade and re-pave the parking lot. Currently it has deteriorated beyond repair. It is full of cracks that are too big to seal, and chunks of asphalt are breaking off. Originally this project ran into a roadblock with ground coverage. The parking lot is falling apart, is cracking, there are big holes and sinkholes around the septic tank cover. This replacement would not increase the ground coverage as once thought. This project would be to remove what is currently there and replace it exactly where it is. The FD would ask that this be combined with other possible paving projects in Town.

Bay Floor Replacement (submitted in 2017): (\$35,000.00) Repair and cover concrete in apparatus bays. Fill in cracks, clean the floor and seal with durable epoxy. Added this project for Year 2023/2024 year. This has

been in the plan. Have requested pricing from 3 vendors for this work. It would be to fill in the cracks and seal the floor, eliminating safety hazards.

Discussion: M. Makuch requested that Chief Snyder email pictures of the condition of the floor and parking lot to Chairman Mailhos prior to the next meeting for review.

Design and Engineering (submitted in 2020): (\$100,000.00) Design and engineering of a new firehouse at 25 Old Farms Road. The Fire Department recently purchased the property at 25 Old Farms Road. The surveying would be for the current and future use of the property. The FD would like to develop the property for better use for the fire department in terms of a new fire station, etc. They would need to know what would fit on the property and what would be needed in terms of the next 50 years. This request is for Year 2024/2025.

Discussion was held on the current station (there is no storage space, no separation from the possible contaminated zones. There are 6 trucks stored in 5 bays. There is no room around the vehicles. The current property is not conducive to an expansion and the building has been addition after addition.

*Chief Moore presented the submittals from Willington Fire Department #1:*

Addition of Building (submitted in 2014): (\$955,000.00) The goal of the FD is to provide training/meeting area, bunk room, storage, and additional office space. The current station is an adequate garage but it is not well suited to the needs of a fire station that is occupied 24/7. Conceptual plans have been prepared. The next phase will be to create detailed bidding and construction documents in order to have the necessary information to send this project out to bid. The Town did pay for the first round of plans a few years ago. This would provide training and meeting areas, a bunk room, storage, etc. Currently the FD is limited in the space that they currently have. This building makes for a great garage, but it does not make a firehouse. There are 2 employees on 24 hours a day, 7 days a week. One person sleeps in the office, one person sleeps in the dayroom/dining room area. There is no storage space in the building. This firehouse operates as the Town's Emergency Operations Center. During large storms, it gets tight in the building. There is no way to separate people in the firehouse with COVID; people cannot be operating alone at separate stations. The FD is looking for \$80,000 in Year 1 to get the final plans to know what this will cost. There is a rough estimate but they need to get the building prints to figure out what the cost would be and to plan it out.

Discussion: First Selectwoman Wiczenski stated that this current facility has a generator and allows the Town EOC to operate there and is vital as the Town Office Building does not have a generator. First Selectwoman Wiczenski asked if the current generator would be able to run the addition that is being proposed. Chief Moore responded that the current generator was designed to support the load of an addition.

Discussion continued on the current garage space and the living space that is being utilized. This area is not up to code and not adequate for its current use.

S. Cobb invited all members of the Committee to reach out to the Fire Department Chiefs (A. Moore or T. Snyder) to schedule a tour of the facilities to review current conditions.

Replace Hydraulic Rescue Equipment (submitted in 2022): (\$40000.00) Replace the existing hydraulic rescue equipment with new E-Hydraulic Rescue tools. The current equipment is from 2003 and this request is for 2025/2026. This would allow the Department to get the newest technology. The Willington Hill Fire Department replaced their tools a few years ago.

Purchase 800 MHz Radios (submitted in 2021): (\$227,500.00) Purchase seven mobile radios and 28 portable radios to use on the State of Connecticut radio system that will provide greatly increased radio coverage. This is the same radio system that is now used by the Willington Public Works Department as well. This is

hopefully the future for communications. This cost may also be eligible through ARPA or STEAP funding. The Dispatch center is meeting to go this way in the near future as well. The schools, public works, and emergency services would be able to talk to each other after this project is completed.

Discussion was held that this does qualify for ARPA funding. There are currently dead zones around town in regards to radios and from the DPW standpoint, these new radios were able to fix that issue for communications.

S. Summers asked if there were any additional operating costs for these radios and Chief Moore replied that this would be a joint project for both fire departments. These communications would be on the State system. If something needs to be programmed into the system, the state does it from their own office; they can program from computer to radio.

Repair driveway aprons (2020): (\$30,000.00) Remove the existing pavement, install concrete aprons in front of and under the garage doors to prevent water ingress into the building, and replace to allow proper drainage. This project removes the existing pavement in front of the fire station and puts in concrete aprons. Years ago, there was chip sealing in the front of the firehouse and now there are ruts coming up into the buildings which has caused big ruts up to the bay floor. There are leaks where the bay door ends into the building.

Discussion: M. Makuch requested that Chief Moore email pictures of the condition of the floor, the issues with the aprons, and the water running under the doors to Chairman Mailhos prior to the next meeting for review.

Purchase Ambulance (2014): (\$225,000.00) Purchase a new ambulance. This has always been on the plan, it just depends on what year. This is a revolving project. This would come from Fund 17 monies (ambulance recovery money). The ambulance was going today (01/12/2022) to get looked at for a rear-end problem. It is currently out of service and has been sent to the dealership because there was a large oil leak coming off of the motor. The lease payments on the current ambulance have been completed. For a new ambulance, the likelihood is the chassis would not be ready until the end of next fall and then built front here (it could take up to at least 24 months).

Discussion was held on the fact that this is the only ambulance in town and if it breaks down, the Town is then without an ambulance and has to try to borrow another one as a spare. Discussion was held on the lifespan of an ambulance and what the typical lease would be.

## **G. Review of Ongoing Projects**

Chief Moore stated that the fit test machine (which is a joint project for both departments) was waiting on possible ARPA funding. S. Cobb stated that the fit test machine that the departments have been using for the last 15 years is not supported by the manufacturer anymore and is not able to be calibrated. With a new fit test machine, firefighters can fit test their N-95 masks. The fine print from OSHA guidance states that if an employer is supplying employees with N-95 masks, they must be fit tested annually. These masks are specific by make, model, brand, etc.

S. Cobb reported that he hopes to have updated prices in the spring for the oil tank replacement project. There was an issue with the Building Department. He stated that he has been in contact with CT DEEP in regards to the timeline and when the tank needs to be removed.

S. Cobb reported that the SCBA bottles for Willington #1 are due to expire in March on their 15-year date. The bottles are not allowed to be used past that time. The Department is going to use the bottles to the timeline date and then replace the ones that are needed.



First Selectwoman Wiecenski stated that the Selectman's Office is currently working on the spreadsheet with the Finance Office. It was not presented tonight as COVID has held up some of the staff. Typically new projects are placed into the Years that are asked. Last year the Committee had a Plan B column in Year 5 due to the school building projects. First Selectwoman Wiecenski asked to clarify if the Committee wanted to see the projects in their proposed year or in the columns A or B.

S. Cobb commended Superintendent Stevens and his staff for holding these building projects for the Schools as much as possible. The Town is awaiting the School Building Committee recommendations and then the vote that will come to the town for what is to happen.

First Selectwoman Wiecenski thanked Kelsey for doing the recording secretary position again tonight.

Discussion was held on the School Building Committee and their status and the status of the school/BOE projects and how to best move forward at this time.

The next meeting for the CIP Committee is Wednesday, January 26th at 6:30pm.

**Stef Summers moved to adjourn the meeting at 8:41 PM.**

**First Selectwoman Wiecenski seconded the motion.**

Respectfully submitted,  
Kelsey Allard  
Recording Secretary  
Town of Willington

RECEIVED  
WILLINGTON, CT.

2022 JAN 21 A 10:31

  
TOWN CLERK