



**MINUTES OF THE
TOWN COUNCIL INFORMATIONAL
WORK SESSION
September 7, 2017**

I. Patrick J. Mahoney, Mayor, called the meeting to order at 6:00 p.m. In attendance were: Dr. Valerie Beaudin, Stewart B. Cumbo, Derek J. Favret, Lawrence P. Jaworski, Gregory J. Morris, and Keith L. Pardieck, Council Members, Sharon L. Humm, Town Clerk, Holly K. Wahl, Town Administrator, James Berry, Public Works Administrator, and Marilyn VanWagner, Water Park General Manager.

II. Pledge of Allegiance – The Mayor led the Pledge of Allegiance.

The Mayor opened the meeting stating the Town had put out to bid an RFP for the position of a Planning and Zoning Administrator. Last month's work session brought to the Council two presentations for the position and Mr. Jakubiak will give his presentation this evening.

III. Informational Discussion on the following items:

A. Presentation by Jakubiak & Associates – Christopher Jakubiak first thanked the Town for offering him the opportunity to submit a proposal. Mr. Jakubiak stated he respects the Town in revisiting contract positions from time to time as it gives the chance to reflect on things that could possibly be improved upon. Mr. Jakubiak addressed the Council on his current position with the Town and the scope of services performed. Mr. Jakubiak stated a key issue he foresees is the Town facing increasing pressure for infill and redevelopment. He also expressed his thoughts on priority issues he feels the Town would need to focus on in the next several years. Mr. Jakubiak welcomed questions from the Council.

B. Planning and Zoning RFP discussion – The Mayor stated this RFP would be voted on at this month's Town Council meeting and called for comments. The Council thanked the Mayor and Mrs. Wahl for the opportunity to be involved with the reviewing process and approval of a candidate for the Planning and Zoning Administrator position.

C. Holiday Lighting Installation and Lighting Electrical Labor RFP discussion – Mrs. Wahl reported the Town received sealed bids on August 30, 2017 in response to two RFP's posted for the completion of the installation and electrical connections required for the holiday lighting display. There was one proposal received for each RFP. Mrs. Wahl is recommending the town initiate a 3-year contract with Windmill Farms for the holiday lighting installation and a 3-year contract with Wires Inc. for the holiday lighting electrical connections. Going with a 3-year contract would save the Town money. Mrs. Wahl stated that the General Fund has \$65,000 budgeted for holiday lighting for FY18. Though an overage will occur, it is recommended that the capital holiday line item, with a budgeted amount of \$10,000, which was put aside to purchase other display features, be accessed for that overage.

The Council had the concern, that in the past, lights have been cut off the trees and discarded, opposed to manually removing and saving them, resulting in what seems to be a

waste of money. Also, the Council discussed if funding the overage would come from the capital holiday line item, then a budget amendment would need to be prepared.

- D. Water Park Deck Replacement – Ms. VanWagner was present to address the Council on the need to have the decking of the Octagon building and the Cabana deck replaced. The boards are splintering and also present a trip hazard. Ms. VanWagner stated four proposals were received and is requesting Council consider awarding a contract to Rubaroc to do the replacement in the amount of \$26,740. These funds are available and would be taken from the water park maintenance line item.
- E. Ethics Ordinance – The Mayor stated that an Ethics ordinance needs to be put in place that will meet the State’s standards. The Ethics Commission presented an ordinance which was introduced at the August Council meeting and will be considered for approval at the September Council meeting. The Mayor asked, if there are amendments that will be presented, that these amendments be submitted in advance giving the attorney time to review. The Mayor made the comment that 152 municipalities have complied with the State, but the Town remains one of five not in compliance. With that being said, and the fact that the Town looks to the State time and again for help, feels we need to get off the “bad list” and submit an ordinance that will meet the State’s standards. With that, the Mayor called for Council discussion.

Councilman Favret stated he had amendments that he had shared with his colleagues previously and was prepared to address the amendments this evening. The Mayor was in agreement.

The following are suggested amendments to the introduced ordinance, O-17-15, that Councilman Favret presented for Council consideration:

1. Page 1, third WHEREAS, to insert “candidates for election, staff and contract” so as to read, “WHEREAS, the State Public Ethics law requires that Town elected officials, **candidates for election, staff and contract** employees”...
2. Page 2, §25-1, to insert the wording “candidates for election, staff and contract” after the words “Town elected officials”
3. Page 2, §25-2(C), to remove from the first sentence, the words, “The Town Attorney or” and insert the following sentence after the first sentence in the paragraph, “In the event that independent counsel is unavailable or becomes vacant, the Town attorney may represent the Commission until such time as independent counsel becomes available or is appointed.”
4. Page 4, §25-3(B), add the words “candidates for election”, and “staff and contract” so as to read, “All town elected officials, “**candidates for election**” appointed officials, and “**staff and contract**” employees are subject to this section.
5. Page 18, §25-4 (8) delete the line “The code enforcement officers” and §25-4 (10) replace the word “Heads” with “Directors”.

Councilman Cumbo had several concerns of his own as Councilman Favret went through his suggested amendments. Councilman Favret stated he would forward Councilman Cumbo’s concerns along with the proposed ones presented tonight to the Town attorney for review and comment.

The Council supported the proposed amendments presented but wanted to hear from the Ethics Commission as well.

F. Public Comment -

1. Mr. Kete, Ethics Commission Chair, supported the changes in which Councilman Favret brought before the Council. Mr. Kete stated the Commission's goal is to conduct a complete review of the ordinance before the April Financial Disclosure deadline.
2. Mayor Mahoney stated, beginning next month, the informational work sessions will add to its agenda, a Council Lightning Round.

IV. Adjournment:

The meeting adjourned at 7:50 p.m. on a motion by Councilman Jaworski. Seconded by Councilman Cumbo, all in favor.

Submitted by,

A handwritten signature in blue ink that reads "Sharon L. Humm". The signature is written in a cursive style.

Sharon L. Humm
Town Clerk