

TOWN COUNCIL  
**Town of Trumbull**  
CONNECTICUT  
www.trumbull-ct.gov

TOWN HALL  
Trumbull

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LEGISLATION & ADMINISTRATION COMMITTEE  
MINUTES  
JUNE 30, 2014

Chairman Suzanne Testani called the Legislation & Administration Committee to order at 7:03 p.m. All present joined in a moment of silence and the Pledge of Allegiance. The Chair asked all those present to remember the family and friends of Abby Anderson a Trumbull High School student who passed away suddenly.

PRESENT: Chairman Suzanne Testani, Chairman, Vice-Chairman Enrico Constantini, Daniel Marconi, Joseph Pifko and Ken Martin, Sr.

ABSENT: Edna Colucci, Patrick Helfrich and Thomas Christiano.

ALSO PRESENT: Town Council Chairman Carl A. Massaro, Jr., Chief of Staff Lynn Arnow, Director of Economic & Community Development Ed Lavernoich, Town Engineer Frank M. Smeriglio, Meghan Sloan of the GBRC, James Haselkamp Director of Labor Relations, EMS Chief Joseph Laucella, Town Council members Cynthia Penkoff and Vicki Tesoro.

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By unanimous consent the L&A Committee took Item No. 9 out of order.

1. RESOLUTION TC25-105: Moved by Mr. Pifko, seconded by Mr. Constantini. BE IT RESOLVED, That the First Selectman is hereby authorized to sign and execute FEMA grant documents on behalf of the Town of Trumbull for the purchase of (two) ALS cardiac monitors.

EMS Chief Laucella explained this resolution represents a grant that has been awarded in the amount of \$80,000 for two (2) cardiac monitors. The grant requires a match of \$8,000. The EMS Commission has approved using their Special Agency funds to cover the \$8,000 match. There will be no cost to the Town. Cardiac monitors are the most important piece of equipment in use second to the ambulance. The monitors are a combination of a defibrillator and carbon monoxide detector. The monitors are able to manually defibrillate, pace people and to see exactly what the heart is doing. Currently EMS gets the monitors from Danbury Ambulance included

in the \$358,000 they pay for the 24/7 paramedics. This grant will allow them to own the monitors. Danbury Ambulance provides an older version of the monitor, aka Life Pack. They recently put out a RFP and will be able to secure a lower annual rate of \$315,000 due to owning the monitors. Accepting this grant will yield an annual \$25-\$30,000 savings. There have been more and more calls where two medics are needed at the same time, the monitors will be used. Having two monitors will provide back-up. There is in total a 5-year service contract and warranty. The monitors cost \$40,000 each. The Life Pack monitors have a useful life of 12-15 years. The new monitors are able to wirelessly transmit what the heart is doing to the doctor in the ER while they are enroute to the hospital. The medics all work other jobs and are already using the new monitors at their other jobs. There will be no/or minimal training necessary due to the medics having already been familiar with them. The new monitors are also compatible with the AED's our police officers use. At the end of their useful life the monitors can be traded in. Chief Laucella explained that FEMA puts this grant out every year. He was familiar with the grant before he came to Trumbull. Trumbull is fortunate to be awarded this grant it typically is awarded to firefighters. Chief Laucella, the Assistant Finance Director Dawn Savo and the Economic and Community Development Director Ed Lavernoich worked together to write the grant.

VOTE: Motion CARRIED unanimously.

Moved by Mr. Constantini, seconded by Mr. Pifko to recommend Emergency Legislation. VOTE: Motion CARRIED unanimously.

\*Moved by Mr. Marconi, seconded by Mr. Pifko to take item no. 6 out of order. VOTE: Motion CARRIED unanimously.

2. RESOLUTION TC25-95: Moved by Mr. Constantini, seconded by Mr. Martin. BE IT RESOLVED, WHEREAS, The Town of Trumbull has developed and received conditional approval from the Federal Emergency Management Agency (FEMA) for its Hazard Mitigation Plan under the requirements of 44 CFR 201.6; and  
WHEREAS, adoption of this Plan will make the Town of Trumbull eligible for funding to alleviate the impacts of future hazards; now therefore be it. (Full Resolution Attached)

Mr. Smeriglio explained the Natural Hazard Mitigation Plan represents a master plan for projects that the Town would conduct in anticipation of potential storms. FEMA requires the plan to be developed every five years. If grant money is available one of the first things the grant looks at is to see if the project is part of the Town's master plan. They met with other Town officials and listed their concerns and what would need to be done, (i.e. culverts, emergency generator for pump stations and the generator at the high school). A list of projects was created that could be done prior to a major event. Concerns were identified and an action plan has been developed. If State owned property is involved, the Town would communicate the concern. The

action plan would be included in the master plan for when and/if grant money becomes available. The purpose of the plan is to ensure proactive planning. The Town has purchased a Vacall truck to clean the catch basins; there is not a dedicated crew for that particular task. The Highway Department knows the critical areas. The Town and State do work together to identify and make aware which State owned areas are critical.

VOTE: Motion CARRIED unanimously.

Moved by Mr. Pifko, seconded by Mr. Marconi to take item #5 out of order.

VOTE: Motion CARRIED unanimously.

3. RESOLUTION TC25-93: Moved by Mr. Marconi, seconded Mr. Martin.  
BE IT RESOLVED, That the First Selectman is hereby authorized to accept on behalf of the Town of Trumbull, a 2014 State of Connecticut STEAP Grant in the amount of \$226,000 to undertake renovations to the Mary J. Sherlach Counseling Center; and

BE IT FURTHER RESOLVED, that First Selectman is hereby authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain and administer the aforementioned 2014 STEAP Grant.

Mr. Lavernoich explained the Town Counseling Center was dedicated as the Mary J. Sherlach Counseling Center in February 2013. Many who went to the dedication saw that the facility was in need of being updated. David Rutigliano identified a grant and the Town's On-Call Engineering Service developed a plan and submitted to the Small Cities grant. It has since been awarded to the Town. Mr. Lavernoich distributed and reviewed the attached project narrative. The last page of the narrative details how to bring the facility into ADA compliance and how it will be reconfigured. If this resolution is adopted the First Selectman will be able to sign and accept the grant and the project would be able to begin the early fall. The local in-kind is \$24,000/non-cash personnel. The plan is an illustration/guide and will be followed by a detailed budget. Swing space will be necessary. They are currently exploring options. They are looking to a local land owner for a donation. The project is expected to take a minimum of four (4) months. The Counseling Center would need to be vacated.

VOTE: Motion CARRIED unanimously.

Moved by Mr. Martin, seconded by Mr. Constantini to take Item No. 7 out of order.

VOTE: Motion CARRIED unanimously.

4. RESOLUTION TC25-96: Moved by Mr. Martin, seconded by Mr. Constantini.  
BE IT RESOLVED, That the funding for a labor agreement between the Town of Trumbull and AFSCME Local 1303-33 (DPW) beginning July 1, 2012 and ending June 30, 2016 is hereby approved.  
Mr. Haselkamp stated this agreement represents the DPW's and Park's employees,

approximately 50 employees. This agreement was settled in March and has not been ratified by the union to date. The union has delayed their vote until mid-July but by statute the council has to vote on this before then. This contract dates back to 2012. The union had taken a 0% increase prior to this agreement and did have a problem with the 0% wage increase in the first year; no other union has taken two 0% wage increases. In negotiations they were able to change other items. There is a \$500 signing bonus included in this agreement. The health care has been changed to the same Comp-Mix Plan all the other unions have moved to, although it will not go into effect until next year. The premium share does increase and also goes down. This was not ideal but is what had to be done. The premium provision increases to 6% and the Defined Benefit Plan is closed to new hires. New hires will go to the Defined Contribution Plan. There has been a change to the disability language, it will now be required to use all of the sick time before going on disability. Prior to this agreement the employee chose whether to take comp time or not. Now it will be at the discretion of the Director of Public Works or the First Selectman. The law does provide for payment in lieu of comp time if they are unable to use comp time. The Director of Public Works will not authorize comp time due to the fact it is a management issue. It is always difficult to manage comp time. The Director of Public Works will authorize over-time to be paid instead. This policy could change with Directors of Public Works. There is an increase in the tool allowance. This union does not receive a uniform allowance since uniforms are provided to the employees.

VOTE: Motion CARRIED unanimously.

5. RESOLUTION TC25-73: WITHDRAWN  
Moved by Mr. Pifko, seconded by Mr. Marconi.  
BE IT RESOLVED, That the agreement between the Town of Trumbull and Trumbull Loves Children, Inc. is hereby approved.
6. RESOLUTION TC25-82: Moved by Mr. Martin, seconded by Mr. Pifko.  
BE IT RESOLVED AND ORDAINED, That the Town of Trumbull Municipal Code is hereby amended in accordance with the attached schedule of proposed corrected and updated references and sections for repeal, modification and consolidation. *(L&A Public Hearing)*

The Chair stated that the Public Hearing Notice was defective therefore the public hearing would not be heard at this meeting.

Ms. Arnow stated that she had worked closely with the Town Clerk's office to develop the detailed list of section changes discussed last month. Some need to be changed as noted in the June 2, 2014 memo provided as back-up to the Town Council. Other changes such as inclusion/omissions will be made while working directly with Muni-Code. Another item has been identified after the memo was written therefore is not included in the June 2, 2014 memo. It is as follows:

Article III, Division 19/Arts Commission refers to Section 23 but should be Section 19 of the Town Charter, All other changes are outlined in the memo.

Moved by Mr. Constantini, seconded by Mr. Pifko to HOLD IN COMMITTEE until the August meeting.

VOTE: Motion CARRIED unanimously.

Moved by Mr. Pifko, seconded by Mr. Marconi to take Item no. 4 out of order.

VOTE: Motion CARRIED unanimously.

The Chair stated that the Public Hearing Notice for RESOLUTION TC25-91 was defective therefore the public hearing would not be heard at this meeting.

7. RESOLUTION TC25-91: BE IT RESOLVED AND ORDAINED, That Chapter 17 Streets, Sidewalks and Highways, Article V. - Street Excavations is hereby repealed and replaced with the attached provisions. *(Public Hearing)*

Moved by Mr. Pifko, seconded by Mr. Marconi to HOLD IN COMMITTEE until the August meeting.

VOTE: Motion CARRIED unanimously.

8. RESOLUTION TC25-101: WITHDRAWN

9. RESOLUTION TC25-92: Moved by Mr. Marconi, seconded by Mr. Constantini BE IT RESOLVED, That the Town Council of the Town of Trumbull hereby approves as amended proposals for a revision of the Charter of the Town, as provided and permitted by the Connecticut General Statutes Section 7-191 and the Charter of the Town of Trumbull: and

BE IT FURTHER RESOLVED, That the questions of having a general Charter revision shall be submitted to the electors of the Town of Trumbull for adoption or rejection at the state and federal election scheduled for the 4<sup>th</sup> day of November, A.D. 2014; and

BE IT FURTHER RESOLVED, That the Town Clerk is hereby authorized and directed to give such notice as required by law of such ballot questions at the state and federalection and of the registration of electors entitled to participate therein.

Mr. Massaro stated the final report has been distributed to the Town Council, per statute the Council has a 15-day window to work within. The resolution consists of three (3) parts: To approve the provisions in whole or part or to reject in whole or part, form the ballot questions and to direct the Town Clerk to put the questions on the ballot.

The committee reviewed the Charter Final Report dated June 24, 2014 provision by provision. Comments and/or recommendations are as follows:

▪ **Chapter III, Section 1. Executive Branch. Office of First Selectman; Election and Qualifications. (p. 12)**

Mr. Marconi noted that the Charter Revision Commission did not accept the Town Council's recommendation. Mr. Massaro stated per statute the Charter Revision Commission reviews the provisions with the Town Council, it is the Town Council's decision to put the proposed provisions on the ballot or not. Mr. Constantini stated that the committee could recommend to the full council to pass as drafted and to give it to the voters to decide.

▪ **Chapter III, Section 3A. Executive Branch. Absence, Disability, Vacancy, etc. (p. 13)**

Mr. Martin stated this provision should be brought to the full Town Council. Mr. Pifko agreed that this provision and the last provision should be brought to the full Town Council for discussion.

▪ **Chapter III, Section G(ii). Executive Branch. Department of Finance. Purchasing contracts and expenditures. (p. 21)**

Mr. Pifko stated this provision is reasonable.

▪ **Chapter IV, Section 6. Adopting the Annual Budget. Funding Pension Plans (NEW SECTION) (Should also be added to the Table of Contents) (p. 41)**

The committee agreed this provision should be put before the voters.

Ms. Tesoro stated that the opt-out language for the funding of the ARC should be discussed further. Mr. Constantini stated that the language was designed to be a very high threshold; it should be difficult to opt-out. This provision provides an opportunity to opt-out if in the event there was a tragic event. Ms. Testani stated the provision motivates the parties to work together.

Mr. Massaro reviewed the four proposed questions with the committee, they are as follows:

1. Shall there be a general revision of the Charter of the Town of Trumbull?
2. Shall there be a revision of the Charter of the Town of Trumbull to provide for the election of the offices of First Selectman, Town Clerk and Treasurer to terms of four (4) years each commencing with the municipal election to be held in November of 2017?

3. Shall there be a revision of the Charter of the Town of Trumbull to provide for the funding of its pension plans for Town employees and police in the annual budget to the annually required contribution (ARC) amounts as determined by the Towns actuaries?
4. Shall there be a revision of the Charter of the Town of Trumbull to provide for the election of the members of the Board of Education to staggered terms of four (4 years) commencing with the municipal election in November of 2015?

A majority vote on each question determines whether the proposed revisions pertaining to that question are approved or not. The majority vote on a given question does not affect or condition the outcome of the vote on any of the other questions. For example, a “yes” vote on question 1 is not a yes vote on Questions, numbers 2, 3 or 4.

Discussion on the questions is as follows, (the questions were not voted upon at this meeting):

Ms. Penkoff spoke in favor of the succession provision being a separate question. Mr. Massaro explained the provision already exists in the Charter the change is only in the order and did not think a separate question was necessary. Mr. Pifko spoke in favor of a separate question.

▪ **Chapter VII, Section 17D. Boards and Commissions. Ethics Commission. Procedure. (p. 64-65)**

Ms. Tesoro spoke in favor of a separate question for the elimination of Section 17 D of the Ethics Commission. This was not a unanimous vote by the Charter Revision Commission.

VOTE: Motion CARRIED 4-1 (AGAINST: Marconi)

Mr. Peter Angarsio of 18 Valley Road was present and spoke against the \$5.00 fee imposed by the Parks Commission for the Town park stickers. Seniors do not pay for Parks’ stickers in other towns. Ms. Testani stated that Mr. Angarsio’s concerns would be brought to the Chairman of the Parks Commission.

There being no further business to discuss the Legislation & Administration Committee adjourned by unanimous consent at 8:30 p.m.

Respectfully Submitted,

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Margaret D. Mastroni, Town Council Clerk

FULL RESOLUTION:

RESOLUTION TC25-95: BE IT RESOLVED, WHEREAS, the Town of Trumbull has historically experienced severe damage from natural hazards and it continues to be vulnerable to the effects of - only those natural hazards profiled in the plan (i.e. *flooding, thunderstorm, high wind, winter storms, earthquakes, and dam failure*), resulting in loss of property and life, economic hardship, and threats to public health and safety; and

WHEREAS, the Town of Trumbull has developed and received conditional approval from the Federal Emergency Management Agency (FEMA) for its Hazard Mitigation Plan under the requirements of 44 CFR 201.6; and

WHEREAS, public and committee meetings were held between September 17, 2013 and July 7, 2014 regarding the development and review of the Natural Hazard Mitigation Plan ; and

WHEREAS, the Plan specifically addresses hazard mitigation strategies and Plan maintenance procedure for the Town of Trumbull and

WHEREAS, the Plan recommends several hazard mitigation actions/projects that will provide mitigation for specific natural hazards that impact the Town of Trumbull, with the effect of protecting people and property from loss associated with those hazards; and

WHEREAS, adoption of this Plan will make the Town of Trumbull eligible for funding to alleviate the impacts of future hazards;

NOW THEREFORE BE IT RESOLVED by the Town Council:

1. The Plan is hereby adopted as an official plan of the Town of Trumbull
2. The respective officials identified in the mitigation strategy of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;
3. Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution.
4. An annual report on the progress of the implementation elements of the Plan shall be presented to the Town of Trumbull by the Greater Bridgeport Regional Council

## (Excerpt from Application)

STEAP APPLICATION: RENOVATION OF MARY J. SHERLACH COUNSELING CENTER

### PROJECT NARRATIVE

Provide a description of the proposed project which includes the purpose of the project. Please be clear as to whether the funds you are requesting are for design, planning, site acquisition or construction. Please be as comprehensive as possible in the description of this project. *(If necessary, attach response in a separate document.)* \*Note: only capital projects will be considered.

The Mary J. Sherlach Counseling Center is a department of the Town of Trumbull dedicated to enhancing the quality of life in Trumbull by providing family counseling for Trumbull residents and their families. The Counseling Center is located in a converted single family home in Old Mine Park, operating continuously there since the early 1970s. The building is not ADA compliant, and is in dire need of general renovation. An itemized budget for the renovation has been prepared by the Town of Trumbull's on-call architectural firm. The itemized budget is Exhibit A to this submission.

**How will this project impact and benefit the community? Please include any projected economic impact and job creation or retention estimates.**

The proposed project will ensure the continuity of an important social service for local residents. The proposed project will result in approximately of 1800 man hours of construction work. Two full time counseling positions will be retained at the property.

**What, if any, planning or design work has begun or been completed on this project?**

An itemized budget has been created by the Town's on-call architect, Antinozzi Associates. The budget includes a line item for Design and the creation of plans that could be used for bidding purposes; the Design work and creation of the plans would take approximately 3 weeks to complete.

**Is the proposed project consistent with the State Conservation and Development Policies Plan? (Plan detail is available at: [www.ct.gov/opm/cdplan](http://www.ct.gov/opm/cdplan).)**

Yes. The Project enhances an area with existing infrastructure, and does not negatively impact conservation areas or the State's natural resources. The Project will serve to Redevelop and revitalize regional centers and areas with existing or currently planned physical infrastructure, and promote the continued use or adaptive reuse of existing facilities and developed property, including brownfields in existing locations. In addition, the Project will Conserve and Restore the Natural Environment, Cultural and Historic Resources, and Traditional Rural Lands, and Limit Improvements to permanently protected open space areas to those that are consistent to the long term preservation and appropriate public enjoyment of the natural resource and open space values of the site.

Describe the environmental and social impacts of the proposed project. For example, impacts related to traffic, floodplains, natural resources/wetlands, endangered species, archeological resources, historical structures, neighborhoods, utilities, etc. *(If necessary, attach response in a separate document.)*

The Project will have no adverse environmental or social impacts.

The Project will ensure the continuation of an important local social service.

Is this project a phase of a larger plan? If yes, please complete the following:

What phase are you applying for? NA

How many phases are there total? NA

What state agency administers this project? TBD

Who is the agency contact for this project? NA

Attach additional information regarding the overarching, long-term plan.

**Project Funding – Please indicated whether funds are secured or proposed**

Please complete the following table detailing project funding sources. Examples of the other sources include: other state grants (please specify which), federal grants (please specify which), past STEAP awards used for previous phases of the project (please specify fiscal year), etc. Under uses please indicate estimated costs including, but not limited to, professional services, acquisition, construction, renovation, contingency, etc.

<b>Funding Sources</b>	<b>Total</b>
FY 2014 STEAP grant	\$226,000
Local (applicant) funds	
<b>Other funds:</b>	
Local In Kind	\$24,000
<b>Total Project Cost</b>	<b>\$250,000</b>
<b>Uses (Project Budget)</b>	
Architectural/Design & Local Oversight	\$51,000
Construction & Contingency	\$199,000
<b>Total Project Cost</b>	<b>\$250,000</b>

TOWN OF TRUMBULL  
 MARY J. SCHERLACH COUNSELING CENTER  
 OLD MINE PARK RD.



ANTINOZZI ASSOCIATES  
 ARCHITECTURE & INTERIORS

Exterior Improvements	
Site Work	Remove Existing Ramp/Deck Leading to Front Door \$1,500
	Furnish and Install Drain Pipe For Gutter Near Ramp Access to Daylight \$1,500
	Remove and Replace Rear Parking Lot \$21,600
Masonry	Repair Existing Masonry Facade \$4,500
Roofing	Furnish and Install Flashing at Joint of Sunroom to Main Building \$1,950
	Remove and Replace Existing Roof at Main Building \$9,950
Carpentry	Furnish and Install PT Deck From Back Parking Area to Front Door \$9,250
Fascia	Remove and Replace Fascia Board, Front and Back of Main Bldg. \$1,500
Siding	Remove and Replace Siding on Sunroom 3 Exterior Walls \$4,500
	Remove and Replace Siding on Eaves at 2 Sides of Building \$3,850
Painting	Misc. Painting Touchup for Ext. Window Casing and Front Entry \$3,250
	66350
Interior Improvements	
Demo	Remove Hallway Wall \$1,250
	Remove Bathroom Walls \$1,650
	Remove All Flooring \$2,750
	Remove Acoustical in New Work Areas Only \$850
	Remove Existing Doors \$2,850
Carpentry & Drywall	Re-Frame Rear Entryway Hallway \$2,400
	Re-Frame Front Entry Vestibule \$1,950
	Re-Frame Bathroom \$3,250
	Furnish and Install new 36" wide Doors \$1,950
	Furnish and Install Misc. Bath Handicap Bars \$1,650
	Patch and Repair Existing Walls to Remain \$3,000
Acoustical	Repair Acoustical \$1,150
Flooring	Furnish and Install Carpet Tiles Throughout \$7,850
	Furnish and Install Non-Slip VCT Bathroom \$1,250

Painting	Re-Paint All Walls	\$6,250
Insulation	Furnish and Install Acoustical Insulation in New Walls	\$2,500
	Furnish and Install Attic Insulation Per Code	\$5,950
Plumbing	Demo Bathroom Fixtures	\$650
	Re-Route existing Plumbing for New Location	\$5,250
	Furnish and Install New ADA Fixtures	\$2,250
Mechanical	Furnish and Install Energy Efficient Boiler	\$7,350
	Furnish and Install Energy Efficient Water Heater	\$1,450
Electrical	Upgrade Existing Service to 200AMP	\$4,450
	Remove and Replace Fixtures as Required	\$1,850
Fire Alarm	Remove and Replace Devices as Required	\$1,500
	<b>Sub-Total</b>	\$149,350
	<b>Overhead 10%</b>	\$14,935
	<b>Subtotal #2</b>	\$164,285
	<b>Profit 10%</b>	\$16,429
	<b>Total Construction Estimated Cost</b>	\$180,714
<b>Other Costs</b>		
	Design Fee	\$27,000
	Contingency	\$18,000
	<b>PROJECT TOTAL</b>	<b>\$225,714</b>