

Agenda
Town Council Regular Meeting
Wednesday, August 02, 2023 at 8:00 AM
Town Hall Green Room

1. Pledge
2. Visitors
3. Approval of Minutes – July 19, 2023
4. Appointments/Reappointments
Appointment
Jason Walter (R) Water Pollution Control Commission for a term until 6/30/26
5. Authorizing Resolution in support of the 2023 STEAP Grant
6. Authorizing Resolution Charter Question for Ballot
7. Line Item Transfers
8. Chairman's Report
9. Town Manager's Report
10. Council Discussion
11. Town Council Committee Liaison Reports
12. Executive Session – Personnel, pursuant to CGS 1-200(6)(A)
13. Fair Rent Commission Appointment for a term until 6/30/2025
14. Adjourn

**RESOLUTION
IN SUPPORT OF A 2023 CONNECTICUT SMALL TOWN ECONOMIC ASSISTANCE PROGRAM
(STEAP) GRANT**

WHEREAS, the State of Connecticut will make competitive grant funding available to eligible communities under the 2023 Small Town Economic Assistance Program; and

WHEREAS, the Town of Clinton is an eligible community; and

WHEREAS, the Town Council of the Town of Clinton desires to secure a grant in the amount of \$500,000 from the 2023 Small Town Economic Assistance Program.

NOW THEREFORE, BE IT RESOLVED, that Town Manager Karl Kilduff be, and hereby is, authorized and directed to accept on behalf of the Town of Clinton, a 2023 Connecticut STEAP Grant in the amount of \$500,000 for Fire Department Radio Replacements; and

FURTHER RESOLVED, that Town Manager Karl Kilduff is hereby authorized and directed to enter into and execute any and all agreements, contracts and documents necessary to obtain said 2023 STEAP Grant with the State of Connecticut.

RESOLUTION

WHEREAS, Section 11-4 of the Charter of the Town of Clinton states that “the Town Council shall appoint a Charter Study Commission not later than five years from the effective date of this Charter”; and

WHEREAS, the Town Council created a Charter Revision Commission on July 6, 2022 with a specific charge of areas in the Charter to study and report to the Town Council; and

WHEREAS, the Charter Revision Commission completed their work, submitting a report to the Town Council outlining recommended revisions to the Charter; and

WHEREAS, the Town Council approved the Charter Revision Commission’s report on April 19, 2023; and

NOW THEREFORE, BE IT RESOLVED, that the Town Council submits the revised Charter to the Town electors for approval or disapproval at a referendum on November 7, 2023. The warning of said referendum and the ballot shall state the question to be voted on as follows:

Shall the proposed revised Town Charter be approved?

BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to develop and produce in significant quantity the explanatory text for said referendum question.

**TOWN OF CLINTON
TRANSFER OF FUNDS REQUEST FORM**

DATE OF REQUEST:	7/28/23
DEPARTMENT OF REQUEST:	General Govt Admin
FISCAL YEAR OF REQUEST:	FY23
REASON FOR REQUEST:	FY23 overages

INCREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014199-53020	Other Gen Govt-Legal	\$11779.00
014199-58110	Other Gen Govt-Misc	\$562.00
014199-58964	Other Gen Govt-Pierson	\$4123.00

DECREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014199-58105	Other Gen Govt-Bank fees	\$16,464.00

1) **Department Head Signature*:** _____ **Date:** _____

Comments: _____

**when completed forward to Director of Finance for review*

2) **Director of Finance:** Funds are available: Yes No _____



Date Approved: 7/28/23 Denied: _____

3) **Town Manager:** Date Approved: _____ Denied: _____

4) **Town Council:** Date Approved: _____ Denied: _____

5) **Finance Dept:** Date Transfer made: _____

**TOWN OF CLINTON
TRANSFER OF FUNDS REQUEST FORM**

DATE OF REQUEST:	7/28/23
DEPARTMENT OF REQUEST:	Tax Collector
FISCAL YEAR OF REQUEST:	FY23
REASON FOR REQUEST:	FY23 line item overages

INCREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014135-51310	Tax Collector-Full time	\$450.00
014135-56100	Tax Collector General Supplies	\$77.00

DECREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014135-51320	Tax Collector Salaries Part Time	\$450.00
014135-56290	Tax Collector-Other	\$77.00

1) Department Head Signature*: Lisa Bubb Date: 7-28-23
 Comments: _____

**when completed forward to Director of Finance for review*

2) Director of Finance: Funds are available: Yes X No _____
 Date Approved: 7/28/23 Denied: _____


 3) Town Manager: Date Approved: _____ Denied: _____
 4) Town Council: Date Approved: _____ Denied: _____
 5) Finance Dept: Date Transfer made: _____

**TOWN OF CLINTON
TRANSFER OF FUNDS REQUEST FORM**

DATE OF REQUEST:	7/28/23
DEPARTMENT OF REQUEST:	Park & Rec
FISCAL YEAR OF REQUEST:	FY23
REASON FOR REQUEST:	FY23 salary overage


INCREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014505-51310	Park & Rec Salaries-Full time	\$3,244.00

DECREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014505-51320	Salaries Part Time	\$3244.00

1) Department Head Signature*:  Date: 7/28/23
 Comments: _____

**when completed forward to Director of Finance for review*

2) Director of Finance: Funds are available: Yes X No _____

 Date Approved: 7/28/23 Denied: _____

3) Town Manager: Date Approved: _____ Denied: _____

4) Town Council: Date Approved: _____ Denied: _____

5) Finance Dept: Date Transfer made: _____

**TOWN OF CLINTON
TRANSFER OF FUNDS REQUEST FORM**

DATE OF REQUEST:	7/28/23
DEPARTMENT OF REQUEST:	WSAM Maintenance
FISCAL YEAR OF REQUEST:	FY23
REASON FOR REQUEST:	FY23 line item overages

INCREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014193-51310	WSAM salaries	\$1,102.00
014193-51330	WSAM Overtime	\$19,096.00

DECREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014193-51320	WSAM Part time	\$14,986.00
014301-51320	DPW PART TIME	\$5,212.00

1) Department Head Signature*: *Todd Ad* Date: 7/28/2023

Comments: _____

**when completed forward to Director of Finance for review*

2) Director of Finance: Funds are available: Yes No

Sue Cimper
Date Approved: 7/28/23 Denied: _____

3) Town Manager: Date Approved: _____ Denied: _____

4) Town Council: Date Approved: _____ Denied: _____

5) Finance Dept: Date Transfer made: _____

**TOWN OF CLINTON
TRANSFER OF FUNDS REQUEST FORM**

DATE OF REQUEST:	7/28/23
DEPARTMENT OF REQUEST:	DPW
FISCAL YEAR OF REQUEST:	FY23
REASON FOR REQUEST:	FY23 LINE ITEM OVERAGES

INCREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014301 - 56210	DIESEL - GASOLINE	5627.15

DECREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014301 - 54103	SNOW/PLOWING SAND	5627.15

1) Department Head Signature*: Todd Aard Date: 7/28/23

Comments: _____

**when completed forward to Director of Finance for review*

2) Director of Finance: Funds are available: Yes X No _____
 Date Approved: 7/28/23 Denied: _____
Sue Cuprum

3) Town Manager: Date Approved: _____ Denied: _____

4) Town Council: Date Approved: _____ Denied: _____

5) Finance Dept: Date Transfer made: _____

**TOWN OF CLINTON
TRANSFER OF FUNDS REQUEST FORM**

DATE OF REQUEST:	7/28/23
DEPARTMENT OF REQUEST:	Finance
FISCAL YEAR OF REQUEST:	FY23
REASON FOR REQUEST:	FY23 salary overage

INCREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014119-51310	Salaries-Full time	\$5927.00

DECREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014119-54304	IT Technology Main	\$5927.00

1) Department Head Signature*:  Date: 7/28/23
 Comments: _____

**when completed forward to Director of Finance for review*

2) Director of Finance: Funds are available: Yes No



Date Approved: 7/28/23 Denied: _____

3) Town Manager: Date Approved: _____ Denied: _____

4) Town Council: Date Approved: _____ Denied: _____

5) Finance Dept: Date Transfer made: _____

**TOWN OF CLINTON
TRANSFER OF FUNDS REQUEST FORM**

DATE OF REQUEST:	7/28/23
DEPARTMENT OF REQUEST:	Town Manager
FISCAL YEAR OF REQUEST:	FY23
REASON FOR REQUEST:	FY23 salary overage

INCREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014111-51310	Town Mgr Salaries-Full time	\$5205.00

DECREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014111-51320	Town Mgr Salaries-Part time	\$1416.00
014111-54300	Town Mgr. Repairs Main	\$354.00
014111-56100	Town Mgr. General Supplies	\$393.00
014111-58110	Town Mgr. Misc	\$430.00
014119-54304	Finance-IT Technology	\$2612.00

1) **Department Head Signature***: _____ **Date:** _____

Comments: _____

**when completed forward to Director of Finance for review*

2) **Director of Finance:** Funds are available: Yes X No _____



Date Approved: 7/28/23 Denied: _____

3) **Town Manager:** Date Approved: _____ Denied: _____

4) **Town Council:** Date Approved: _____ Denied: _____

5) **Finance Dept:** Date Transfer made: _____

**TOWN OF CLINTON
TRANSFER OF FUNDS REQUEST FORM**

DATE OF REQUEST:	7/28/23
DEPARTMENT OF REQUEST:	Fringe Benefits
FISCAL YEAR OF REQUEST:	FY23
REASON FOR REQUEST:	FY23 overages

INCREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
015000-52210	Fringe-OPEB expenses	\$1365.00

DECREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
015000-52200	Fringe-Employee payroll taxes	\$1365.00

1) **Department Head Signature*:** _____ **Date:** _____

Comments: _____

**when completed forward to Director of Finance for review*

2) **Director of Finance:** Funds are available: Yes X No _____



Date Approved: 7/28/23 Denied: _____

3) **Town Manager:** Date Approved: _____ Denied: _____

4) **Town Council:** Date Approved: _____ Denied: _____

5) **Finance Dept:** Date Transfer made: _____

TOWN MANAGER'S REPORT

TO: Honorable Town Council Members

FROM: Karl F. Kilduff, Town Manager

DATE: August 02, 2023

Please find my report concerning various items of interest to the Town Council and community.

1. Council Business:

- STEAP Grant – I am working on a STEAP grant application for funding toward replacing the hand-held “subscriber units” used by the Fire Department. As you will recall, the current radios are no longer supported by the manufacturer. The Council will need a formal resolution in support of the grant (see the Agenda).
- Water Resources Development Act – Senators are seeking input for projects which could be included in the next federal Water Resources Development Act re-authorization. The bill is re-authorized every 2 years and includes projects that could be undertaken by the U.S. Army Corps of Engineers. Funding is not immediately attached to a project, a local match is sometimes required and the list of projects is greater than the amount of available funding for studies and construction projects authorized in the Act. The Act is of potential interest as a way to approach funding to dredge Clinton Harbor. We are in the work program for the Army Corp this federal fiscal year to clear “hot spots” in the navigation channel. A full dredge still needs to be pursued. I am work through our Congressman to verify the status of our project and whether we need to seek inclusion in the Water Resources Development Act.

2. Miscellaneous:

- Commerce Street Historic District Update – The consultant study is designate another historic district in Clinton is on-going. The original study was to look at designating Commerce Street and Leffingwell Road. It was determined during the course of the research in to assets in the area, that Leffingwell should be removed from consideration and the focus should only be on a protection National Register designation for Commerce Street only. A draft report is currently under review by the State Historic Preservation Office. The State Review Board should consider the draft report in September.
- Older STEAP Grant Update – The STEAP grant that started the façade program is moving forward with one project completed, one it process and two more under review. We also completed our first drawdown of State funds to reimburse the first completed project.
- Union Contract Negotiations – Negotiations remain on-going with the Police Union as the last union contract to be settled as well as negotiating the terms of their pension agreement which was left unresolved for several years.

- Hiring – A number of hiring processes are in-process or soon to start. We are in-process to find a new department director for Human Services following David Melillo’s retirement. An IT position remains unfilled and we are still recruiting candidates for interviews. Two more positions will be posted soon to provide for the budgeted part-time Economic Development Coordinator to support the EDC’s focus in a support role or conducting business outreach interviews. The WPCC Clerk will also be advertised.