



TOWN OF MONROE

TOWN COUNCIL

AGENDA

Session # 2025-03

Regular Meeting - Monday, February 10, 2025 – 7:00 P.M.

HYBRID PUBLIC MEETING

TOWN HALL COUNCIL CHAMBERS & UTILIZING ELECTRONIC EQUIPMENT

**THIS MEETING MAY BE ACCESSED BY THE PUBLIC EITHER IN-PERSON OR ELECTRONICALLY
IN REAL-TIME AS SET FORTH HEREIN BELOW**

NOTICE: THIS MEETING WILL BE CONDUCTED IN PART VIA ELECTRONIC EQUIPMENT PURSUANT TO CONNECTICUT LAW

All participants may attend in-person or remotely as follows:

- Via computer, tablet or smartphone at this link:

<https://us06web.zoom.us/j/85226195365?pwd=t7FcMawzAh6j9Ly1yUuRZiVJ96qTNg.1>

- Via phone at: 1-929-205-6099

Meeting ID: **852 2619 5365**

Passcode: **648824**

Please note:

- This meeting will be recorded and made available on the Town's website pursuant to state law.
- If you are attending remotely, please remember to mute your microphone unless you are speaking.
- Anyone participating remotely should state their name and title, if applicable, at the outset of each occasion that such a person is speaking.
- All votes taken during which any member of this body is participating remotely shall be taken by roll call, unless the vote is unanimous.
- The chat feature will not be utilized nor considered during this meeting.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. FIRST SELECTMAN'S BUDGET PRESENTATION

IV. CONSENT CALENDAR

- A.** Approval of the minutes of the Town Council Regular Meeting held on January 21, 2025 (Session 2025-02).
- B.** Approval of the Tax Collector's Request for Refunds, dated February 4, 2025, totaling \$44,849.75.
- C.** Acceptance of the donations received for the following programs:
 - Community & Social Services: \$168.00

- Edith Wheeler Memorial Library: \$637.00 and in-kind donations of 11 books, 12 DVDs, new wireless computer mouse, new shelving unit, handheld steamer, 2 fishing poles, cat carrier, dog crate, dog cone, night glow volleyball set, backpacking self-inflating pad, Honeywell fan, kam-jam game.
- Emergency Medical Services: \$1,270.00
- Food Pantry: \$2,373.00
- Project Warmth: \$1,017.00

D. RESOLUTION #25-025: RESOLVED, that Terrence P. Rooney, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe the RW Solutions Memorandum of Understanding.

V. COMMUNICATIONS

- A. Memo from the First Selectman to the Town Council Chair dated February 6, 2025 regarding various donations.
- B. Memo from the Tax Collector to the Town Council Chair dated February 4, 2025 regarding a Request for Refunds.
- C. Memo from the First Selectman to the Town Council Chair dated February 6, 2025 regarding the RW Solutions Memorandum of Understanding.
- D. Letter of Opinion from the Town Attorney to the First Selectman dated February 6, 2025 regarding the RW Solutions Memorandum of Understanding.
- E. Memo from the First Selectman to the Town Council Chair dated February 6, 2025, regarding the job description update for the Grant Writer/Special Projects Coordinator.
- F. Memo from the First Selectman to the Town Council Chair dated February 6, 2025, regarding the job description update for the Deputy Fire Marshal/Fire Inspector.
- G. Memo from the First Selectman to the Town Council Chair dated February 6, 2025 regarding the State of Connecticut DEMHS EMPG Grant.
- H. Letter of Opinion from the Town Attorney to the First Selectman dated February 6, 2025 regarding the State of Connecticut DEMHS EMPG Grant.

VI. PUBLIC PARTICIPATION

VII. APPOINTMENTS

None

VIII. ACTION ITEMS

- A. Town Council Committee on Finance, Education, Health & Public Safety Matters
- B. Town Council Committee on Planning & Zoning, Public Works and Park & Recreation Matters
- C. Town Council Committee on Legislative & Administrative Matters
- D. Strategic Planning Committee
- E. Open Space Preservation and Acquisition Committee
- F. First Selectman’s Update

IX. UNFINISHED BUSINESS

None

X. NEW BUSINESS

- A. Acceptance of the following donations that individually exceed \$1,500.00:
 - Community & Social Services:
 - \$2,000.00 from Benedetto Maini
 - Edith Wheeler Memorial Library:

- \$2,500.00 for the FY25 Library Speakers Consortium Participation Fee
- Food Pantry:
- \$5,000.00 from Benedetto Maini
- Project Warmth:
- \$3,000.00 from Benedetto Maini
- Public Works
- \$6,500.00 value for metal warehouse rack & shelve system for Highway Department.

- B. Resolution #25-026:** To consider and act upon a resolution regarding the job description update for the Grant Writer/Special Projects Coordinator.
- C. Resolution #25-027:** To consider and act upon a resolution regarding the job description update for the Deputy Fire Marshal/Fire Inspector.
- D. Resolution #25-028:** To consider and act upon a resolution regarding the State of Connecticut DEMHS EMPG Grant.

XI. PUBLIC PARTICIPATION

XII. ADJOURNMENT

GUIDELINES FOR PUBLIC PARTICIPATION

Anyone who desires to address the Council must adhere to the following rules of participation:

- At the start of Public Participation, the Chair or Moderator shall ask all persons desiring to participate to identify yourself by name, one at a time.
- The Chair or Moderator shall create a list of identified participants and shall, in their sole discretion, recognize each by name one at a time.
- Upon recognition, each participant shall state their full legal name and address for the record.
- All participants shall speak clearly in a civil, non-argumentative and respectful manner.
- Comments shall be limited to three (3) minutes.
- Comments shall be directed to the Council as a whole & not to any single member, individual or entity.
- The Chair may alter these rules from time to time, in his sole discretion.

Failure to comply with the rules or any other conduct which is disruptive to the proceedings shall result in removal from the meeting.

Second Public Participation: Anyone who desires to address the Council during Second Public Participation must adhere to the rules of Public Participation as aforesaid except that comments shall be strictly limited to unresolved matters of Unfinished Business or New Business on that day's agenda.



TOWN OF MONROE

TOWN COUNCIL

MEETING MINUTES

Session # 2025-02

Regular Meeting – Tuesday January 21, 2025 – 7:00 P.M.
Meeting conducted in Council Chambers of Town Hall
& Remotely via Zoom

PRESENT: Chairperson Jonathan Formichella
Vice-Chairperson Enid Lipeles
Councilmember Vincent A. Duva
Councilmember Jason Maur
Councilmember Sean O'Rourke
Councilmember Janice Persico
Councilmember Kevin Reid (remote)
Councilmember Dona-Lyn Wales (remote)

ABSENT: Councilmember Cathy Kohut

ALSO PRESENT: First Selectman Terrence P. Rooney

I. PLEDGE OF ALLEGIANCE

Formichella called the meeting to order at 7:10PM and led with the Pledge of Allegiance.

II. ROLL CALL

Formichella stated every member was present in person with the exception of Council Member Kevin Reid and Dona-Lyn Wales who were remote. Councilmember Kohut was absent.

Formichella made a motion to add a new item under new business as item E. which would be resolution #25-024, concerning the adoption of the Electronic Voting Equipment Lease Equipment.

Second: Lipeles

Discussion: Formichella stated that he was contacted by the Town Attorney, who attended an information session with both of the Town Registrars of Voters. He stated the session was concerning the special election which would be held on February 25th, as well as an early voting period, regarding Senate District 21. **Formichella** stated that the Secretary of State's office had requested the adoption of the resolution that was provided early to Councilmembers via email and hard copy.

Motion passed 8-0:

Voting Yes: **Formichella, Lipeles, Duva, Maur, O'Rourke, Persico, Reid, Wales**

Voting No: None

Absent: **Kohut**

III. CONSENT CALENDAR

A. Approval of the minutes of the Town Council Regular Meeting held on January 6, 2025 (Session 2025-01).

B. Acceptance of the donations received for the following programs:

- Animal Control: \$300.00
- Emergency Medical Services: \$2,905.00
- Police Department: \$100.00

- C. **RESOLUTION #25-005: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Victor Yanosy (R)** to the Board of Assessment Appeals for a term ending November 30, 2027.
- D. **RESOLUTION #25-006: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Michael Herlihy (R)** to the Board of Health for a term ending April 27, 2027.
- E. **RESOLUTION #25-007: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Christopher Thornley, Jr. (R)** to the Board of Health for a term ending April 27, 2027.
- F. **RESOLUTION #25-008: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Joseph Viglione (R)** to the Building Board of Appeals for a term ending October 1, 2029.
- G. **RESOLUTION #25-009: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Kathleen Sochacki (R)** to the Commission for the Aging for a term ending July 2, 2027.
- H. **RESOLUTION #25-010: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Ryan Driscoll (U)** to the Conservation & Water Resources Commission for a term ending December 5, 2026.
- I. **RESOLUTION #25-011: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Paul Resnick (R)** to the Emergency Medical Services Commission for a term ending December 1, 2026.
- J. **RESOLUTION #25-012: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Nicholas Rotondo (R)** to the Emergency Medical Services Commission for a term ending December 1, 2026.
- K. **RESOLUTION #25-013: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Jonathan Stone (R)** to the Parks & Recreation Commission for a term ending October 21, 2028.
- L. **RESOLUTION #25-014: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Brian Quinn (R)** to the WMNR Commission for a term ending February 23, 2027.
- M. **RESOLUTION #25-015: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's reappointment of **Clare Biagioni (R)** to the Zoning Board of Appeals for a term ending October 30, 2027.
- N. **RESOLUTION #25-016: RESOLVED**, that Terrence P. Rooney, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe the Agreement and any associated documents by and between the State of Connecticut DEMHS, for the Fiscal Year 2022-2023 Notice of Grant Award Agreement.
- O. **RESOLUTION #25-017: RESOLVED**, that Terrence P. Rooney, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe the Agreement and any associated documents by and between the State of Connecticut DEMHS, for the Fiscal Year 2023-2024 Notice of Grant Award Agreement.

IV. COMMUNICATIONS

- A. Memo from the First Selectman to the Town Council Chair dated January 16, 2025 regarding various donations.
- B. Memo from Planning & Zoning Administrator to the First Selectman, Town Council Chair and Town Council Members dated January 2, 2025 regarding Land Use Commissioner Training Reporting.
- C. Memo from the First Selectman to the Town Council Chair dated January 16, 2025 regarding reappointments to various boards and commissions.
- D. Memo from the First Selectman to the Town Council Chair dated January 16, 2025 the State of Connecticut DEMHS Fiscal Year 2022-2023 Notice of Grant Award Agreement.
- E. Memo from the First Selectman to the Town Council Chair dated January 16, 2025 the State of Connecticut DEMHS Fiscal Year 2023-2024 Notice of Grant Award Agreement.
- F. Letter of Opinion from the Town Attorney to the First Selectman dated January 16, 2025 regarding the State of Connecticut DEMHS Notice of Grant Award Agreements.
- G. Memo from the First Selectman to the Town Council Chair dated January 16, 2025 regarding an appointment to the Water Pollution Control Authority.

- H. Memo from the First Selectman to the Town Council Chair dated January 16, 2025 regarding an appointment to the Board of Assessment Appeals.
- I. Memo from the First Selectman to the Town Council Chair dated January 16, 2025 regarding an appointment to the Water Pollution Control Authority.
- J. Memo from the First Selectman to the Town Council Chair dated January 16, 2025 regarding the State of Connecticut Purchasing Card Agreement.
- K. Letter of Opinion from the Town Attorney to the First Selectman dated January 16, 2025 regarding the State of Connecticut Purchasing Card Agreement.
- L. Memo from the First Selectman to the Town Council Chair dated January 16, 2024 regarding the 2024 Parks and Recreation Seasonal Fee Schedule.
- M. Memo from the First Selectman to the Town Council Chair dated January 16, 2025 regarding the transfer of funds from the Board of Finance contingency.

V. PUBLIC PARTICIPATION

Formichella asked if anyone in chambers or online wished to participate.

Formichella asked if anyone else online or in person wished to participate. Hearing none, **Formichella** closed Public Participation.

VI. APPOINTMENTS

- A. **Resolution #25-018:** To consider and act upon the resolution regarding the appointment of **Jason Vincent (U)** to the Water Pollution Control Authority for a term ending June 30, 2025.

Motion by Formichella to adopt **RESOLUTION #25-018: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman’s appointment of **Jason Vincent (U)** to the Water Pollution Control Authority for a term ending June 30, 2025.

Second: Lipeles

Discussion: Formichella stated that Jason had lived in Monroe for more than 45 years, received his B.A. at UCONN, and his law degree (JD) at Seton Hall Law. He stated that Jason currently works as an attorney for Fitzpatrick & Hunt and that his background as an attorney/litigator makes him a strong candidate to serve the Town of Monroe. **Formichella** stated that some of his strengths include analyzing and dissecting rules, laws and ordinances at the local, state and federal levels. He noted that Jason had coached many sports including basketball, soccer, softball and baseball and was eager to give back to the community that he had been an integral part of for most of his life. **Formichella** stated that this appointment filled a long-standing vacancy on the Water Pollution Control Authority.

Motion passed 8-0:

Voting Yes: **Formichella, Lipeles, Duva, Maur, O’Rourke, Persico, Reid, Wales**

Voting No: None

Absent: Kohut

- B. **Resolution #25-019:** To consider and act upon the resolution regarding the appointment of **Lawren Hubal (R)** to the Board of Assessment Appeals for a term ending December 31, 2025.

Motion by Formichella to adopt **RESOLUTION #25-019: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman’s appointment of **Lawren Hubal (R)** to the Board of Assessment Appeals for a term ending December 31, 2025.

Second: Lipeles

Discussion: Formichella stated that Lawren had been a long-time resident of Monroe and noted that her career spans over decades as a real estate broker making her an ideal candidate to serve on the board as an alternate. **Formichella** stated that Lawren had previously volunteered her time as a member of the Economic and Community Development Commission as well as several other volunteer organizations. He noted the appointment was allowed by Connecticut General Statutes while the town is going through the revaluation process.

Motion passed 8-0:

Voting Yes: **Formichella, Lipeles, Duva, Maur, O’Rourke, Persico, Reid, Wales**

Voting No: None

Absent: Kohut

Lawren was present and sworn in by the First Selectman.

- C. **Resolution #25-020:** To consider and act upon the resolution regarding the appointment of **Anand Veeraghav (D)** to the Water Pollution Control Authority for a term ending June 30, 2029.

Motion by Maur to adopt **RESOLUTION #25-019: RESOLVED**, that the Monroe Town Council hereby approves the First Selectman's appointment of **Anand Veeraghav (D)** to the Water Pollution Control Authority for a term ending June 30, 2029.

Second: Lipeles

Discussion: Maur stated that Anand Veeraghav was a lifelong Monroe resident who graduated from Masuk High School in 2014 and pursued a Bachelor of Arts in political science and sociology at UCONN. He noted that when Anand finished his degree, he attended Quinnipiac Law School, where he served as the supervising editor of the Probate Law Journal. **Maur** stated that today, Anand works with the State in the Danbury courthouse as an Assistant Clerk, presiding over matters pertaining to small claims and housing. He noted that outside of his work, Anand was a passionate violist who plays with the Hamden Symphony Orchestra, and who was in the process of starting an orchestra here in Monroe. **Maur** stated he also enjoys visiting the museums and homes of American heroes, including twelve presidents so far and finds it very important to appreciate and give back to the town that raised him. **Maur** stated that having taken a class in environmental law, Anand understood the importance in maintaining the upkeep of our resources and keeping our town beautiful. This appointment fills a vacancy of John Dunne, Jr., whose term ended on June 2, 2024.

Motion passed 8-0:

Voting Yes: **Formichella, Lipeles, Duva, Maur, O'Rourke, Persico, Reid, Wales**

Voting No: None

Absent: Kohut

Anand was present and sworn in by the First Selectman.

VII. ACTION ITEMS

- A. Town Council Committee on Finance, Education, Health & Public Safety Matters – **Lipeles** noted they had not met for a meeting in a while.
- B. Town Council Committee on Planning & Zoning, Public Works and Park & Recreation – **Duva** stated that they had not met since the last meeting but would be meeting in the near future.
- C. Town Council Committee on Legislative & Administrative Matters – **Reid** noted they met prior to the meeting and discussed five resolutions including the State of Connecticut DEMHS FY 22 & 23 and FY 23 & 24 Notice of Grant Award Agreement, the resolution regarding the State of Connecticut Purchasing Card Agreement, the resolution regarding the 2025 Parks & Recreation Seasonal Fee Schedule, and the resolution regarding the transfer of funds from contingency, all of which passed for consensus to come before Council. **Reid** noted that there were asterisks involved regarding the 2025 Parks & Recreation Fee Schedule that the Chairman would discuss those and what came out of L&A.
- D. Strategic Planning Committee - **Formichella** stated the Facility Use Working Group with the Board of Education would meet on the 23rd to discuss options related to the facilities, improvements, and plans of the Board of Education. **Formichella** stated that on Monday, 1/27 at 6:30pm there would be a Strategic Planning Committee Meeting to have an initial discussion on capital projects and additionally, there would be another Strategic Planning Committee Meeting with the Historic Society on February 10th prior to Town Council to discuss the Beardsley property. **Formichella** stated that everyone was very busy with budgets and those dates would be provided after the Selectman makes his presentation. **Maur** inquired where the location for the Capital Projects meeting on Monday would be held. **Formichella** stated that he was working with the Selectman's office to secure the location.
- E. Open Space Preservation and Acquisition Committee – **O' Rourke** noted they have not met since the last Council meeting.
- F. First Selectman's Update –First Selectman Rooney provided an update as follows:

Operations Update:

Budget Meetings

- All department heads have supplied my office with their FY 25/26 budgets. All budgets are currently being critically adjusted based on department needs, and decisions are being made in preparation for my budget release on February 8th, per the Town Charter.

Annual Report

- Per charter requirement, the annual report has been released. The annual report is located on all official Town websites. All advances in each department are addressed in this annual report so please read it, as there is a lot of information in this report that our citizens commonly discuss. To view the annual report, click the link here:
<https://www.monroect.gov/Home/DownloadDocument?docId=f212778d-25ec-4a11-bdaa-544cd62c9f71>

Capital Projects:

- Animal control renovation is moving along on schedule.
- Community Center Site "CCS", formerly known as St. Jude's School, is awaiting connection of technology. Once that occurs, we will be moving the Parks and Recreation Department and other departments to begin this new venture. The wall repair will be going out to bid in the near future.

Community Update:

Ribbon Cuttings

- Eden Florist
- Upper Crust Games
- Posh Tea Room

Inauguration

- The 47th President of the United States Donald J. Trump was inaugurated Monday, January 21st, which was 2025's day of recognition for Martin Luther King as well. Congratulations to our new Commander in Chief.

VIII. UNFINISHED BUSINESS

None

IX. NEW BUSINESS

A. Acceptance of the following donations that individually exceed \$1,500.00:

Emergency Medical Service:

- \$5,000.00 from Mary Dunbar

Second: Maur

Discussion: Rooney thanked Ms. Dunbar for the generous donation.

Motion passed 8-0:

Voting Yes: **Formichella, Lipeles, Duva, Maur, O'Rourke, Persico, Reid, Wales**

Voting No: None

Absent: Kohut

B. **Resolution #25-021:** To consider and act upon a resolution regarding the State of Connecticut Purchasing Card Agreement.

Motion by Lipeles to adopt **RESOLUTION #25-021: RESOLVED**, that Terrence P. Rooney, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe, the Purchasing Card Agreement, and any associated documents by and between U.S. Bank and the State of Connecticut for the Purchasing Card Program.

Second: Maur

Discussion: Rooney stated that the town currently utilizes purchasing cards for authorized employees and that under the program, the Town had received rebates for purchases made through the program. He stated that the rebate percentage was tiered based upon the pooled transactions of all purchases under the State program by all participants. **Rooney** noted that since joining the program, the Finance

Department transitioned many of its payments to the purchasing card program, to maximize our rebate. He noted that previously, the program utilized JP Morgan Chase Bank however, the Finance Director had made him aware that the State of Connecticut had entered into a new contract with U.S. Bank for the purchasing card program. **Rooney** stated that the new agreement was needed to continue forward with the program and had been reviewed by the Town Attorney who provided his letter of opinion.

Motion passed 8-0:

Voting Yes: **Formichella, Lipeles, Duva, Maur, O'Rourke, Persico, Reid, Wales**

Voting No: None

Absent: Kohut

- C. Resolution #25-022:** To consider and act upon a resolution regarding the 2025 Parks & Recreation Seasonal Fee Schedule.

Motion by Lipeles to adopt **RESOLUTION #25-022: RESOLVED**, that the 2025 Parks and Recreation Fee Schedule as presented and recommended by the Parks & Recreation Commission is hereby approved and to be made effective on February 18, 2025 with the following changes;

- 2025 Webb Mountain Camping Fees (Residents):
 - up to 5 campers would be changed from \$15.00 to \$10.00.
 - for 6-10 campers would be changed from \$20.00 to \$15.00.
 - 3 not for profit groups, max 10 would be changed from \$10.00 to \$5.00.
- 2025 Webb Mountain Camping Fees (Non-Residents):
 - Up to 5 campers would be changed from \$30.00 to \$35.00.
 - For 6-10 campers would be changed from \$40.00 to \$45.00.

Second: Maur

Discussion: Rooney stated that the Parks & Recreation Director Missy Orosz had provided her recommendations for revisions to their 2025 seasonal fee schedule set to be effective February 18, 2025. He noted that the recommendations were further reviewed by the Parks and Recreation Commission, which provided their recommendations at their January 6, 2025 meeting. He noted that there were changes discussed in L&A which were made this evening. **Formichella** noted that Councilmember Maur brought up a number of good points during L&A regarding the Web Mountain camping fees of residents versus non-residents. He stated that it was consensus at the meeting that those changes would be appropriate. He noted that the Parks & Recreation Commission was supportive of the changes as well as the Director of Parks & Recreation. **Maur** stated that during L&A it was discussed that it was a 3 to 1 ratio of non-residents who use Web Mountain compared to residents, therefore by lowering resident fees and increasing non-resident fees it would increase the total revenue while making it more desirable for residents to utilize. **O'Rourke** noted that we should review this metric next year to determine what revenue was generated. **Maur** noted that he did inquire with the Parks & Recreation Director if she would look into future items of creating a family membership for the Masuk pool similar to Wolfe Park and membership fee structure for full use including both Wolfe Park and Masuk for individuals and families. **O'Rourke** inquired if the senior rate schedule would be kept inline with what it was last year. **Maur** noted that was brought back to the Commission already and was kept as is.

Motion passed 8-0:

Voting Yes: **Formichella, Lipeles, Duva, Maur, O'Rourke, Persico, Reid, Wales**

Voting No: None

Absent: Kohut

- D. Resolution #25-023:** To consider and act upon a resolution regarding the transfer of funds from contingency.

Motion by Lipeles to adopt **RESOLUTION #25-023: RESOLVED**, that Terrence P. Rooney, First Selectman of the Town of Monroe, is authorized to appropriate up to \$125,000 from the Board of Finance contingency account to the Community Center Site Department pursuant to Chapter VIII, Section 7(i) of the Charter for the Town of Monroe; and that this appropriation of available funds is necessary cover anticipated operating expenditures for Fiscal Year 2025.

Second: Maur

Discussion: Rooney stated that the transfer was to cover anticipated operating expenditures associated with the Community Center Site for the current fiscal year. He noted that the transfer of \$125,000 from the Board of Finance Contingency to the Community Center Site Department was approved by the Board of Finance at their meeting on January 16, 2025 and was as follows:

	<u>From</u>	<u>To</u>
Board of Finance Contingency	\$ 125,000	
Community Center Site - Water		\$ 7,000
Community Center Site – Contracted Services		\$ 55,000
Community Center Site - Equipment		\$ 4,000
Community Center Site – Operating Expense		\$ 6,000
Community Center Site - Electric		\$ 7,000
Community Center Site - Heat		\$ 46,000
Total	\$ 125,000	\$ 125,000

Motion passed 8-0:

Voting Yes: **Formichella, Lipeles, Duva, Maur, O’Rourke, Persico, Reid, Wales**

Voting No: None

Absent: Kohut

- E. **Resolution #25-024:** To consider and act upon a resolution regarding the Electronic Voting Equipment Lease Agreement.

Motion by Lipeles to adopt **RESOLUTION #25-024: RESOLVED**, Terrence P. Rooney, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe, the Electronic Voting Equipment Lease Agreement, and any associated documents by and between the State of Connecticut and the Town of Monroe for the time period listed in the agreement.

Second: Lipeles

Discussion: Rooney stated that the Registrars did not have an easy year last year with early voting and everything. He noted he sees what they do daily and thanked them because there was a lot of work. He stated they came to him regarding the tabulator situation, which was a rush due to the Senate election in February. **Formichella** stated that the term end date is July 31, 2034 and asked if any of the Registrars wanted to speak about this he would give them time to do so. **Debra Dutches** stated that they are meeting with a local representative to walk them through how to use the new tabulators and get rid of the old. **Formichella** stated that Attorney Lieto did mention that in Section 4 of the maintenance agreement there was information related to maintaining software licenses. He noted that was the State of Connecticut’s responsibility not the Town of Monroe’s.

Motion passed 8-0:

Voting Yes: **Formichella, Lipeles, Duva, Maur, O’Rourke, Persico, Reid, Wales**

Voting No: None

Absent: Kohut

X. PUBLIC PARTICIPATION

None

XI. ADJOURNMENT

Formichella adjourned the meeting at 7:46PM.

Respectfully submitted by, Kerry McAndrew, Clerk

TO: Jonathan Formichella, Town Council , Chairman
 FROM: Deborah Heim, Tax Collector
 DATE: February 4, 2025
 SUBJECT: Requests for Refunds

The following is a list of refunds submitted for Town Council's approval.

NAME	FULL ADDRESS	\$ AMOUNT
154-164 Enterprise LLC	905 Heshbon Dr North Myrtle Beach, NC 295	100.51
Acar Leasing LTD	PO Box 1990 Fort Worth, TX 76101	451.01
Acar Leasing LTD	PO Box 1990 Fort Worth, TX 76101	788.79
Acar Leasing LTD	PO Box 1990 Fort Worth, TX 76101	182.88
Acar Leasing LTD	PO Box 1990 Fort Worth, TX 76101	149.80
Acar Leasing LTD	PO Box 1990 Fort Worth, TX 76101	745.35
Acar Leasing LTD	PO Box 1990 Fort Worth, TX 76101	315.64
Acar Leasing LTD	PO Box 1990 Fort Worth, TX 76101	620.32
Acar Leasing LTD	PO Box 1990 Fort Worth, TX 76101	229.02
Acar Leasing LTD	PO Box 1990 Fort Worth, TX 76101	704.38
Acar Leasing LTD	PO Box 1990 Fort Worth, TX 76101	635.58
Acar Leasing LTD	PO Box 1990 Fort Worth, TX 76101	496.52
Acar Leasing LTD	PO Box 1990 Fort Worth, TX 76101	510.94
Acar Leasing LTD	PO Box 1990 Fort Worth, TX 76101	813.64
Acar Leasing LTD	PO Box 1990 Fort Worth, TX 76101	292.80
Alarms by Precision LLC	771 Main St Monroe, CT 06468	219.27
Ally Financial Charlotte PPC	PO Box 71119 Charlotte, NC 28272	627.14
Ally Financial Charlotte PPC	PO Box 71119 Charlotte, NC 28272	627.14
Ally Financial Charlotte PPC	PO Box 71119 Charlotte, NC 28272	536.24
Ally Financial Charlotte PPC	PO Box 71119 Charlotte, NC 28272	536.24
Ashe, Marilyn K	404 Barn Hill Rd Monroe, CT 06468	155.97
Barnaby Associates LLC	425 Benton St Stratford, CT 06615	205.05
Borsai, Tamas M & Andrea	40 Indian Hill Rd Monroe, CT 06468	52.33
Bourt, Robert F	35 Verna Rd Monroe, CT 06468	93.16
CAB East LLC	200 Quality Circle Suite 100 College Station, TX 77845	197.62
CAB East LLC	200 Quality Circle Suite 100 College Station, TX 77845	541.92
CAB East LLC	200 Quality Circle Suite 100 College Station, TX 77845	706.33
CAB East LLC	200 Quality Circle Suite 100 College Station, TX 77845	420.92
CAB East LLC	200 Quality Circle Suite 100 College Station, TX 77845	180.64
CAB East LLC	200 Quality Circle Suite 100 College Station, TX 77845	420.92
Calderon Torres Diana	178 Turkey Roost Rd Monroe, CT 06468	52.37
CB Irrigation Systems LLC	PO Box 381 Stratford, CT 06615	114.23
CCAP Auto Lease LTD	1601 Elm St Suite 800 Dallas, TX 75201	462.22
CCAP Auto Lease LTD	1601 Elm St Suite 800 Dallas, TX 75201	340.44
CCAP Auto Lease LTD	1601 Elm St Suite 800 Dallas, TX 75201	384.38
CCAP Auto Lease LTD	1601 Elm St Suite 800 Dallas, TX 75201	230.78
CCAP Auto Lease LTD	1601 Elm St Suite 800 Dallas, TX 75201	288.98
CCAP Auto Lease LTD	1601 Elm St Suite 800 Dallas, TX 75201	599.08
CCAP Auto Lease LTD	1601 Elm St Suite 800 Dallas, TX 75201	500.16
CCAP Auto Lease LTD	1601 Elm St Suite 800 Dallas, TX 75201	407.98
CCAP Auto Lease LTD	1601 Elm St Suite 800 Dallas, TX 75201	607.76
CCAP Auto Lease LTD	1601 Elm St Suite 800 Dallas, TX 75201	312.70
CCAP Auto Lease LTD	1601 Elm St Suite 800 Dallas, TX 75201	221.48
Cohen Justin P	210E Windgate Cire Monroe, CT 06468	35.78
Cohen Justin P	210E Windgate Cire Monroe, CT 06468	127.90
Connex Credit Union	PO Box 477 North Haven, CT 06473	2,000.00
Corelogic Tax Services	3001 Hackberry Rd Irving, TX 75063	48.60
Cornut Shawn W	166 Pepper St Monroe, CT 06468	72.32
D & P Construction Inc	29 Essex Ln Trumbull, CT 06611	31.49
D & P Construction Inc	29 Essex Ln Trumbull, CT 06611	16.23
Daimler Trust	14372 Heritage Pky 1st Fl Fort Worth, TX 76177	300.16
Drap Kathryn J	26 Birchwood Rd Monroe, CT 06468	139.42
Financial Services Vehicle Trust	1400 City View Dr Columbus, OH 43215	391.96
Financial Services Vehicle Trust	1400 City View Dr Columbus, OH 43215	689.94
Financial Services Vehicle Trust	1400 City View Dr Columbus, OH 43215	1,076.06
Financial Services Vehicle Trust	1400 City View Dr Columbus, OH 43215	450.42
Financial Services Vehicle Trust	1400 City View Dr Columbus, OH 43215	245.40
Floyd Geraldine D & Jimmie Jr	39 Spinning Wheel Rd Monroe, CT 06468	201.09
Floyd Jimmie Jr & Geraldine	39 Spinning Wheel Rd Monroe, CT 06468	93.16
Hizuleuski Andrei	70 Belle Vale St Monroe, CT 06468	189.04
Hurduc Ionut A	35 Oak Ridge Dr Monroe, CT 06468	134.61
Hyundai Lease Titling Trust	3161 Michelson Dr Ste 1900 Irvine, CA 92612	370.26

Hyundai Lease Titling Trust	3161 Michelson Dr Ste 1900 Irvine, CA 92612	359.08
Hyundai Lease Titling Trust	3161 Michelson Dr Ste 1900 Irvine, CA 92612	758.98
Hyundai Lease Titling Trust	3161 Michelson Dr Ste 1900 Irvine, CA 92612	336.02
Hyundai Lease Titling Trust	3161 Michelson Dr Ste 1900 Irvine, CA 92612	469.82
Hyundai Lease Titling Trust	3161 Michelson Dr Ste 1900 Irvine, CA 92612	378.82
Hyundai Lease Titling Trust	3161 Michelson Dr Ste 1900 Irvine, CA 92612	348.82
JP Morgan Chase Bank NA	PO Box 901098 Fort Worth, TX 76101	105.74
JP Morgan Chase Bank NA	PO Box 901098 Fort Worth, TX 76101	217.32
JP Morgan Chase Bank NA	PO Box 901098 Fort Worth, TX 76101	567.92
JP Morgan Chase Bank NA	PO Box 901098 Fort Worth, TX 76101	238.26
JP Morgan Chase Bank NA	PO Box 901098 Fort Worth, TX 76101	128.76
Maglioglio Jeanne M	46 Belle Vale St Monroe, CT 06468	29.90
Morton William A	9 Rockview Cir Monroe, CT 06468	13.90
Morton William A	9 Rockview Cir Monroe, CT 06468	44.83
Negeli Brian R	15 Beaver Cir Monroe, CT 06468	210.06
Nissan Infiniti LT LLC	PO Box 650214 Dallas, TX 75265	351.80
Nissan Infiniti LT LLC	PO Box 650214 Dallas, TX 75265	309.62
Nissan Infiniti LT LLC	PO Box 650214 Dallas, TX 75265	256.26
Nissan Infiniti LT LLC	PO Box 650214 Dallas, TX 75265	333.86
Nissan Infiniti LT LLC	PO Box 650214 Dallas, TX 75265	348.26
Nissan Infiniti LT LLC	PO Box 650214 Dallas, TX 75265	251.64
Nissan Infiniti LT LLC	PO Box 650214 Dallas, TX 75265	351.80
Nissan Infiniti LT LLC	PO Box 650214 Dallas, TX 75265	782.84
Nissan Infiniti LT LLC	PO Box 650214 Dallas, TX 75265	529.86
Nissan Infiniti LT LLC	PO Box 650214 Dallas, TX 75265	519.16
Nissan Infiniti LT LLC	PO Box 650214 Dallas, TX 75265	408.02
Nissan Infiniti LT LLC	PO Box 650214 Dallas, TX 75265	299.42
Nissan Infiniti LT LLC	PO Box 650214 Dallas, TX 75265	389.08
Nissan Infiniti LT LLC	PO Box 650214 Dallas, TX 75265	182.32
Podpolucha Ivan	19 Hemlock Ln Monroe, CT 06468	274.13
Reagan Michael P	94 Hillside Ln Monroe, CT 06468	78.66
Reynolds Michael K	87 Richards Dr Monroe, CT 06468	182.91
Sippin Brothers Oil Co Inc	234 Main St Monroe, CT 06468	437.62
Spinelli Giuseppe R	631 Elm St Monroe, CT 06468	45.62
Stark Jeffrey W & Suzanne Y	65 Countryside Dr Monroe, CT 06468	68.49
Stark Suzanne Y	65 Countryside Dr Monroe, CT 06468	75.80
Torres Richard MD & Calderson Dia	178 Turkey Roost Rd Monroe, CT 06468	56.39
Torres Richard	178 Turkey Roost Rd Monroe, CT 06468	80.93
Toyota Lease Trust	525 Fellowship Rd Ste 330 Mt Laurel, NJ 08054	591.42
Toyota Lease Trust	525 Fellowship Rd Ste 330 Mt Laurel, NJ 08054	358.74
Toyota Lease Trust	525 Fellowship Rd Ste 330 Mt Laurel, NJ 08054	718.66
Toyota Lease Trust	525 Fellowship Rd Ste 330 Mt Laurel, NJ 08054	423.70
Toyota Lease Trust	525 Fellowship Rd Ste 330 Mt Laurel, NJ 08054	879.34
Toyota Lease Trust	525 Fellowship Rd Ste 330 Mt Laurel, NJ 08054	242.88
Toyota Lease Trust	525 Fellowship Rd Ste 330 Mt Laurel, NJ 08054	534.24
Toyota Lease Trust	525 Fellowship Rd Ste 330 Mt Laurel, NJ 08054	286.30
Toyota Lease Trust	525 Fellowship Rd Ste 330 Mt Laurel, NJ 08054	361.00
Toyota Lease Trust	525 Fellowship Rd Ste 330 Mt Laurel, NJ 08054	649.28
Toyota Lease Trust	525 Fellowship Rd Ste 330 Mt Laurel, NJ 08054	216.42
Toyota Lease Trust	525 Fellowship Rd Ste 330 Mt Laurel, NJ 08054	422.00
US Bank NA	PO Box 2466 Oshkosh, WI 54903	811.98
USB Leasing LT	1850 Osborn Ave Oshkosh, WI 54902	404.02
USB Leasing LT	1850 Osborn Ave Oshkosh, WI 54902	693.02
USB Leasing LT	1850 Osborn Ave Oshkosh, WI 54902	635.50
USB Leasing LT	1850 Osborn Ave Oshkosh, WI 54902	365.46
USB Leasing LT	1850 Osborn Ave Oshkosh, WI 54902	243.68
Vault Trust	PO Box 71119 Charlotte, NC 28272	285.80
VCFS Auto Leasing Co	PO Box 91300 Mobile, AL 36691	384.00
VW Credit Leasing LTD	1401 Franklin Blvd Libertyville, IL 60048	377.20
VW Credit Leasing LTD	1401 Franklin Blvd Libertyville, IL 60048	400.46
Williams Otto & Grisel	1 Sprucebrook Trl Monroe, CT 06468	47.46

TOTAL \$ 44,849.75

Deborah E Heim
Tax Collector

For the Town Council



TOWN OF MONROE

OFFICE OF THE FIRST SELECTMAN

7 Fan Hill Road
Monroe, CT 06468
Phone: 203-452-2821
www.monroect.gov

Date: February 6, 2025

To: Jonathan Formichella, Town Council Chair

From: Terrence P. Rooney, First Selectman *T.P.R.*

cc: Kim Cassia, Director of Community & Social Services
Nicole Cignoli, Library Director
Chris Nowacki, Director of Public Works
Lisa Pane, EMS Administrator

Subject: Donations

The attached donations were received for various Town programs. I ask that you accept these donations at your next meeting.

DONATIONS Individually Under \$1,500

Donor	Animal Control	Community & Social Services	Community Emergency Response Team	Edith Wheeler Memorial Library	Emergency Medical Services	Farmers' Market	Fire Department	Food Pantry	Parks & Recreation	Police Department	Project Warmth
Anonymous				\$ 20.00							
Loretta Winter				\$ 35.00							
Linda Davis				\$ 20.00							
Richard & Janice Dawid				\$ 25.00							
Maryann Chadwick				\$ 25.00							
John & Susan Farley				\$ 30.00							
Mario & Maureen Silveira				\$ 30.00							
Eugene Freeman				\$ 50.00							
Edward Schwartz				\$ 70.00							
Ward & Laura Strang				\$ 100.00							
Lorraine Checca				\$ 10.00							
Sandra Vargovchik				\$ 10.00							
Susan Galvin				\$ 30.00							
RV Landscaping				\$ 50.00							
Donna & Kevin Ironside				\$ 50.00							
Francis & Helen Dagnan				\$ 50.00							
Kyra Goss				\$ 75.00							
Marta Sarzynski				\$ 20.00							
Margaret Weshe				\$ 25.00							
Philip Corning				\$ 25.00							
Sylvia Learnard				\$ 25.00							
Doug & Marlene Fleish				\$ 50.00							
Phillip & Ruth Reed				\$ 25.00							
Peter & Dana Delia				\$ 50.00							
James & Lorraine Finch				\$ 50.00							
Lawren Hubal				\$ 100.00							
Melvin & Margaret Cunningham				\$ 50.00							
Anonymous				\$ 100.00							
Nichole Bierut				\$ 20.00							
Laurie & Stephen Kirsch				\$ 50.00							
Friends of the Library- POUND Program			\$ 50.00								
Friends of the Library-Yoga Program			\$ 50.00								
Friends of The Library- Children's Programming			\$ 537.00								
Suzanne Blaka								\$ 300.00			
Washington Lodge #19 Fellowcraft Club							\$ 500.00			\$ 1,000.00	
Jay & Tina Dimond							\$ 1,000.00				
Stop & Shop Bloomin' 4 Good Program							\$ 73.00				
Thelma Chen & Edward Gordon Cleland							\$ 150.00				
Julianne Banquer							\$ 150.00				
Christine & John Lockwood							\$ 200.00				
Carl & Joan Piazza- Transportation Car	\$ 5.00										
Marilyn Garamella- Transportation Bus	\$ 10.00										
Minu Kragler- Car	\$ 50.00										
Wilfried Kragler- Bus	\$ 25.00										
Chair Yoga- Anonymous	\$ 30.00										
Pat Ragsdale- Chair Yoga	\$ 25.00										
Alberta Leone- Car	\$ 9.00										
Cash Car- Anonymous	\$ 14.00										
Cash from cards & christmas wrap											\$ 17.00
	\$ -	\$ 168.00	\$ -	\$ 637.00	\$ 1,270.00	\$ -	\$ -	\$ 2,373.00	\$ -	\$ -	\$ 1,017.00

IN-KIND DONATIONS

Anonymous											11 Books, 12 DVD's, and a new wireless computer mouse
Maxton Busa											New shelving unit for the library of things, handheld steamer, 2 fishing poles, cat & dog crate, dog cone, night glow volleyball set, backpacking inflation pad, fan, kam-jam

Totals for All Donations Individually Under \$1,500

Community & Social Services:	\$ 168.00	
Edith Wheeler Memorial Library:	\$ 637.00	in-kind donations listed above
Emergency Medical Services:	\$ 1,270.00	
Food Pantry:	\$ 2,373.00	
Project Warmth:	\$ 1,017.00	
Department of Public Works:	-	in-kind donation listed below
Totals Donations Individually Under \$1,500	\$ 5,465.00	

DONATIONS Individually \$1,500 or Greater

Community & Social Services	
Benedetto Maini	\$2,000.00
Edith Wheeler Memorial Library	
Friends of the Library	\$2,500.00 for FY25 Library Speakers Consortium participation fee
Food Pantry	
Benedetto Maini	\$5,000.00
Project Warmth	
Benedetto Maini	\$3,000.00
Public Works	
Dennis Krize- Christmas Northeast	\$6,500.00 value for in-kind donation of metal warehouse racking and shelving for the Highway Department

\$19,000.00



TOWN OF MONROE

OFFICE OF THE FIRST SELECTMAN

7 Fan Hill Road
Monroe, CT 06468
Phone: 203-452-2821
www.monroect.gov

Date: February 6, 2025

To: Jonathan Formichella, Town Council Chair

From: Terrence P. Rooney, First Selectman 

cc: Kim Cassia, Community & Social Services Director

Subject: Resolution Regarding Memorandum of Understanding with RW Solutions, Inc.

I am please to announce that we have the opportunity to continue a federally-funded congregate meal program in partnership with the Southwest Agency on Aging ("SWCAA") and RW Solutions, Inc. ("RW"). This Elderly Nutrition Program, offers a healthy and nutritious lunch option every Wednesday at the Senior Center. Members over the age of 60 can register to participate in the meal program at no cost. For those that can afford to do so, there is a suggested \$3 - \$5 donation. The actual cost of the meal service provided, which is funded through the Older Americans Act, is \$10.85 per meal.

As in previous years, SWCAA requires a Memorandum of Understanding for this program. RW Solutions has provided the thier MOU, which has been reviewed by our Town Attorney, whose opinion letter is attached.

I ask that you place the following resolution on the agenda of your next meeting for consideration and adoption:

RESOLUTION #25-025: RESOLVED, that Terrence P. Rooney, First Selectman of the Town of Monroe, is authorized to execute and deliver on behalf of the Town of Monroe, the Memorandum of Understanding (FY 2024-2026), and any associated documents by and between RW Solutions, Inc., for the Elderly Nutrition Program.

Thank you.



TOWN OF MONROE

OFFICE OF THE TOWN ATTORNEY

7 Fan Hill Road
Monroe, CT 06468
Mobile: 203-331-2597
www.monroect.org

Francis Lieto
Town Attorney
flieto@monroect.org

February 6, 2025

VIA ELECTRONIC DELIVERY

Hon. Terrence P. Rooney
First Selectman
Town of Monroe
7 Fan Hill Road
Monroe, CT 06468

RE: Letter of Opinion-Senior Center
Older Americans Act Title III- Elderly Nutrition Program Memorandum of Understanding (“Agreement”)
by and between the Town of Monroe (“Town”) and RW Solutions, Inc. (“RWSI”)

Dear First Selectman Rooney:


At your direction, I have reviewed the Agreement by and between the Town and RWSI pursuant to which the Town and RWSI collaborate to offer and administer an Elderly Nutrition Program for the delivery of congregate meals to Monroe seniors funded by the FY 2025 Older Americans Act Title III Award Grant through the Southwestern Connecticut Area Agency on Aging. The Agreement, but for the actual cost per meal, is identical to the one approved by Town Council in 2023 through the prior administration as the Town and RWSI have been working together in the administration of the program pursuant to the terms set forth in the Agreement since October 2024.

For your reference, the Agreement outlines the roles and responsibilities of the parties regarding the Elderly Nutrition Program and our Director of Community and Social Services, Kimberly Cassia, has approved same and confirmed that the Town remains in compliance therewith. It should be noted that the only reason for the presentation of the Agreement is to reference the increased cost per meal and as such, upon execution, the Agreement shall be retroactive to October 2024.

Pursuant to Chapter V, Section 14 of the Town of Monroe Charter (“Charter”), I approve the Agreement in form and substance and further recommend that it be submitted to the Town Council for approval and authorization of your execution thereof pursuant to Chapter II, Section 4 of the Charter.

Please do not hesitate to contact me with any questions or comments related to this matter at your leisure.

Respectfully,


Francis Lieto

Memorandum of Understanding (FY 2024-2026)

By and between Monroe Senior Center and RW Solutions, Inc.

This Memorandum of Understanding sets out the terms by which Older Americans Act, Title III funds can reimburse the congregate meals served and prepared for Monroe Senior Center as part of the Greater Bridgeport Senior Nutrition Program. The Memo shall describe the process and requirements of the Elderly Nutrition Program (ENP) as it relates to the provision of a single mid-day meal at Monroe Senior Center located in Monroe, Connecticut.

Authorized Contacts:

Host Site- Monroe Senior Center

Kimberly Cassia, 235 Cutlers Farm Road, Monroe, CT 06468; 203-452-2815

First Selectman

Terrence P. Rooney, Monroe Town Hall, 7 Fan Hill Road, Monroe, CT 06468; 203-452-2821

Elderly Nutrition Program (ENP) - RW Solutions, Inc.

Rose Booker, 200 Myrtle Street, New Britain CT 06053; (860) 229-7700

Roles and Responsibilities:

The Tables below outline the roles and responsibilities of each party in this agreement.

Senior Nutrition Program Responsibilities	
Provisions by RW Solutions	RW Solutions, Inc. agrees to provide meals for elderly people at the above-named site upon execution of this agreement. Currently, the day of operation is Wednesday, 9:00am – 1:00pm. However, the number of days open could again change at any time depending on funding levels and participation. The actual cost of the meal service provided at your site is calculated @ \$11.07 per meal.
Paid Staff	Functions include: Arranging all aspects of meal service at site as directed by the Senior Nutrition Program Coordinator, including daily set up and clean-up of the kitchen and dining area relating to Senior Nutrition Program. In addition, responsibilities include collecting, safeguarding, and depositing donations; registering new clients and tracking attendance for meal services utilizing equipment provided by RW Solutions (other duties noted on job description).

<p>Technical Support and Training</p>	<p>RW Solutions, Inc. agrees to supervise and train the site manager along with meal site volunteers. RW will provide ongoing training as needed. Site Manager will attend yearly training provided by CANASP, which meets the requirements listed in The State of Connecticut Regulation of Department of Public Health, QFO Testing Requirements, Section 1. Subsection of 19-13-B42:</p> <ul style="list-style-type: none"> 8) Responsibilities of qualified food operators <ul style="list-style-type: none"> (A) The qualified food operator is responsible for operating the food service establishment in compliance with all the provisions of section 19-13-B42 of the Regulations of Connecticut State Agencies. The qualified food operator of each food service establishment is responsible for ensuring training of food preparation personnel. The following are exempt from the examination requirement for qualified food operators but shall receive training from any qualified food operator: <ul style="list-style-type: none"> (i) volunteers who serve meals for a nonprofit organization; and (ii) persons who serve meals at registered congregate meal sites funded under Title III of the Older Americans Act of 1965, as amended, which were prepared under the supervision of a qualified food operator. All such personnel shall receive training that shall include but not necessarily be limited to: instruction in proper food temperature control; food protection; personal health and cleanliness; and sanitation of the facility, equipment, supplies and utensils. The qualified food operator of each food service establishment shall maintain written documentation of a training program, and training records of individual employees, and shall make these records available to the local health department upon request. The owner, operator, manager or qualified food operator of a food service establishment at a nonprofit organization or registered congregate meal site for senior citizens shall maintain such documentation and make such records available to the local health department upon request.
<p>Grievance Procedure</p>	<p>RW Solutions, Inc. will provide a Grievance Procedure that includes RW’s Ethics Hotline. This Procedure will be available to all participants who eat at meal site. Grievance Procedure will be available via Café Manager and listed in The Greater Bridgeport Café Pamphlet.</p>

Congregate Site Monitoring	RW Solutions, Inc. will complete quarterly, unscheduled monitoring visits to ensure all Operational Procedures and State Regulations are followed. The State Unit on Aging Nutrition Educator will conduct an unscheduled visit throughout the year. The Assistant Grants Manager from the Southwest Agency on Aging will also conduct an unscheduled visit at least one time per year.
Client Satisfaction Survey	RW Solutions, Inc. will provide all café participants with an annual survey in August. RW will share summarized results with the Southwest Agency on Aging and Host Site upon survey completion.
Congregate Menu and Submission Approval	RW Solutions, Inc. Registered Dietician will develop menus that must meet or exceed State requirements for 1/3 RDI and include required nutritional components. The RD will then submit the menu to the State Unit on Aging for approval. The Registered Dietician, Director of Food Service, Lead Kitchen Supervisor, and Nutrition Coordinator work together to review and ensure menu has variety, color and introduce new menu items regularly. They also work together to develop upgraded meals for special events. Completed menu will be provided to the Host Site by the 5 th of the preceding month.
Form 5 Registration	Host Site will register all new participants on site by filling out Form 5 in its entirety. Form 5 is then sent to ENP office for review and to validate participant is not on the Home Delivered Meal Program. ENP will then submit to Southwest Agency on Aging via a link provided by AAA.
Track and Monitor reservations	Host Site is responsible to track and make all reservations for lunch. They will monitor who participates daily and keep an accurate record of who has had lunch. This will ensure an accurate record for the end of the month reporting.
Collect and Track all Donations Amounts	Café Manager will provide coin envelopes to all participants to ensure their anonymity. A collection box is provided for all donations. Host Site is responsible for storing and handling of all donations. Donations are then sent to ENP office daily via Delivery Driver. Donations are then recorded and deposited weekly.
Nutrition Counseling On-Demand of Meal Participant	Participants in the Elderly Nutrition Program are entitled to nutrition counseling upon request. The Café Manager, a representative from the Host Site, or participant can make a referral to RW Solutions for Counseling. RW Solutions, Inc. Registered Dietician will then provide counseling. Counseling will be provided in-person at meal site or by telephone.
Congregate Nutrition Education	Participants in the Elderly Nutrition Program are entitled to nutrition education. RW Solutions will coordinate with Host Site to set the schedule quarterly. RW's Registered Dietician will provide the education.
Health Inspections	Health Inspections by the local health department are a Program requirement. All reports must be sent to ENP to keep on file. A copy will also be sent to the Southwest Agency on Aging.

Café Signage	RW Solutions, Inc. will provide all required signage for meal site. Signage must be visible to all participants in the dining area. Signage will be updated as needed. Signs required include: -Reservation Policies -The Full Cost of Each Meal -Suggested Client Contribution -Eligibility Requirements, “Attention Consumers...” -Food Removal Policy -Grievance Policy
Insurance Liability	RW Solutions, Inc. maintains a Certificate of Liability for the space provided by Host Site during the hours of operation.
Host Site Responsibilities	The host agrees to provide the facility as specified below for purposes of the RW Solutions Senior Nutrition Services for the effective period, upon execution of this agreement.
Schedule	The Host agrees to make the above-named site acceptable and available for Senior Meal Services on serving days and times specified on the 1 st page of this agreement.
Facility	The facility must be accessible to persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973. The host shall provide toilet facilities equipped for use by persons with disabilities. The Host agrees to maintain health and fire standards of the site facility. The Senior Community Café should be designed, constructed and maintained in compliance with all Federal, State, and local building, safety and fire codes. In addition, the Host shall make arrangements for: 1. The clear identification of hazards such as high steps, steep grades, etc. 2. A safe and secure interior and exterior with well-lit areas and paved exterior walkways free of debris cleared of snow and ice in the winter months. 3. At least one fire extinguisher with a minimum of 2-A rating for each floor, including the basement. Fire extinguishers must also be inspected and approved annually. 4. An annual on-site fire safety inspection by the local fire department or any other fire safety authority. 5. Emergency exits to be unobstructed, unlocked, and clearly marked. 6. Room temperatures must be maintained at a level to ensure the comfort and health of consumers throughout the year.
Maintenance/Housekeeping	The Host shall provide sufficient maintenance and housekeeping to assure that the building is clean, sanitary, and safe when the Cafe is open. In addition, the Host agrees to donate the use of the below designated facilities for use by RW Solutions, Inc.: a) Kitchen Facility b) Telephone

	<p>c) Locked Storage Area</p> <p>d) Dining Facility</p> <p>e) Furnishings</p> <p>f) Lavatory Facility</p> <p>g) Utilities</p> <ul style="list-style-type: none"> • Provision shall be made for frequent, safe, and sanitary disposal of trash and garbage. • Painting and redecorating shall be done as appropriate. • Provisions should be made for equipment maintenance, repair and replacement. The refrigerator must maintain a temperature of 40°F or lower and the freezer must maintain a temperature of 0°F or lower.
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Mutual Agreements	
RW Solutions and Host Site agree to the following:	
Name	Any mention of this program in any type of facility will refer to this program as "The RW Solutions Senior Nutrition Services funded under Title III of the Older American Act" through Southwestern Connecticut Area Agency on Aging.
Serving Days	The calendar menu for each month will show serving days, scheduled holidays, training days, etc. Closing due to weather conditions is announced on local radio stations and TV stations by 7:30 a.m. on the day of the closing. The Host will notify the Senior Nutrition Service's personnel, as far in advance as possible should it be necessary to close the facility for any other reason.
Non-Discrimination	The meal site facility will be open and available to all persons aged 60 and older and will not discriminate on the basis of gender, race, national origin, age, sexual orientation, religion and/or handicap.
Assignment of this Agreement	The Host shall not assign its responsibilities under this agreement to any other. RW Solutions, Inc. may assign its rights and responsibilities under this agreement to another entity approved by the Board of Directors of Southwestern Connecticut Area Agency on Aging to operate the Senior Nutrition Services, upon sixty (60) days written notice to the Host.
Termination of this Agreement	The Senior Nutrition Services may cancel this agreement at any time if project guidelines are not adhered to, if client participation decreases to a level where it is no longer feasible to operate the site, or if funding is discontinued by Southwestern Connecticut Area Agency on Aging. This agreement may be terminated by the Host Site Agency with sixty (60) days written notice.

Upon authorized signatures from each party, this agreement is in place from October 1, 2024 – September 30, 2026 and may be amended as necessary for changes where all parties agree.

Signatures: The signatures below indicate agreement and commitment to the terms set forth in this Memorandum of Understanding.

Terrence Rooney
First Selectman
RE: Monroe Senior Center

Date: _____

Rose Booker
Director of Food Services
RW Solutions, Inc.

Date: _____

[End of Document]



TOWN OF MONROE

OFFICE OF THE FIRST SELECTMAN

7 Fan Hill Road
Monroe, CT 06468
Phone: 203-452-2821
www.monroect.gov

Date: February 6, 2025

To: Jonathan Formichella, Town Council Chair

From: Terrence P. Rooney, First Selectman *T.P.R.*

cc: Craig Hirsch, HR Director
William Holsworth, Community & Economic Development Director

Subject: Resolution Regarding Job Description Updates for the Grant Writer/Special Projects Coordinator

Last year, we implemented a Special Projects Coordinator who specifically works on grant opportunities for the Town. Recently, the Board of Education reached out to our office and inquired about utilizing the Coordinator to assist with grant writing for the Board of Education. Therefore, this position will be reassigned to report to the First Selectman and the hours and the duties of the position will be expanded. The proposed changes to this position are included for your review.

I ask that you place the following resolution on the agenda of your next Town Council Meeting:

RESOLUTION #25-026 : RESOLVED, that the Town Council hereby approves the revised job description and authorizes the First Selectman to implement as soon as practical.

Thank you.



TOWN OF MONROE EMPLOYMENT JOB DESCRIPTION

POSITION TITLE: Grant Writer/Special Projects Coordinator

DEPARTMENT: First Selectman's Office~~Economic & Community Development~~

REPORTS TO: First Selectman or designee~~Economic & Community Development Director~~

CLASSIFICATION: Hourly; Unaffiliated; 1927.5 Hours per week

JOB SUMMARY:

~~Coordinates special projects, community development~~Coordinates funding sources to support existing and planned activities for the Town and BOE, as well as assist the development, writing and submission of grant proposals to federal, state and private funding agencies. grants and federal/state assistance programs. Assists in coordinating, organizing and marketing for economic development including local business, industry and neighborhood development. Coordinates special projects, Performs administrative and technical work involving various activities for the First Selectman~~Economic & Community Development.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and maintains files of all federal, state and private grant programs that are or potentially available to Town departments and service programs.
- Coordinates and participates in writing of grant applications.
- Researches, prepares and completes federal, state and/or local forms/applications.
- Coordinates interdepartmental and external clients' input and documentation for grants and special projects.
- Assists in planning marketing and public relations campaigns for Town development projects, creating promotional literature as required.
- Updates website and maintains social media accounts.
- Plans, organizes and coordinates public events.
- Schedules meetings and maintains department agenda.
- Reviews documents to ensure they are complete and accurate.
- Enters data and scans for record retention.
- Orders and maintains adequate inventory of office equipment and supplies.
- Provide superior customer service and interact with a wide variety of individuals.
- Performs other related duties, as required.

EDUCATION/SKILLS/EXPERIENCE:

- Bachelor's Degree preferred.
- Two years of experience in project management and/or grant writing preferred.

- Strong ability to prepare written documents and reports: superior communications skills (both verbal and written).
- Excellent computer skills, including Microsoft Office suite.
- Must be able to read and comprehend technical texts, laws and regulations and provide verbal and/or written interpretations.
- Strong organizational and time management skills.
- Must be able to interact and work in a cohesive team environment.
- Notary Public license, ability to become a notary within a year of employment.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger movements, handle or feel objects or controls; and must be able to lift and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.



TOWN OF MONROE

EMPLOYMENT JOB DESCRIPTION

POSITION TITLE: Grant Writer/Special Projects Coordinator

DEPARTMENT: First Selectman's Office

REPORTS TO: First Selectman or designee

CLASSIFICATION: Hourly; Unaffiliated; 27.5 Hours per week

JOB SUMMARY:

Coordinates funding sources to support existing and planned activities for the Town and BOE, as well as assist the development, writing and submission of grant proposals to federal, state and private funding agencies. Assists in coordinating, organizing and marketing for economic development including local business, industry and neighborhood development. Coordinates special projects, performs administrative and technical work involving various activities for First Selectman.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and maintains files of all federal, state and private grant programs that are or potentially available to Town departments and service programs.
- Coordinates and participates in writing of grant applications.
- Researches, prepares and completes federal, state and/or local forms/applications.
- Coordinates interdepartmental and external clients' input and documentation for grants and special projects.
- Assists in planning marketing and public relations campaigns for Town development projects, creating promotional literature as required.
- Updates website and maintains social media accounts.
- Plans, organizes and coordinates public events.
- Schedules meetings and maintains department agenda.
- Reviews documents to ensure they are complete and accurate.
- Enters data and scans for record retention.
- Orders and maintains adequate inventory of office equipment and supplies.
- Provide superior customer service and interact with a wide variety of individuals.
- Performs other related duties, as required.

EDUCATION/SKILLS/EXPERIENCE:

- Bachelor's Degree preferred.
- Two years of experience in project management and/or grant writing preferred.

- Strong ability to prepare written documents and reports: superior communications skills (both verbal and written).
- Excellent computer skills, including Microsoft Office suite.
- Must be able to read and comprehend technical texts, laws and regulations and provide verbal and/or written interpretations.
- Strong organizational and time management skills.
- Must be able to interact and work in a cohesive team environment.
- Notary Public license, ability to become a notary within a year of employment.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger movements, handle or feel objects or controls; and must be able to lift and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.



TOWN OF MONROE

OFFICE OF THE FIRST SELECTMAN

7 Fan Hill Road
Monroe, CT 06468
Phone: 203-452-2821
www.monroect.gov

Date: February 6, 2025

To: Jonathan Formichella, Town Council Chair

From: Terrence P. Rooney, First Selectman *TR*

cc: Craig Hirsch, HR Director
William Davin, Fire Marshal

Subject: Resolution Regarding Job Description Updates for the Deputy Fire Marshal/Fire Inspector

The Director of Human Resources has requested to update the Deputy Fire Marshal/Fire Inspector job description. These changes will better reflect the current role and responsibilities with the position. Please find attached the proposed changes to this position.

I ask that you place the following resolution on the agenda of your next Town Council Meeting:

RESOLUTION #25-027: RESOLVED, that the Town Council hereby approves the revised job description and authorizes the First Selectman to implement as soon as practical.

Thank you.

TOWN OF MONROE
JOB DESCRIPTION

POSITION TITLE: Deputy Fire Marshal/Fire Inspector

DEPARTMENT: Office of the Fire Marshal

DIRECT REPORT: Fire Marshal

NON UNION: Part Time up to 19.5 hours per week

JOB SUMMARY:

To assist the Fire Marshal with the enforcement of the Connecticut Fire Safety Code pertaining to fire safety, hazardous materials, and blasting. In addition, to perform as directed the investigation, cause, and origin of fire related incidents in the Town of Monroe.

ESSENTIAL DUTIES & REPONSIBILITIES:

- Assist the Fire Marshal with annual inspections of all applicable occupancies within the limits of the Town of Monroe, as regulated by the Connecticut Fire Safety Code.
- Conduct plan reviews on proposed new building construction for compliance with the Connecticut Fire Safety Code within the Town of Monroe.
- Assist in the issuance of all applicable permits issued through the Fire Marshals Office. Conduct on site inspections of fireworks displays, outdoor amusements shows. Investigate complaints of fire safety violations.
- Prepare comprehensive detailed reports on all investigations, and inspections performed. Respond to emergencies on an as needed basis. Cover assigned on call shift(s).
- Assist with the enforcement of the Connecticut General Statutes pertaining to fire safety, hazardous materials, and blasting.
- Inspect cargo tank installations, and vehicles that are registered in the Town of Monroe. Perform other work related duties, as directed by the Fire Marshal.

COMPETENCIES AND SKILL REQUIREMENTS:

The Deputy Fire Marshal/Fire Inspector must be well organized, and possess good oral and written skills.

He or she must have a through working knowledge of Microsoft Word, and Excel programs.

Must have the ability to read and interrupt regulations and procedures. Must have the ability to develop, and maintain an effective working relationship with other Town departments as pertaining to this office's operations.

LICENSE OR CERTIFICATION:

Certification by State of Connecticut Fire Marshal. Required to obtain, and maintain the

minimum of (90) ninety hours of continuing education over a (3) three year period. A Connecticut Motor Vehicle Operators License is a necessary requirement. He or she must be able to obtain Open Burning Official Certification within (6) six months of hire.

PHYSICAL DEMANDS:

He or she must have ability to climb ladders, work in confined spaces, function in self contained breathing apparatus, and function in adverse weather conditions. He or she must have the ability to lift light to medium weights as associated with job related functions. He or she will maintain an annual physical on file.

Reviewed: 1/2015

Reviewed: December 2017

Craig Hirsch, Director of HR



TOWN OF MONROE

EMPLOYMENT JOB DESCRIPTION

POSITION TITLE: Deputy Fire Marshal/Fire Inspector

DEPARTMENT: Office of the Fire Marshal

REPORTS TO: Fire Marshal

CLASSIFICATION: Hourly; Unaffiliated; 19.5 hours per week

JOB SUMMARY:

The Deputy Fire Marshal/Fire Inspector shall be responsible for Fire/Life Safety inspections and prevention activities as assigned by the Fire Marshal.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Inspection of occupancies, assigned by the Fire Marshal, to determine compliance with the Connecticut Fire Safety Code (CFSA).
- Shall abate all fire hazards found during inspection, in accordance with Section 29-306 of the CGS.
- Resolve compliance issues with property owners and managers within his/her scope of authority.
- Review and approve construction plans, for compliance with CGS.
- Respond to complaints regarding fire code violations and/or hazards.
- Maintain data and records regarding fire inspections, investigations, and prevention activities.
- Assist in public education in fire prevention, with lectures, demonstrations, and presentations before community groups, schools, and other organizations.
- Shall act as a liaison for the Fire Marshal, for the purpose of issuing permits, and authorizing by signature any said permits or operations in absence of the Fire Marshal.
- Prepare and maintain reports/documentation of inspections as required.
- Assist in fire investigation duties as directed.
- Assist in developing training programs as directed.
- Be available for on call shift coverage.

EDUCATION/SKILLS/EXPERIENCE:

- Must have a current certificate as to the successful completion of the Fire Safety Code module, as issued by the State Fire Marshal's Office.
- Must be able to enrolled within 6 months State of Connecticut Firefighter 2 and attain the certification within 18 months.
- Must be able to attain State of Connecticut Fire Service Instructor 1, within 2 years of hire.

- Minimum of five (5) years' experience as a firefighter.
- Must have; educational methods as they relate to presenting programs on Fire and Life Safety instruction.
- Must have; the basic science of fire behavior.
- Must have; the ability to wear fire department self-contained breathing apparatus.
- Proven leadership experience and ability to foster and develop robust partnerships.
- Ability to assess and evaluate situations and provide solutions to complex challenges with incomplete information and while under stressful conditions.
- Reading and interpreting of construction plans and documents.
- Strong organizational, administrative and leadership skills.
- Strong ability to prepare written documents and reports; superior communication skills (both verbal and written).
- Good computer skills, including Microsoft Office suite.
- Must wear proper uniform, as provided.
- Must Maintain a Valid Connecticut Motor Vehicle Operator's License.

LICENSES/CERTIFICATES:

Certification by State of Connecticut Fire Marshal's Office. Required to obtain, and maintain the minimum of (90) ninety hours of continuing education over a (3) three-year period.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee regularly is required to stand, walk, sit, bend, occasionally drive a vehicle, use hand to finger coordination, handle or feel objects, and reach with hands and arms. Ability to move about facilities, outdoors, construction sites, damaged buildings and walk on unpaved, sloped, and uneven terrain. Ability to climb ladders and/or steps to reach objects and areas. Ability to work heights of greater than 10 feet. Ability to work under stress from demanding deadlines and changing priorities and conditions. Able to attend and participate in evening meetings. The employee may need to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus and read various documents.



TOWN OF MONROE

OFFICE OF THE FIRST SELECTMAN

7 Fan Hill Road
Monroe, CT 06468
Phone: 203-452-2821
www.monroect.gov

Date: February 6, 2025

To: Jonathan Formichella, Town Council Chair

From: Terrence P. Rooney, First Selectman 

cc: Keith White, Chief of Police

Subject: **Resolution Authorizing First Selectman to Enter Into, Deliver and Execute EMPG Grants**

As you are aware, the Town of Monroe, generally through its Police Department, applies for and receives annual grants from the State of Connecticut DEMHS Emergency Management Performance Grant Program (EMPG). These grants are generally administered on multiple occasions during each fiscal year, each time in the same form, which is now very familiar to this Town Council. Previously, the grant application and agreements were procured through a combined electronic and paper submission process. However, recently, the State has implemented an all-electronic procurement process that requires the Town to electronically submit a blanket resolution as a condition precedent to participation in the Grant Program.

As set forth in the opinion letter from our Town Attorney, Frank Lieto, while Chapter III, Section 2.11 of the Town of Monroe Charter provides that the authority of the First Selectman includes the duty of "[i]nvestigating, advising with respect to and obtaining available and applicable state and federal funds and grants [o]n behalf of the Town and any of its departments, boards and commissions", it further vests the authority to enter in to agreements on behalf of the Town with the Town Council. Therefore, while it has been the protocol of this office to present all grants to the Town Council for review and approval prior to my execution thereof, in light of the state mandate and the new electronic grant submission process, a blanket resolution is now required.

The Town Attorney's formal letter of opinion is attached.

Accordingly, I respectfully request that you approve the following resolution at your next Town Council meeting:

RESOLUTION #25-028: RESOLVED, that the Town of Monroe may enter into with and deliver to the State of Connecticut DEMHS any and all documents which it deems to be necessary or appropriate to obtain and secure any and all grants associated with the Emergency Management Performance Grant Program for the benefit of the Town of Monroe; and

FURTHER RESOLVED, that Terrence P. Rooney, as First Selectman of the Town of Monroe, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Monroe and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents and effectuate the matters contemplated herein.



TOWN OF MONROE

OFFICE OF THE TOWN ATTORNEY

7 Fan Hill Road
Monroe, CT 06468
Mobile: 203-331-2597
www.monroect.org

Francis Lieto
Town Attorney
flieto@monroect.org

February 6th, 2025

VIA ELECTRONIC DELIVERY

Hon. Terrence P. Rooney
First Selectman
Town of Monroe
7 Fan Hill Road
Monroe, CT 06468

RE: Letter of Opinion
Blanket Resolution (“Resolution”) to Enter Into, Deliver and Execute Emergency Management Performance Grants (collectively the “Grants”) between the Town of Monroe (“Town”) and the State of Connecticut Division of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security (“State”) through the Emergency Management Performance Grant Program

Dear First Selectman Rooney:

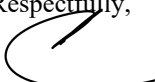
At your direction, I have drafted the Resolution required by the State for the Town to apply for, obtain, enter into, deliver and ultimately, execute the Grants between the Town and State regarding awards related to the Emergency Management Performance Grant Program and the agreements which are ancillary thereto. As you are aware, the Town, generally through the Police Department, applies for these Grants annually but receives them in piecemeal on multiple occasions per fiscal year. While in prior years the procurement process was combined electronic and paper, the State has now switched to an entirely electronic process which requires the Town submit a blanket resolution prior to participation in the program procurement process. Accordingly, the proposed Resolution will satisfy this condition precedent.

As you are aware, Chapter III, Section 2.11 of the Town of Monroe Charter includes your authority, as First Selectman, of “[i]nvestigating, advising with respect to and obtaining available and applicable state and federal funds and grants [o]n behalf of the Town and any of its departments, boards and commissions”. However, it also provides the Town Council with the exclusive authority to enter in to agreements on behalf of the Town. Therefore, while these Grants are within your authority to procure, they always have agreements associated therewith which may not be within your authority to execute. Nevertheless, all such Grants have traditionally been presented to Town Council in what could be considered, at the very least, an abundance of caution and in the spirit of transparency. However, the Grants are annually submitted in the same format and with the same agreement and all of same have been approved by the undersigned and Town Council.

Therefore, due to the state’s restructuring of the procurement process, it is in the best interests of the Town that you submit the Resolution to Town Council for their approval and consideration. Pursuant to Chapter V, Section 14 of the Town of Monroe Charter (“Charter”), I hereby approve the Resolution in form and content and recommend that same be forthwith submitted to the Town Council for approval and authorization of your execution thereof pursuant to Chapter II, Section 4 of the Charter.

Please do not hesitate to contact me with any questions or comments related to this matter at your leisure.

Respectfully,



Francis Lieto