



# TOWN OF MONROE

## TOWN COUNCIL

### MEETING MINUTES

Session # 2024-01

Regular Meeting – Monday, January 8, 2024 – 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 Cathy Kohut  
Councilmember Jason Maur  
Councilmember Janice Persico  
Councilmember Kevin Reid (remote)  
Councilmember Dona-Lyn Wales

**ABSENT:** Councilmember Sean O'Rourke

**ALSO PRESENT:** First Selectman Terrence P. Rooney  
Frank Lieto, Town Attorney

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#### I. PLEDGE OF ALLEGIANCE

**Formichella** called the meeting to order at 7:09 PM and led with the Pledge of Allegiance.

#### II. ROLL CALL

**Formichella** took the roll call as noted above.

#### III. CONSENT CALENDAR

- A. Approval of the minutes of the Town Council Regular Meeting held on December 11, 2023 (Session 2023-21) and of the Town Council Special Meeting held on December 18, 2023 (Session 2023-22).
- B. Approval of the Tax Collector's Request for Refunds, dated January 2, 2024, totaling \$16,734.04.
- C. Acceptance of the donations received for the following programs:
  - Community & Social Services: \$ 944.00
  - Edith Wheeler Memorial Library: \$ 40.73 & in-kind donations of 1 book, 2 DVD's, & 41 puzzles
  - Emergency Medical Services: \$ 2,086.00
  - Farmers' Market \$ 90.00
  - Food Pantry: \$ 5,520.00
  - Police Department: \$ 375.00
  - Project Warmth: \$ 1,069.00
- D. **Resolution #24-001: RESOLVED**, that the execution of the Amendment to Connecticut Recreational Trails Grant Personal Service Agreement (PSA #2022-81) by Terrence P. Rooney, First Selectman of the Town of Monroe, on behalf of the Town of Monroe, as authorized by Town Council Resolution #22-09, is hereby ratified;

**FURTHER 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, any further amendments or associated documents related to the Connecticut Recreational Trails Grant Personal Service Agreement (PSA #2022-81) as authorized by Town Council Resolution #22-09.

#### **IV. COMMUNICATIONS**

- A.** Memo from the First Selectman to the Town Council Chair dated January 4, 2024 regarding various donations.
- B.** Memo from the Tax Collector to the Town Council Chair dated January 2, 2024 regarding a Request for Refunds.
- C.** Memo from the First Selectman to the Town Council Chair dated January 4, 2024 regarding the resolution for the Employee Assistance Services Agreement between the Town of Monroe and KGA.
- D.** Letter of Opinion from the Town Attorney to the First Selectman dated January 3, 2024 regarding the resolution for the Employee Assistance Services Agreement between the Town of Monroe and KGA.
- E.** Memo from the First Selectman to the Town Council Chair dated January 4, 2024 regarding the resolution for the Employee Assistance Services Agreement between the Town of Monroe Police Department and KGA.
- F.** Letter of Opinion from the Town Attorney to the First Selectman dated January 3, 2024 regarding the resolution for the Employee Assistance Services Agreement between the Town of Monroe Police Department and KGA.
- G.** Memo from the First Selectman to the Town Council Chair dated January 4, 2024 regarding the resolution for the Time Clock Plus, LLC Service Terms & Conditions.
- H.** Letter of Opinion from the Town Attorney to the First Selectman dated January 3, 2024 regarding the resolution for the Time Clock Plus, LLC Service Terms & Conditions.
- I.** Memo from the First Selectman to the Town Council Chair dated January 4, 2024 regarding the resolution for the Connecticut Broadcasters Association Alternative Broadcast Inspection Program Agreement.
- J.** Letter of Opinion from the Town Attorney to the First Selectman dated January 3, 2024 regarding the resolution for the Connecticut Broadcasters Association Alternative Broadcast Inspection Program Agreement.
- K.** Memo from the First Selectman to the Town Council Chair dated January 4, 2024 regarding the resolution for 3-Day Blinds Service Agreement.
- L.** Letter of Opinion from the Town Attorney to the First Selectman dated January 3, 2024 regarding the resolution for the 3-Day Blinds Service Agreement.
- M.** Memo from the First Selectman to the Town Council Chair dated January 4, 2024 regarding the Authorization Resolution for Janney Montgomery Scott.
- N.** Letter of Opinion from the Town Attorney to the First Selectman dated January 3, 2024 regarding the Authorization Resolution for Janney Montgomery Scott.
- O.** Memo from the First Selectman to the Town Council Chair dated January 4, 2024 regarding the Monroe Housatonic Valley River Trail (2022-81) 2nd Amendment.
- P.** Letter of Opinion from the Town Attorney to the First Selectman dated January 3, 2024 regarding the Monroe Housatonic Valley River Trail (2022-81) 2nd Amendment.

#### **V. PUBLIC PARTICIPATION**

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

Marge Bucci from the Monroe Housing Authority stated that Fairway Acres is currently looking for new Board Members. Ms. Bucci stated that things have not been going well at the Authority. **Lipeles** inquired about the responsibility of the board. Ms. Bucci noted the Board needs a Treasurer and a Secretary. **Lipeles** inquired when the Authority meeting took place. Ms. Bucci noted that they meet the second Tuesday of the month, but since they lost Mr. Duva, there are only three of them. They have many empty units and they are trying to fill them because they are losing a lot of money. Ms. Bucci noted that she did the calculations herself and if the Authority could get a full board, then they could try to fill the vacant units and have more money for the Monroe Housing

Authority. Ms. Bucci continued to state that there are many things that need to be accomplished that have not been completed and that installing new doors and windows were on an agenda in March but it never happened. Ms. Bucci thanked Councilmember Duva for his hard work on securing the financing needed for the doors and windows but that nothing else has happened in over a year. **Duva** inquired with the Chair if Council could put the concerns of the Monroe Housing Authority on the agenda and discuss it while Ms. Bucci is present.

**Formichella** noted that Duva could make a motion to add the item to the agenda under New Business, item I.

**Duva** made a motion to have the Monroe Housing Authority added to the agenda under New Business item I.

**Second: Kohut**

**Discussion: Maur** clarified that they are able to add an agenda item that was not noticed as long as no votes were anticipated. **Formichella** noted that when a new item of business is added to a regular scheduled agenda, there is still a required two-thirds vote because the item was not originally noticed. **Formichella** noted that he did not anticipate any action or vote for this item and to add it to the agenda, six councilmembers would have to agree in order to add that item to the agenda tonight. **Duva** stated that he believed that the Housing Authority could use assistance from other parts of the Town, rather than Ms. Bucci making a statement during public comment that goes off into the void. **Formichella** inquired that all of those in favor of adding line item I of New Business for the Discussion on the Monroe Housing Authority, please say aye.

**Motion passed 8-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, Persico, Reid, Wales**

Voting No: None

Absent: O'Rourke

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

## VI. APPOINTMENTS

None

**Maur** inquired if items could be out of order and move item I on the agenda so guests can choose whether or not to stay throughout the rest of the meeting. **Formichella** noted that was fine and when New Business is discussed, item I will be discussed first.

## VII. ACTION ITEMS

- A. Town Council Committee on Finance, Education, Health & Public Safety Matters – **Lipeles** introduced Janice Persico who joined FEHPS and stated that Enid Lipeles was elected as Chair.
- B. Town Council Committee on Planning & Zoning, Public Works and Park & Recreation – **Duva** stated they met this evening and stated that he would be the Chair of the subcommittee as well as the liaison for Planning & Zoning. **Duva** noted that Councilmember O'Rourke would be the liaison for Public Works and that Councilmember Kohut would be the liaison for Parks & Rec.
- C. Town Council Committee on Legislative & Administrative Matters – **Reid** noted that they discussed seven items of new business which included the Connecticut Recreational Trails Grant Personal Services Agreement, the agreement between the Town of Monroe and KGA, the agreement between the Monroe Police Department and KGA, the Timeclock Plus, LLC Service Terms and Conditions, the Connecticut Broadcasters Association Alternative Broadcasters Alternative Broadcast Inspection Program, the 3-Day Blinds Service Agreement, and the individuals authorized to transact on the Towns Janney Montgomery Scott, LLC account, all of which reached consensus to move to Council.
- D. Strategic Planning Committee - **Formichella** stated that there will be a meeting on January 10<sup>th</sup> at 5:45 PM in the Ehlers Room at the Library to discuss Capital Projects. Department heads will present their capital projects to the Strategic Plan Committee and they would gather information about those before voting on a recommendation at a later meeting.
- E. EMS Building Committee – **Rooney** noted that the architect has finally signed off on the final requisition, so they will be holding a meeting soon to end the journey into the new EMS building. **Rooney** stated that

scheduling may be difficult right now due to budgets, but he was hopeful to get this resolved and completed.

F. Open Space Preservation and Acquisition Committee – **Formichella** noted they have not met since the last Town Council meeting.

G. First Selectman’s Update –First Selectman **Rooney** reported as follows:

**Menorah Lighting**

- On December 12<sup>th</sup> the evening was festive with the lighting of the menorah on the town green. There was significant attendance with singing, dancing, prayer reading and the historical stories dating back to ancient empires.

**Chamber of Commerce Luncheon**

- Attended the Chamber luncheon at Flames restaurant on December 12<sup>th</sup>. I was asked to speak and my message was for positive business growth in the areas our people both need and want. Our businesses are the backbone of our local economy and the drivers of our growth and future. As always, I emphasized the need for our community to support all of our businesses both existing and new.

**New Haven Toy Drive**

- December 8<sup>th</sup> annual WPLR Toy Drive was attended. Many kind people, businesses, mayors and selectman from all over the state attended for a record turnout. Altruism is always an admirable human trait and to see the number of toys and donations was nothing less than incredible. This year’s toy drive raised over \$160,000 and many toys for children of all ages.

**Monroe Police Toy Drive**

- The Annual Monroe Police Department Toy Drive was a success as always. Center for Family Justice is committed to many efforts for the benefits of the community and the toy drive is just another great example of their outreach to people in need. A truck full of toys were received from Monroe citizens making it a great success.

**Ribbon Cuttings**

- Masuk High school was presented with a \$200,000 grant for needed technology upgrades. Those upgrades have provided additional flexibility and value to current and future students. Monroe representatives that attended included State Rep Tony Scott, Technology Director Paul Koorse and Economic Development Director William Holsworth. Congressman Himes also attended along with others involved in the Science, Technology Engineering and Math Program (STEM).
- Glen Ro Liquors celebrated a landmark anniversary of 50 years. Roy Nealon, the previous owner, a past and present honorable member of the community passed it on to Larry Cass, who has always been extremely generous to the citizens and the charitable organizations in Monroe. It is not a surprise to me they have been a success. In attendance was Bill Holsworth our EDC director, Ray Giovanni from the Chamber of commerce Mr. Lee Hossler and others.

**Promotions**

- Josh Krize in Department of Public Works has been promoted to Crew Chief. Congratulations to Josh and thank you for your service.

**VIII. UNFINISHED BUSINESS**

A. None

**IX. NEW BUSINESS**

A. **Motion by Formichella** to accept the following donations that individually exceed \$1,500.00:

Food Pantry

- \$5,000.00 from Robert Fahr

Farmer’s Market:

- \$3,000.00 from Robert Fahr

Project Warmth:

- \$5,000.00 from Robert Fahr

**Second: Maur**

**Discussion: Rooney** stated that many of our organizations rely on donations and we thank Mr. Fahr for these donations that will benefit our community.

**Motion passed 8-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, Persico, Reid, Wales**

Voting No: None

Absent: O'Rourke

- B. Resolution #24-002:** To consider and act upon a resolution regarding the Employee Assistance Services Agreement between the Town of Monroe and KGA.

**Motion by Lipeles** to adopt **RESOLUTION #24-002: 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 Services Agreement and any associated documents by and between KGA, Inc. for the Town Employee's Employee Assistance Services.

**Second: Maur**

**Discussion: Rooney** stated some of you are aware the Town utilizes KGA, Inc. for the provision of the Town's Employee Assistance Program ("EAP"). Currently, the existing agreement for Town employees is expiring and therefore a renew agreement with KGA has been provided. Our HR Director, Craig Hirsch was able to negotiate this renewal agreement without an increase until the third fiscal year, at which point there will be a slight increase of \$500.00 for a total of \$4,750 in third fiscal year. This agreement was reviewed by our Town Attorney who provided an opinion letter. **Maur** noted that this was discussed at L&A and did inquire about our satisfaction with KGA and discovered the Town has been satisfied with their use and is looking to expand the use of KGA into other aspects of the Town further and even after the increase in the third year, we are still lower than the budget line item from prior to the use of services provided by KGA. We are getting more services than with its predecessor.

**Motion passed 8-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, Persico, Reid, Wales**

Voting No: None

Absent: O'Rourke

- C. Resolution #24-003:** To consider and act upon a resolution regarding the Employee Assistance Services Agreement between the Town of Monroe Police Department and KGA.

**Motion by Lipeles** to adopt **RESOLUTION #24-003: 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 Services Agreement and any associated documents by and between KGA, Inc. for the Monroe Police Department Employee Assistance Services.

**Second: Wales**

**Discussion: Rooney** noted as you are aware the Town utilizes KGA, Inc. for the provision of the Town's Employee Assistance Program ("EAP"). Currently, the existing agreement for the Monroe Police Department is expiring and therefore a renew agreement with KGA has been provided. Our HR Director, Craig Hirsch was able to negotiate this renewal agreement without an increase until the third fiscal year, at which point there will be a slight increase of \$250.00 for a total of \$2,500 in third fiscal year. This agreement was reviewed by our Town Attorney who provided an opinion letter. **Kohut** inquired if we knew what the utilization rate of the EAP services by the employees or Police Department totaled. **Rooney** noted that some of the information is confidential but would be able to obtain additional information. **Kohut** stated that she inquired because it is a small amount for the number of employees and three counseling sessions are not much if there is a greater need. **Kohut** confirmed she was not asking for any HIPAA protected information, just about the utilization and whether or not we should consider increasing going forward. **Rooney** stated that he appreciated the inquiry and called upon the HR Director, Craig Hirsch to provide additional information. **Hirsch** noted that he does receive reports from KGA and in the past one half of the year twelve individuals have utilized services. **Hirsch** stated that the first three counseling sessions are free as part of the service, and anything after that would be continued through the employee's insurance. **Kohut** inquired if the Police Department falls under the first responder

category and if any services are also provided to volunteer EMS or Fire. **Hirsch** noted that they are first responders and that the services are also available to those volunteer services.

**Motion passed 8-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, Persico, Reid, Wales**

Voting No: None

Absent: O'Rourke

- D. Resolution #24-004:** To consider and act upon a resolution regarding the Timeclock Plus, LLC Service Terms & Conditions.

**Motion by Lipeles for RESOLUTION #24-004: 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 Service Terms and Conditions Agreement with Timeclock Plus, LLC. for time clock services for Emergency Medical Services.

**Second: Duva**

**Discussion: Rooney** noted as you are aware, our Emergency Medical Services ("EMS") utilizes the Timeclock Plus, LLC system to log and track volunteer time, equipment, certifications and trainings.

Our EMS Administrator has obtained a renewal agreement for the time keeping and scheduling services through the current vendor, Timeclock Plus, LLC. Our EMS Administrator has recommended signing a three-year agreement which will provide an estimated cost savings of \$800.00 over the three years. This agreement, which was provided for your review and consideration and was reviewed by our Town Attorney who provided an opinion letter. **Maur** noted that the \$800 savings was discussed during L&A and it was the belief of the Selectman that the \$800 savings was the calculation that would be saved compared to individual one-year subscriptions.

**Motion passed 8-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, Persico, Reid, Wales**

Voting No: None

Absent: O'Rourke

- E. Resolution #24-005:** To consider and act upon a resolution regarding the Connecticut Broadcasters Association Alternate Broadcast Inspection Program Agreement.

**Motion by Lipeles to adopt RESOLUTION #24-005: 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 Connecticut Broadcaster Associations Alternate Broadcaster Inspection Program Agreement and any associated documents by and between CBA for facility inspector services.

**Second: Wales**

**Discussion: Rooney** noted that Kurt Anderson, General Manager for WMNR has requested to retain the services of the Connecticut Broadcasters Association to provide WMNR with licensed Federal Communications Commission ("FCC") inspectors to examine the WMNR facilities in an effort to identify deficiencies and confirm compliance with the complex regulations of the FCC. This matter was reviewed by our Town Attorney who provided an opinion letter. **Maur** noted that it was confirmed during L&A that the expenses for this are paid out of the WMNR budget and not the Town budget.

**Motion passed 8-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, Persico, Reid, Wales**

Voting No: None

Absent: O'Rourke

- F. Resolution #24-006:** To consider and act upon a resolution the 3-Day Blinds Service Agreement.

**Motion by Lipeles for RESOLUTION #24-006: 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 Contract and Consent to Use Electronic Records and Signatures, and any associated documents by and between 3 Day Blinds LLC, for the Senior Center.

**Second: Maur**

**Discussion: Rooney** noted that as you are aware, Our Director of Community & Social Services has been replacing the existing, old window blinds at the Senior Center. Once again, she has identified 3 Day Blinds,

LLC (“3DB”) as an appropriate vendor to continue this effort. The project will be paid from funds bequeathed to the Senior Center from the James Fogarty estate. 3DB provided their Contract for this purchase, which was reviewed by our Town Attorney, who provided an opinion letter. **Maur** noted that at L&A they confirmed that the use of Estate funds would be acceptable per the terms of the estate.

**Motion passed 8-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, Persico, Reid, Wales**

Voting No: None

Absent: O’Rourke

- G. Resolution #24-007:** To consider and act upon a resolution regarding that individuals authorized to transact on the Town’s Janney Montgomery Scott, LLC account.

**Motion by Formichella** to waive the reading of the Janney Corporate Resolution.

**Second: Maur**

**Motion passed 8-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, Persico, Reid, Wales**

Voting No: None

Absent: O’Rourke

**Motion by Lipeles** to adopt Resolution #24-007.

**Second: Maur**

**Discussion: Rooney** stated that for roughly 15 years, the Town has held certain US Government backed bonds with Janney Montgomery Scott, LLC (“Janney”). The Town Treasurer has alerted me to the fact that this account requires authorization to place my name as authorized to transact on the account as the newly elected First Selectman. Janney has provided their standardized form inclusive of their required resolution, which has been attached herein as Resolution #24-007. The document was reviewed by our Town Attorney, who provided an opinion letter.

**Motion passed 8-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, Persico, Reid, Wales**

Voting No: None

Absent: O’Rourke

**Motion by Formichella** to enter executive session at 7:59 PM inviting the First Selectman and Town Attorney Frank Lieto to participate in the discussion of settling pending litigation.

**Second: Wales**

**Discussion:** None

**Motion passed 8-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, Persico, Reid, Wales**

Voting No: None

Absent: O’Rourke

- H.** To consider and act upon a resolution to settle pending litigation (Executive Session anticipated).

Executive Session ended at 8:14 PM and no votes were taken.

- i. Motion by Formichella for Resolution #24-008: RESOLVED**, that the Town Attorney and First Selectman are authorized to settle pending litigation and execute a settlement on behalf of the Town regarding the tax appeal for the property at 350 Monroe Turnpike.

**Second: Lipeles**

**Discussion:** None

**Motion passed 8-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, Persico, Reid, Wales**

Voting No: None

Absent: O’Rourke

- ii. Motion by Formichella for Resolution #24-009: RESOLVED**, that the Town Attorney and First Selectman are authorized to settle pending litigation and execute a settlement on behalf of the Town regarding the tax appeal for the property at 354 Monroe Turnpike.

**Second: Lipeles**

**Discussion:** None

**Motion passed 8-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, Persico, Reid, Wales**

Voting No: None

Absent: O'Rourke

- iii. **Motion by Formichella for Resolution #24-010: RESOLVED**, that the Town Attorney and First Selectman are authorized to settle pending litigation and execute a settlement on behalf of the Town regarding the tax appeal for the property at 4 Edge Hill Circle.

**Second: Lipeles**

**Discussion:** None

**Motion passed 8-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, Persico, Reid, Wales**

Voting No: None

Absent: O'Rourke

- I. To discuss Monroe Housing Authority – **Duva** stated that he was on the Monroe Housing Authority for a full year and then a portion of the most recent year. **Duva** noted that during his time he was the Treasurer and acting Secretary, filling the roles of two jobs and as Ms. Bucci stated earlier, there was a lack of membership on that commission. **Duva** noted that he resigned from the Housing Authority so that he could be apart of Town Council. **Duva** noted that there are various issues and that Ms. Bucci came here tonight to see if the Council or First Selectman's office could be of assistance. **Duva** noted that he was unaware if Selectman Rooney was aware of the issues at the Housing Authority, but feels there should be an emphasis on filling the commission vacancies. **Duva** noted that the commission members are nice people and that he enjoyed his time helping them, and wants them to have an enjoyable living environment with as little stress as possible. **Duva** stated that he was open to any suggestions from the First Selectman that could assist them. **Rooney** stated that he would like to refer this to the Town Attorney because the issues with the commission have come to the office and we have a preliminary idea on how to move forward. **Rooney** noted that the Town Attorney could elaborate on what action was attempted. **Lieto** stated that the First Selectman authorized him to attend the Monroe Housing Authorities meeting to try and assist from the Town side, to assess what has been happening, and what the concerns are and to then bring that information back through the Selectman's office to see how the Town could assist. **Lieto** stated that once that occurred the First Selectman could report those findings to Council to determine how they could further assist. **Lieto** continued to state that Mr. Kellogg was working on this for some time and assistance was offered to the Housing Authority on various legal issues that came up over the last couple of years with respect to elections, votes, meetings, things of that nature. **Lieto** stated that the Housing Authority is an interesting animal as many of those associations are in the State of Connecticut, where they have inherent statutory authority to exist and essentially are self-governing sovereign kind of entities within the community. There is an interesting dynamic between what the Town can legally do and what the Town can offer by way of consultation and guidance. **Lieto** continued to state the Authority is a great concern to everyone on Council and our community wants to participate in anyway they can and that Mr. Rooney, just as Mr. Kellogg, was offered full support to assist the Authority in any way they could. **Lieto** stated that his goal was to meet with the Authority to assess what was going on but that he cannot help with appointing individuals to the board, Council would take care of that portion. **Lieto** stated again that his goal was to meet with them, offer guidance, assess what has gone on and to report back to the Selectman with the Selectman's authority and potentially the authority of Council if needed, to help guide commission. **Lieto** stated that the Authority does have a meeting Tuesday and he was planning on attending. **Rooney** stated that in the spirit of complete transparency, Mr. Lieto, there was a meeting that you were previously scheduled to attend and that meeting was cancelled. **Lieto** confirmed that the meeting was cancelled and that previously there had been multiple meetings that he offered to attend and for one reason or another, those meeting were cancelled. **Lieto** stated that upon the Town's offering of his assistance, the meetings were cancelled so he was unable to attend any of those meetings but was hopeful that he would be attending the upcoming meeting. **Formichella** noted that

councilmembers can help by going back to their respective parties, friends or people in the community that they know want to be involved in Monroe, and suggest they reach out to either the RTC or DTC chair to apply and get their names involved. **Kohut** inquired if there was a specific manner for the board positions that are open since they are a statutory body, and if there was a specific manner for selection or appointment of a board member. **Lieto** stated that the process was different and he did not have the requirements off hand but that he did do an analysis and would be happy to provide it to councilmembers. **Kohut** inquired what the Statute number was. **Maur** stated the requirements for Town Charter are under Statute Chapter 4, Section 18. **Lieto** stated that he would be able to provide it and that he does have an opinion letter. **Formichella** noted that there are certain requirements. There has to be a certain number or one individual that lives there. **Lieto** stated that there are five members and one of them has to be a resident. There are two processes, we have the Monroe Housing Authority that serves as liaison to the Town, but they also have a tenant commissioner, and a homeowner's authority that provides them with the internal statutory guidance to govern the association. There are two different authorities. **Kohut** stated she understood but from the commentary, they are short board members and are stymied in their work. **Kohut** stated that her question about specific procedure for the selection of appointment of a board was so they can have a full complement and proceed with their work and the filling of the empty units, repairs, renovations or whatever else was needed. **Lieto** stated that would be discussed when he meets with them and that he would provide the Council Chair the references and a detailed opinion letter that was provided previously to Mr. Kellogg when they were going through the election of their resident commissioner. **Duva** thanked Selectman Rooney and Attorney Lieto for looking into the matter and providing whatever help they could. **Maur** stated that his understanding was that this was supposed to be a five-member board, appointed by the First Selectman and inquired if those appointments are made through recommendations by the vacancy committees as with other commission and authorities in the Town. **Lieto** confirmed that process was correct. **Maur** inquired if there was a specific minority representation requirement within the committee. **Lieto** confirmed. **Maur** inquired what the current needs of which vacancy chairs should be making recommendations to be sure those requirements are met. **Lieto** stated that he did not have that knowledge. **Rooney** stated that he would refer that to Mr. Duva, as he may have a better outline of exactly where the committee sits currently. **Duva** stated that he and the vice-chair were appointed at the same time and they were both from the Republican party. **Duva** noted that he was unsure what affiliation the Chair was. **Rooney** stated that he can review affiliation from his office and then they could come together to help these folks. **Maur** stated that his understanding was that there were three members and two vacancies and there was a typo on the website. **Maur** stated the deductive reasoning was five total spots, one of which was a Republican, two of which we also know were Republican therefore one from RTC and one from DTC would be needed to meet minority representation. **Lieto** stated that the Statute to reference was 8-40 & 8-44 which establishes the power of the Monroe Housing Authority. **Duva** noted that to his knowledge, Ms. Bucci was appointed by a vote of the tenants, not by a political party. **Duva** stated that believed that four spots are subject to political appointments and that the tenant commissioner was voted upon by the residents. **Maur** stated that would explain the three vacancies because then it was five appointed by the Selectman a one selected by the residents for a total of six commissioners. **Duva** stated that his understanding was that the commission was five people in total. **Lieto** stated that he issued a letter of opinion on February 22, 2023, for the reason that the Housing Authority had undergone a required election for the appointment of the tenant commissioner and there was a specific process promulgated by statute that must be followed in order to elect the tenant commissioner and there was a question as to whether or not that election was done properly. **Lieto** continued to state that on March 21, 2023, he issued an opinion which was attached to then First Selectman Kellogg's memo regarding it being highly likely that MHA did not follow the statute properly, and as a result there was a question as to whether or not Ms. Bucci was properly elected and appointed as the tenant commissioner. **Lieto** stated that if the process was not followed timely, due to the strict time constraints they must follow, then the First Selectman appoints the resident commissioner and Mr. Kellogg thought it would be appropriate to ratify the votes of the commission and appointed Ms. Bucci to that position, which was appropriate for him to do. **Lieto** continued to state that the Board should consist

of five resident members each serving a five-year term all appointed by the First Selectman pursuant to section 8-40 and that the terms shall remain staggered, so that not more than one Commissioner's terms expires, and that at least one Commissioner must be a tenant of the authority. The chairman elected by the Commissioners shall serve a three-year term and there must be an elected vice chairman and there may be a secretary who shall be the executive director. Section 8-44 establishes the powers of the Monroe Housing Authority and constitutes it a public body corporate politics which means they have their own responsibility and power to carry out the purposes and provisions of Chapter 120 of the CT General Statutes and then further discussed the outline of the process to appoint Commissioners. **Formichella** stated that Council would assist with finding two new members for the Housing Authority, Attorney Lieto would be attending their meeting and would work with the First Selectman to provide as much guidance as the Town could to the Housing Authority, given that the Housing Authority is its own independent body, separate from the Town, other than appointments of certain commissioners. **Formichella** closed item I.

**X. PUBLIC PARTICIPATION**

**Formichella** asked if anyone wished to speak on unfinished items regarding Monroe Housing Authority, hearing none, he closed second Public Participation.

**XI. ADJOURNMENT**

**Formichella** adjourned the meeting at 8:17 PM.