

**MINUTES**  
**CITY COUNCIL & WPCA**  
**REGULAR MEETING**  
**City Hall Auditorium / Zoom**  
**September 6, 2022**

A **REGULAR MEETING** of the City Council and Water Pollution Control Authority (WPCA) of the City of Torrington was held at the City Hall Auditorium on Tuesday, September 6, 2022. Present at the City Hall auditorium were Mayor Elinor Carbone, Corporation Counsel Victor Muschell, and City Councilors Drake Waldron, Paul Cavagnero, and Anne Ruwet. City Councilors Armand Maniccia, David Oliver, and Keri Hoehne joined via Zoom. Also present at City Hall were, City Planner Jeremy Leifert, Assistant City Planner Nate Nardi-Cyrus, Economic Development Director Rista Malanca, WPCA Administrator Ed Tousey, Treasurer Dan Farley, Facilities Director Jamie Sykora, IT Director Gerry Crowley, Fleet Manager Emil Castro, and Torrington Housing Authority Director Claudia Sweeney. Police Chief William Baldwin, Police Captain Bart Barown, Public Works Director Ray Drew, and City Engineer Paul Kundzins joined via Zoom.

Mayor Carbone called the meeting to order at 6:35 p.m. beginning with the Pledge of Allegiance.

**Public Comment:** (in-person only)

On a motion by Councilor Waldron, seconded by Councilor Cavagnero the Council voted unanimously to open the meeting to the public, in accordance with Section 4(e) of the City Council & WPCA Meeting Rules of Procedure.

**Tom Kandefer** spoke about the City Wide Clean up coming up on September 17, he also talked about other upcoming events in Torrington, like Octoberfest.

**Steven Ivain** shared his thoughts on the proposed Torrington Housing Affordability Plan.

**Approve Minutes**

On a motion by Councilor Maniccia, seconded by Councilor Waldron, the Council voted unanimously to accept the Regular meeting minutes from August 15, 2022.

**Set a Public Hearing for Sewer Benefit Assessment for Homestead Rd and Kimball Lane**

On a motion by Councilor Ruwet, seconded by Councilor Cavagnero the City Council herein acting as the Water Pollution Control Authority, pursuant to C.G.S. §7-250 voted unanimously to set a date of October 3, 2022, for a Public Hearing for the Sewer Benefit Assessment for properties on Homestead Road and Kimball Lane.

**Avs-026-070722 Audio Video Solution for City Hall Auditorium**

On a motion by Councilor Ruwet, seconded by Councilor Cavagnero, the Council voted unanimously to accept the recommendation of the IT Director, Public Works Director, and Facilities Manager to award the contract for the installation of upgraded Audio-Visual equipment for the Auditorium at City Hall, to Sound Works and Security of Torrington, CT for \$242,485.90 and authorize the Mayor to act on behalf of the city regarding the award and execution of the contract agreement, funding will be from ARPA Funds and IT Capital. Councilor Cavagnero asked what the City would be getting for \$242,485.90, IT Director Gerry Crowley explained all of the different items that would be getting upgraded in the Auditorium. Councilor Cavagnero also asked if this had gone out to bid, and Mayor Carbone let him know that it had. Councilor Ruwet asked if there would be any portable equipment included, IT Director Gerry Crowley explained that it was only for the Auditorium right now but could investigate adding portable equipment in the future. Councilor Waldron asked if there would be permanent displays, IT Director Gerry Crowley said that there would be two permanent monitors facing the audience and that each Council member would have a screen.

Councilor Hoehne joined at 6:47 p.m.

**Proposed Torrington 2022-2027 Housing Affordability Plan**

Presentation of State mandated (CGS Section 8-30J) Affordable Housing Plan for the City of Torrington. Jeremy Leifert, City Planner, introduced Jocelyn Ayer, Director, Litchfield County Center for Housing Opportunity. Ms. Ayer explained that every state is required to have a housing plan. She went on to highlight how the plan was developed, and the goals and strategies that the plan would like to achieve over the next five years. Ms. Ayer mentioned the different housing stock in the City that would qualify for Affordable Housing, with some new units coming soon. Councilor Ruwet congratulated the Committee for working on this plan for the last year, she went on to say that she would be reading the plan in detail before the next meeting. Councilor Cavagnero asked for a clear definition of Affordable Housing, Ms. Ayer explained that they use the State's definition of Affordable Housing, since it is a State mandated plan. Councilor Cavagnero also asked if there was any way to keep Section 8 out of projects so that the seniors and veterans were protected, Torrington Housing Authority Director Claudia Sweeney stated that there is no way to keep Section 8 out of a housing project as it is illegal, however, they are working on a plan to have a space specifically for seniors and veterans.

**Expense Reimbursement Policy**

On a motion by Councilor Cavagnero, seconded by Councilor Maniccia, the Council voted unanimously to adopt an Expense Reimbursement Policy for Police Department Extra Duty assignments, having been previously approved by the Board of Finance on August 16, 2022. Mayor Carbone explained how this will better utilize the reimbursement funds from Police Extra Duty. She went on to say that the Board of Finance was pleased to see the funds being put back to use for the City.

**Inland Wetlands Commission/Conservation Commission**

On a motion by Councilor Maniccia, seconded by Councilor Cavagnero, the Council voted unanimously to rescind the August 15, 2022 vote to reappoint Christine Altman (D) and Tomasz Kalinowski (L) as regular members of the Inland Wetlands Commission for three-year term set to expire September 4, 2025. This is to correct the Commission name.

On a motion by Councilor Cavagnero, seconded by Councilor Hoehne, the Council voted unanimously to reappoint Christine Altman (D) as a regular member of the Inland Wetlands Commission for a three-year term set to expire on September 4, 2025.

On a motion by Councilor Cavagnero, seconded by Councilor Ruwet, the Council voted unanimously to reappoint Tomasz Kalinowski (L) as a regular member of the Conservation Commission for a three-year term set to expire on September 4, 2025.

**Veteran's Advisory Committee**

On a motion by Councilor Ruwet, seconded by Councilor Cavagnero, the Council voted unanimously to reappoint Michael Thomas (R) and Dennis Bailey as members of the Veteran's Advisory Committee for a second four-year term set to expire September 30, 2026.

**Resolution #143-234 - Brownfield Grant Application**

On a motion by Councilor Waldron, seconded by Councilor Cavagnero, the Council voted unanimously to adopt Resolution #143-234 for partial demolition and abatement of the former Hotchkiss Mill property located at 199 Water Street and 229 Church Street, as further described in the Economic Development Director's Memo dated August 30, 2022. See addendum 1.

**ARPA - Community Impact Grant Recommendations**

On a motion by Councilor Ruwet, seconded by Councilor Cavagnero, the Council voted unanimously to accept the recommendation of the ARPA Committee to approve the following grant requests:

- A. Nutmeg Conservatory for the Arts, "Nutmeg Ballet & Torrington Public Schools – Nutcracker 2022" - \$11,000
- B. Warner Theatre, "Warner Arts in the Classroom Pilot" - \$10,000
- C. Sanctuary Power Yoga, "Yoga for Teens" - \$3,075
- D. The Center for Dance Arts, "Dancing Dreams – Dance for every child project" - \$9,000
- E. Torrington Historical Society "John Brown Birthplace – Five Points Art Center Connector Trail" - \$13,700
- F. Culture 4 a Cause "His Truth is Marching On: Musical Documentary Unveiling" - \$4,500
- G. Joyful Noise, "Singing for mental Health Benefits Scholarship Fund for Torrington Children" - \$9,450
- H. First Congregational Church, "Community Food Distribution" - \$14,500
- I. Drakeville Fire Department. "Drakeville Volunteer Fire Department Capital Safety Expense" - \$7,850

Councilor Ruwet who is part of the ARPA Committee explained to the Council how this is just the first phase of the requests which were under \$15,000. She went on to thank Julie Scharnberg, Vice President of Community Engagement for the Northwest Connecticut Community Foundation, for her help and guidance for the whole ARPA Committee, with the sorting and scoring of grant applications. Julie Scharnberg spoke about the process that the ARPA Committee went through for processing the applications, with the eligible programs, and having a scoring rubric based on 100 points. Ms. Scharnberg explained how the ARPA Committee split up the applications for the first round of grant requests into three parts, with this being the first phase with requests being under \$15,000. Councilor Cavagnero asked if there would be a website or link available for residents to see the requests and what the companies intend to spend the funds on, Ms. Scharnberg explained that the ARPA Committee would speak about the best way for a post-grant report to be made available for City residents.

**ARPA - Community Impact Grant Recommendations**

On a motion by Councilor Ruwet, seconded by Councilor Waldron, the Council voted unanimously to accept the recommendation of the ARPA Committee to table the following grant requests:

- A. The B.E.R.E.A.D.Y. Project, "Adult Support Awareness Partnership (ASAP)"
- B. The B.E.R.E.A.D.Y. Project, "Mosaic Me"

**ARPA - Community Impact Grant Recommendations**

On a motion by Councilor Ruwet, seconded by Councilor Waldron, the Council voted unanimously to accept the recommendation of the ARPA Committee to not fund the following grant requests:

- A. Howard's Books, "Pipe Dreams"
- B. Sara Roberts, LLC, "Greens N Things Startup"
- C. Swing Factory, LLC, "The Swing Factory"
- D. Zoom Zoom Real Estate, LLC, "Zoom Zoom Real Estate LLC"
- E. Taphouse, LLC, "Sawyers –Brinx-Bakery"
- F. Challenging Minds, "Grant request for ongoing training to licensed clinical staff that work full time at Challenging Minds"
- G. Culture 4 A Cause, "City Views Community Media Project"
- H. Transformative Beauty, LLC, "Temple Soulou"
- I. Challenging Minds, "Expansion of Challenging Minds"
- J. Torrington Library "Teen Advisory Board Pizza Wars"
- K. Challenging Minds "Train an Animal-Assisted Therapy Dog to Attend Treatment with Challenging Mind Providers"

**Refurbish (5) Dump Trucks – Street Department**

On a motion by Councilor Ruwet, seconded by Councilor Cavagnero, the Council on the recommendation of the Vehicle Replacement Advisory Board, voted unanimously to authorize the refurbishment of Truck units 9, 11, 12, 15, and 16. The contracted amount is not to exceed \$22,000 per truck, by Marola Motor Sales, Inc, of Torrington, CT. which includes a \$2,000 per unit cushion for potential unforeseen expenses.

**RFQ #HTP901 Half Ton Pick-Up with Plow**

On a motion by Councilor Ruwet, seconded by Councilor Cavagnero, the Council voted unanimously to accept the recommendation of the Fleet Manager and Purchasing Agent to purchase a 2023 Ford F150 XL AWD Supercrew with plow from MHQ, Inc., of Middletown, CT for \$60,000, funded from the vehicle replacement fund, as further explained in the Purchasing Agent's letter dated September 1, 2022.

**RFQ #FRX901 2022 Ford Ranger XL or Equivalent**

On a motion by Councilor Ruwet, seconded by Councilor Cavagnero, the Council voted unanimously to accept the recommendation of the Fleet Manager and Purchasing Agent to purchase a 2023 Ford Ranger XL from Litchfield Ford, of Litchfield CT for \$31,980, funded from the vehicle replacement fund, as further explained in the Purchasing Agent's letter dated September 1, 2022.

**RFQ #FMX902 Ford Maverick XL FWD – 2.5L Hybrid**

On a motion by Councilor Ruwet, seconded by Councilor Cavagnero, the Council voted unanimously to accept the recommendation of the Fleet Manager and Purchasing Agent to purchase a 2022 Ford Maverick XL FWD – 2.5L Hybrid from MHQ, Inc., of Middletown, CT for \$24,600, funded from the vehicle replacement fund, as further explained in the Purchasing Agent's letter dated September 2, 2022.

**Building Permit Refunds**

On a motion by Councilor Cavagnero, seconded by Councilor Waldron, the Council on the recommendation of Corporation Counsel, voted unanimously to authorize the Building Department to refund the permit fee of \$850 to Laynette Serrano, owner of record of 169 N. Chapel St, as further explained in the memo dated September 6, 2022.

**US Department of Transportation - Safe Streets for All Grant Program**

On a motion by councilor Cavagnero, seconded by Councilor Maniccia, the Council voted unanimously to authorize the Mayor to act on behalf of the City and apply for a Safe Streets for All Grant Program – Action Grant for \$200,000 with a \$50,000 cash match from the City to complete an action plan, as further described in Assistant City Planner's Memo dated September 6, 2022.

**Building Department Report**

On a motion by Councilor Waldron, seconded by Councilor Maniccia, the Council voted unanimously to accept the Building Department Report from July 2022.

**Sewer Use Lien Release**

On a motion by Councilor Waldron, seconded by Councilor Cavagnero, the Council voted unanimously to release the sewer use liens in Corporation Counsel's memo of September 6, 2022.

**Tax Collector Refunds**

On a motion by Councilor Ruwet, seconded by Councilor Waldron, the Council voted unanimously to accept the recommendations of the Tax Collector and authorize the tax refunds indicated on the list dated September 6, 2022.

**Sewer Usage Refunds**

On a motion by Councilor Waldron, seconded by Councilor Ruwet, the Council voted unanimously to accept the recommendation of the Tax Collector and authorize the sewer usage refunds indicated on the list dated September 6, 2022.

**Business by Department Heads**

On a motion by Councilor Waldron, seconded by Councilor Ruwet, the Council voted unanimously to consider business by department heads.

**City Planner Jeremy Leifert** introduced the new Assistant City Planner Nate Nardi-Cyrus to the Council.

**Treasurer Dan Farley** shared that a CD recently matured that was earning a .20% interest rate and was able to renew at a 2.00% interest rate which will roughly be an additional \$40,000 in interest earned.

**City Clerk Carol Anderson** stated that the Clerk's Office is getting ready for November's election.

**Business by Mayor and Members**

On a motion by Councilor Ruwet, seconded by Councilor Cavagnero, the Council voted unanimously to consider business by Mayor and Members.

**Councilor Hoehne** welcomed Assistant City Planner Nate back to Torrington. She went on to say that she will be reading more about the Affordable Housing Plan for the City before the next meeting.

**Councilor Waldron** mentioned the passing of Wilbert H. Boles Jr and the lasting impact he will have on the community.

**Councilor Ruwet** sends her condolences to Wilbert Bole's family.

**Councilor Cavagnero** also shared his condolences to Wilbert's family. He asked why the Council members received the Drone Policy, Mayor Carbone explained how the motion for the purchase of the drones on August 15, 2022, was pending receipt of this policy.

**Mayor Carbone** reminded the Council of the Republican and Democratic Softball game which is a fundraiser for the Friendly Hands Foodbank on September 7, 2022.

**Public Comment**

On a motion by Councilor Waldron, seconded by Councilor Cavagnero, the Council voted unanimously to open the meeting to the public for comment on agenda items only.

**Mike Whittaker** who was representing the Drakeville Volunteer Fire Department, wanted to thank the ARPA Committee for approving the department's grant request.

**Laurene Pesce** thanked the Council for approving the upgrade to the Audio-Visual System for City Hall Auditorium. She went on to speak on the Affordable Housing Plan for the City and State. She also spoke about the ARPA Committee and how they have been working diligently to go through all of the grant applications.

**Adjournment**

On a motion by Councilor Waldron, seconded by Councilor Ruwet, the Council voted unanimously to adjourn the meeting at 8:09 p.m.

*Respectfully submitted by  
Heather Abraham, Asst. City Clerk*

ATTEST:

  
CAROL L. ANDERSON, CITY CLERK

Addendum 1:

Resolution #143-234

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
STATE OF CONNECTICUT  
(AN EQUAL OPPORTUNITY EMPLOYER)  
**CERTIFIED RESOLUTION OF THE GOVERNING BODY**

I, Carol L. Anderson, City Clerk, certify that below is a true and correct copy of a  
(Name of Official) (Title of Official)

resolution duly adopted by City of Torrington  
(Name of the Applicant)

at a meeting of its Board of Councilmen  
(Governing Body)

duly convened on September 6, 2022, and which has not been rescinded or modified in  
(Meeting Date)

any way whatsoever and is at present in full force and effect.

9/6/2022  
(Date)

Carol L. Anderson, City Clerk  
(Signature and Title of Official)

SEAL

WHEREAS, pursuant to 32-763  
(State Statutory Reference)

the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and WHEREAS, it is desirable and in the public interest that the City of Torrington make an application to the State for  
(Applicant)

\$ 1,500,000 in order to undertake the Partial Demolition and Abatement of  
(Name and Phase of Project)

the former Hotchkiss Mill (199 Water St. & 225 Church St) and to execute an Assistance Agreement.  
NOW, THEREFORE, BE IT RESOLVED BY THE

City Council  
(Governing Body)

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by 32-763  
(State Statutory Reference)
2. That the filing of an application for State financial assistance by City of Torrington  
(Applicant)  
in an amount not to exceed \$ 1,500,000 is hereby approved and that

Revised 07/29/09

Mayor Elinor Carbone

(Title and Name of Authorized Official)

is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of

City of Torrington

(Name of Applicant)