



# TOWN OF MONROE

## TOWN COUNCIL

### MEETING MINUTES

Session # 2025-21

Regular Meeting – Monday, October 27, 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 Cathy Kohut  
Councilmember Jason Maur (remote)  
Councilmember Sean O'Rourke (remote)  
Councilmember Janice Persico  
Councilmember Kevin Reid (remote)  
Councilmember Dona-Lyn Wales

**ABSENT:** None

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

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#### I. PLEDGE OF ALLEGIANCE

**Formichella** called the meeting to order at 7:03PM 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 October 14, 2025 (Session 2025-20).

#### IV. COMMUNICATIONS

- A. Memo from the First Selectman to the Town Council Chair dated October 23, 2025 regarding the CTDOT Active Transportation Microgrant Program Grant Agreement.
- B. Letter of Opinion from the Town Attorney to the First Selectman dated October 23, 2025 regarding the CTDOT Active Transportation Microgrant Program Grant Agreement.
- C. Memo from the First Selectman to the Town Council Chair dated October 23, 2025 regarding the HydroCAD Software Solutions, LLC Terms of Sale and Licensing Agreement.
- D. Letter of Opinion from the Town Attorney to the First Selectman dated October 23, 2025 regarding the HydroCAD Software Solutions, LLC Terms of Sale and Licensing Agreement.
- E. Memo from the Planning & Zoning Administrator to the Town Council Chair dated October 16, 2025 regarding the Cul-De-Sac for 64 Cambridge Drive.

#### V. PUBLIC PARTICIPATION

**Formichella** asked if anyone in chambers or online wished to participate. **Formichella** noted none and closed public participation.

## VI. APPOINTMENTS

## VII. ACTION ITEMS

- A. Town Council Committee on Finance, Education, Health & Public Safety Matters – **Lipeles** noted they had not met for a meeting.
- B. Town Council Committee on Planning & Zoning, Public Works and Park & Recreation – **Duva** stated that they had not met since the last meeting.
- C. Town Council Committee on Legislative & Administrative Matters – **Reid** noted they met prior to the meeting and discussed three items of new business. He noted that all other resolutions passed for consensus to come before Council.
- D. Strategic Planning Committee - **Formichella** stated that there was not an update for this Town Council meeting.
- E. Open Space Preservation and Acquisition Committee – **O'Rourke** stated they have not met since the last Council meeting.
- F. First Selectman's Update –First Selectman Rooney provided an update as follows:

### Operations

#### Monroe Today

- The First Selectman's office and the Economic Development Commission, in partnership with On the Mark Marketing, has developed a 33-page Flip Book showcasing Monroe's amenities, heritage and community spirit. This Flip Book is designed to inspire businesses, companies, and corporations to consider the Town of Monroe as a destination of choice when deciding where to establish or relocate operations. This online publication is an outstanding introductory tool for realtors, investors and site selectors to demonstrate Monroe's exceptional offerings for businesses and their workforce. This Flip Book will also inform new homeowners about events and activities, local services, and conveniences offered in Monroe. Monroe is a community that builds the opportunities of the future! As you enjoy the information remember to embrace Monroe's rich culture of community, our lifelong residents, and the many citizens and volunteers who brought us to "Monroe today".  
<https://www.monroect.gov/p/monroe-today>

#### SWCAA Focal Point Ceremony

- The Senior Center was awarded as a Focal Point by the Southwestern Connecticut Agency on Aging. Senior Center Director, Kim Cassia and I attended a breakfast honoring this accomplishment. This was recognized due to the Senior Center's visible care and commitment by Kim Cassia and the senior center staff. The Senior Center continues to be a great source of activities and information for our young at heart citizens.

### Capital Projects:

#### Housatonic Rail Trail

- Work has begun on this State funded project. Trees are being cleared to create a trail on the Great Hollow Lake Side of Wolfe Park. These improvements will make the trail safer for people walking, running and riding their bikes while adding to the nature experience.

### Community Update:

#### Center for Family Justice Domestic Violence Awareness Month Vigil

- I attended a vigil with the Center for Family Justice in honor of Domestic Violence accompanied by State Representative Tony Scott as well. We both spoke in appreciation for what CFJ does for the Monroe community when called upon. There were 87 incidents in Monroe last year and that is 87 too many. We will embrace unwavering support for CFJ in their efforts and will continue to stand with leaders who step up to combat domestic violence.

Ribbon Cutting

- Premier Cabinet Creations is now in Monroe. Thank you for investing in Monroe residents and their remodeling needs.

CT 250 Proclamation

- There was a great turnout for the event in honor of the 250<sup>th</sup> Anniversary of the Declaration of Independence. Nicol Cignoli, her staff and the CT 250 Committee have been working diligently to represent this historic recognition admirably. Monroe has contributed proudly to the history of the nation and the State of Connecticut since its founding in 1823, more than 202 years ago. We declared that Monroe will be engaging in activities leading up to and through July 4, 2026. Thank you to State Representative Tony Scott, Senator Jason Perillo, Councilwoman Donna Lynn Wales, our Town Clerk Vida Stone, and Councilman Jason Maur for being in attendance.

Early Voting

- Early voting started October 20<sup>th</sup> and will go until November 2<sup>nd</sup>. The location for early voting is the Community Center Site at 709 Monroe Turnpike.

Eagle Scout Award

- Congratulations to Christopher Butler for attaining Eagle Scout, which many aspire but few attain. His project was to build cubbies for our Wolfe Park Pool, our Park and Recreation Director, Missy Orosz was able to attend. Thank you for contributing to our Parks.

**VIII. UNFINISHED BUSINESS**

None

**IX. NEW BUSINESS**

- A. Resolution #25-108:** To consider and act upon a resolution regarding the CTDOT Active Transportation Microgrant Program Grant Agreement.

**Motion by Lipeles** to adopt **RESOLUTION #25-108: 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 MetroCOG Connecticut DOT Active Transportation Microgrant Program Agreement for the Department of Public Works and any associated documents by and between MetroCOG for the Connecticut DOT Active Transportation Microgrant Program.

**Second: Wales**

**Discussion: Rooney** stated that the Connecticut Department of Transportation (DOT) in conjunction with MetroCOG have announced an Active Transportation Microgrant. He noted that this grant would provide funding up to \$3,982 for the purchase of twenty-five (25) safety vests, twenty-five (25) cones, four (4) hand-held sign paddles, sixteen (16) bicycles and twenty-five (25) bicycle helmets. **Rooney** stated that this agreement had been reviewed by our Town Attorney, who provided his letter of opinion.

**Motion passed 9-0:**

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

Voting No: None

Absent: None

- B. Resolution #25-109:** To consider and act upon a resolution regarding the HydroCAD Software Solutions, LLC Terms of Sale and Licensing Agreement.

**Motion by Lipeles** to adopt **RESOLUTION #25-109: RESOLVED**, that James DiMeo, Town of Monroe Engineer, is authorized to execute and deliver on behalf of the Town of Monroe, the HydroCAD Software Solutions, LLC, Terms of Sale & Licensing Agreement and any associated documents by and between HydroCAD for stormwater software solutions.

**Second: Kohut**

**Discussion: Rooney** stated that this software was necessary for the design work at the Senior Center regarding the stormwater improvement project. He noted that beyond that project, the software would be utilized for other stormwater design work on Town projects. **Rooney** stated that the Agreement did

not have a signature page, as terms and conditions were accepted when payment was processed. He noted that the Town Attorney had reviewed the agreement and had provided his letter of opinion. **O'Rourke** inquired if there was a renewal process involved for this agreement. **Lieto** stated that they simply moved from an enterprise licensing system to a singular licensing system and that the cost was recurring on an annual basis. He stated he believed it was an ongoing software maintenance agreement. **Kohut** inquired if it would not be prudent for them to understand the terms of the agreement prior to approval. **Lieto** stated that he had reviewed and understood the terms of the agreement from a legal perspective and that the agreement did not speak to financials. **Formichella** inquired if this was a multi-year agreement. **Lieto** stated it was a one-year approval that was attached to the electronic acceptance of the conditions of sale, which was a mandatory requirement for the Town Engineer to use the HydroCAD system he had been using. **Maur** stated that the terms of use were an annual renewal and was not a new purchase for the Town. He stated this allows for multiple people to use the same license, it was the same, just how it was utilized had changed.

**Motion passed 9-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, O' Rourke, Persico, Reid, Wales**  
Voting No: None  
Absent: None

- C. **Resolution #25-110: Formichella** noted additional items were received that evening at Council. **Formichella** made a motion to waive the reading of Resolution #25-110.

**Second: Duva**

**Motion passed 9-0:**

Voting Yes: **Formichella, Lipeles, Duva, Kohut, Maur, O' Rourke, Persico, Reid, Wales**  
Voting No: None  
Absent: None

**Motion by Lipeles** to adopt **RESOLUTION #25-110: WHEREAS**, pursuant to § 13a-48 of the Connecticut General Statutes and Chapter II, § 4 of the Town of Monroe Charter (the "Charter"), the Town Council of the Town of Monroe (the "Town Council") is vested with the authority to accept public roads within and for the Town of Monroe; and

**WHEREAS**, pursuant to Chapter II § 4 of the Charter, at its regularly scheduled meeting on March 23, 2009, the Town Council voted to "[a]ccept Cambridge Drive – 1,629 feet, more or less, commencing at the northerly street line of Pepper Street running northeasterly and northerly 1,629 feet, more or less, to its terminus at the property line of 'Other Lands of Monroe Land Holdings, LLC' as shown on maps on file in the office of the Town Clerk and designated as Town Clerk's Map Nos. 2858A, B & C" ("Cambridge Drive") as a public road within and for the Town of Monroe; and

**WHEREAS**, pursuant to §111-202 G of Town of Monroe Subdivision Regulations, the Town of Monroe Planning and Zoning Commission ("Commission"), at its regularly scheduled meeting of October 16, 2025, voted to certify and approve the subdivision located at 64 Cambridge Drive, associated with application SUB-2015-02, File # 1257C, which approval included the conveyance of that certain parcel of land containing 6,141.9 square feet (0.141 acres) total and more particularly depicted as "Parcel B" on that plan entitled "Resubdivision Plan of 64 Cambridge Drive Monroe, Connecticut". Scale: 1" = 60'. Dated: December 16, 2015. Last Revised: August 15, 2016. Prepared by Accurate Land Surveying, LLC" on file in the Town of Monroe Clerk's Office as Map No. 3211B, said parcel being necessary to complete the cul-de-sac terminating Cambridge Drive; and

**WHEREAS**, the cul-de-sac is more particularly shown on a plan entitled "Improvement Location Survey of Cambridge Drive Cul-De-Sac Monroe Connecticut, Prepared for The Town of Monroe, Scale 1"=40', Dated 11/20/2024, Map Prepared by Accurate Land Surveying" on file in the Town of Monroe Clerk's Office as Map No. \_\_\_\_\_ ("Cambridge Drive Cul-De-Sac"); and

**WHEREAS**, pursuant to § 8-24 of the Connecticut General Statutes, the Commission has issued a positive referral recommending acceptance of the Cambridge Drive Cul-De-Sac as a public road within and for the Town of Monroe; and

**WHEREAS**, notwithstanding its previous acceptance by Town Council, a deed conveying fee simple title to the land comprising Cambridge Drive cannot be located in the Monroe Land Records;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That Cambridge Drive Cul-De-Sac together with any appurtenant rights and interests, is hereby accepted as a public road within and for the Town of Monroe, contingent upon:
  - a. Receipt of warranty deeds conveying Cambridge Drive and Cambridge Drive Cul-De-Sac, together with all appurtenant rights and easements, to the Town of Monroe, said deeds to be approved by the Town Attorney and Town Engineer (“Deeds”);
  - b. Receipt and approval by the Town Attorney and Town Engineer of certificates of title and legal opinions confirming fee-simple ownership of Cambridge Drive and Cambridge Drive Cul-De-Sac in the Town of Monroe; and
  - c. Recording of the approved Deeds in the Monroe Land Records.

**Second: Wales**

**Discussion: Rooney** stated that Per Town of Monroe Subdivision Regulations §111-202 G. and pursuant to CGS 8-24, the Town of Monroe Planning and Zoning Commission, at its regularly scheduled meeting of October 16, 2025, voted to certify that the subdivision located at 64 Cambridge Drive, associated with application SUB-2015-02, File # 1257C, has received final approval and provides a positive recommendation for acceptance. The Commission finds that all conditions of the approval have been satisfied and that all required subdivision improvements have been completed, as shown on “Improvement Location Survey of Cambridge Drive Cul-De-Sac Monroe Connecticut, Prepared for The Town of Monroe, Scale 1”=40’, Dated 11/20/2024, Map Prepared by Accurate Land Surveying”, which is to be filed on the Monroe Land Records. The area of acceptance is comprised of 6,141.9 Square Feet (0.141 Acres).

**Lieto** stated that the Town was accepting a small piece of property that was comprised of what was formerly known as Cambridge Drive, and was now known as Cambridge Drive with a Cul-De-Sac. He noted the bulb at the end was the .141 acres that was necessary to be transferred to the Town. **Lieto** stated that when the Planning & Zoning approved that, the Town Engineer, the Department of Public Works and the Planning & Zoning Commission, had all confirmed and accepted that all conditions of the subdivision approval had been met and all improvements had been completed to the satisfaction of the Town. He stated that in 2009 Town Council accepted Cambridge Drive, but the new lease subdivision was making it a Cul-De-Sac. **Lieto** noted that in their review, while Town Council accepted the road, a deed transferring and conveying a property that comprised the road was never transferred to the Town, therefore the Town had been maintaining Cambridge Drive since 2009 as a public road without a deed showing in the land records that the Town owns the property that comprises Cambridge Drive. **Lieto** stated that as a condition of the resolution, we are asking that this Town Council accept the road known as Cambridge Drive including the Cul-De-Sac piece of .141 acres. **Lieto** stated he has already reviewed the drafted deed and noted they were waiting on the legal opinion from the developer’s attorney, certifying that the title was vested in the proper people who were conveying it to us. **Persico** inquired if there was a reason why they were doing this part tonight and not waiting until they had it all? **Lieto** stated that Council had already accepted 99.9% of the road. He stated that sub-division regulations stated that the Town of Monroe shall not accept any roads beyond October 31. **Kohut** inquired that they did not know if there was clear title or encumbrances and unsure if the purported owner was indeed the owner of the land records. **Lieto** stated that was incorrect and that he was discussing two different portions of Cambridge Drive. He noted there was assurance on the part being brought before Council that evening. He stated that the entirety of the roadway was positioned and existed on the property at 64 Cambridge Drive they knew who owned and was conveying it. **Lieto** stated the Council would be accomplishing with the resolution would be to vote on the sliver to make up the Cul-De-Sac. He noted that this body had already accepted the remainder of the road. **Formichella** inquired that if there was an issue with the title, Council would need the Town Attorney’s approval before moving forward. **Lieto** confirmed. **Wales** stated that we were retrieving deeds

we should have had in the past for Cambridge Drive. **Lieto** confirmed. **Wales** inquired if Enterprise Drive was the same situation. **Lieto** stated that the Town Engineer, Mr. DiMeo was doing a very good job of going through the subdivisions to ensure that all land records were accurate, but was unaware of any issues for Enterprise Drive.

**Motion passed 8-0:**

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

Voting No: Kohut

Absent: None

**X. PUBLIC PARTICIPATION**

**None**

**XI. ADJOURNMENT**

**Formichella** adjourned the meeting at 7:39PM.

*Respectfully submitted by, Kerry McAndrew, Clerk*