

**MINUTES OF THE CHESHIRE TOWN COUNCIL MEETING HELD ON THURSDAY,
NOVEMBER 10, 2016 AT 7:00 P.M. IN COUNCIL CHAMBERS, 84 SOUTH MAIN
STREET, CHESHIRE CT 06410**

Present

Robert J. Oris Jr. Chairman; Paul A. Bowman, Vice Chairman; Michael Ecke, Patti Flynn-Harris, Sylvia Nichols, Thomas Ruocco, Timothy Slocum and Peter Talbot.

Absent: Liz Linehan

Staff: Michael A. Milone, Town Manager; James Jaskot, Finance Director; Laura Brennan, Town Clerk; Michelle Piccerillo, Human Services Director.

Guests: Ann Belcher, Chair, Cheshire Housing Authority; Maura Esposito, Director, Chesprocott Health District and Deb Kaszas, Health Educator.

1. ROLL CALL

The clerk called the roll and a quorum was determined to be present.

2. PLEDGE OF ALLEGIANCE

The group Pledged Allegiance to the Flag.

3. ITEMS FOR EXECUTIVE SESSION

A. Land acquisition

4. PUBLIC COMMUNICATIONS

A. Police Employee Recognitions.

B. Update on Chesprocott Health District

Maura Esposito gave a presentation on the Chesprocott Health District. She commented on her last meeting with Council during the Ebola situation, and said she and staff worked hard to insure Cheshire was safe and no residents were at risk. This is good public health. The district services the Town of Cheshire, Prospect and Wolcott.

Ms. Esposito highlighted some of the services provided, such as septic system inspections, new home septic system reviews, issuance of septic system permits, 76 local restaurant inspections, 44 local hair and nail salon inspections, removal of 12 underground oil tanks, investigation of 63 complaints (i.e. hoarding, trash). The health district has two part time nurses who conduct successful flu shot clinics, blood pressure clinics at the Senior Center and Cheshire Public Library, and offer extended nursing service at local events. The district provides community health education.

This year Ms. Kaszas conducted a "radon" presentation to 5th graders at Doolittle School, and part of the education involved students drawing posters. It was a successful educational program. The posters will be judged, with the best ones submitted to the State Department of Health for a statewide calendar.

The health district has its Chesprocott Healthy Community Coalition involved with 50 agencies in the three towns, and is undertaking a community health needs assessment...something which has never been done before. The assessment will look at the social, economical, and epidemiology data. Focus groups, individual interviews and group discussions have been held. The Cheshire community has three main concerns coming out of this assessment - mental health, substance abuse, and obesity. A copy of the report was given to Council members. Excerpts from the report show that Cheshire is a safe community, people like living near the Linear Trail, there are no food insecurities in the town, and 44% of CHS students used alcohol more than once last month. Through studies it is known there is an increase in Cheshire people seeking opiod treatment centers; they do not visit the emergency room for asthma, but more people in town are likely to be hospitalized for asthma; and breast and prostate cancer are the two highest types of cancer in town; teen birth rate is lower with 14 teen births (girls 15-19 years old) between 2009 and 2013. Lyme disease shows an increase in cases in town.

Emergency Response Coordinator - David Bradely is a Cheshire resident, with 22 years experience with the National Guard; he is working on the volunteer training program with 67 out of 137 participants from Cheshire; they volunteer in the event of another public health emergency; Cheshire High School is the emergency site and there will be development of three pods, one for each town. Monday, November 14th, there will be a security walk-through of Cheshire High School by State Police, Homeland Security, Chesprocott staff...for the first time since 9/11.

On December 15th Cheshire will have military trucks (National Guard) coming down Route 10 to practice a drill with Chesprocott (a first responder along with fire and police). The goal is to insure everyone is on board and knows what is being done. Parks and Recreation parking lot will have a high presence of military trucks.

Chesprocott is working on a new application "I Am Responding" for volunteers to respond to an emergency through a text message. It indicates where people are needed and where they should go.

Ms. Esposito talked about the future of public health...where it is going...and possibility of state legislation with 74 different health departments being regionalized into 7 or 8 health districts. She and other directors met with the Public Health Commissioner on the regionalization issue. The DOH is using the COG model or city model for the regionalization plan.

Ms. Esposito has met and discussed this issue with Town Manager Milone. At the current time, Cheshire pays \$8.65 to the health district per person in town. The proposed legislation would charge 1.5% of the town operating budget...\$50.21 per person...increasing costs from \$250,000 to \$1.6 million for the Town of Cheshire. With Chesprocott having three towns it is a regional health district and does a good job working with these towns.

It was the plan of Chesprocott to robust its nursing program in the future, but Ms. Esposito said this is on hold due to the possible regionalization, and need to re-assess where the funds should be spent. CCM and Small Cities Council oppose everything coming from the State because of the increased costs. There are services involved, and it is uncertain there would be an active person in the field in Cheshire. If the regionalization is modeled after COG, it would probably be a Naugatuck Valley region with the three towns (Cheshire, Wolcott, Prospect) staying together plus another four existing health departments. Whoever takes the lead must be in a health district; the Commissioner will choose who is doing the leading; every town has two votes; the Board leadership must include a doctor, dentist, nurse, general citizen, and an executive board. At this time no legislation has been passed, but Ms. Esposito said it is forthcoming. For the funding of the health district, the 1.5% will be based on the town's operating budget.

Ms. Flynn-Harris asked about publicity for the drill.

For the December 15th drill, Ms. Esposito will meet with the school administration to insure parents have no worries and concerns about the event. There will be signs showing the event is a "drill"; news releases will be issued from military communications experts; and the town awaits them for local release.

Mr. Talbot asked about doing a code red/phone calls to inform citizens that this is a test drill.

Mr. Milone wants to find out more about what is happening, how it will happen, and said there will be information on the web site, cable access tv. He noted that code red is used very judiciously and he would prefer getting information out in advance and reach everyone in that way.

Much of the work is being done with the schools and Ms. Esposito explained there will be seven military vehicles, with work done inside the school, setting up a makeshift lab and table top exercises etc.

It was recommended by Mr. Milone that the sign board at the Parks and Rec Department site be used to advertise the upcoming drill. He will work with Director Ceccolini, Ms. Esposito and Supt. Sobel on the details of the event.

Regarding the new health district model, Mr. Talbot said it will be a larger region which will cost Cheshire 600% more than what it now pays. He asked about current funding amongst the three towns...and if the legislation is moving forward in the upcoming session.

In reply, Ms. Esposito explained that the health district gets federal funds, state grants, and state funding is diminishing. The legislators want to get the regionalization into the

upcoming session. CCM sent a letter in opposition to the legislation...there is information missing and more information is needed for the regionalization.

Mr. Talbot asked about restaurant checks done, and if they are required to be done annually.

According to Ms. Esposito the public health code says restaurants and food services are rated "1, 2, 3, 4", with #4 being the biggest restaurants and inspected four times a year. This year the district is working on retraining staff for health standardization and has seen 5% of Cheshire restaurants fail inspections. Every few weeks a restaurant is in the district office for discussion about licensing. The food code dates back to 1967. The health district is trying to go to the FDA code which is more standard, and inspection is on a case by case for airborne illness.

Town Manager Milone noted that Ray Sima is Chesprocott Board Chairman, and he informed Mr. Milone that he echoes the concerns of Director Esposito about the proposed legislation. Mr. Sima hopes the Council opposes it, as does the Chesprocott Board of Directors.

Ms. Nichols commended Ms. Esposito on the excellent job she and her staff are doing at Chesprocott, and she is impressed with the professionalism, changes going on and the great job being done.

Chairman Oris talked about Chesprocott reaching out to the school systems, and commended the involvement of Doolittle School children, the radon presentation and posters, and safety issues of children. He thanked Ms. Esposito and Ms. Kaszas for the great level of professionalism they have brought to the health district.

C. Public Comments

Veterans Day November 11th - On behalf of the Town Council and Cheshire Community, Chairman Oris expressed appreciation and gratitude to the Veterans for their service and dedication to our country and state.

Ms. Flynn-Harris commented on the CHS Brave Organization recognition of Veterans on November 11th, 9 a.m. breakfast at the high school. Council members are invited to attend this wonderful program honoring our Veterans.

5. APPROVAL OF MINUTES

MOTION by Mr. Slocum; seconded by Mr. Ruocco.

MOVED to approve the minutes of the Regular Meeting of October 20, 2016, and Special Meetings of October 20 and October 25, subject to corrections, additions, deletions.

VOTE The motion passed unanimously by those present.

6. CONSENT CALENDAR

MOTION by Mr. Slocum; seconded by Mr. Ruocco

BE IT RESOLVED, that the Town Council approves Resolution #111916-1

RESOLUTION #111016-1
CONSENT CALENDAR FOR NOVEMBER 10, 2016

BE IT RESOLVED, that the Town Council approves the Consent Calendar for November 10, 2016 as follows:

- A. Acceptance and appropriation of an aggregate donation of \$1,650 to the Parks Gift Account for a memorial bench in honor of Erica Musen Sanborn.
- B. Acceptance and appropriation of a \$700 donation from the Cheshire Lion's Foundation to the Parks Gift Account for general purposes.
- C. Acceptance and appropriation of an anonymous \$50 donation to the Human Services Gift Account for general purposes.
- D. Acceptance and appropriation of a \$30 donation from Anthony and Patricia Tarfano in memory of Thomas Hackett to the Library Gift Account for the purchase of Library materials, furniture and computers.
- E. Acceptance and appropriation of a \$25 donation from Terry and Robert Grahame in memory of Arthur Hostage to the Library Gift Account for the Purchase of library materials, furniture and computers.
- F. Acceptance and appropriation of a \$75 donation from Friends of the Cheshire Public Library in memory of John Harris to the Library Gift Account for the purchase of library materials, furniture and computers.
- G. Acceptance and appropriation of a \$75 donation from Friends of the Cheshire Public Library in memory of John Harris to the Library Gift Account for the purchase of library materials, furniture and computers.
- H. Acceptance and appropriation of a \$115 from the Town Employee Dress Down Fund to the Human Services Gift Account to help residents in need.
- I. Acceptance and appropriation of a \$25 donation from Deborah Wylie in memory of Arthur Hostage to the Library Gift Account for the Purchase of library materials, furniture and computers.

- J. Acceptance and appropriation of a \$123.95 in coffee proceeds to the Human Services Gift Account for use by the Cheshire Senior Center Membership Association for senior programs.
- K. Approval of the disbursement of an aggregate of \$1,200 from the Cheshire Senior Center Membership Association for piano movers, New Member Welcome Dinner, lawn signs for Holiday Bazaar, and Miscellaneous expenses.
- L. Acceptance and appropriation of an aggregate donation of \$1,650 to the Parks Gift Account for a memorial bench in honor of Dominic and Helen Altieri.
- M. Acceptance and appropriation of a \$60 donation from five RAD Participants to the Police Gift Account for general purposes.

MOTION by Ms. Nichols; seconded by Mr. Ecke.

VOTE The motion passed unanimously by those present.

7. ITEMS REMOVED FROM CONSENT CALENDAR
None.

8. OLD BUSINESS
None.

9. NEW BUSINESS

A. Appropriation of Town Clerk Document Funds.

MOTION by Mr. Slocum; seconded by Ms. Nichols

BE IT RESOLVED, that the Town Council approves Resolution #111916-2

RESOLUTION #111016-2

BE IT RESOLVED, that the Town Council appropriates \$26,500 from the Historic Document Fund for office equipment, equipment maintenance, office supplies and land records indexing in the Town Clerk's office, and

BE IT FURTHER RESOLVED, that the Town Council appropriates \$12,700 from the Town Clerk Community Investment Act Fund for office equipment, office supplies, conferences and training for the Town Clerk's Office.

Discussion

This matter came before the Budget Committee last month and Mr. Slocum said these funds exist out of fees collected through the Town Clerk's office. A majority of the funds go to the State with some kept in Town.

Mr. Milone pointed out the chart prepared for the Council which shows the distribution of the money from the various programs defined in the Town Clerk's memo.

The Council was informed by Ms. Brennan that she and Finance Director Jaskot sorted out these funds, some of which started in 2000 through 2013, with the money building up over the years. There is also an annual state grant which the Town Clerk applies for, and some of the grant money comes from the Historic Document Fund...\$2 to the State and \$1 to the Town Clerk. In 2001 this grant money to Cheshire was \$12,000; in 2017 it is \$5,000, is already applied for and waiting to be used.

Mr. Slocum pointed out one fund totals \$63,101 and another totals \$61,374.

These funds have been separated into three accounts and Ms. Brennan cited the funds as follows: Historic Document Fund, \$38,773.97; Community Investment Fund - \$37,689,66, and MERS \$15,690. She is proposing to use only a portion of these funds with each having a balance.

For meeting/conferences expenditure \$3,200 Mr. Talbot asked about the use of these funds and breakdown of the expenditure, especially the Montreal conference.

Ms. Brennan explained that \$1,000 is for the Montreal conference; New England conference is \$900; and New England Academy for the Deputy Town Clerk is \$1,300 in summer 2017.

Since these accounts have been established, Mr. Talbot asked if the funds have ever been used.

Ms. Brennan said they have been used, but not on a regular basis. There was \$4,000 spent on mapping cabinets; some money used for a Vermont conference; some funds used for digitalization of records along with grant money.

For the MERS fund, Mr. Talbot asked if there are restrictions on its use.

This is the same as the Community Investment Fund and Ms. Brennan said it is a broad use of the funds, but she will not be using these funds at this time. For the historic document account and community investment account, Ms. Brennan reported July had \$273 into both accounts; \$326 in August; \$245 in September...average of \$200 to \$300 per month. The MERS account had \$270 in July, \$790 in August and \$320 in September.

The Council was told by Ms. Brennan that the Town Clerks office handles between 4,000 to 5,000 documents per year, and the more documents the more the accounts increase.

Mr. Talbot asked about any restriction about using these funds to offset the operation of the Town Clerk's operating budget.

Mr. Milone does not believe there is a restriction.

A question was asked by Mr. Bowman about what is defined to be "historical", and if more needs to be done to properly store Cheshire's records appropriately and protect them.

At this time everything is good for record storage and preservation and Ms. Brennan said the goal is to make it better. All records need to be digitalized, and she wants to use \$20,000 from the Historical Document Fund to get images onto the computer for each document. In this way maps can be printed from the computer, and there is less handling of documents. The imaging started with the most recent maps going back to the year 2000...and indexes also must be put on the computer. This all protects the physical documents from people handling them. With digital documents people can access land records/maps more easily.

The issue of expenditure of funds for office equipment was raised by Ms. Flynn-Harris.

The Council was told by Ms. Brennan that her desk is 30 years old, was Mae Tabor's desk, and she wants to keep it with some upgrading of a credenza to store documents. The department needs new chairs, laptop computers for the kiosk work done during dog licensing and election seasons.

In response to a question from Mr. Oris about assurance that Cheshire is in compliance with the use of these funds, Ms. Brennan said the town is in compliance.

Mr. Milone met with Attorney Smith to review the use of the funds, received clarification, and the use is in compliance with the statutes.

Chairman Oris commented on some items being normal operating items, along with conferences, training and equipment maintenance. He noted that enhancing services is done with these funds and education is part of that process.

It was explained by Ms. Brennan that the "training" money will be used for Town Clerk School for new office staff and other ongoing educational courses. She noted Town Clerk School takes three years to complete; conference attendance and courses result in additional accreditation; and she is working on completion of her Masters In Town Clerk.

VOTE The motion passed 7-1; Mr. Talbot opposed.

B. Authorization for the Cheshire Housing Authority to initiate the Application process for a Small Cities Grant through the Town of Cheshire for upgrades and renovations to Cheshire Housing Authority Properties.

MOTION by Ms. Nichols; seconded by Ms. Flynn-Harris

BE IT RESOLVED, that the Town Council approves Resolution #111916-3

RESOLUTION #111016-3

BE IT RESOLVED, that the Town Council authorizes the Cheshire Housing Authority to initiate the application process for a Small Cities Grant for \$800,000 through the Town of Cheshire for repair and renovation of Rumberg Road and parking areas at Beachport, several apartments at Beachport, and 866 Boulder Road.

Discussion

Ms. Nichols reported this was carried over from last year and this request from CHA was expected by the Council. The grant will help with repairs of Rumberg Road for sidewalk renovation, parking, upgrade of fire alarms, kitchens, bathrooms, driveways, and renovation and upgrade of the Boulder Road property.

Ms. Belcher, CHA Chair, informed the Council that the numbers cited in her memo are rough numbers, and the CHA is working with an architect and consultant on the plans and the costs. The Small Cities Grant application and funding will get the required work done. She noted the Beachport housing units were built in 1981; they are aging; and upgrades are much needed.

The Council must approve the application for CHA for the grant funds and Ms. Nichols said less funding will result in adjustment of the projects to be completed. For 866 Boulder Road there is a hazmat inspection/asbestos inspection required, along with repairs to a leaking bathroom, kitchen upgrades, insulation, etc. to be done. Ms. Nichols explained the Town applies for the grant and funnels the funds to CHA.

VOTE The motion passed unanimously by those present.

C. Acceptance, appropriation, and authorization to execute grant and Memorandum of Understanding documents for the \$750,000 Department Of Economic and Community Development financial assistance for Remediation and abatement of the former Ball & Socket property.

MOTION by Mr. Bowman; seconded by Ms. Nichols.

MOVED to table this agenda item to a future Town Council meeting.

VOTE The motion passed unanimously by those present.

D. Approval of options for State Aid Reductions.

Mr. Ecke commented on the need for further discussion and review of this agenda item, and recommended it be tabled.

MOTION by Mr. Slocum; seconded by Mr. Ecke.

MOVED that the Town Council table this agenda item to the next Council meeting.

VOTE The motion passed unanimously by those present.

E. Discussion re: Legislative Package

Town Manager Milone reviewed the Legislative Package with the Council.

1. Resources and Incentives - Consolidated Dispatch Centers

Cheshire is working with North Haven and Wallingford to regionalize their dispatch system, and this is being done in advance of a State mandate. Therefore, any financial assistance the State can provide could have additional financial benefit.

2. Prevailing Wage

Amend State statutes to adjust thresholds that trigger the prevailing wage for public construction projects - (i) renovation from \$100,000 to \$400,000; and (ii) new construction from \$400,000 to \$1 million; and index for inflation thereafter. State prevailing wage has not been amended since 1991.

3. Municipal Spending Cap - Delay Implementation

Delay this implementation until 2020 (P.A.15-5) The statute completely overhauled many municipal aid programs; the objective is to cap municipal spending on budgets at 2.5% above the prior year's budget or inflation, whichever is larger. If this cap is exceeded the State will reduce grants to the municipality. This program created the Municipal Revenue Sharing Act (MRSA). Mr. Milone pointed out that Cheshire has exceeded a 2.5% increase of a prior year's budget, and with revenue support did not impact the taxpayers.

4. Motor Vehicle Mill Rate Cap

The State is imposing a mill rate cap on motor vehicles (P.A. 15-5) to 37.0 mills.

5. Police Body Cameras

We want to make sure this does not become a collective bargaining issue. There should be creation of a statutory recognition that specifies use of body cameras by police officers is within conditions of employment.

6. Electricity Rates - Waste to Energy

Reclassify electricity generated by trash to energy facilities as a new Class 1-A standard to preserve the current market; generate adequate revenue from sale of waste to

energy in order to maintain the tip fee rates in the facilities. More specifics are forthcoming.

7. Department of Health Proposed Legislation (DPH)

DPH will be instituting legislation to eliminate all municipal health directors and consolidate into one large district along boundaries established for statewide Councils of Governments. This would increase Cheshire's user fee from \$8.65 per resident to \$50.21 per resident...resulting in an increase from \$250,000 annually to \$1.617 annual cost. Cheshire is opposed to this proposal; the town must be in a defense posture.

Mr. Milone commented on the State pushing its burden onto municipalities, giving with one hand and taking it back plus seven times with another program. Cheshire will be prepared to oppose the State mandates. The Legislative Package will be adopted in December by the Council, and Legislators will be invited to meet with the Council.

With regard to the trash to energy, Mr. Milone explained that trash taken to the Wallingford transfer station is directed to the Bristol station where there is a burn facility. Covanta has proposed closing the Wallingford facility as it is no longer viable to operate the facility. There will be negotiations with the five towns; residential trash would be taken to the Bristol facility; the tip fee would be \$3 less than current fee; the Policy Board would be dissolved, and Cheshire would receive funds from the Board.

The Solid Waste Committee meets on Thursday, November 17th.

Mr. Bowman talked about the consolidated dispatch center and the town's recent approval of a large capital expenditure project of a new communications system. He asked if this system would dovetail with the regionalization of the center.

The Council was informed by Mr. Milone that "yes" the system would dovetail. The project is \$3.1 million; the console is \$400-\$450; the rest is ancillary equipment; the console can be and will be moved if there is a regional dispatch center. North Haven CT is also spending money on their communications system, which would be moved. These are in-kind cost contributions to the core facility.

Following discussion on the Legislative Package, the Council asked Mr. Milone to invite Legislators to the January 2017 first Council meeting.

F. Assignment to and temporary appointments to the Public Building Commission for the CHS Concession Stand construction project.

MOTION by Mr. Bowman; seconded by Ms. Flynn-Harris.

BE IT RESOLVED, that the Town Council approves Resolution #111916-6

RESOLUTION #111016-6

BE IT RESOLVED, that the Town Council assigns the CHS Concession Stand Construction Project to the Public Building Commission and,

BE IT FURTHER RESOLVED, that the CHS Construction Stand Construction Project created by Town Council Resolution #090815-4 is hereby abolished, and

BE IT FURTHER RESOLVED, that the Town Council appoints the members of the CHS Concession Stand Construction Group to the Public Building Commission as user and on-user members for said Concession Stand Project pursuant to the Code of Ordinances Section 2-26(B)(3) as follows, with Public Schools Chief Operating Officer Vincent Masciana providing support:

User Members: Cathy Hellreich (D)
Anthony Perugini (R)

Non-User Members: Tod Dixon (R)
Liz Linehan (D)

Robert J. Oris Jr. (R)

Discussion

Chairman Oris stated that the construction committee was a bi-partisan group of the Council and BOE, and determined the project is feasible. Construction should start shortly. This is a project that belongs under PBC purview. His recommendation is to form the user and non-user group members. Mr. Masciana will have an active role in this project, and we want to insure proper construction management. The building permit is issued; construction starts next week with completion in Spring 2017.

With regard to the composition of the user and non-user groups, Mr. Milone stated that it complies with regulations and the Charter. There must be multiples of two and equal members of representation from both parties for the user members, and there is no limit to the number of non-user members.

According to Mr. Oris the members of the original committee should have a part in the PBC as user and non-user members, as this is the appropriate and right way to handle this.

VOTE The motion passed unanimously by those present.

G. Juvenile Review Board update and extension

MOTION by Mr. Talbot; seconded by Ms. Flynn-Harris

BE IT RESOLVED, that the Town Council approves Resolution #111916-7

RESOLUTION #111016-7

WHEREAS, the Juvenile Review Board established by the Council has been effective, and

WHEREAS, the Juvenile Review Board per its enacting resolution is automatically repealed on December 1, 2016,

NOW, THEREFORE, BE IT RESOLVED, that the Town Council hereby continues the Juvenile Review Board under the conditions as established until such time that the Town Council repeals said Board.

Discussion

Human Services Director Piccerillo introduced JRB members Police Officer Eric Tracy and Mr. Bob Davis.

Ms. Piccerillo addressed the Council on the JRB resolution and requested approval of continuing the JRB. Ms. Piccerillo reviewed the success of the JRB, and commented on its importance to the community now and in the future. When kids enter the court system it is not successful and the return rate is high. With the JRB the kids are rehabilitated and the program has proven successes. The age for young people to participate in JRB now includes ages 18 to 20.

Since its inception, JRB has serviced 19 kids. They did community service; they wrote essay papers of 500 to 1,000 words; there was family counseling; and the consensus of the families is that the program was very positive. Feedback from agencies involved with community service has been positive.

Ms. Piccerillo noted that training for the JRB members was at no cost to the town, and there are DCF funds available for communities undertaking additional services. Cheshire is now eligible for this funding. JRB is having a positive impact in Cheshire, and she requested approval for the program to continue for many years to come.

A question was asked by Mr. Slocum about the civilian component of the Board, any changes in the Board, and how an opening is filled.

There are no changes in the Board since its inception, and Ms. Piccerillo said the members serve a two-year, staggered term. When there is an opening, applications will be taken and a process in place to fill an opening.

Chairman Oris stated his strong support of the JRB and his satisfaction that it is working in Cheshire.

Bob Davis, JRB member and educator, talked about kids coming before their community members as being more powerful than going before a judge. It is powerful for the young person and humbling for the family. He discussed a situation with a young man who came before the JRB, performed his community service successfully,

thanked Mr. Davis for his support, and comments from his parents about the positive impact on their son. Mr. Davis said that JRB works and has his 100% support.

VOTE The motion passed 7-0; Mr. Ruocco opposed.

10. TOWN MANAGER'S REPORT AND COMMUNICATIONS

A. Monthly Status Report - in Council packets

B. Department Status Reports: Police, Fire, Fire Marshal. In Council packets

C. Other Reports

- Monthly Financial Report - in packets.
- First Quarter Budget Analysis - the projected surplus is \$300,000 to \$400,000; tax collection is ahead of last year and will exceed budget by about \$500,000. Cheshire Police Department rental of police vehicles for job sites has generated \$9,000 in revenue, July to October. State shortfall of \$423,000 must be made up there is still a surplus on track for up to \$400,000. Further cuts in State aid are expected, so there will be prudent spending, and holding onto things as long as possible. Last year the surplus was \$1.1 million; fund balance is \$9.8 million, 9.35% of the operating budget.
- WPCD budget - user bills will be out in December; there is a fund balance of \$800,000 or 24% of the department operating budget.
- Community Pool- the fees generated the first three months were the highest in pool history - \$153,000. For the first full year of operation and new equipment for the Pool and WPCD it is difficult to get a handle on expenditures. It is hoped there will be some savings but all is tracking in line with expectations.
- Debt Service Analysis - this analysis was discussed and reviewed during a productive Budget Committee meeting. A big concern is the debt spike payment in FY 17-18 when the payment on the Clean Water Fund Loan is due to be paid. Staff has come up with a distribution plan of how proceeds would be used for the interest payment...proceeds from the debt reserve account, money from the energy rebate account, funds from WPCD fund balance, and Town's general fund balance, and increasing the tax collection rate by 1/10th of 1% next year.

In December the Council will hold a pre-planning budget session, and Mr. Milone and Mr. Jaskot are working on the projections for this session. One important item is knowing how we treat the debt service going forward, and establishment of a five year model to look at in terms of where the budget and mill rate will be going. The analysis shows the reserves and how they can be used.

- Sewer Use Charge 2017 - the WPCA approved an annual user fee of \$400; the Council's recommendation was \$393; WPCA decided to go with \$400 following review of the water consumption usages from commercial users and CCI. When their budget was put together it was expected there would be significant higher flow rates, and this is what the \$393 was based on. Flows dropped in terms of infiltration, and the \$393 rate would not generate the same level of revenue as hoped for. Revenue from the user fees will be realized and help defray the debt service on the treatment plant.
- CCM Prescription Discount Program - Cheshire residents saved over \$34,000 with this program. An updated news release has been sent out to inform residents of this program.
- Automatic External Defibrillators (AED's) - Fire Chief Casner ordered seven (7) AED's which are almost new; there were improvements made to the AED's at a cost of \$3,000. An AED will be located in all Cheshire parks.

Chairman Oris noted that there was an AED at the high school and it was used to save someone's life. He thanked John Graziosa, a Cheshire resident, who came forward and stated more AED units were needed in town. For \$3,000 Cheshire gets seven (7) of these life-saving units. The units must be recalibrated regularly and this will be noted on the calendar to get done on schedule. In the winter season the units must be kept indoors.

- Fire Marshal Inspection Update - inspections are increasing with the addition of another part-time inspector. More inspections were done January to October 2016 (646) than in all of 2015.
- Linear Trail Ribbon Cutting Ceremony - November 19, 2016, 9:30 a.m. - this is the State's portion of the Trail and the event is being coordinated by State staff. Town Council members are invited to attend the event.
- Emergency Preparedness Exercise - this will be conducted at the fire house; 25 people will be in attendance to go through an emergency exercise program to prepare for an event...i.e. 25 to 35 foot snow storm, and changing scenarios throughout such a storm.
- Upcoming Meetings - Ordinance Review Committee, November 15, 2016, 7:00 p.m.; Charter Revision Commission, November 16, 2016, 6:30 p.m.; Solid Waste Committee, November 17, 2016, 7:00 p.m.; Personnel Committee to be determined.
- Town Hall Closed - Friday, November 11, 2016, Veterans Day; and November 24 and 25, 2016, Thanksgiving Holiday.

11. REPORTS OF COMMITTEES OF THE COUNCIL.

A. Chairman's Report

- i. Referral of consideration of blight ordinance to the Ordinance Review Committee.**
- ii. Referral of veterans' local property tax exemptions to the Ordinance Review Committee.**
- iii. Referral of request for relocation of the WWI and Revolutionary War Memorials to the Planning Committee.**
- iv. Referral of automated trash collection and an amendment to the amended Covanta solid waste disposal agreement to the Solid Waste Committee.**
- v. Referral of request to name a baseball field in honor of Kevin Simmons to the Planning Committee.**

Budget Committee - Mr. Slocum reported the committee will be meeting and revisiting how to handle the budget shortfall.

Ordinance Review Committee - Ms. Flynn-Harris reported there will be a meeting on November 15th.

B. Miscellaneous

12. MISCELLANEOUS AND APPOINTMENTS

A. Liaison Reports

Charter Revision Commission - Mr. Bowman reported on the two meetings already held by the Commission that focused on the detailed and arduous process of revising the Charter. A major item of discussion was Cheshire's current form of government, efficiencies, effectiveness, benefits, etc. and what is involved with other forms of government.

The Commission will hold a public comment meeting on November 16th, 6:30 p.m. in Council Chambers. Chapters 1 and 2 will also be reviewed by the Commission at this meeting.

Economic Development Commission - Mr. Ecke reported the Commission is moving forward on review of the "market plan" for Cheshire's economic development; a final report will be forthcoming.

B. Appointments to Boards and Commissions

13. TOWN ATTORNEY REPORT AND COMMUNICATIONS

14. COUNCIL COMMUNICATIONS

A. Letters to Council.

B. Miscellaneous

15. ADJOURNMENT

MOTION by Mr. Talbot; seconded by Ms. Nichols.

MOVED to adjourn the meeting at 9:10 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk