

**MINUTES OF THE CHESHIRE TOWN COUNCL BUDGET COMMITTEE MEETING
HELD ON TUESDAY, JULY 11, 2017 AT 6:30 P.M. IN ROOM 207, TOWN HALL, 84
SOUTH MAIN STREET, CHESHIRE CT 06410**

Present

Timothy Slocum, Chairman; Michael Ecke. Absent: Sylvia Nichols

Council Members Paul A. Bowman and Jeffrey Falk

Staff: Michael A. Milone, Town Manager; Finance Director James Jaskot

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. Acceptance and appropriation of \$20 from Operation Fuel to the Cheshire Fuel Bank.
4. Acceptance and appropriation of \$50 from an anonymous donor to the Human Services Gift Account.
5. Acceptance and appropriation of \$75 from the Friends of the Cheshire Library To the Library Gift Account to be used for the purchase of Library materials, furniture and computers in memory of Jim Archambault.
6. Acceptance and appropriation of \$260.50 donation from the lobby donation box To the Library Gift Account to be used for the purchase of Library materials, furniture and computers.
7. Acceptance and appropriation of \$100 donation from Ellen Bartley in memory Of Nancy Bates to the Library Gift Account to be used for the purchase of Library materials, furniture and computers.
8. Acceptance and appropriation of \$200 donation from the Cheshire Lions Club To the Library Gift Account to be used for the purchase of Library materials, furniture and computers.
9. Acceptance and appropriation of \$200 donation from Thomas Clark in memory Of Marilyn Gaudet to the Library Gift Account to be used for the purchase of Library materials, furniture and computers.
10. Acceptance and appropriation of \$25 donation from Jennifer Tanger-King to The Library Gift Account to be used for the purchase of Library materials, furniture and computers.

11. Acceptance and appropriation of \$100 donation from Bob and Leslie West in Memory of John Kozma to the Library Gift Account to be used for the purchase Of Library materials, furniture and computers.
12. Acceptance and appropriation of \$2,000 from the Connecticut State Library Services and Technology Grant, of which \$1,300 will be used for the purchase Of Library supplies and \$700 for software in the Children's Department.
13. Acceptance and appropriation of \$7,500 from the Mari Hall Family Foundation to be used for the summer 2017 Therapeutic Recreation Summer Camp.

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

MOVED to accept agenda items #3 through #13 and forward to the full Town Council for approval.

VOTE The motion passed unanimously by those present.

14. Call for public hearing on the proposed Fiscal Year 2017-2018 Capital Expenditure Plan and Annual Capital Expenditure Budget.

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

MOVED to accept agenda item #14 and forward to the full Town Council for approval.

VOTE The motion passed unanimously by those present.

15. Approval of fire truck acquisition process.

MOTION by Mr. Ecke, seconded by Mr. Slocum.

MOVED to accept agenda item #15 and forward to the full Town Council for approval.

Discussion

Mr. Milone informed the committee that the resolution on this agenda item has been amended, as the Council wants to know the costs involved.

VOTE The motion passed unanimously by those present.

16. Approval of CodeRED Emergency Communications Network multi-year Contract.

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

MOVED to accept agenda item #16 and forward to the full Town Council for approval.

Discussion

The committee discussed the CodeRED program and the fact that it is less costly to do a multi-year contract. The BOE has its own system at their cost (Power School) which is a notification system for parents and students.

VOTE The motion passed unanimously by those present.

17. Approval of Land Records Management multi-year contract.

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

MOVED to accept agenda item #17 and forward to the full Town Council for approval.

Discussion

Mr. Milone explained that Town Clerk Brennan was not satisfied with the services of the current vendor. She did an RFP with the assistance of the Finance and Town Manager departments. There were three responders, and negotiations took place with the new vendor. Ms. Brennan submitted a letter to staff and Council on the details of the new contract, which is the same cost as the former vendor. She expects more reliability, better turnaround time, and better quality of service from the new vendor. Ms. Brennan worked with Town Attorney Smith on the contract, and there is protection in place if services do not meet expectations.

VOTE The motion passed unanimously by those present.

18. Approval of multi-year cleaning service contract for municipal buildings.

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

MOVED to accept agenda item #18 and forward to the full Town Council for approval.

Discussion

This contract went out to bid. Mr. Milone reported there is a three-year contract with the new cleaning service, at a lower cost of about \$4,000 to \$5,000 than the current vendor. It is expected there will be better cleaning services provided by the new vendor.

VOTE The motion passed unanimously by those present.

Councilor Bowman asked Mr. Milone and the Budget Committee if \$100,000 has been encumbered for the Lanyon Drive sidewalks, and if interest is being paid today.

Mr. Milone stated the Council gave the authority to appropriate the money. As with any project, the money is not spent until the project starts. Borrowing in the bond market is

done every two years, with a capital project paid with residual cash. Once the money is borrowed there is repayment of the cash. The money is spent when the project is ready to move forward.

Mr. Jaskot advised the project funding would come from the Public Works/Engineering department. The \$100,000 appropriation does not expire. Every few years there is a review of projects and what was spent. With money not spent, the department head closes out the project, and funding is reduced to what has been spent. Projects that are dormant for a long time are likely to be taken off the books, and five years is the general rule. He said we do not want capital project listing to be encumbered with unrealistic projects. For the suspense list, the receivables are cleaned out, as they are not carried forever.

Regarding the sidewalk project, Mr. Slocum said Westland has sidewalks on one side, and he thought they would be expanded until Lanyon Drive. This seems to be more than a \$100,000 project. There is no intention to put sidewalks on the other side of Westland.

Mr. Milone said there would be no more sidewalks on Westland.

During the capital budget process, Mr. Bowman said he would advance the idea of an alternate pedestrian bridge at the back of the high school, across the canal, to the Linear Park. This bridge could only handle a gator or small emergency vehicle.

After researching the information on this project, Mr. Jaskot advised the \$100,000 has been bonded for the sidewalks, and the Council can transfer these proceeds to other projects .

Mr. Milone said this could be done during the capital budget process.

19. ADJOURNMENT

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

MOVED to adjourn the meeting at 6:55 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk

