

**MINUTES OF THE SPECIAL CHESHIRE TOWN COUNCIL AND BUDGET
COMMITTEE MEETING HELD ON WEDNESDAY, AUGUST 15, 2108 2018 AT 6:30
P.M. IN ROOM 207-209 TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT
06410**

Present

Robert J. Oris. Jr. Chairman; Paul A. Bowman, Vice-Chairman; Jeffrey Falk, Patti Flynn-Harris, Sylvia Nichols, Timothy Slocum, David Veleber.

Absent: Thomas Ruocco and Peter Talbot

Staff: Sean Kimball, Town Manager; James Jaskot, Finance Director; Arnett Talbot, Asst. Town Manager; Vincent Masciana, COO, Dept. of Education; Anthony Verrill, Apex Technology.

1. ROLL CALL

Chairman Oris called the meeting to order at 6:30 p.m.

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. DISCUSSION RE: FISCAL YEAR 2018-2019 FIVE-YEAR CAPITAL
EXPENDITURE PLAN AND ANNUAL EXPENDITURE BUDGET:
ADMINISTRATION & FINANCE/TECHNOLOGY, AND OTHER
DEPARTMENTS, AS NEEDED.**

A CEP summary/handout was distributed to everyone present.

Pages 1-2 Technology/Budget Book page 36 – Mr. Verrill stated there were three (3) requests in the first year of the technology budget for Town and School security projects; \$375,500 is the possible reduction in year #1; replacement equipment is \$210,000 in each of the five years of the plan; total \$1,050,000. There was \$2M of estimated replacement costs for equipment, which was to start two years ago, and was zeroed out; last year \$100,000 was spent on older wireless equipment. It is the recommendation of the Technology Committee and Mr. Verrill to go back to the \$210,000 annual replacement. Current equipment to be replaced is about seven (7) years old; it is the oldest equipment in service; and the first to be replaced; the allocation will be focused on firewalls, some servers and storage.

Mr. Jaskot stated some of the costs will be bonded, over 20 years, but technology does not usually last more than 7 to 10 years. The preferred funding would be through C.N.R., and this expenditure will be funded through C.N.R.

With regard to the life of the technology equipment, Mr. Verrill stated 10 years is a stretch, and 7 years is pushing it.

Mr. Masciana stated that on an average school day there are 5,000 connections to WIFI; it is better to manage and track usage; it is preferred for students to log onto the network with cell phones as there is more control.

There was a brief discussion about bonding, using C.N.R. funds, shorter bonding time (10 years), blended issues over 5/10/20 years. Mr. Jaskot will discuss the issues with bond counsel. He noted the bonds are usually front loaded and paid down faster. He will provide information to the Council.

Page 19 – Summary of Capital Nonrecurring (CNR) Funds

Pages 17-18 – All projects to be funded through bonding

Summary Book, pages 2 and 3 – Mr. Oris noted the Cheshire Public Schools line, which is "\$0"; the money is shifted to the security projects.

Schools and Public Safety surveillance system uses existing capital funding; last year's allocation was \$250,000; there is an RFP out now predominantly for door access control/integration with the video surveillance system; schools and town use the same system that can be accessed by the Police Department. A vendor will be selected; the project will move quickly; integration problems are not expected.

School Projects – Cameras, Mantraps, Video Surveillance, Door Access Controls are all in the school security grant; everything is checked on a regular basis; information on the security checks working (with CPD verification) will be submitted to Council. On the school side, cameras are monitored all the time when school is in session.

Mr. Verrill confirmed that everything is monitored. If anything goes down (camera) there is an alert and CPD is set up for these alerts. CPD has one year of storage retention requirement; school system has minimum 30 days for all cameras; there are 120 terra bites just for the videos. There are 60 cameras at CPD; 20 to 25 at CFD; and years of data retention. Next year's allocation will finish off the cameras/video in town buildings. The Library has a request for more outdoor surveillance in the parking lots.

For FY 2019-2020 there are outdoor spaces at police headquarters to be covered; there will be an updated list of all locations available for Council; there is an evaluation analysis on the strategies.

Page 156 – Education - \$150,000 FY 2018-2019. In the past few years there were some short outages. This requested allocation will fund installation of additional, dedicated internet services, including circuit build-out and equipment at Cheshire High School and Dodd Middle School. This would eliminate single points of failure, increasing bandwidth and access to services for teachers and students through the school system. Mr. Masciana stated the DOE does not want to have a day without internet access; there is a need to expand and it makes sense; it is also important for

emergency and public safety services. Mr. Verrill will shop the bandwidth, get one alternate carrier at one location, and this is backup in case of hardware or fiber failure. If there is a problem at the schools, the system can revert back to Town Hall, and this is another layer of protection.

4. REVIEW AND PROPOSED REVISIONS FOR FISCAL YEAR 2018-2019 FIVE-YEAR CAPITAL EXPENDITURE PLAN AND ANNUAL CAPITAL EXPENDITURE BUDGET

Summary/Handout Page 3 – The Council discussed the upcoming budget meeting schedule, and determined the date of Tuesday, September 4, 2108, as the meeting for adoption of the CEP. This date enables submission of the CEP to the Secretary of State on September 6, 2018, and meets the date requirement for projects that will go to November referendum.

Town Manager Recommended Projects, Year #1 – There are 39 projects; \$10.2M. The Council reviewed some of the projects.

#24 Special Events Showmobile - \$120,000 – This project was removed from year #1 of the CEP; there will be a permanent stage tied into the Chapman Property; \$100,000 is in the CEP for planning and design for Chapman Property.

#31CHS Stadium Lighting - \$135,000 – This project was removed from the CEP. Lighting at the football stadium has limited use, with a long time payback.

#9 Traffic Study -\$70,000 – This expenditure was questioned by Councilors, who noted CPD has the authority to raise speed limits on Town local roads. There are not enough benefits to warrant a traffic study.

Energy Performance Contract – Mr. Oris asked about items which could fall into this type of contract. Ms. Flynn-Harris cited projects #22, 32, 34 and 35. Mr. Masciana said the most effective projects are items with building management controls. Mr. Kimball will provide information on items not included in the first energy contract. For the first \$10M financing upgrades were spread out 15 years the bulk of the gain has been absorbed; we are 12 years away from the final level.

#11 Replace 1992 Fire Truck Pumping Engine - \$640,000 – The Cheshire Fire Department had talked about purchase of a “combo” truck during the CPD presentation. Mr. Oris asked if this has been investigated as to efficiencies and effect on the budget.

Town Manager Kimball has discussed this with Chief Casner, and the CFD request was to have the pumper stay in year #1. The current truck being built has more storage capacity; can fit all the gear; and the combo truck will not be needed. The new truck arrives in September; it fits the needs of CFD; and has a 25 year life span. Mr. Kimball

will check with the Chief on the manufacturer's recommendation on the life span, i.e. 20 or 25 years.

Page 15 (handout) – shows the CFD fire apparatus replacement schedule. Engines #3, 4 and 2 are overdue for replacement; Engine #4 (1992) is in the CEP for replacement.

The Council eliminated the combo fire truck from year #4, and pushed Rescue #4 out another year. CFD well maintains its vehicles. More information on the CFD vehicles will be provided to Council. With the current fleet there is no problem with public safety. When new trucks are purchased, the older trucks go to auction to be sold.

Mr. Bowman raised the issue of mutual aid programs with surrounding towns, and mutual use of apparatus.

#25 Development of Chapman Property \$100,000 – The Council discussed having a more holistic approach in looking at recreational facilities rather than a specific look at the Chapman property. There is need for a better understanding of all the parks and a master plan to include the Chapman property. Mr. Kimball stated the \$100,000 includes full landscaping/design/engineering etc. for the property. It was concluded that a study is needed, to include a gap analysis for all the recreational facilities; the appropriation would be \$50,000; and the next phase would be the design phase for Chapman property. The existing information on all the Town parks would also be updated and submitted to the Council.

Mixville Park Pavilion \$250,000 – Mr. Bowman expressed concern about the pavilion project, and said it should be one of the items included in the park analysis. The pavilion is 3,200 S.F. in-door building, and there are security concerns. Information should include the number of programs held in the park/pavilion. He commented on the large number of out-of-town people using Cheshire's parks for sports programs and taking up use of Town fields.

#22 Heat & Power Unit at Community Pool \$200,000 – The Council talked about looking at this project as part of the next energy performance contract, and pushing it out one year. Mr. Kimball will review this project with Town Engineer Gancarz and inform the Council.

#6 Boiler Replacement at Fire HQ/Annex/Police Stations \$150,000 – This project was included as part of the original performance contract list, and could be included in the next contract.

Page 8 handout – The fund appropriation summary shows about \$14,000 balance in the contract account; \$200,000 was applied to debt service in the FY 2019 budget.

#13 Public Works Dump Trucks and Plows \$447,000 – This includes the \$103,000 for the Tandem Truck.

Page #11 handout – Public Works Highway Vehicle Inventory List as of 8/13/18.

Truck #17CH - 2004 Sterling is being replaced. This inventory does not include WWTP vehicles. The Council discussed skipping a year with vehicle replacement, or do one Tandem Truck at \$55,000.

The CPD vehicle income account funds are used for new CPD vehicles. Mr. Bowman said some of these funds could be used for vehicle replacement in other departments.

Page 42 (book) and 13 (handout) – Mr. Falk talked about the 2009 F-350 (54 CH), Public Works Ground Vehicle, \$48,000, noting Director Noewatne cited a need for this vehicle. It can handle more crew members on a job. Town Manager Kimball will review and confirm this vehicle replacement with Mr. Noewatne.

#15 Road Improvement Program \$1.75M – The Council briefly discussed the paving program; there is other work related to this program; an issue was raised about Higgins Road patch work which will be brought to the attention of Mr. Noewatne.

Debt Service – Mr. Oris stated there is more to be looked at for debt service; cuts must be made with determination as to where they will be; and identification of priorities.

#30 CHS Storage Building \$50,000 – Mr. Masciana informed the Council that the BOE will not support another \$50,000 for the storage building project. He suggested a “wait and see” plan on how the storage building will enable equipment storage for sports and band.

#27 Roof Replacement \$175,000 – This is for Norton School roof replacement project; 5,600 S.F. section of the roof; repairs were done last year and the roof is holding up well. Mr. Masciana suggested pushing this project out to year #2 of the CEP.

#26 District Roof Repairs and Replacements \$125,000 – Mr. Masciana said this funding should be appropriated.

#29 CHS Window Replacements \$250,000 – Mr. Masciana advised in future years there is another window replacement schedule. He explained that windows and doors will have intrusion resistant film added; bulletproof glass would cost millions of dollars for windows/doors across the district.

Mr. Slocum raised the subject of “redistricting”, discussion of plans with the BOE, and this issue being on the front burner. He asked if there are plans in place, and planning dollars to reduce the number of school buildings. He commented on the study showing some schools with more capacity, and looking at the Humiston Building.

In response, Mr. Masciana stated the master plan shows Highland School student population decreasing. There is a need to go through the master plan, which is a road map, with the Council and BOE.

Chairman Oris advised he has talked with BOE Chair Heilrich about a joint BOE and Council meeting. He is uncomfortable moving forward with the master plan. The plan's first step was a \$100M school, which the town cannot fund. He said there must be a look at ways to offset this, i.e. a renovation, or saving of money through consolidation. Redistricting may be part of the decision when looking at modernization of the schools.

With regard to Humiston School, Ms. Flynn-Harris stated that no additional money should be spent on this building. The BOE offices should be moved to another commercial property in town.

Mr. Bowman commented on the need for a comprehensive project going forward. He asked if the BOE has been engaged in looking at these issues and the situation.

According to Mr. Masciana there have been no BOE meetings with discussion on the master plan. He noted Humiston School houses the alternative education program and department staff.

#7 Parking Lot Replacement at Library \$100,000 – Mr. Jaskot stated there is no reason to wait for the Library parking lot project, as it must be done. Mr. Kimball noted the \$100,000 is the cost for just the CPL parking lot project.

Projects #6, #22, #31, #32, #34 and #35 could be done under an energy performance contract.

Project #36 – Underground Oil Storage Tank Removal/Replacement \$340,000 - Chairman Oris asked if this project is current under State regulations, and an absolutely necessary project.

These removals must be done, and Mr. Masciana explained that Doolittle and Darcey boilers must be replaced.

Ms. Flynn-Harris discussed the priorities for pool grounds improvements and estimated costs which were cited in the Director's report.

The priorities were listed in Dr. Mederios' report. Mr. Kimball explained there would be revenue generated with inclusion of the enhancements for pool rentals, birthday parties, and other events. The enhancements would also draw people to the community pool.

For these enhancements, Ms. Flynn-Harris suggested looking into sponsorships, and cited the climbing wall as a good sponsorship option.

Meeting Schedule Budget Workshops

Tuesday, August 21st, 6:30 p.m.

Wednesday, August 29th, 6:30 p.m.

Thursday, August 30th, 6:30 p.m. (if needed)

Adoption of the CEP, Tuesday, September 4th, 7:00 p.m.

4. ADJOURNMENT

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

MOVED to adjourn the meeting at 8:30 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk