

**MINUTES OF THE CHESHIRE TOWN COUNCIL MEETING HELD ON TUESDAY,
DECEMBER 11, 2018 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; Councilors Jeffrey Falk, Patti Flynn-Harris, Sylvia Nichols, Thomas Ruocco, Peter Talbot, David Veleber.

Absent: Timothy Slocum

Staff: Sean Kimball, Town Manager; Arnett Talbot, Assistant Town Manager; James Jaskot, Finance Director; Fire Chief Jack Casner; Deputy Fire Chief Donald Youngquist; Police Chief Neil Dryfe; Deputy Police Chief Brian Pichnarcik; Fred Jortner

Guests: Lt. Michael Durkee; Police Officers Michael Aquilino, Vincent Nastri, Shawn Patterson, Alysha Pirog; CPD Dispatchers Sharon Imbert and Ronald Henri.

Donald Walsh, President, Lights of Hope; CFD Fire Poster winners Ava Niglio and Cameron Puhl. PBC Chairman Mark Nash. Dept. of Education COO Vincent Masciana and BOE Chairperson Kathy Fabiani.

Chairman Oris called the meeting to order at 7:01 p.m.

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. Contract Negotiations, Campion Ambulance

Chairman Oris moved Executive Session to the end of the meeting.

4. PUBLIC COMMUNICATIONS

A. Police Department Recognitions

Chief Dryfe reported to the Council the details of the June 22, 2018 major incident which put CPD officers in the line of fire from a suspect with firearms in a combat situation. Chief Dryfe cited the details of the incident and the heroic actions of Lt. Michael Durkee; Police Officers Michael Aquilino, Vincent Nastri, Shawn Patterson, Alysha Pirog and CPD Dispatchers Sharon Imbert and Ronald Henri. Subsequent to this incident, there was a major investigation under State Statute by the State Police Major Crime Squad and New Haven State Attorney's Office. The officers' actions were deemed to be appropriate. The end result was no officers injured, female victim and infant were okay, and the suspect in custody under a \$1M+ bond. Chief Dryfe cited his pride in the men and women in the CPD organization, and expressed appreciation to the Council and community for its support of the Cheshire Police Department.

Chief Dryfe presented CPD Dispatchers Sharon Imbert and Ronald Henri with the CPD Distinguished Service Award.

Chief Dryfe presented Lt. Michael Durkee and Police Officers Michael Aquilino, Vincent Nastri, Shawn Patterson, Alysha Pirog with the CPD Medal For Bravery.

Chairman Oris thanked all the police officers and dispatchers for their professionalism and courageous acts that day, and their non-hesitancy to jump into action to do what was necessary. Mr. Oris commented on it not being an easy time to be in public safety, and the Town is very proud of Cheshire's Police Officers. He stated the Town Council supports our excellent Police Department, with officers putting their lives on the line each day for the Cheshire community. Mr. Oris expressed gratitude that all the officers are here to accept their well deserved awards, and the community is able to thank them for their courageous acts.

Councilors personally thanked and congratulated the officers and dispatchers, and they received a standing ovation from those present.

B. Recognition of Fire Prevention Poster Winners

Fire Chief Youngquist briefly reviewed the history of the fire poster prevention program for 4th and 5th graders in Cheshire's schools. This year the theme was "Fire Prevention Everyday". The award recipients from Norton School are Ava Niglio, 4th grade and Cameron Puhl, 5th grade; each received a \$200 Amazon gift card; and are eligible to get a ride to school in a CFD Fire Truck. Their posters will be judged for the New Haven County program; county winners receive \$150; and move onto the State level competition. Chief Youngquist thanked Norton School Art Teacher Jillian Puckett for her support and student assistance in the fire prevention poster program.

C. Recognition of Don Walsh for Lights of Hope charitable community support.

Chairman Oris presented Donald Walsh and with a Certificate of Recognition for the Lights of Hope program. He thanked Don and Jennifer Walsh and their volunteers for continuing this event each year and the generous donations to the community. The foundation has raised over \$900,000 in 14 years, and has become a huge part of the community. Donations are given to The Petit Foundation, Cheshire Human Services, Cheshire Community Food Pantry, Cheshire Food Drive, and support of two scholarships,

Don Walsh accepted the recognition on behalf of the Lights of Hope Foundation, and expressed appreciation to all the people involved in the event. The 2018 event was the most successful ever; all luminaries were sold out; the funds raised stay in Cheshire and Mr. Walsh said it is important people get this message. Mr. Walsh noted that the foundation is a "charity which gives to charity", and the goal for 2019 is to hit \$1M.

D. Public Comments

Greg Crerar, 1278 Avon Blvd. is a Cheshire resident for 26 years, parent of two children in the middle school who play sports, and volunteer coach. He thanked the Council for its consideration and discussion about the high custodial and supervisor fees imposed on Cheshire based non-profit organizations using school and town facilities. He noted that the teams travel to other towns which have sports facilities, fields, courts and complexes which far exceed what Cheshire provides. He is pleased that the BOE, Supt. Solan and Mr. Masciana are looking into the costs incurred by parents who provide many volunteer hours for the sports programs. Mr. Crerar suggested the Council form a task force to undertake discussion on the fee structure issues.

Chairman Oris noted this matter will be discussed later in the meeting, and said the Council did not realize the fractured structure throughout the community for different organizations. Now that Council has been made aware, it wants to move forward on this issue. It pertains to taxpayers and youth groups, with no system in place which is financially viable. The Council is advancing something quickly, with Town Manager Kimball presenting information on the fee structure. Mr. Oris said there must be coordination between the Town and BOE, and there is a willingness to make the fee structure more affordable. Mr. Masciana and Ms. Fabiani are working with the Council and Town staff on the matter.

Jamie Ferguson, 105 Copper Beach Drive, stated she sent a letter to Mr. Oris and Ms. Fabiani about the BOE Facilities Master Plan and building a new middle school. She requested the Council form a committee with the BOE to address the Plan. Ms. Ferguson commented on the prior middle school proposal and the Council not being brought into the process, having enough background information, or how the decisions came about. The Town has aging infrastructure, is spending money to band-aid the situation, and there should be a consensus to move forward, build a new school, or realign all the school buildings.

Chairman Oris talked about the proposal advanced by the BOE which did not come through the Council, and the many concerns and questions not answered. The magnitude of the project's financial costs, about \$400M, was not sustainable. Schools need to be modernized, but the Town is still dealing with difficult State financial conditions. Mr. Oris commented on the Council and BOE collaboration on a financially viable project and 1 ½ years spent on the possible Alexion site, a \$30M to \$50M project. The goal of the Council and BOE is to collaborate and come up with a viable financially prudent option which taxpayers can afford...and this is a balancing act. It was stated by Mr. Oris that the BOE decides how and when to advance a project.

Ms. Ferguson said there were communication gaps, and she understands the Council and BOE coming together to make the Alexion plan work. She said the facilities plan is aging along with two past plans. Ms. Ferguson thanked the Council for their past and future efforts.

Ms. Flynn-Harris reported that a few Council members met with Ms. Fabiani and talked about more communication going forward, and believes the task force would be a viable idea.

Bob Giza, 860 Wallingford Road, asked what is being done about the dumping on Wallingford Road.

In response, Town Manager Kimball reported that the property owner was visited by the Zoning Enforcement Officer (ZEO) and served notice of violation on November 30, 2018. The owner has been cooperative and has 30 days to rectify the situation, and is trying to develop proper use for the property which has been in his family for 100 years. Mr. Kimball agrees there is a violation and it is being actively remedied.

Mr. Oris and Mr. Bowman have been to the property, and understand the concerns. From the Town side there is a legal process in order to address the issues. The owner has been served and has 30 days to rectify the situation, and the Town cannot just put police officers there and arrest the owner. Town Manager Kimball has been instructed to address the matter as aggressively in light of the violation. If the violation is not corrected the Town will take the next steps.

A copy of Section 25.2 (earth removal) and creating a violation will be sent to Mr. Giza by Mr. Kimball.

5. APPROVAL OF MINUTES – Regular Meeting of November 13, 2018; corrections to special meeting minutes of February 23, 2016, and regular meeting minutes of September 11, 2018.

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

MOVED to approve the minutes of the regular meeting of November 13, 2018, corrections to special minutes of February 23, 2016, and regular meeting minutes of September 11, 2018, subject to corrections, additions, deletions.

February 26, 2016 – term of office Lisa Davis 2/23/16 to 9/1/19;
September 11, 2018 - Consent Calendar, 6G...amount of \$15,055.42;
November 13, 2018 - amend part of Mr.Veleber’s statement to read “Mr. Veleber has concerns about the transition but noted the automated trash collection could have a savings to the Town and taxpayers, but those savings were significantly reduced by the recent increase in the recycling costs.”

VOTE The motion passed unanimously by those present.

6. CONSENT CALENDAR

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

BE IT RESOLVED, that the Town Council approves Resolution #121118-1

RESOLUTION #121118-1
CONSENT CALENDAR FOR DECEMBER 11, 2018

BE IT RESOLVED, that the Town Council approves the Consent Calendar for December 11, 2018 as follows:

- A. Acceptance and appropriation of a \$29.47 reimbursement from the State Of Connecticut for the Police Seizure Grant to the Police Asset Forfeiture Account.
- B. Acceptance and appropriation of a \$10 donation from Robert Kimball to the Human Services Gift Account to be used for general purposes.
- C. Acceptance and appropriation of a \$106 donation from the October Town Employees Dress Down Fund to the Cheshire Fuel Bank Account.
- D. Acceptance and appropriation of a \$15 donation from Margaret Durlach To the Human Services Gift Account for the Senior Center.
- E. Acceptance and appropriation of a \$50 donation from Operation Fuel to The Cheshire Fuel Bank Account.
- F. Acceptance and appropriation of a \$100 donation from John and Ellen McBride to the Cheshire Fuel Bank Account.
- G. Acceptance and appropriation of a \$50 donation from an anonymous donor To the Cheshire Fuel Bank Account.
- H. Acceptance and appropriation of a \$100 donation from Richard E. and Kathleen A. Pfeiffer to the Police Gift Account to be used for future training classes and equipment.
- I. Acceptance and appropriation of a \$14,000 donation from Cheshire's Lights of Hope to the Human Services Gift Account and the Cheshire Fuel Bank Account.
- J. Acceptance and appropriation of a \$3,778 donation from the Farmington Canal Rail-to-Trail Association for the development, construction, and installation of two signs along the Cornwall Avenue to West Main Street segment of the Linear Trail.

VOTE The motion passed unanimously by those present.

Ms. Nichols noted Item "I" which shows the Lights of Hope donation of \$14,000 to the Human Services Gift Account. She commented on Item "J", the donation of \$3,778 from Farmington Canal Rail-to-Trail Association to fund the two signs, and one sign designed by Councilor Slocum and one by Jeanne Chesanow, Town Historian. The signs will be placed in the area of the Ball & Socket site and near Cornwall Avenue.

7. ITEMS REMOVED FROM CONSENT CALENDAR

8. OLD BUSINESS

A. Discussion re: Recreation Fees for booking of school facilities.

Town Manager Kimball referred to the three-page memo from Dr. Mederios, Park & Rec Director about the fees issues and how we got to where we are. He said the Town wants to resolve these issues. Mr. Kimball advised many meetings were held with Supt. Solan and Mr. Masciana, and the Council has a complete analysis of options on the Town's side. Without benefit of a complete BOE report, he cannot recommend action because both sides must be in concert with a solution.

Mr. Kimball explained his two proposals in advance of the BOE analysis, and how we got to where we are today on the matter.

BOE Policy – dictates a custodian is required to open and close a gymnasium for groups utilizing school gyms outside of the normal school day. The rate is \$50/hr and \$65/hr for Sunday. The BOE has allowed the Parks and Rec Department to hire, train and schedule in-house "Building Supervisors" to open and close school gyms for department programs, including the Town-run Recreational Basketball/Volleyball leagues, adult soccer, etc.

Parks and Rec Department began offering to schedule "Building Supervisors" for non-department sports organizations (Travel Basketball, Cheshire Youth Baseball, LaCrosse, Wildcats, Community Band, etc.). This is a service outside the scope of the department with service fee assessed. In FY 2013 the fee was \$23 per hour and has increased to \$28 per hour since 2017. The "at cost" to the Town is \$15 per hour for the supervisor plus administrative fees, estimated at an additional \$5.33 per hour.

Mr. Kimball cited his recommendation to adjust the fees to \$20 per hour including overhead and supervisor fee, or just charge \$15 per hour and the Town absorb the administrative costs. He said the BOE is developing its own solution. Mr. Kimball is not prepared to recommend taking action at this time.

It was noted by Mr. Veleber that there is a big gap between the Town and BOE fees, and asked if the \$50 per hour is set by contractual arrangement.

Chairman Oris explained the discrepancy is the BOE hiring union custodians and these are the union rates. He will suggest (without violation of union issues) that everyone use trained supervisors at \$15 per hour, and insure buildings are safe and secure. These fees would be passed along to not-for-profit local groups, and those completely Cheshire based (taxpayers).

There is no simple answer to the questions, and Mr. Masciana explained the custodian rates. When a custodian works an activity they are paid time and a half hourly rate. Hourly rate of pay is \$28 per hour + 20% benefits...and this is just over \$50 per hour. There is no profit to the BOE budget, and is exceeding the operating costs by a few dollars per hour. The Sunday and holiday \$65 rate is double time pay by contract. When a supervisor is hired for a Parks & Rec program, it is because a custodian is not needed. There are some events with spectators, food is served, set up and breakdown is required to get the school ready for the next day.

On the BOE side, Mr. Masciana stated a report is being put together.

In 2017-2018 there were 9,300 different room events booked in the school buildings (after the school day). These included adult ed, Parks & Rec programs, travel sports, BOE meetings.

Group 1 users 6,000+ events (community based organizations, Parks & Rec teams; Group 2 users 2,700 events (YMCA); Group 3 & 4 users had about 500 events. Most users are Group 1 users.

The BOE Policy Committee is looking at whether this is a policy issue or a regulation. Custodial fees are part of regulations; these are set to cover costs; and they have not been raised in nine (9) years.

Mr. Masciana is working on a competitive survey of surrounding communities. He stated that other school districts do not charge a custodial fee because they have 2nd shift custodians in all the buildings. Cheshire outsources cleaning services to a contractor at significant savings. There is careful tracking of all the available rooms. To unravel all of this and put together a salient recommendation will take time.

When a sports team has a "meeting", Ms. Flynn-Harris said they are not charged. There is a charge when a custodian is needed to monitor the school and clean up. She asked about adult education.

The meetings are not usually charged, but Mr. Masciana said a Sunday basketball game has a charge. The adult education program is held in the high school, which has a custodian until 10 p.m.

Ms. Flynn-Harris recommends waiting for the BOE report before further discussion.

It was noted by Mr. Oris that some of the groups are in a time crunch situation, and an interim fix could be discussed.

With regard to charges imposed, Mr. Talbot asked about two events (meeting in a room and gym used by a group) taking place in the same school building, and if both groups are charged individually for the same custodian. If adult education is at the high school and practice in the high school gym that night, he asked if there is a custodian or supervisor on duty...could the custodian fee be let go for that night.

According to Mr. Masciana, there would not be two custodians for two separate events in the same building, unless it was an unusual situation...catering in one room and sports practice in another. There have been situations with a custodian for junior cheerleading, and travel basketball practice at Dodd with a supervisor. It would make sense to have one person or the other. Mr. Masciana said the process must be more streamlined.

There are many moving parts and from his perspective, Mr. Bowman said it takes government time to analyze and make changes. He supports the \$20 fee until everything is figured out. The time for a competitive survey of other districts is making things larger than necessary.

Kathy Fabiani, BOE Chairperson, cited the fact that 182 various groups use school facilities. Group 1 is not charged for building use, only custodian fees. Last year the total fee revenue was \$40,000; the BOE did not make any money; the BOE absorbed costs of utilities, trash collection etc. Ms. Fabiani stated that steps cannot be taken without knowing the overall consequences, including loss of revenue and how to cover this loss. She said the BOE also wants the issues resolved quickly with a policy applicable to all groups. At the present time all BOE departments are on a 60% freeze, and financial decisions cannot be made without looking at all the budgetary constraints.

In response to a question about total BOE revenue for services, Mr. Masciana said it was \$40,000 in 2017-2018 for custodial fees.

Mr. Oris pointed out this is a total loss of \$50,000 (BOE \$40,000 and Town \$10,000) on a \$100M budget. He would support the collaboration of the Town/BOE absorbing this loss for the benefit of our youth and their programs. He said some programs are losing kids because of the many fees. Mr. Oris would vote for the \$50,000 absorption of costs versus spending months of analysis about the issues. He commented on the Town not wanting to become a booking agent for the BOE facilities.

Ms. Flynn-Harris asked about the supervisor fee proposal...not touching the custodial fee...and the number of non-profit athletic groups. She asked for the time to do the analysis.

At the most, Mr. Kimball said it is a total of 6 or 7 groups, and the Town is looking to the BOE for information on who is using Cheshire school facilities.

According to Mr. Masciana, the analysis would take a few weeks. It is important to distinguish the difference between events needing a supervisor and custodian. If there are a large number of people, a custodian is needed with gym set up, breakdown, food served. There are events where a building supervisor could be used rather than custodian.

Karen Dudac, 1649 Deerfield Court, V.P. of Cheerleading, informed the Council the group was charged \$4,712 this year; \$2,800 last year; and prior year \$500.

Kristen Hayes, 370 Hayledge Court, informed the Council her basketball team pays \$9,000 of the \$40,000 to the BOE, and \$14,000 to Parks and Rec Department. With the discussions and considerations ongoing, Ms. Hayes asked if the team/groups could delay payment of invoices until there are decisions made. The basketball team's October invoice from Parks and Rec was \$2,100. Ms. Hayes reported that on a Sunday there are about 40 children participating in games, grades 5, 6, 7, 8.

Stating he understands the differences in uses...custodian or supervisor...Mr. Oris said the question becomes how much the Town wants to subsidize costs for the kids. He hopes this matter will have a resolution at the January 2019 Town Council meeting.

9. NEW BUSINESS

A. Call for public hearing for Cheshire Housing Authority Small Cities Grant application process.

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

BE IT RESOLVED, that the Town Council approves Resolution #121118-2

RESOLUTION #121118-2.

BE IT RESOLVED, that the Town Council calls for a public hearing for CHA Small Cities Grant

VOTE The motion passed unanimously by those present.

B. Approval of schedule of regular meeting dates for calendar 2019.

MOTION by Mr. Veleber; seconded by Mr. Talbot.

BE IT RESOLVED, that the Town Council approves Resolution #121118-3

RESOLUTION #121118-3

BE IT RESOLVED, that the Town Council approves the following meeting dates for 2019 Town Council Regular Meetings. All meetings are held in Council Chambers on the second Tuesday of each month at 7:00 P.M. unless otherwise indicated.

JANUARY 15, 2109 (changed from January 8th)
FEBRUARY 12, 2019
MARCH 12, 2019
APRIL 9, 2019
MAY 14, 2019
JUNE 11, 2019
JULY 9, 2019
AUGUST 13, 2019
SEPTEMBER 10, 2019
OCTOBER 9, 2019 (October 8th is Yom Kippur)
NOVEMBER 12, 2019
DECEMBER 10, 2019
JANUARY 14, 2020

VOTE The motion passed unanimously by those present.

- C. Authorization to appropriate \$15,557 from the Jitney Bus Fund for the Town's 20% match for the purchase of the new Senior/Transportation Services Bus acquired through the CT DOT Section 5310 Grant Program.**

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

BE IT RESOLVED, that the Town Council approves Resolution #121118-4

RESOLUTION #121118-4

BE IT RESOLVED, that the Town Council appropriates \$15,557 from the Jitney Bus Fund for the Town's 20% contribution to the purchase of a new Senior and Disabled Minibus. The remaining 80% of \$49,600 of the \$65,175 purchase is funded by a Connecticut Department of Transportation Grant.

Discussion

Ms. Nichols stated this funding action has been done in the past for acquisition of a new bus, with 80% CT DOT funding and 20% Town funding from the Jitney Bus Fund.

VOTE The motion passed unanimously by those present.

- D. Discussion and possible action re: Acceptance of Crestwood Road Extension as a Town Road.**

MOTION by Mr. Bowman; seconded by Ms. Nichols

BE IT RESOLVED, that the Town Council approves Resolution #121118-5

RESOLUTION #121118-5

BE IT RESOLVED, that the Town Council accepts the 500 linear foot extension of Crestwood Drive as a Town Road, conditional upon the filing of a maintenance bond and recording of the warranty deed for the roadway and the storm drainage and sightline easements, free and clear of all encumbrances.

Discussion

Mr. Bowman stated there is a letter from PW Director Noewatne and the Planning and Zoning Commission stating the developer has provided everything needed for construction of the road.

VOTE The motion passed unanimously by those present.

E. Discussion and possible action re: Authorization to apply for a \$6,000 Justice Assistance Grant program Violent Crime Prevention Grant for proactive patrols to combat auto theft and larceny from motor vehicles.

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

BE IT RESOLVED, that the Town Council approves Resolution #121118-6

RESOLUTION #121118-6

BE IT RESOLVED, that the Town Council authorizes application for a \$6,000 Justice Assistance Grant administered by Connecticut Office of Policy and Management for proactive patrols to address vehicle thefts.

Discussion

Chief Dryfe explained this grant is from JAG, has been applied for in the past, and received. Cheshire is entitled to \$6,000, and Council authorization is needed to apply for this grant.

Chief Dryfe provided an update on the auto thefts taking place in Town. Since July 17th here have been another 87 auto break-ins; October had 28 break-ins; November had 14 break-ins; and 10 break-ins to date in December. This is a significant increase from last year; and it is a statewide program. The problem is getting media attention, and the President of the Connecticut Police Chief's Association has been pushing for review of changes made to the youth laws in the State.

The Council was told by Chief Dryfe that the kids involved in this activity are becoming more brazen. They are breaking into the vehicles, using garage door openers to enter a garage and house, finding keys to a 2nd car and stealing both vehicles. One of the cars was recovered in Hartford, being operated by two juveniles, one of whom had a firearm when taken into custody. Most of those involved in this activity are kids or young adults. Similar things are happening in other towns, and it is a dangerous escalation of what has been seen before. There has been an increase in number of cars entered, but nothing of value stolen. Chief Dryfe stated the \$6,000 grant will be used to revive the plan to get more patrol officers out there.

At the town meeting on this issue, Mr. Veleber said cars were not broken into, just trying door handles, and asked if the trend is now breaking into the cars.

The majority appear to be unlocked cars, and Chief Dryfe said with some it cannot be determined.

Mr. Veleber asked about electronic devices to unlock cars and if this is out there.

Stating he has not seen anything like this, Chief Dryfe said if someone in custody had such a device it would be on the news.

Regarding the juvenile arrested in Hartford, Chief Dryfe said he tries to follow-up. The juvenile with the stolen car and possession of firearms was released on summons.

VOTE The motion passed unanimously by those present.

F. Discussion and possible action re: Waiver of RFP for consultant on Implementation phase of Radio Communication Software project and Authorization to hire Intertech.

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

BE IT RESOLVED, that the Town Council approves Resolution #121118-7

RESOLUTION #121118-7

WHEREAS, Intertech Associates has been involved to assist Town staff with the purchase of a public safety radio system, and

WHEREAS, Intertech Associates is extremely knowledgeable about the system and the communications operations of the Cheshire Police and Fire Departments, and

WHEREAS, it is in the best interest of the Town to hire a consultant with significant experience with this project,

NOW, THEREFORE, BE IT RESOLVED, that the Town Council hereby waives the bid for the construction administration services for the implementation of the Public Safety Radio System Project, and further approves the hiring of Intertech Associates for said services for \$98,500.

Discussion

Chief Dryfe reviewed the history of replacement of the public radio system, and Intertech winning the bid. He informed Council Intertech is a very professional firm, with an outstanding product, and they provided the CPD with top notch service. They have been involved with the project from the beginning. Chief Dryfe is requesting a waiver to hire Intertech to put together the specifications and draw up the RFP, analyze RFP responses, and take CPD through awarding of the contract. The contract which CPD entered into with Motorola Systems is about \$3M+; the \$98,500 represents about 2.5% of the total cost; and, the technical aspects of this project and scope are beyond the capabilities of the Chief and any town employee. The actual construction and implementation of the project and acceptance testing are the most important parts of the project. Chief Dryfe believes the town's best interests would be served with having this consulting firm oversee and guide CPD through this process.

VOTE The motion passed unanimously by those present.

G. Discussion and possible action re: five year contract for Town Clerk Records Management System.

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

BE IT RESOLVED, that the Town Council approves Resolution #121118-8

RESOLUTION #121118-8

BE IT RESOLVED, that the Town Council authorizes the execution of a five-year contract for a records management system for the Town Clerk's office with Info Quick Solutions (IQS).

Discussion

Ms. Nichols said the initial contract with IQS was temporary, and there were problems with the former management system. The Town Clerk wants to continue with IQS.

Ms. Brennan explained that the current contract is a temporary, 6-month contract, and the request to the Council is for approval of a 5-year contract with IQS. She stated the firm is a records management company for all Town Clerk office documents (maps, vital statistics). The documents are digitalized, accessible on-line, and there is a printing fee for hard copies. The company maintains and keeps records up to date.

VOTE The motion passed unanimously by those present.

**H. Discussion and possible action re: bid waiver and award of contract for
The design, bidding, and construction administration for the Library Roof
Replacement capital project.**

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

BE IT RESOLVED, that the Town Council approves Resolution #121118-9

RESOLUTION #121118-9

WHEREAS, the Public Building Commission recommends hiring Frank Gilroy Professional Services for the evaluation, design and inspection for the Library Roof capital project, and has requested a waiver to do so, and

WHEREAS, Frank Gilroy Professional Services has provided excellent work at reasonable fees for various Town roofing projects,

NOW, THEREFORE, BE IT RESOLVED, that the Town Council finds it in the best interest of the Town to waive the bidding process for the evaluation, design, and inspection for the Library Roof capital project, and approves contracting with Frank Gilroy Professional Services for said work of \$12,000.

Discussion

Mr. Bowman stated the Town has used Mr. Gilroy's services on other buildings and roofs, and he provides a valuable and good service. He will support the motion.

PBC Chairman Nash reported that the fire station roof project was just completed, and Mr. Gilroy was the contract administrator. The project came in under budget, and the Town is pleased with his services.

A question was asked by Mr. Oris about why a designer is needed for a project of this magnitude and if there was something special about a roof.

There are different types of roofs, and Mr. Nash pointed out some roofs have mechanical equipment on top that must be removed, and curbing redesigned. Gilroy Services are on top of all issues. Mr. Gilroy is an expert in the field, and gives protection to the town's interest...as he works for the town insuring the roofing contractor works and performs to the standards and specifications he has developed.

Ms. Flynn-Harris asked about some of the HVAC units at the Library being replaced, and if this has been identified. The solar array has to be removed, and she asked about a time frame for how long this will take.

According to Mr. Nash there is possible replacement of HVAC for the Library roof. He does not have a time frame for the project.

VOTE The motion passed unanimously by those present.

I. Discussion and possible action re: bid waiver and award to contract Hazardous material testing and bid specifications development for the Doolittle School Lavatory capital project.

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

BE IT RESOLVED, that the Town Council approves Resolution #121118-10

RESOLUTION #121118-10

WHEREAS, the Public Building Commission recommends hiring Chemscope Inc. for hazardous material testing, bid specification development, and post abatement clearance testing for the Doolittle School Bathroom Upgrades capital project, and has requested a waiver to do so, and

WHEREAS, Chemscope Inc. has extensive experience with and knowledge of school facilities, and

WHEREAS, it is critical to move this project along quickly so construction can commence in the summer of 2019,

NOW, THEREFORE, BE IT RESOLVED, that the Town Council finds it in the best interest of the Town to waive the bidding process for the hazardous materials testing, bid specification development, and post abatement clearance testing for the Doolittle School Bathroom Upgrades capital project, and approves contracting with ChemScope Inc. for said work for \$5,860.

Discussion

Mr. Bowman stated this is straight forward; bids were waived before for ChemScope; and this action is needed before the bathroom project starts. He will support the motion.

A survey of all school buildings was done by Chemscope, and Mr. Nash said they are familiar with where asbestos could be found, and this facilitates moving the project forward. Mr. Nash pointed out ChemScope has been involved in all the summer projects, and very responsive with no delay on their end.

VOTE The motion passed unanimously by those present.

J. Discussion and possible action re: approval of schematic design for The Doolittle School Lavatory capital project.

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

BE IT RESOLVED, that the Town Council approves Resolution #121118-11

RESOLUTION #121118-11

BE IT RESOLVED, that the Town Council approves the schematic design for the Doolittle School Bathroom Upgrade capital project per the recommendation of the Public Building Commission (PBC) and authorizes the PBC to develop the final design for said project.

Discussion

Mr. Bowman stated the Town has used Silver Petrucelli before at the recommendation of the BOE and PBC, and the company has a good understanding of what needs to be accomplished.

It was stated by Mr. Nash that this is a matter of urgency for scheduling the project in the summer, and time is short with a need to move the project forward. Silver Petrucelli has been engaged after experiences with other school bathrooms. A set of standard specifications have been developed for all bathroom projects, saving time and money, and having standardized bathrooms in the schools.

VOTE The motion passed unanimously by those present.

For the record, Chairman Oris stated the BOE has approved the schematic design.

K. Discussion and possible action re: acceptance of Public Building Commission recommendations for assignments of capital projects.

MOTION by Mr. Bowman; seconded by Mr. Talbot.

BE IT RESOLVED, that the Town Council approves Resolution #121118-12

RESOLUTION #121118-12

BE IT RESOLVED, that the Town Council accepts the Public Building Commission recommendations on assignment and management for the following projects:
(list attached to these minutes)

Discussion

There are 13 projects and Mr. Bowman said the Council made the representation that each of the projects would be managed and overseen by the PBC through the subcommittee process. The project list cites six (6) of the projects being assigned to a "liaison", and it is unclear what this means. Mr. Bowman said he would not support the

resolution as it is stated. He noted there must be consistent oversight and control for these capital projects, and it is problematic to assign liaisons.

The Council was told by Mr. Nash that the "liaison" status was for projects already in developmental stages, limited in scope, i.e. oil tank replacement. PBC felt there was no need for oversight of these types of projects, as the work is straight forward.

Mr. Bowman questioned who would oversee the project, be on site, and negotiate change orders and scope of work.

The PBC has oversight, and Mr. Nash cited Mr. Clavett (BOE employee) as liaison and a PBC member. Any questions are run by Mr. Nash; he and Mr. Clavett communicate often; and no PBC member has time during the day to oversee a project due to being gainfully employed.

In Section 7.8 of the Town Charter (Purchasing), Mr. Bowman said the Council's responsibility is clearly laid out. These are capital projects which the Council must insure are done correctly, and protect the taxpayers. With regard to oil tank removals, Mr. Bowman said none are straight forward, they can be complicated, and someone has to be in the field and pay attention to dollars being spent. The Town Council needs to have representation on some of these projects, i.e. Clerk of the Works, Owner's Representative, Construction Manager, with the projects done properly.

The PBC provides oversight, but Mr. Nash said they are not consultants, but try to protect the Town's interest. A determination must be made for the next step in providing expertise.

Mr. Bowman stated the Town must provide funding for these type of people to protect the Town's interests, and he will not support liaison assignments. He said maybe those funds should be included in the project. Mr. Bowman talked about boiler replacement project at fire headquarters, \$150,000, and assigned to a liaison, which he will not support. There should be money spent on the boiler design, and if this boiler breaks tonight the Town can appropriate funds. The Town should hire the expert to design the project, have it ready to go. Mr. Bowman noted the \$12,000 Library roof design which is great dollars spent.

With regard to the word "liaison" Mr. Bowman is not sure of its definition in an ordinance or anywhere so everyone understands this. He and Ms. Flynn-Harris are working with the PBC on the ordinance which needs more work, and now is the time to address these issues.

Mr. Flynn-Harris said the term "liaison" has never been used, and it could be the BOE or PW Department. All the projects listed with liaison are those that deal with schools. She asked if Mr. Clavett is taking care of these projects as liaison person, and other projects are under PW Dept. or PBC subcommittee.

The memo from PW Director Noewatne stated “the liaison recommendation means a member of the Public Building Commission will have involvement, but the project will be designed, bid and managed by The Cheshire Public Schools or Public Works staff...” Ms. Flynn-Harris said clarification is needed on school projects going to the BOE and other projects to PW Department. She noted the term “liaison” has never been used before.

Mr. Nash said a PBC subcommittee is listed on projects not listed at liaison. All 13 projects are under PBC. Maybe, the word “liaison” is the wrong word...it could be a one person committee, with this person a member of PBC.

There may be a need for more PBC members and Mr. Bowman is unsure the project assignments are right. The Town will be spending lots of dollars on public improvements to facilities, and there must be assurance the assignments are right. He wants a PBC recommendation, and approval of the 13 projects based on all of them having subcommittee assignment.

Going forward, Mr. Bowman said the PBC can make a decision on whether the commission is being stretched too far, needs more expertise, and inform the Council which needs to allocate funds to manage projects. This money is well spent, is an insurance policy, should be included as part of the project, and will come back to the Town. Mr. Bowman pointed out that the Council is responsible to the taxpayers.

The Council was told by Mr. Nash that the PBC operates by hiring an architect to design a project, and manage the project. This is conflict of interest. The PBC has no control over the problems with a project.

Discussion continued about history of past projects, the PBC needing to protect the Town’s interest, whether a full time employee oversees a project and reports to the PBC which reports to the Council. Concerns were stated by Mr. Oris on oversight and project management, doing a better job in this regard, and working on issues through the Ordinance Committee. There is no consistent and clear oversight of capital projects and protection of the Town’s interests, and all projects must go through the PBC for management, oversight and control. The Council talked about removing “liaison” and inclusion of “subcommittee” for all the projects.

Following discussion, Mr. Bowman and Ms. Nichols withdrew the motion on the floor.

Attorney Smith clarified that the motion and resolution are withdrawn. The intent of the Council is that all capital projects previously referred to the Public Building Commission (PBC) will be managed by the PBC through the subcommittee process.

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

- GFOA Award – Cheshire’s Finance Department received the Distinguished Budget Presentation Award for FY 2019 Budget. Congratulations to Finance Director Jaskot and the Finance Dept. staff.
- CFD Engine #4 – The Town will purchase Engine #4 replacement using the HGAC program which was successful with the last engine purchase. The engine will take about 9 to 12 months build process.
- Eversource Tree Trimming and Removal – These are the final miles of the 95 mile program (No.Brooksvale Rd., Avon Blvd., King Rd., Farmington Dr. and Long Hill Rd.). The large Maple Tree at the Higgins Rd. and South Main St. intersection will be removed. The project cost has been about \$2.3M.
- Medical Benefits RFP – The medical consultant, USI, is reviewing vendor RFP responses for the Town and BOE plans for active employees and retirees. USI and staff will be meeting to review and determine which vendors will make presentations to staff representatives of the BOE and Town and union representatives.
- Town Job Description Review and Updates – Staff has been involved in their job description review, to add or delete job responsibilities. If in agreement with department heads, proposed changes are submitted to the Human Resources Director. Recommendations will be considered during the 2020 budget deliberations.
- Discount Drug Program – Since 2014, Cheshire residents have saved \$48,276 off prescription medications; 111 residents participated this year (down from 239 in 2014). Steps will be taken to promote this initiative and encourage people to take advantage of this free program. The discount cards also work for pet medications.
- Economic Development – A joint meeting of TIF and EDC was held on November 27th. A review of the draft plan was held with Camoin Associates; the plan will go back to committee for final review and comment before it is forwarded to Council next month.
- Chapman Property RFP and Walking Trail – The RFP closes Friday, with the selected firm tasked with developing a design for the property, conducting a
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needs/gap analysis of all town parks, how this park fills the gaps, and significant community input will be expected on the project.

- Senior Residential Lock Box Proposal – The suggestion from Mr. Benedict was discussed by Town Manager Kimball, Chief Dryfe and Chief Casner. There is already a plan in place for some individuals with medical needs saved in the CAD/RMS system, along with door access codes. CFD also has access to certain commercial properties via a Knox Box system for access during a fire event. Once the new CAD/RMS system is installed town officials can determine if an official program can be rolled out.
- Ice Rink & Family Skate Night – the rink is being installed in the gravel parking lot toward the back of Bartlem Park next to the pavilion; there is access to lighting, parking, sitting area. January 9th, Skate Night, 5:00 p.m. to 9:00 p.m. with music, hot chocolate, pictures and fun.
- Town Hall Closings – Monday, December 24th and Tuesday, December 25th and Tuesday, January 1, 2019.
- Town Council Meeting – Tuesday, January 15, 2019.

11. REPORTS OF COMMITTEES OF THE COUNCIL.

A. Chairman's Report

B. Miscellaneous

12. MISCELLANEOUS AND APPOINTMENTS

A. Liaison Reports

The Beautification Committee – Ms. Nichols expressed appreciation to the TBC for the lovely holiday/seasonal decorations at Town Hall.

Planning and Zoning Commission – Mr. Veleber advised PZC is working on the Highland Avenue District and proposed north end development project.

Solid Waste Committee – Mr. Veleber reported the sample garbage can for automated trash collection is available for inspection on the 2nd floor of Town Hall.

B. Appointments to Boards and Commissions

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

MOVED that the following appointments and reappointments be approved by the Town Council.

Human Services Committee – new appointment of Nancy DeFrancesco (R), term of office 12/11/18 to 1/31/21.

PZC Alternate – new appointment of Thomas Selmont (R), to replace Robert Brucato; term of office 12/11/18 to 12/6/21

Cable TV Advisory Council – reappointment of Henry Chase (R), term of office 12/11/18 to 6/30/20; and new appointment of Kevin Paul (R), term of office 12/11/18 to 6/30/20.

VOTE The motion passed unanimously by those present.

13. TOWN ATTORNEY REPORT AND COMMUNICATIONS
Report in Executive Session

14. COUNCIL COMMUNICATIONS – None.

A. Letters to Council.
None

B. Miscellaneous

3. ITEMS FOR EXECUTIVE SESSION

A. Contract Negotiations, Campion Ambulance

MOTION by Mr. Talbot; seconded by Mr.Veleber.

MOVED that the Town Council enter Executive Session at 9:56 p.m. to include Town Manager Kimball, Asst. Town Manager Talbot, Town Attorney Smith, Police Chief Dryfe, Fire Chief Casner, and consultant, Mr. Holbrook.

VOTE The motion passed unanimously by those present.

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

MOVED that the Town Council exit Executive Session at 10:55 p.m. and extend the meeting past the 11:00 p.m. curfew, and return to Executive Session.

VOTE The motion passed unanimously by those present.

Mr. Bowman left executive session at 11:13 p.m.

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

MOVED to exit Executive Session at 11:25 p.m.

VOTE The motion passed unanimously by those present.

15. ADJOURNMENT

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

MOVED to adjourn the meeting at 11:25 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk