

MINUTES OF THE CHESHIRE TOWN COUNCIL MEETING HELD ON TUESDAY, AUGUST 13, 2019, IMMEDIATELY FOLLOWING THE 6:30 P.M. PUBLIC HEARINGS, IN COUNCIL CHAMBERS, 84 SOUTH MAIN STREET, CHESHIRE CT 06410.

Present

Robert J. Oris, Jr. Council Chairman; Paul A. Bowman, Vice Chairman; Jeffrey Falk, Patti Flynn-Harris, Sylvia Nichols, Thomas Ruocco, Timothy Slocum, Peter Talbot, David Veleber (entered meeting at 7:05 p.m.)

Staff: Sean Kimball, Town Manager; Arnett Talbot, Assistant Town Manager; James Jaskot, Finance Director; Town Attorney Al Smith; Beth Crowley, Library Director; John Gawlak, Parks and Recreation Director; George Noewatne, PW Director; Louis Zullo, Assistant Town Manager/Human Resources. Vincent Masciana, COO, Dept. of Education.

Chairman Oris called the meeting to order at 7:02 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. Personnel Matters

(Moved to the end of the agenda)

4. PUBLIC COMMUNICATIONS

A. Public Comments

Breina Schain, 62 Hilltop Road, submitted a letter she authored for the local newspapers regarding the June 25, 2019 safety drill at Cheshire High School, conducted by Chesprocott Health District and 56 trained volunteers. She stated that few members of the public attended the drill, which involved a simulated emergency scenario and community response. Ms. Schain suggested the Town have a phone code system to notify citizens of emergency situations and safety drills so the community is prepared if one occurs. This system could be controlled by the Cheshire Police Department and Chief Dryfe.

Chairman Oris thanked Ms. Schain and said the Town Manager's office will take up the recommendations she presented.

**5. APPROVAL OF MINUTES – Public Hearing and Regular Meeting
July 9, 2019; Special Meetings of July 16, 17 and 30 and August 1, 2019;
Joint Budget Committee Town Council site visits of July 17 and 29, 2019.**

Town Council Meeting, August 13, 2019 Page 2

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

MOVED to approve the minutes of Public Hearing and Regular Meeting July 9, 2019; Special Meetings of July 16, 17 and 30 and August 1, 2019; Joint Budget Committee Town Council site visits of July 17 and 29, 2019, subject to corrections, additions, deletions.

VOTE The motion passed unanimously by those present.

6. **CONSENT CALENDAR**

MOTION by Mr. Slocum; seconded by Ms. Nichols

BE IT RESOLVED, that the Town Council approves Resolution #081319-1

RESOLUTION #081319-1
CONSENT CALENDAR FOR AUGUST 13, 2019

BE IT RESOLVED, that the Town Council approves the Consent Calendar for August 13, 2019 as follows:

- A. Acceptance and appropriation of a cumulative donation of \$29.10 from CAF America to the Recreation Gift Account for the Dog Park.
- B. Acceptance and appropriation of a \$250 door prize donation from Tours Of Distinction to the Human Services Gift Account for the Senior Center.
- C. Acceptance and appropriation of a \$25 donation from Consuelo Hill to the Human Services Gift Account for the Senior Center.
- D. Acceptance and appropriation of a \$30 donation from Nicoletta and Severino Fasulo to the Jitney Bus Fund.
- E. Acceptance and appropriation of a \$20 donation from Mr. and Mrs. Henry Wallinger to the Human Services Gift Account for the Senior Center.
- F. Acceptance and appropriation of a \$312 donation from the lobby donation container to the Library Gift Account to be used for general purposes.
- G. Acceptance and appropriation of a \$40 donation from Martin Coburn to The Library Gift Account to be used for general purposes.

Town Council Meeting, August 13, 2019 Page 3

- H. Acceptance and appropriation of a \$50 donation from Jean and Bill Wheaton To the Library Gift Account to be used for general purposes.
- I. Acceptance and appropriation of a \$100 donation from the Cheshire Lions Club to the Library Gift Account to be used for general purposes.
- J. Acceptance and appropriation of \$2,515.54 from the Library Lost & Paid Account to the Library Gift Account to be used for general purposes.
- K. Acceptance and appropriation of a \$50 donation in memory of Enis Dellacamera to the Human Services Gift Account for the Senior Center.
- L. Acceptance and appropriation of a \$18,499 reimbursement from the Connecticut State Library to the Library Gift Account to be used for general purposes.
- M. Authorization to apply for the annual Connecticut Department of Children And Families Youth Services Bureau Enhancement Grant for \$10,734.

VOTE The motion passed unanimously by those present.

7. ITEMS REMOVED FROM CONSENT CALENDAR - None

8. OLD BUSINESS - None

9. NEW BUSINESS

A. Approval of FY 18-19 General Operating Budget Transfers

MOTION by Mr. Slocum; seconded by Ms. Nichols

BE IT RESOLVED, that the Town Council approves Resolution #081319-2

RESOLUTION #081319-2

BE IT RESOLVED, that the Town Council approves the FY 18-19 general operating budget transfers and allocations as presented and attached in the amount of \$102,000.

Discussion

Mr. Jaskot explained that the General Fund transfers for FY 2019 total \$102,000, which is less than the average transfer over the last five years of \$161,570. The contingency

Town Council Meeting, August 13, 2019 Page 4

of \$125,000 was absorbed by the \$102,000 transfer. Mr. Jaskot reviewed the details of the transfers by department.

Town Council – advertising, P/F/T, meetings/conferences/seminars - \$10,700

Fire Department – staff turnover/payout of sick and vacation time; supplies, maintenance and tools -\$29,100

Inspection Dept.- staff turnover/payout of sick and vacation time; temp help - \$7,900

Public Health – consultants/ambulance contract - \$26,200

Fine Arts – program services \$2,800; fees increased this year.

Parks & Recreation Pool – additional appropriation to cover utility expenses over budget/\$50,000 more funding for expenditures/\$50,000 loss in revenue; Total \$100,000 transferred more than budgeted. June 2019 – high fee pool revenue, best in 3 years. Pool Fund Balance about \$30,000.

Mr. Jaskot noted that many departments had favorable variances.

VOTE The motion passed unanimously by those present.

B. Call for public hearing on the Unsafe Premises Ordinance Amendments.

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

BE IT RESOLVED, that the Town Council approves Resolution #081319-3

RESOLUTION #081319-3

BE IT RESOLVED, That the Town Council shall hold a public hearing to consider an amendment to extend the Unsafe Premises Ordinance one year, and

BE IT FURTHER RESOLVED, that the Town Manager shall cause a notice of said public hearing to be posted and published according to law, and

BE IT FURTHER RESOLVED, that the date, time, and place or any postponements thereof shall be determined by the Town Manager with the approval of the Chairman of the Council.

VOTE The motion passed unanimously by those present.

C. Call for public hearing on the Illicit Discharge and Connections Stormwater Ordinance.

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

BE IT RESOLVED, that the Town Council approves Resolution #081319-4

RESOLUTION #081319-4

BE IT RESOLVED, That the Town Council shall hold a public hearing to consider an Illicit Discharge and Connection Stormwater Ordinance (new), and

BE IT FURTHER RESOLVED, that the Town Manager shall cause a notice of said public hearing to be posted and published according to law, and

BE IT FURTHER RESOLVED, that the date, time, and place or any postponements thereof shall be determined by the Town Manager with the approval of the Chairman of the Council.

VOTE The motion passed unanimously by those present.

D. Call for public hearing on the Solid Waste Ordinance Amendments.

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

BE IT RESOLVED, that the Town Council approves Resolution #081319-5

RESOLUTION #081319-5

BE IT RESOLVED, That the Town Council shall hold a public hearing to consider amendments to the Solid Waste Ordinance Section 7, and

BE IT FURTHER RESOLVED, that the Town Manager shall cause a notice of said public hearing to be posted and published according to law, and

BE IT FURTHER RESOLVED, that the date, time, and place or any postponements thereof shall be determined by the Town Manager with the approval of the Chairman of the Council.

VOTE The motion passed unanimously by those present.

E. Award of contract for Chapman Master Plan.

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

BE IT RESOLVED, that the Town Council approves Resolution #081319-6

RESOLUTION #081319-6

BE IT RESOLVED, that the Town Council awards the Chapman Master Plan Design to Weston & Sampson, pursuant to the recommendation of the Chapman RFP interview

Town Council Meeting, August 13, 2019 Page 6

panel, and authorizes the Town Manager to execute the contract for approximately \$40,500 for said master plan design.

Discussion

Mr. Talbot cited the names of the people who served on the interview panel – Recreation Director Gawlak, Councilors Oris and Talbot, Parks & Rec Commission Dr. Duffy and member Mr. O'Donnell, Recreation Supervisor Mayne, Asst. Town Manager Talbot.

The Council was informed by Mr. Talbot that the interview panel unanimously recommends Weston and Sampson as the consulting firm to provide designs for the use of the Chapman Property. The tipping point for the choice was the community engagement piece presented by Weston and Sampson.

Recreation Director Gawlak stated that Weston and Sampson delivered a more comprehensive approach through their community engagement process to ultimately delivering a master plan. The panel unanimously recommends Weston and Sampson. This is the master plan phase, and the second phase will be the design development, final design and construction documents.

Regarding the details of the plan and process, Mr. Flynn-Harris asked about details presented and the process for community involvement, time frame and feedback.

Mr. Gawlak said this is a 4 to 5 month process. Once Council approves the consulting firm, he will contact Weston and Sampson, set up a meeting as soon as possible (early September), gather and inform the committee/work team, get something going, possibly as soon as the Fall Festival. There will be a series of opportunities for public and stakeholders to make ideas known and gather data.

For the POCD process, Ms. Flynn-Harris said genius monkey was used as the outlet to garner public input and survey on-line. She hopes the committee on the Chapman property will think about a wide range of processes and outlets to garner as many public comments and concerns as possible.

Mr. Slocum asked whether there is an understanding of the potential costs out of the upcoming process.

In response, Mr. Gawlak stated once the process starts, people voice opinions, data is gathered, public input is received, etc. a final report of the master plan will be compiled and submitted. This will provide a guesstimate of what a project of this scope will cost.

Mr. Slocum noted that the project is in the CEP, year #2 with a large number.

Town Council Meeting, August 13, 2019 Page 7

Chairman Oris was a member of the final panel, and advised that public input was important to the panel, with enough venues to involve significant public input. There will be a booth at the Fall Festival for people to engage in the process. He thanked Mr. Gawlak, Dr. Duffy, Parks and Rec Commission and staff for their work through this stage of the process. He said there will be community involvement in this project.

VOTE The motion passed 8-0-1; Mr. Ruocco opposed.

F. Approval of bonding authorization and appropriation and bond Reallocation for the Parks restrooms capital projects of \$142,000.

MOTION by Mr. Slocum; seconded by Mr. Talbot.

BE IT RESOLVED, that the Town Council approves Resolution #081319-7

RESOLUTION #081319-7

RESOLUTION APPROPRIATING \$142,000 FOR RESTROOM UPGRADES AT TOWN PARKS AND AUTHORIZING THE ISSUANCE OF \$142,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE.

(a copy of the resolution is attached to these minutes)

Discussion

Mr. Slocum stated there was a public hearing on this matter. He said the funding appropriated for one project is to be re-appropriated for four other parks restroom capital projects at Mixville, Cheshire, McNamara and Lock 12 parks.

Finance Director explained there are enough capital appropriations for the upgrades at Mixville, McNamara, Lock 12 and Cheshire Parks. One of the capital appropriations of \$180,000 was limited in scope to Quinnipiac Park restrooms. It was decided to defer this project for the 2019 Capital Expenditure Plan, and it will go forward separately. The request is to re-appropriate these initial funds and go forward with the four cited restroom projects, and there is enough funding for these projects.

VOTE The motion passed unanimously by those present.

MOTION by Mr. Slocum; seconded by Mr. Talbot.

BE IT RESOLVED, that the Town Council approves Resolution #081319-8

RESOLUTION #081319-8

RESOLUTION AMENDING A RESOLUTION ENTITLED “RESOLUTION APPROPRIATING \$180,000 FOR RESTROOM UPGRADES AT QUINNIPIAC PARK AND LOCK 12 AND AUTHORIZING THE ISSUANCE OF \$180,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE” AND TRANSFERRING UNEXPENDED BOND PROCEEDS.

(a copy of the resolution is attached to these minutes)

Discussion

Mr. Jaskot said the \$142,000 was re-appropriated. The \$180,000 resolution is closing and remaining bond authorization deauthorized \$142,513.36. The remaining balance will no longer be used. \$100,000 was originally bonded for this project; only \$37,486.64 was spent; so the balance of bond proceeds is shifted into the new \$142,000 project, so not as much will be bonded for this project.

VOTE The motion passed unanimously by those present.

G. Discussion and approval of Personnel Rules and Regulations

Mr. Ruocco informed the Council he would place part A on the table, and would recuse himself from part B due to possible conflict of interest.

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

BE IT RESOLVED, that the Town Council approves Resolution #081319-9

RESOLUTION #081319-9

A. BE IT RESOLVED, that the Town Council approves revisions to the following Sections of the Personnel Rules and Regulations, as attached, per the recommendation of the Personnel Committee:

- 8-3.1 – Basis of evaluation
- 9-5.1 – Sick leave policy
- 10-4.7 – Long term disability
- 10-9 – Health club membership
- 11.3 – Educational assistance.

Discussion

Town Council Meeting, August 13, 2019 Pag9

Mr. Zullo explained this is an annual process to revise the Personnel Rules and Regulations. The suggestions were received from non-union employees; they are reviewed with the Town Manager; and some are forwarded to the Personnel Committee.

8-3.1 – Basis of evaluation – language clarification

9-5.1 – Sick leave policy – proposal to allow people to increase sick leave accrual.

10-4.7 – Long term disability – non-union employees can participate in this program; 14 employees are enrolled at start of the program; new employees can participate; the new language suggests an open enrollment period to allow all non-union employees to enroll in the program; B part – 14 employees pay combined cost of \$400 a month; suggestion for the town to pay about \$100 per month.

10-9 – Health club membership – increase contribution to \$350 per fiscal year; this is part of the wellness program; 28 employees currently participate; additional \$50 per year would cost about \$300.

11.3 – Educational assistance – increase tuition reimbursement to \$3,000 per year for employee(s) taking courses; two (2) non-union employees currently in the program; increase would cost about \$1,200 per year.

For Section 10-9, Mr. Talbot asked the purpose of adding non-union employees. If it said full time employee it was included in those grades, why add non-union.

Mr. Zullo said this only applies to full-time employees, and the non-union is a reference to pay grades E, F, E1, E5, N and L.

Mr. Talbot asked about education assistance when it says..."any regular full-time, and regular part-time employees"...and this being for union and non-union employees, and specific language to this effect.

This is for non-union employees and Mr. Zullo advised union employees have a different plan for education assistance and different values in their contract. The Personnel Rules and Regulations refer to non-union employees, and contracts refer to union employees.

Mr. Talbot asked about this comparing with the current standing union contracts.

The Council was informed by Mr. Zullo that the Library union goes to \$3,000 in January 2020; PW Department is at \$1,600; the rest are \$2,400; and the recommendation is equal to the Library union.

Town Council Meeting, August 13, 2019 Page 10

Regarding the revisions, Mr. Talbot suggested breaking out each section for Council vote.

Mr. Oris agreed with this suggestion.

A question was raised by Mr. Veleber about health club membership, and if this number is traditional with union contracts.

Mr. Zullo noted union contracts have different amounts, \$200 to \$250, and the health club reimbursement is part of the wellness program.

The genesis of the increase in sick leave and wellness program, payment of sick leave, and encouraging employees to take sick leave was raised by Mr. Slocum.

According to Mr. Zullo, some union employees have 15 sick days a year, have good attendance, do not use their sick days, and get to the 150 day maximum quickly. When they go above the 150 days earned, the days are taken away. Employees want the ability to accrue additional time in the event of a long term illness or need. The most days cashed out is 150 days, and the employee only gets 1/3 of that or 50 days payment. People accept the plan and do not use excess sick time.

Mr. Ruocco talked about having the sick leave policy because there was no disability plan, and he questioned the need for extra sick days.

For the long term disability plan, Mr. Zullo pointed out only 14 people are enrolled, and there is a 60 day waiting period before the plan is in effect.

Chairman Oris stated his support of rewarding town employees, who are great and do a good job. He noted we are in tough times, and private sector people do not receive these benefits. There are concerns that a precedent is being created relative to some union negotiations. The non-union plan is being increased; the unions are lower in some categories; and it would be natural for union employees to want the same as non-union employees. The town puts together a compensation package at market or higher, but he has concerns supporting some of the issues on the table.

The Council voted on the revisions, individually, as follows:

8-3.1 – Basis of evaluation – Unanimous approval

9-5.1 – Sick leave policy – 9 opposed; motion fails unanimously

10-4.7 – Long term disability – 9 opposed; motion fails unanimously

Town Council Meeting, August 13, 2019 Page 11

10-9 – Health club membership – 1 in favor (Talbot); 8 opposed; failed to pass

11.3 – Educational assistance – 4 in favor (Talbot, Bowman, Nichols, Veleber)
5 – opposed (Oris, Falk, Flynn-Harris, Ruocco, Slocum); motion failed to pass

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

B. BE IT RESOLVED, that the Town Council approves revisions to the following Sections of the Personnel Rules and Regulations, as attached, per the recommendation of the Personnel Committee.

10-4 – Medical and Life Insurance

Discussion

The Council cited the effective date of Section 10-4 as August 13, 2019.

VOTE The motion passed 8-0-1; Mr. Ruocco recused/abstained.

H. Discussion and possible approval of Non-Union Pay Plans.

Councilor Falk recused himself from agenda item 9H due to possible conflict of interest.

MOTION by Mr. Ruocco; seconded by Ms. Nichols

BE IT RESOLVED, that the Town Council approves Resolution #081319-10

RESOLUTION #081319-10

BE IT RESOLVED, that the Town Council approves the proposed increases to the maximums for the Non-Union Pay Plan as presented and attached, per the recommendation of the Personnel Committee.

Discussion

Mr. Ruocco stated that last year the Council did not pass the pay plan, and Mr. Zullo has presented a revised plan, taking into account the recent market survey. The proposed increases would bring positions to market; some change; some do not change; and some have higher increases.

The salary survey information was in the Council packets, and a copy is attached to these minutes.

Town Council Meeting, August 13, 2019 Page 12

The Council was informed by Mr. Zullo that a CCM salary survey was done in January 2019. The numbers were reworked. Without moving the maximums there will be more people exceeding the salary maximum. In fiscal years 2016, 2017, 2018 there were seven (7) people at the maximum level. This year the number could be nine (9); these are the E-4 and E-5 employees, and this increase will continue as more people reach the maximum. To adjust/increase the numbers the town will use the CPI #, which was 1.6% to 1.7% last year.

Page 26 – Ms. Nichols asked about column #3 (average salary) as the actual salary for the Cheshire positions. In looking at the numbers, she said Cheshire is already paying higher salaries with the exception of two positions.

Mr. Zullo cited the “Finance Director” and it is the actual salary for the Cheshire person; and average salary for other towns; the numbers are FY 2019 salaries with increases. The town provides CCM the information on number of years in service, hours worked each week, and this affects the percentage.

A question was asked by Mr. Bowman on the positions throughout CCM and other data, and how to know if job descriptions are identical.

The titles are looked at, and Mr. Zullo cited a Finance Director or PW Director.

There must be other comparables and Mr. Bowman said the PW Director in Cheshire and another town could be different with job description, duties, etc. and some jobs only pay so much money.

An example was cited by Mr. Zullo for a PW Director in eastern Connecticut being at a lower salary, and higher salary along the gold coast towns. He used towns traditionally compared with Cheshire (i.e. Vernon CT)...same form of government, similar population.

Some towns do not compare with Cheshire, and Mr. Bowman said that without the job descriptions and salaries, he struggles with the survey results on maximum salary. Things are different today, and he has questions about the information, and struggles with this.

With regard to recruiting people for jobs, Ms. Nichols asked if there is trouble due to the town’s salary structure. She asked about the number of qualified people applying for the positions...greater or lesser...than found outside in the free market.

Mr. Zullo replied, “sometimes, yes”...some recent recruiting has been good such as hiring Mr. Gawlak as Recreation Director. He talked about the Tax Assessor position

Town Council Meeting, August 13, 2019 Page 13

and successful hire; not having a pension plan can affect recruiting; but Cheshire is a good community, has a good location, attracts people, and there is growth potential.

In looking at the minimum and maximum levels, Ms. Flynn-Harris said no one is getting a pay increase based on them, and the percentage increase is quite large. If approved, she asked if it was automatic, raising the maximum for some of the jobs to that level, i.e N-3, 9.4% increase, and phasing in the new maximum.

This is the new maximum and Mr. Zullo said it does not mean someone gets a raise to that level.

Stating that Mr. Bowman's comments were right, Mr. Talbot said we will not create an "apples to apples" comparison. A job description in Cheshire could be different from Farmington. In doing a salary survey it is the closest and best available match and information, with some discrepancies in the job descriptions. It is as close as you can get...the Police Chief in Cheshire does the same public safety work as the Chief in another survey town. He is comfortable in looking at the numbers for comparative purposes.

Mr. Bowman expressed hope the Personnel Committee will look deeper into this matter. He has concerns about municipality comparisons, with CCM as the resource, and the easy way out. There must be considerable thought to the strategies for the Council vote. Mr. Bowman asked about hiring someone at the minimum level.

In the "N" category jobs, Mr. Zullo said people have been hired at the minimum level. He said one of the problems over the years was increasing minimums but not maximums, or increasing maximum and not minimum.

When a person is at maximum level, Mr. Veleber asked what happens.

In that case, Mr. Zullo explained that when someone exceeds the maximum, their weekly pay would be the maximum, with a one-time payment for the difference between the maximum and their actual salary. Over time, the numbers keep going up. There is one employee at maximum for over five years. The goal is to create maximums with everyone between a minimum and maximum, and going forward, just increase maximums by the CPI. By increasing the maximum it removes the one-time payments; does not change the employee's salary; it gives a new weekly pay rate, earning the same amount of money.

With regard to Cheshire not having a pension plan, Mr. Slocum asked for clarification on that statement.

Mr. Zullo explained a new employee is not in the defined benefit pension plan...they are in the 457 Plan.

Town Council Meeting, August 13, 2019 Page 14

According to Chairman Oris this system is clear as mud, and he does not like the system. He voted against it last year because the decision was not based on a market driven study. He wants to insure employees are fairly paid as they deserve this and are respected. A job only is worth so much; the town should not pay more than the market bears nor pay less; and there must be market driven data on which to base decisions. Better information is available today compared to last year. It is not perfect. Mr. Oris will support the motion to insure people are in the market driven ranges. The plan is not to give raises, but setting ranges within which to pay people.

VOTE The motion passed with 5-3-1; in favor – Flynn-Harris, Talbot, Veleber, Oris, Nichols; opposed (Ruocco, Bowman, Slocum); abstention (Falk).

**I. Discussion and possible approval of job description amendments
For the Human Services Clerk and General Services Clerk positions.**

MOTION by Mr. Ruocco; seconded by Ms. Nichols

BE IT RESOLVED, that the Town Council approves Resolution #081319-11

RESOLUTION #081319-11

BE IT RESOLVED, that the Town Council approves the amendments to the Youth Program Coordinator Job Description and the General Services Clerk as presented and attached, per the recommendation of the Personnel Committee.

Discussion

Mr. Zullo advised that both of these positions came through the operating budget process.

General Services Clerk – the Council created this position for the person to float between various departments, and to date this plan has been successful. It is a union position; 25 hours a week over 4 days, out of the Planning Department.

Youth Program Coordinator N-2 – the part-time person in this job was promoted to full time-supervisor position; this full-time position is vacant.

VOTE The motion passed unanimously by those present.

**J. Discussion and possible approval of elimination of one position and
redistribution of hours among two Library positions.**

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

BE IT RESOLVED, that the Town Council approves Resolution #081319-12

RESOLUTION #081319-12

BE IT RESOLVED, that the Town Council approves the elimination of a 20-hour per week Adult Services Librarian position, and further approves the addition of 10 hours per week to each of the two 25 hour per week Adult Service Librarian positions, pursuant to the recommendation of the Personnel Committee.

Discussion

This recommendation was reviewed by the Personnel Committee, and Mr. Ruocco explained the 20 hours per week bring two Librarian positions to full time, 35 hours a week.

Ms. Crowley stated there are four (4) full-time degreed librarians in the Youth Services Department, but only two (2) degreed librarians in the Adult Services Department. The proposed change would equalize the staffing levels in these departments. The people in these positions are high level employees with management skills, and they could be used in many areas within the library, as needed.

Cheshire Public Library is open 62 hours a week, and from November to March the library is open four (4) hours on Sunday. With the change, two employees will be able to cover the same amount of desk hours that required three part-time employees. Ms. Crowley reported that Cheshire Library recently lost a degreed part-time librarian to a full-time position in Avon CT Library. She noted that retention and recruitment will improve with full-time versus part-time positions. The two (2) part-time people are interested in the full-time positions, and having full-time staff is more efficient and provides flexibility. Ms. Crowley is trying to stay within the library budget with these two (2) positions, and said there will be savings generated.

Ms. Crowley stated the part-time positions will be eliminated, and the full-time staff can assume some of the part-time work. During work hours other degreed staff will fill in as needed. She talked about the difficulty of communicating with part-time staff across the 11.5 hour work day.

Ms. Nichols stated her support for the two Library positions going to full-time. She commented on the increased efficiency with more full-time staff, and the sense of importance and ownership of full-time employees.

Mr. Veleber supports the proposal. He asked about the part-time staff getting 75% benefits, and said combining the full-time proposal will be cost neutral and create more efficiency.

Mr. Talbot stated his support of the Library proposal.

Town Council Meeting, August 13, 2019 Page 16

Any time services can be enhanced and improved for the community, Mr. Oris stated his support. This proposal is cost neutral with possible savings of \$4,000.

VOTE The motion passed 8-0-1; Mr. Ruocco opposed.

K. Award of design for the Boilers at the Fire Department and the Fire Department Annex capital project.

MOTION by Mr. Bowman; seconded by Mr. Veleber.

BE IT RESOLVED, that the Town Council approves Resolution #081319-13

RESOLUTION #081319-13

BE IT RESOLVED, that the Town Council approves the award of design, bidding and construction administration for the boiler replacements at the Fire Department and the Fire Department Annex to Salamone and Associates for \$27,700 per the recommendation of the Public Building Commission.

Discussion

This is a straight forward recommendation for the two boilers, and Mr. Bowman said both boilers are in position to be re placed.

Mr. Oris stated his support of the boiler replacements.

VOTE The motion passed unanimously by those present.

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

A copy of the Town Manager's report is attached to these minutes.

- Bulky Waste Collection – starts September 23 through week of October 28 (make-up week). Information on the collection is on the Town web site.
- Ball & Socket Remediation Project Contract Award – the firm of Fuss and O'Neill was hired to prepare remediation plans for two wood buildings at the site; Masters Construction Group was awarded the contract at \$551,937; letters of

Town Council Meeting, August 13, 2019 Page 17

support were submitted by DECD and State Historic Preservation Office. The grant has a balance of \$691,937. Work is expected to be completed prior to winter.

- Recreation Offerings – Farmer’s Market every Thursday, 4:00-6:30 p.m. through September 12th in the Youth Center Parking Lot.
- Summer Concerts – there were four successful concerts this season; attendance was very high with lots of positive feedback.
- 325th Anniversary Recognition – signage and banners are throughout the town along West Main Street and Bartlem Park; bags commemorating the 325th anniversary will be distributed at the Fall Festival; primary recognition events will coincide with Cheshire Fall Festival with a 325th booth, slide presentation on the history of Cheshire. The Cheshire Herald is running feature stories and will produce a 325th commemorative magazine.
- Economic Development Update – The EDC and Mr. Sitko are working on activities to promote the new TIF District. The Interchange Zone TIF Master Plan notes a seven (7) member committee tasked with advising and guiding the Town on implementation of the TIF Plan. Recommended committee membership – Town Assessor, Town Planner, EDC Coordinator, Town Council member, two EDC members, and business community member.
- Upcoming Town Council & Committee Meetings – Wednesday, August 14th, 6:00 p.m. Town Council Capital Budget Workshop; Tuesday, August 20th, 6:30 p.m. Capital Budget Workshop; Tuesday, August 27th, 6:30 p.m. Capital Budget Adoption; Tuesday, September 10th, 7:00 p.m. Town Council Regular Meeting; Wednesday, September 18th, 6:30 p.m. Town Council Candidate Information Session.

11. REPORTS OF COMMITTEES OF THE COUNCIL.

A. Chairman's Report –

Personnel Committee – Mr. Ruocco thanked Town Manager Kimball, Ms. Talbot and Mr. Zullo and staff for their work on personnel matters over the last few weeks.

Ordinance Review Committee – the committee has two new ordinances to be discussed, and Ms. Flynn-Harris will schedule a meeting in the next few weeks.

B. Miscellaneous

12. MISCELLANEOUS AND APPOINTMENTS

A. Liaison Reports - none

B. Appointments to Boards and Commissions

Correction: June 11, 2019 appointment of Michael J. **Ceccorulli** to the Environment Commission.

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

MOVED that the Town Council approve the following appointment:

Board of Education – Richard Gusenburg (R) to fill the vacancy of Catherine Hellreich; term of office 8/13/19 to 12/2/19.

VOTE The motion passed unanimously by those present.

13. TOWN ATTORNEY REPORT AND COMMUNICATIONS

14. COUNCIL COMMUNICATIONS

A. Letters to Council.

Chairman Oris read an unsigned letter from a Cheshire youth entitled “Why the age of buying tobacco products should be raised to 21 and why Cheshire should ban the sale of vaping products and Paraphernalia” into the record of the meeting.

Councilors expressed their support and appreciation to the person who sent the well thought out letter, and welcomes more youth involvement in the community. A Council information session on vaping and other tobacco products was held earlier in the year, was well attended, and community feedback was positive and appreciative for this session. Ms. Flynn-Harris pointed out the State endorsed a vaping ordinance in May. Vaping products are banned from counters, the age was raised to 21; and a local ordinance has not been enacted due to the State ordinance. She said the issue can be discussed by the ORC and the town can possibly go one step further than the State.

B. Miscellaneous

3. ITEMS FOR EXECUTIVE SESSION

A. Personnel Matters

B. Land Acquisition

Town Council Meeting, August 13, 2019 Page 19

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

MOVED that the Town Council enter Executive Session at 8:35 p.m. to include Town Manager Kimball, Asst. Town Manager Talbot, Town Attorney Smith to discuss personnel matters and land acquisition.

VOTE The motion passed unanimously by those present.

9:15 p.m. – Ms. Talbot left the meeting; 9:25 p.m. Town Manager Kimball left the meeting.

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

MOVED that the Town Council exit Executive Session at 9:48 p.m.

VOTE The motion passed unanimously by those present.

New Appointment

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

Environment Commission - MOVED that the Town Council appoint Albert Buell Jr. (R) to the Environment Commission to fill the vacancy of Jodee Heritage; term of office 8/13/2019 to 1/31/2022.

VOTE The motion passed unanimously by those present.

15. ADJOURNMENT

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

MOVED to adjourn the meeting at 9:49 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk