

**MINUTES OF THE CHESHIRE TOWN COUNCIL MEETING HELD ON TUESDAY,
OCTOBER 11, 2011 AT 7:30 P.M. IN COUNCIL CHAMBERS, 84 SOUTH MAIN
STREET, CHESHIRE CT 06410**

Present

Chairman Tim Slocum; Vice Chairman David Schrumm; Councilors Steve Carroll, Michael Ecke, Patti Flynn-Harris, Sylvia Nichols, Thomas Ruocco, James Sima.

Absent: Andrew Falvey

Staff: Michael A. Milone, Town Manager; Finance Director James Jaskot; Town Attorney Dwight Johnson; Parks and Recreation Director Robert Ceccolini; Police Chief Neil Dryfe; Library Director Ramona Burkey; Superintendent of Schools, Dr. Greg Florio; Director of Management Services, DOE, Vincent Masciana.

2. PLEDGE OF ALLEGIANCE

The group Pledged Allegiance to the Flag.

3. PUBLIC COMMUNICATIONS

A. Recognition of the Cheshire High School Boys Volleyball Team.

Chairman Slocum presented a Certificate of Recognition to the CHS Boys Volleyball Team and Coach Sue Barone on the outstanding accomplishments of the season in winning the State Championship. Coach Barone informed the Council that this is the first state championship for the Volleyball team.

B. Cheshire Food Drive Proclamation

Chairman Slocum read the proclamation declaring October 31st to November 6th as the Cheshire Food Drive Week. Mr. Slocum commented on the outstanding job done by the food drive to provide for the needy in the community.

C. Public Comments.

Derf Kleist, 251 Lancaster Way, addressed the Council stating he has received calls from senior citizens regarding the sewer use fees. He said this fee should be limited to the social security benefit i.e. 2% of 0% for residents eligible under the elderly tax relief program. Mr. Kleist commented on the Town having an agreement with the State for reimbursement on the expansion of the waste water treatment plant, and the nitrate mandate. He said the Council should tell the State that other towns receive reimbursement for their plants while Cheshire is not receiving its reimbursement.

Chairman Slocum stated that the current mandate is for phosphorous. He advised that the Town Council and Town administration are working towards an agreement with the State which makes sense for taxpayers. The treatment plant upgrade is a referendum item on the November ballot. On the referendum the total cost of the project must be stated, \$30 million, with funding sources identified but not part of the referendum question. Mr. Slocum noted that 25% of the treatment plant capacity is used by the State prison in Cheshire.

William Keeley, Harvest Court, commented on the sewer use charge which is being increased by \$30 this year. Regarding the hurricane in August, Mr. Keeley commended the Public Works and Parks and Recreation department staff for doing an excellent job and assembling a great team to handle the situation. He also commented on the great clean up job including removal of excess brushy and debris which was done by Town staff.

4. CONSENT CALENDAR

MOTION by Mr. Schrumm; seconded by Mr. Ruocco.

BE IT RESOLVED, that the Town Council approves Resolution #101111-1

**RESOLUTION #101111-1
CONSENT CALENDAR FOR OCTOBER 11, 2011**

BE IT RESOLVED, That the Town Council approves the Consent Calendar for October 11, 2011 as follows:

- A. Acceptance and appropriation of a \$3,200 donation from the Archdiocese Of Hartford to the Cheshire Fuel Bank.
- B. Acceptance and appropriation of a \$400 donation from Adoria and Gerald Corcoran to the Cheshire Fuel Bank.

VOTE The motion passed unanimously by those present.

5. ITEMS REMOVED FROM THE CONSENT CALENDAR

6. OLD BUSINESS

7. NEW BUSINESS

A. Approval of job descriptions for the Police Department.

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

BE IT RESOLVED, that the Town Council approves Resolution #101111-2

RESOLUTION #101111-2

BE IT RESOLVED, That the Town Council hereby approves the following revised Police Department job descriptions, as recommended by the Personnel Committee, effective upon approval:

Deputy Police Chief
Police Captain – Support Services
Police Captain – Operations

Discussion

Police Chief Dryfe stated he did an overview of the organization of the Police Department during his first 9 months as Chief, particularly the reporting relationships. There are a number of people within the chain of command with the same rank, responsibilities and compensation, and he saw a glaring area where it was unbalanced. One captain had 30 people reporting to him while another captain had only 6 people reporting to him. One captain had fewer reports to him than the Deputy Chief had, and this occupied a lot of the Deputy Chief's time taking responsibility for day to day operations of small units within the department. This did not leave him time to handle some of the mandates regarding management and leadership issues, particularly the policy and procedure project, personnel issues. It is a matter of balancing things off giving people of equal rank the responsibility and stature within the organization and equalizing the work load. This is getting back to the para-military pyramid style of an organizational chart. The department worked together on the reorganization as a command staff, and everyone is willing and ready to take on the added responsibility.

Mr. Ruocco stated that proposal is cost neutral, and there are no additional costs associated with this proposal. It is a matter of deploying our talent within the department, and is long overdue.

Chief Dryfe advised the Council there are no new promotions or hires associated with the proposed changes, only reporting relationships.

VOTE The motion passed unanimously by those present.

Public Comments

Derf Kleist asked if any other successful department or organization was looked at during this process or if everything was an internal decision.

In response, Chief Dryfe stated that other successful organizations were looked at. The reality is that we are back to the basic para-military organization and standard controls and unity of command. These are the principles on which the proposed changes are based.

B. Authorization for Fibertech fiber cable agreement

MOTION by ; seconded by Mr.

BE IT RESOLVED, that the Town Council approves Resolution #101111-3

RESOLUTION #101111-3

BE IT RESOLVED, That the Town Council approves the multi-year lease agreement with Fibertech for fiber cable lines for the Police Department and Fire Department, and authorizes the Town Manager to execute said agreement upon the approval by the Town Attorney as to form and legal sufficiency.

Discussion

Mr. Milone informed the Council that questions were posed to him by Councilors regarding this agreement and brought issues to his attention, and made suggestions. He explained the process used to appoint Fibertech. The BOE had gone through a process to make a determination on what they wanted to do to replace their T-1 lines, and solicited from 5 or 6 vendors. The BOE found Fibertech was the most capable, and could do the installation and maintenance. There is an arrangement with Fibertech and the BOE and there was a past track record, and their cost was the least costly. The Town is anxious to implement a fiber connection for the Police and Fire Departments, and there is urgency to doing this fiber optic project. The Town piggy backed on all the work which the BOE had done over the last 6 months.

The 20 year agreement had the lowest per month charge and it seemed the logical thing to do. After reviewing and due diligence, it is realized that this is a long time to go out with any technology in the current environment. Mr. Milone said the more appropriate thing to do is go with the 5 year minimum lease agreement, which the BOE currently has in place. The Council is giving the Town Manager authority to execute the lease for 5 years. There is a higher per month cost of about \$450 for both Police and Fire, and Mr. Milone believes it gives the needed flexibility. At the end of the 5 years the Town can go to another technology and not get locked in for 20 years.

Ms. Flynn-Harris said she would not have approved a 20 year agreement, because with technology changes no one locks into a 20 year contract. She commented on Fibertech doing the install and maintenance, and asked about maintenance fees being included in the \$800 per month, and if there are CPI's taking effect each year as part of maintenance.

The Council was advised by Mr. Milone that it is an \$800 per month charge for the Police Department and \$800 for Fire Department. It covers the maintenance at a fixed price for the 5 years, and it is not indexed, increased or escalate. The Town Attorney will be reviewing the agreement as to form and substance. If there are issues the matter will be brought back to the Council.

Mr. Carroll said that the agreement addresses a known current weakness with Police Department communications, which is an area where data or calls should not be dropped. Fiber optic is the backbone of most networks. This is a basic step which Apex has identified as one of the flaws in our system. The lease covers all maintenance and the 5 years is the appropriate time frame for this agreement.

The Council was told that the \$1,600 per month maintenance agreement replaces the AT&T maintenance agreement for the T-1 lines. It nets out to a lower cost than is being paid to AT&T.

Public Comments

Mr. Kleist asked if this 5 year agreement can be reopened at the end, or if it just closes.

Attorney Johnson stated if there is a 5 year agreement and terminates after 5 years, the parties can agree through a simple amendment to extend the lease for a period of time. If this is done the prices may change, but no other features would change.

Mr. Kleist asked about the time limit to repair cables.

Attorney Johnson said this would be looked at when the agreement is reviewed and discussed with the Town Manager.

It was stated by Mr. Carroll that after 5 years the company will have a greater incentive to make another 5 year deal having already put that cable up from end to end knowing it is just sitting there. Having 5 year agreement and a clause to extend it gives the Town the advantage after 5 years.

VOTE The motion passed unanimously by those present.

C. Authorization to execute Memorandum of Understanding for Statewide Tactical On-Scene Communications System Box.

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

BE IT RESOLVED, that the Town Council approves Resolution #101111-4

RESOLUTION #101111-4

BE IT RESOLVED, That the Town Council hereby authorizes Town Manager Michael A. Milone to enter into a Memorandum of Agreement between the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management & Homeland Security and the Town of Cheshire and the Region 2 Incident Management Team regarding Statewide Tactical On-Scene Communications System (STOCS) Box,

BE IT FURTHER RESOLVED, that the Town Council warrants that Town Manager Michael A. Milone has the right, power, legal capacity and appropriate authority to enter into said Agreement on behalf of the Town of Cheshire.

Discussion

Mr. Carroll stated that this is the Town taking custody of a piece of equipment from the State, which is a portable communications device which the Town is obliged to maintain

and report on. In the event of a major regional emergency or catastrophe, it allows emergency personnel to switch to a common channel and be able to communicate with other towns.

Chief Dryfe explained that this allows different departments within and outside of the Town in a region wide or mutual aid situation to have communication. This is a valuable piece of equipment and allows radios to be patched together on a common frequency to talk to officers of other towns, without degrading the message going through various dispatch centers. It allows for understanding of messages being sent to other people. This equipment is valuable in the event of an emergency which requires regional cooperation between various departments in different towns.

Mr. Sima asked about the five channel repeater and if this is adequate. He said two are needed for the Police and Fire Departments, each having their own box. He asked who would be handling this part of the work.

The Council was told by Chief Dryfe that Fire Chief Casner is the expert on this equipment. Chief Dryfe is comfortable with the equipment, has seen it before in Hartford, and it is a proven technology.

Mr. Milone explained that Cheshire did not ask for this equipment. The State Department of Emergency Management decided they wanted to distribute the equipment regionally, and this is the best piece of communication equipment the Town should have. He is unsure of the technology to patch in multiple towns and frequencies. But, the State opted this was best suited for everyone. Regions around the State were selected and Cheshire was requested to be the host site, and this is why the memorandum of agreement must be signed.

Chief Dryfe said this is a proven technology used around the State and in regions. He is unaware of any problems with the equipment.

Ms. Flynn-Harris asked if this is the State calling the emergency, and putting this into use.

According to Chief Dryfe, there is the option, if the equipment is needed, to request activation of the equipment.

VOTE The motion passed unanimously by those present.

D. Acceptance and appropriation of a \$50,000 Connecticut State Library Construction Grant for the remodeling project at the Cheshire Public Library.

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

BE IT RESOLVED, that the Town Council approves Resolution #101111-5

RESOLUTION #101111-5

BE IT RESOLVED, That the Town Council accepts and appropriates a \$50,000 Connecticut State Library State Public Library Construction Grant for remodeling and reconfiguration of the main level of the Library as part of the RFID project, and

BE IT FURTHER RESOLVED, That the duly appointed Town Manager Michael A. Milone be empowered to execute and deliver in the name and on behalf of the Town of Cheshire a certain contract with the Connecticut State Library, State of Connecticut, for a State Public Library Construction Grant.

Discussion

Ms. Flynn-Harris stated that the RFID would be in use to allow self checkout at the Library so that patrons do not have to wait in line for a staff member to check them out. There will be reconstruction of the circulation desk, with 3 stations on the main floor for self check. The RFID will free up staff to assist clients and patrons with other demands in the Library. This is a project which the Library has been looking forward to for a long time.

Mr. Milone commented on the fact that the Town applied for this grant in 2008, was awarded the grant in 2009, and for 2 ½ years had to fight to get it on the Bond Commission agenda. The State would not allow going ahead with part of the project before this grant was awarded.

Ramona Burkey, Library Director, explained that the reconfiguration and RFID implementation time line includes getting the grant contract from the State. After that is in hand the architect and Ms. Burkey and Mr. Milone will begin working on going out to bid for contractors to do the various aspects of the project. The RFID and reconfiguration should be completed next spring before the busy summer season. This depends on the work to be done and how disruptive and dangerous it will be, with some sections of the Library or the Library closed to the public. If this occurs every effort will be made to get the word out to the public as quickly as possible.

There is a list of volunteers to assist with the RFID process and Ms. Flynn-Harris noted that every piece of material in the Library must be fit with the RFID bar.

Ms. Burkey advised that tagging the collection starts in November, and invited interested people to contact her at the Library.

Regarding e-mails from the Library, Mr. Slocum said he receives them, and asked if all patrons receive them.

This is an opt-in system and Ms. Burkey said there are forms at the Library to receive the newsletter. At the present time 1,200 patrons receive the newsletter and notices. The paper mailing list is no longer in effect for newsletters.

VOTE The motion passed unanimously by those present.

E. Authorization to apply for the State of Connecticut Department of Transportation FY 2012 DUI Enforcement Program Grant.

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

BE IT RESOLVED, that the Town Council approves Resolution #101111-6

RESOLUTION #101111-6

BE IT RESOLVED, That the Town Council authorizes the application for a State of Connecticut Department of Transportation Highway Safety Office FY 2012 Comprehensive DUI Enforcement Program Grant.

Discussion

Ms. Nichols explained this is an ongoing grant request to offset the costs of the DUI enforcement check points. It requires 25% matching Town funds with 75% coming from the grant administrator. If approved the grant will provide for sobriety checkpoints, roving patrols of DUI enforcement, particularly around the holidays.

Discussion

Mr. Kleist said there is no amount in the grant and asked how many individuals were stopped for DUI last year, and for how much money.

The estimate for the total grant is \$44,200, and Mr. Milone advised the Town's portion is about \$11,052, with the grant paying for \$33,157. With regard to the number of stoppages for DUI, Mr. Milone did not have the extent of identification of people stopped driving under the influence. He will get the information and make it available.

VOTE The motion passed unanimously by those present.

F. Waiver of bid for Technology Consultant

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

BE IT RESOLVED, that the Town Council approves Resolution #101111-7

RESOLUTION #101111-7

WHEREAS, the Town of Cheshire and the Cheshire Public Schools have some serious technology needs and challenges, and have identified a professional consultant with the experience and ability to address these needs and challenges,

AND, WHEREAS, the Technology Study Group created by the Town Council to review this solution recommends that said consultant be hired.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council, pursuant to Section 7-8(c) (11) of the Town Charter, approves a waiver of bid for these consulting services, and further approves the Personal CTO Program agreement with Apex Technology Group upon the terms presented, pursuant to approval by the Town Attorney as to form and legal sufficiency.

Discussion

Mr. Carroll noted that the issue with this resolution is a bid waiver for an agreement with Apex Technology Group. He said it is important to understand that Town staff and the Technology Study Group have identified technology needs which are pressing and need to be addressed sooner rather than later. The study group's recommendation is to bring Apex on for 12 months at a cost of \$95,700 to assist with resolution of many of the pressing technology issues. The cost of the contract would be absorbed by the Town and Department of Education.

Important points were cited by Mr. Carroll including the following. The issues and concerns were brought about by technology concerns, aging equipment, no comprehensive backup and restoration plan in place. There is a backup and restore plan in place, which is not a comprehensive one. Another key factor is the lack of an automated and automatic patch management system to push out to our network devices to prevent virus attacks, etc. Putting all these things together, and being strong in two areas and not one, Apex would not be needed. But, there are things to be addressed.

Regarding the bid waiver, Mr. Carroll stated that Apex has been used by the DOE and Town staff for many years. The firm knows the network inside and out, and because there is such a pressing need, with a long list of things to be accomplished in the next 12 months, Apex's first task will be to produce a detailed project plan of what can be accomplished in this time frame.. Mr. Carroll said that to put this out to bid, look for another firm, would be counter productive at this point. We have a known vendor, which knows our system very well, and they can hit the ground running, and within 12 months can accomplish a significant amount of work.

The contract does not cover the costs of all projects; there will be additional projects; and there is a \$350,000 capital budget allocation for technology in this fiscal year. This money will be used as there are upgrades to fiber optics, servers, etc. Mr. Carroll requested that the Council approve this appropriate bid waiver.

Mr. Ecke commented on the agreement which does not give exactly what is given for the \$7,800 a month, i.e. hour total, number of people allocated.

In response, Ms. Flynn-Harris said the Town and DOE will get a person a minimum of one day a week. She said we need someone with expertise and feet on the ground to

identify all of the equipment nearing end of service life, and to assist in putting together the numbers because servers and switches can be very expensive. Ms. Flynn-Harris informed the Council that the BOE had a horrendous virus attack, and there is a need for the I.T. people to have an escalation point, and have someone with a higher level of expertise to whom they can go for assistance. There will be a person in Town; it is not based on hours; and there is a remote service offered under the agreement.

Mr. Carroll noted two other facets to this agreement. First, Apex will install software to begin monitoring all of the Town's equipment 24/7. Second, there will be a help desk function, and in combination with the software, will run through Apex. The firm will contact appropriate individuals. The contract calls for a minimum of one day a week on site, and it is expected this will be front loaded in the 12 month period. It is known that someone is needed more than once a week, and Apex staff will be working off site at their facility. Mr. Carroll expects Apex will spend time developing initial project lists and proposals for those that can be accomplished in the first 12 months.

The members of the study group included BOE members Peter Talbot and Tony Perugini, and Council members Steve Carroll and Patti Flynn-Harris, and members of both Town and DOE staff (Town Manager Milone, Supt. Of Schools Dr. Florio, Mr. Masciana, Library Director Burkey, Finance Director Jaskot and Exec. Assistant Ms. Talbot).

A question was posed by Chairman Slocum regarding Apex, and if they will simply assist with a problem.

Mr. Carroll stated that the resolution only addresses short term needs, and the study group will have further discussion on the technology issues before budget season to determine what is needed for the Town. I.T. is probably about \$900,000 annually, with 9 full time. equivalents. This is spread over the various departments on the Town and DOE sides. Apex recognizes the lack of a central authority in the Town organizational structure as it relates to technology and how things should be done.

Chairman Slocum asked about the current role of Apex, if they would be wearing another hat to advise on the Town's technology problems, and if they are fully equipped and prepared to do this.

In response, Mr. Milone said that Apex has been in a reactive role for the Town and DOE. Had Apex been on board with 24/7 monitoring and their service in place, the recent problems and virus attack could have been prevented or minimized to a few days rather than a few months.

Mr. Milone advised that the study group has met three times, had extensive and deliberate discussions and analysis. In addition there have been a significant number of e-mails and follow ups and requests for information. This recommendation is the result of an exhaustive and deliberate review on their part, and Mr. Milone expressed appreciation for the role of the group in this matter. The group did exactly as it was

asked to do, providing a level of oversight and insight which the Town and DOE did not have. We are assured that "i's are dotted and t's crossed" and as a result of the study group a number of changes have already been made.

Mr. Milone assured the Council that the contract language relative to the termination has been changed and Apex agreed to the change. This agreement is broad and global, and there is an amendment to the agreement which cites the specific deliverables. The job of Apex is to come up with a strategic plan, protect the Town and DOE globally, and move along the projects stated, i.e. on-line registration programs. Apex is working on parallel tracks, on global issues, and projects which we want to move along. Of importance is allocation of the capital budget \$350,000 for technology hardware and software, and the Police and Fire Departments CAD and reporting system, which must get off the ground. Apex's help is needed to purchase the right hardware, assurance the vendor software is doing what it is supposed to do. All of these are outlined in the agreement addendum.

For the \$95,000, Mr. Ecke asked if the Town gets a strategic plan from Apex as part of this cost.

In reply, Mr. Milone said a strategic plan will not be done, but Apex will start to outline for the Town and DOE where we need to go in the next 3 to 5 years. The study group will decide whether it is substantive enough to use a spring board on subsequent years spending of capital project money. There will be a skeleton to work from, and then the group will decide if this needs to be fortified going forward.

Regarding the work that Apex will do, Mr. Milone explained that the firm will monitor our system 24 hours a day, 7 days a week, which we are not capable of doing now. Apex staff can immediately identify a problem and prevent it from becoming a major impediment on the ability to use our software. Apex will be meeting with all department heads of the Town and DOE officials, get an understanding of our utilization, current technology, and how it could be enhanced, and what the firm can do to get us from where we are to where we should be.

Apex will be doing a complete analysis of all the Town and DOE hardware, some of which is 5 generations. The firm will prioritize a schedule for inventory acquisition, so it is done in a planned, integrated fashion. This is key. In the past equipment has been purchased as needed, and more money has been spent than necessary, due to lack of integration of purchases. There were a number of individuals responsible for different areas, and there was no way to pull together the overall technology program in one integrated fashion. The Town has 16 projects and the BOE has 10 projects listed, which Apex will assist with, and play a key role in moving each of them along. They will insure we have the adequate hardware and software sufficient to do what needs to be done. At the present time, Mr. Milone said we are at the mercy of many vendors, either purchasing or upgrading software. And, there are problems, without having the resources to understand and solve these problems, so we fight through them. This is very inefficient, with staff spending a significant amount of time, and there is lost

potential of implementation of much of this software in a quick and expedient manner. Apex will work with the Town and DOE on a myriad of things, for which there is not the current ability to do for ourselves. The result is complete under utilization of the technology we have; we do not have the right technology in many situations; and, we are spending money which does not have to be spent.

During the past winter, Mr. Milone noted that it was learned we are vulnerable to many worms and infections out there, and we still are. Without the support of Apex nothing has been done to prevent this from happening in the future.

Mr. Milone advised that all of the foregoing is covered in the \$95,000 annual fee.

It was clarified by Mr. Milone that Apex made clear to the Town and DOE that in the first few months of the project it will be labor intensive, with a lot to do in a short time frame. Apex realizes they will be here more frequently than one day a week, and one day would be a 12 hour day. The Town and DOE has had good and positive experience with Apex and they are readily available and responsive. There are milestones in the agreement, with critical time periods, and they have been identified. Apex knows of these milestones. With Apex on board, Mr. Milone said there will be regular progress reports from staff and the study group given to the Town Council.

Mr. Masciana (DOE) informed the Council that an RFP was issued for a technology study, with two bids received. The lowest bid was \$69,000, and this was just to study the technology issues as the first phase, review them, provide a report and set of recommendations. He said that what Apex will provide for \$7,580 per month will be the same recommendations and working each month for this fee. It made more sense to take the approach with Apex as they will deliver improvements as they build a plan. The second part to their proposal is provision of not only 24/7 network monitoring, but remote trouble shooting, i.e. if there is a line down, e-mail server down, The third piece will include the help desk which is managed during the day, taking calls with live answering, allowing Town staff to do what is needed and to be dispatched by Apex. Mr. Masciana stated that going forward with Apex is a better use of Town funds.

Mr. Sima asked about engaging Apex, and we are done after a year, if there are any services provided by Apex which will be a continued need on an ongoing basis. Or, if there is another cost in future years, or do we go out to bid 9 months from now for someone to do this work in the future.

The Council was informed that the Town has engaged with Apex for years and Mr. Carroll said this was on a project by project basis. This particular contract is not designed to go on to infinity. Apex is providing technical leadership, with an entire organization of different expertise, and these people are brought in on an as needed basis. Their most valuable contribution is their technology leadership. At the end of the contract term we must decide where this technology leadership will come from for the next 10 years. Mr. Carroll said this goes back to the organizational problem...are resources managed in house or do we go outside. He does not expect Apex to go on

forever, or when they finish in 12 months to walk out and leave with something still needed. The Town is looking for a reliable network which has been secured, a comprehensive back up plan, adoption of the right policies and procedures for equipment replacement, adherence to policies and procedures. The Town will be left with a great deal of knowledge from Apex, and will not be on the hook for anything at the end of 12 months.

Mr. Sima asked about another bidder responding to the RFP and what was done.

In response, Mr. Masciana said the RFP was just for the purpose of hiring someone to review we are and give recommendations. \$59,000 was the lowest bid. When we looked at what we were getting for our money, all we would get was a study. It makes more sense to hire a firm already having an understanding of our network, pay them to actually do work, networking monitoring and help desk in place.

Mr. Carroll further stated that the RFP referred to by Mr. Masciana was just for a study. The study group asked for a risk assessment report from Apex because they know our network so well. They delivered this report within 3 weeks. And, this is more valuable than a study for \$59,000 from a large firm.

Town Manager Milone commented on the continuation of the consulting relationship after the 12 months. He advised that one milestone in the deliverable section is assistance with the FY 12-13 data processing budget by January 2012, development of an I.T. staffing model, job descriptions, salary ranges, etc. by January 2012. Our current model does not scale or work in 2011. Apex is charged to come up with an organizational structure that can sustain us after the contract ends. It is not the Town's intention to continue with a consulting service to provide support which can, hopefully, come from internal staff. We do not have the right structure or level of expertise at this time.

As a follow-up to the RFP which Mr. Masciana talked about, Mr. Milone said that one year ago we were looking at development of a long range plan. Over the last 12 months a lot was learned about how vulnerable we were. This made us realize that the more immediate problem was short term, and could be addressed through the help of a consultant. At the same time we could be looking at the potential for a strategic plan. This is the reason for the RFP to develop a plan. In the interim things happened, such as the CAD system, software not being able to run on current hardware, the i-worm infection, Munis upgrade to be done, and finding out only one new server needs to be purchased. It was the realization of day to day operational things which made the Town and DOE aware of the bigger needs being short term, putting off the strategic plan, and addressing the day to day problems. Otherwise, we would have a severe catastrophe, and we wanted to avoid this.

The point staff people who Apex will be dealing with are Jim Jaskot on the Town side and Vincent Masciana on the DOE side. Dr. Florio and Mr. Milone are the secondary contact people.

Public

Derf Kleist, 251 Lancaster Way, stated that \$95,000 is not a high cost for technology consulting fees. He thanked Mr. Carroll and Ms. Flynn-Harris for their knowledge and expertise in this important matter. He said we must continue to spend money every year for licensing agreements.

VOTE The motion passed 7-1; Sima opposed.

G. Appropriation of \$15,720 from the Parks and Recreation Exchange Account For online registration software.

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

BE IT RESOLVED, that the Town Council approves Resolution #101111-8

RESOLUTION #101111-8

BE IT RESOLVED, that the Town Council appropriates \$15,720 from the Parks and Recreation Exchange Account for online programs registration software.

Discussion

Mr. Schrumm stated that this is a system to be added to the Parks and Recreation Department capabilities for program registration with credit card payment. This is a system which may be added to other departments.

Parks and Rec Director Ceccolini stated that this new system will permit people to use their credit cards with on-line registration. There are about 6,000 to 8,000 registration forms annually, and with people putting in their own information, this will free up the department staff for their other work.

It was explained by Mr. Ceccolini that the exchange fund is the money generated from programs throughout the year, and it is cleared out at the end of the year into the general fund. There is \$28,000 in the account now, which can pay for the on-line registration program software.

Ms. Nichols asked about fees being included for the credit card company.

Mr. Ceccolini said there is a 3% fee factored into the program fees for the use of the credit card. The pool and all Parks and Rec programs can be handled on-line, and it is expected that Arts Place will be on-line in the future.

Ms. Flynn-Harris stated that at the last Parks and Rec Commission meeting there was note made of a decrease in program registrations. It is hoped that this on-line program will increase registrations.

Mr. Ceccolini there will be a public relations push once this on-line program registration is in place for people to know it is available. Also, a reminder card is sent out 4 times a year about department programs and on-line registration.

VOTE The motion passed unanimously by those present.

8. TOWN MANAGER'S REPORT AND COMMUNICATIONS.

A. Monthly Status Report.

B. Department Status Reports.

C. Other

Financial Report – in the packets; the quarterly report is being put together and will be issued to Council next week; the general fund is in good shape; and there is \$750,000 in CNR.

Police Department Speed Reduction/Traffic Calming Measure –these markings have reduced speed in the South Brooksvale area from 38 mph to 34 mph; 9 vehicles were over 50 mph, down from 53 vehicles. Chief Dryfe will monitor the counter in the spring time, and make recommendations for other places in Town to use these measures.

COPS Hiring Program Grant – Cheshire did not receive this grant, but was informed that the request is deferred pending future available funds to fill the 49th officer position.

Yankee Gas Project Status Report – October 9th, milling and paving on West Main Street, Notch Road to Peck Lane.

Community Pool Status Report – the pool closes on Saturday, October 15th; the bubble should be ready by the 2nd week in December; it takes 10 days to install the new bubble; and things are being monitored by Ms. Adams. Regarding the pool cover, Mr. Milone explained this cover is not designed for the purpose of covering the pool until the bubble is installed. To use the cover this way would affect the warranty; it is exclusively designed to protect the facility when the bubble is being brought down and put up. The manufacturer strongly advised using the cover only for this purpose. Given that we are not into the hard winter yet, Mr. Milone said the pool water temperature will be dropped to a low level, money will be saved.

Public Works Projects – Mr. Milone advised that the West Main Street scape project will not be completed because the State had many problems with finishing the culvert project. This delays the Town completing its portion of the project. The culvert will not be done until early next year, and then the Town can complete the streetscape until May 2012.

Mixville Park – work is going on for the last part to improve this park; the pavilion is being fortified with the roof being strengthened, beams being re-braced.

Schoolhouse Road – this project is ongoing into the Fall season; paving is being done; and there is much work to be done in the culvert area.

Sand – is being removed from the corrections facility to the PW Garage.

Sidewalk project – West Main Street section near Beachport Housing, and the parklet sidewalk projects will be started next week, and completed in the Fall.

Public Works Garage – some punch list items still to be completed, and the information will be e-mailed to the Council.

WWTP Upgrade State Financial Assistance – Mr. Milone met with the State delegation, and a meeting will be held with the OPM Secretary to reconsider the \$7.5 million from the State for this project which was denied. Attorney Johnson will be looking at some things in the contract to exert some pressure on the State relative to the fact that the prison is exceeding the amount of capacity at the treatment plant. Also, the State is opening a dispatch center at Maloney Facility, and this is not consistent with the original agreement with the Dept. of Corrections. The DOC may have to go back to the WPCA for capacity approval.

New User Fee – WPCA will issue a new user fee in December, an increase of \$30. For seniors eligible based on the criteria for the tax relief program, the fee is being considered by WPCA to freeze the fee. The Town Attorney is working on a modification to the ordinance.

Electronic Recycling Collection – November 12, 2011 is the expected date for the collection. A number of vendors are offering to do these collections at no charge and the Town has someone willing to hold a collection. A PW manager and police officer would be on duty for the collection. Mr. Milone commented on the fee being charged by haulers accepting boxes of leaves at the transfer station by the current operator. He is working with the hauler about bringing down this rate. PW will accept leaves at the transfer station on a Monday morning.

Town Hall Closing – November 11, 2011, Veterans Day.

Comments and Questions

Mr. Sima asked about the parklet sidewalk, and assurance that the landscaping will be finished when the sidewalk is done.

Mr. Milone was unsure if the landscaping will be done this year.

Regarding Schoolhouse Road, Mr. Sima asked about the hold up and what it is and why it has been sitting for almost two months. The Town crews did the drainage work; the

culvert has sat untouched but was milled today, and he hopes this does not sit with a narrow road for another winter.

Mr. Milone will respond to this question later this week.

Mr. Slocum asked about the Rumberg Road sidewalk extends Waverly Street.

Mr. Milone said he would clarify this after looking at a map and advise the Council.

Ms. Flynn-Harris asked about the portico over the Library, and it being done in November.

According to Mr. Milone this is a priority and it must be done before winter. He will follow up on this project and advise Council.

9. TOWN ATTORNEY REPORT AND COMMUNICATIONS

Attorney Johnson report there are many items being worked on and covered by his office. He informed the Council that Attorney Lana Glovach is leaving the firm and will be the General Counsel for the Connecticut Lottery. A new firm associate will be moving into the Municipal Department.

10. REPORTS OF COMMITTEES OF THE COUNCIL

A. Chairman's Report.

Planning – Mr. Sima reported that the committee discussed 3 items, performance contracting regarding Amerisco and Celtic Energy, Town center sidewalks and the triangle, pre-qualification of vendors for the Town. Mr. Milone gave him a list of vendor costs, and a pre-qualification list may save money and get the best qualified workers.

Technology Study Group – Mr. Carroll reported that the group met 3 times, and will be meeting in about a month.

B. Miscellaneous

11. APPROVAL OF MINUTES – Regular Meeting of September 13, 2011; Special Meeting of September 27, 2011

MOTION by Mr. Schrumm; seconded by Mr. Sima.

MOVED that the Town Council approves the minutes of September 13, 2011 and September 27, 2011, subject to corrections, additions, deletions.

VOTE The motion passed unanimously by those present.

12. MISCELLANEOUS AND APPOINTMENTS

A. Liaison Reports

WPCA – Mr. Schrumm reported that the WPCA is moving ahead with the design phase of the treatment plant upgrade. \$30 million will not be bonded at one time, and the number will be less when the project goes out to bid. Without the State funding the project will defer phosphorous mitigation and save \$5 million. The user fee is being discussed, and will be set at the December meeting, with the possibility of some relief for senior citizens.

Human Services and Youth Services – Ms. Flynn-Harris advised there will be a meeting on October 27th to discuss the possible merger of the two committees, going forward and working as one committee. The ordinance could reduce the number of required positions. Regarding CPFA, the enrollment is down.

Chairman Slocum read a letter from Parks and Rec Commission Chairman Nankin regarding the use of rules for the Linear Trail which was in the Cheshire Herald.

B. Appointments to Boards and Commissions

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

MOVED that the Town Council approve the re-nomination of Lynn Voelker (R) to the Beautification Committee, term of office present to January 31, 2013.

VOTE The motion passed unanimously by those present.

13. COUNCIL COMMUNICATIONS

A. Letters to Council.

Chairman Slocum advised that a letter was received with suggestions regarding the community pool and it will be passed along to Ms. Adams.

B. Miscellaneous

14. EXECUTIVE SESSION

A. Land Acquisition

B. Pending Claims and Litigation

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

MOVED to enter Executive Session at 9:35 p.m. to include Town Manager Milone and Suzanne Simone, Environmental Coordinator, to discuss land acquisition.

VOTE The motion passed unanimously by those present.

MOTION by Mr. Carroll; seconded by Mr. Schrumm

MOVED to exit Executive Session at 9:50 p.m.

VOTE The motion passed unanimously by those present.

15. ADJOURNMENT

MOTION by Mr. Carroll; seconded by Mr. Schrumm.

MOVED to adjourn the Town Council meeting at 9:50 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk