

MINUTES OF THE CHESHIRE TOWN COUNCIL MEETING HELD on AUGUST 18, 2020 VIA VIDEO TELECONFERENCE (PER EXECUTIVE ORDER OF THE GOVERNOR OF CONNECTICUT)

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Present

Robert J. Oris, Jr. Chairman; Timothy Slocum, Vice-Chairman; David Borowy, Sylvia Nichols, Sandy Pavano, Peter Talbot, David Veleber, Donald Walsh

Absent: Jim Jinks

Staff: Sean M. Kimball, Town Manager; Town Attorney Al Smith; James Jaskot, Finance Director; George Noewatne, PW Director

Chairman Oris called the meeting to order at 7:00 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

Chairman Oris moved Executive Session to the end of the agenda. Mr. Oris will be recused from Executive Session, and Vice-Chairman Slocum will assume the Chairman's seat.

4. PUBLIC COMMUNICATIONS

A. Public Comments – None

5. APPROVAL OF MINUTES – Public Hearing and Regular Meeting of July 14, 2020; Special Meetings of July 23, 28 and 30, 2020 and Public Hearing of July 30, 2020.

MOTION by Mr. Walsh; seconded by Ms. Pavano

MOVED that the Town Council approve the minutes of Public Hearing and Regular Meeting of July 14, 2020; Special Meetings of July 23, 28 and 30, 2020 and Public Hearing of July 30, 2020 subject to corrections, additions, deletions.

Correction: July 14, 2020 Regular Meeting – Title/Heading should read – “MINUTES OF THE CHESHIRE TOWN COUNCIL MEETING HELD IMMEDIATELY FOLLOWING THE 7:00 P.M. PUBLIC HEARING ON TUESDAY, JULY 14, 2020 VIA VIDEO TELECONFERENCE (PER EXECUTIVE ORDER OF THE GOVERNOR OF CONNECTICUT)”

VOTE The motion passed unanimously by those present.

6. **CONSENT CALENDAR**

MOTION by Mr. Borowy; seconded by Mr. Veleber.

BE IT RESOLVED, that the Town Council approves Resolution #081820-1

RESOLUTION #081820-1
CONSENT CALENDAR FOR AUGUST 18, 2020

BE IT RESOLVED, that the Town Council approves the Consent Calendar for August 18, 2020 as follows:

- A. Acceptance and appropriation of a \$50 donation from an anonymous donor To the Human Services Gift Account to be used for general purposes.
- B. Acceptance and appropriation of a \$25 donation from James and Joan Anderson To the Human Services Gift Account to be used for the Senior Center.
- C. Authorization to apply for FY 2020 State Emergency Management Performance Grant; further that the Town Council and the Town of Cheshire may enter into and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate, and be it further resolved that Town Manager Sean M. Kimball is authorized and directed to execute and delivery any and all documents on behalf of the Cheshire Town Council and to do and perform all acts and things which he deems necessary or appropriate to carry out the terms of such documents.
- D. Appropriation of \$1,125 from the Jitney Bus Fund to the Greater Waterbury Transit District for FY 20-21 dues.

VOTE The motion passed unanimously by those present.

7. **ITEMS REMOVED FROM CONSENT CALENDAR -None**

8. **OLD BUSINESS - None**

9. NEW BUSINESS

- A. Discussion and possible approval of award of a construction contract for the boiler replacement at the Fire Headquarters Annex to Sav-Mor Cooling and Heating in the amount of \$55,800.**

MOTION by Mr. Slocum; seconded by Ms. Nichols

BE IT RESOLVED, that the Town Council approves Resolution #081820-2

RESOLUTION #081820-2

BE IT RESOLVED, that the Town Council approves the award for the Fire Headquarters Annex Boiler replacement capital project to Sav-Mor Cooling and Heating for \$55,800.

Discussion

Mr. Slocum explained that this approval is for replacement of the boiler at the CFD Annex. The PBC recommendation was to award the contract to Sav-Mor, as this company has had good experience and work with the Town on other projects.

With the new boiler, Mr. Noewatne stated the Annex will be served well for many years to come.

VOTE The motion passed unanimously by those present.

- B. Authorization to accept \$60,112 from RWA in lieu of permanent patching A portion of Brentwood Drive and Ridgecrest Drive.**

MOTION by Mr. Borowy; seconded by Mr. Veleber

BE IT RESOLVED, that the Town Council approves Resolution #081820-3

RESOLUTION #081820-3

BE IT RESOLVED, that the Town Council approves the agreement with the South Central Connecticut Regional Water Authority (RWA) for a payment of \$60,112 to the Town of Cheshire in lieu of permanent patching of Brentwood Drive and Ridgecrest Drive necessary due to the RWA upgrades to water mains on portions of said streets, and

BE IT FURTHER RESOLVED, that the Town Council accepts this \$60,112 payment from the RWA and appropriates it to a special revenue fund for road paving.

Discussion

This agreement was reviewed and recommended by the Budget Committee, and Mr. Borowy said that out of 16 towns served by RWA, Cheshire is only one of two towns where this agreement happens. The Town would rather use the money for town crews to do curb to curb roads in a more efficient manner, and provide better Town roads.

Chairman Oris thanked PW Director Noewatne and his staff for working with RWA on this agreement, which will provide curb to curb paving rather than patching. This is a big benefit to the community with better use of funds for road paving, not patching.

The Council was told by Mr. Noewatne that these roads will be paved curb to curb, a better job will be done, and roads will have a longer life. Mr. Noewatne thanked the Council for expressing appreciation to the PW Crews and staff.

VOTE The motion passed unanimously by those present.

C. Authorization to apply for a matching STEAP grant for sidewalks and ramps.

MOTION by Mr. Walsh; seconded by Mr. Slocum.

BE IT RESOLVED, that the Town Council approves Resolution #081820-4

RESOLUTION #081820-4

BE IT RESOLVED, that the Town Council authorizes the application for a matching 2020 Connecticut STEAP Grant in the amount of \$128,205 for sidewalk and accessibility ramp upgrades along Highland Avenue and Curve Hill Road, and

BE IT FURTHER RESOLVED, that the Town Council authorizes Town Manager Sean M. Kimball to execute any and all documents and agreements necessary to obtain and accept said grant, and

BE IT FURTHER RESOLVED, that the Town Council accepts and appropriates said grant funding, and appropriates \$121,750 for the Town's matching portion of this approximately \$250,000 project.

Discussion

This is the STEAP grant program, and Mr. Walsh said it is a great opportunity for taking advantage of this program, especially handicapped ramps and sidewalks on which school children walk to Chapman School.

Mr. Noewatne stated this is a great program for improving/upgrading the sidewalks and eight (8) handicapped ramps, and pedestrian signals. The cost is \$250,000 for 538

feet of upgrades along Highland Avenue and Curve Hill Road. If the State paves this section of the road before the sidewalks are done, the onus is on the State for the
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handicapped ramps and signals...and the Town could possibly get longer sections of sidewalks. The project will get close to the prison property, about 100 feet. The
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crossing will be at Country Club Road, and this is where most Chapman pedestrians cross over.

Without this funding, Mr. Slocum said the project would be a capital project next year.

Mr. Kimball stated that was correct, and this project is a good capital budget candidate. It is adjacent to State property. It checks all the boxes for a STEAP grant approval, especially handicapped accessibility. The grant cap is \$128,000, which is lower than past grant amounts.

VOTE The motion passed unanimously by those present.

D. Discussion and possible approval of a multi-year Munis contract

MOTION by Ms. Pavano; seconded by Ms. Nichols.

BE IT RESOLVED, that the Town Council approves Resolution #081820-5

RESOLUTION #081820-5

BE IT RESOLVED, that the Town Council approves the three year contract with Tyler Technologies for the Town's financial management software program and support.

Discussion

Ms. Pavano explained this is a three (3) year contract for \$257,045 with Software as a Service (SAAS) agreement with Tyler Technologies. The contract includes one-time implementation costs and annual maintenance costs.

It was noted by Mr. Oris that the BOE is using the same firm for the same type of agreement.

Stating that is correct, Mr. Kimball said the Munis software package has been used for many years; it is a good accounting platform; there are no changes; the move is from server based to file based and more secure system.

VOTE The motion passed unanimously by those present.

E. Discussion and possible action re: FY 19-20 budget transfers.

MOTION by Mr. Borowy; seconded by Mr. Slocum.
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BE IT RESOLVED, that the Town Council approves Resolution #081820-6

RESOLUTION #081820-6

BE IT RESOLVED, that the Town Council approves budget transfers as presented and attached for the FY 19-20 general operating budget.

Discussion

There are 18 recommended transfers for close-out for FY 2020, and Mr. Borowy stated the total is \$246,950 to cover accounts. Most expenses resulted from COVID-19, and reimbursement is expected.

Chairman Oris commented on the +\$300,000 more of surplus, more than expected, and commended Mr. Kimball, Mr. Jaskot and their staff for a job well done.

VOTE The motion passed unanimously by those present.

F. Discussion and possible action re: increase to pool appropriation

MOTION by Mr. Borowy; seconded by Ms. Nichols

BE IT RESOLVED, that the Town Council approves Resolution #081820-7

RESOLUTION #081820-7

BE IT RESOLVED, that the Town Council allocates an additional \$130,000 from the Recreation Department Swimming pool Account 10365-5710 line item to the FY 19-20 Community Pool Operating Budget General Fund Subsidy.

Discussion

Mr. Borowy noted this is the close out of the books and balancing of this budget. The pool was closed due to COVID-19, lost \$210,000 in revenue, and the \$130,000 is requested due to proper management of the pool.

The funding will maintain a positive fund balance.

VOTE The motion passed unanimously by those present.

G. Authorization to execute Memorandum of Understanding for the FY 2020 State Homeland Security Grant Program.

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

BE IT RESOLVED, that the Town Council approves Resolution #081820-8
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RESOLUTION #081820-8

BE IT RESOLVED, that the Town Council authorizes application for the State of Connecticut Department of Emergency Services & Public Protection, Division of Emergency Management & Homeland Security Emergency Management Performance Grant, and it is RESOLVED, that the Town of Cheshire Town Council may enter into and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate, and it is FURTHER RESOLVED, that Sean M. Kimball, Town Manager of the Town of Cheshire, is authorized and directed to execute and delivery any and all documents on behalf of the Town of Cheshire and Cheshire Town Council and to do and perform all acts and things which he deems necessary or appropriate to carry out the terms of such documents.

Discussion

Ms. Nichols stated it is the responsibility of Town Manager Kimball to get reimbursement for homeland security issues, including submission of this application for Cheshire to get consideration of this project.

Town Manager Kimball advised that the Memorandum of Agreement (MOA) is attached to the application. Cheshire has participated in this program for many years; Region #2 emergency management is 31 towns; part of the MOA is for grant funding for regional assets which are deployed amongst the towns, as needed. The towns must agree to host some of the apparatus/equipment from time to time. It is a successful program, has the endorsement of Mr. Noewatne, Chief Dryfe and Chief Casner, and in prior emergencies, the town has used the equipment.

Chairman Oris asked about training programs for the Region #2 towns.

With regard to regional training programs, Mr. Kimball said there are opportunities for Cheshire to participate with programs and equipment.

Chairman Oris asked about determination of assets or programs to be pursued, and how this process works.

The Council was informed by Mr. Kimball that there are collaborative discussions amongst town representatives. Chief Casner is Cheshire's representative, and he is very engaged with Region #2. Mr. Kimball has visited Region #2 events, where equipment was brought together for towns to see what has been purchased. He noted it would not be possible for individual towns to purchase this equipment on their own, as it would not make financial sense.

VOTE The motion passed unanimously by those present.

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Resolution #081820-9 was amended to an appropriation of \$27,000 and approved by the Budget Committee.

H. Discussion and possible approval of an appropriation of \$27,000 from The Peck-Jones Fund to enhance the availability of quality reading materials in classrooms and school libraries.

MOTION by Ms. Pavano; seconded by Mr. Borowy.

BE IT RESOLVED, that the Town Council approves Resolution #081820-9

RESOLUTION #081820-9

BE IT RESOLVED, that the Town Council approves an appropriation of \$27,000 from the Peck-Jones Fund for the enhancements to the availability of quality reading materials in Cheshire Public School classrooms and libraries.

Discussion

Ms. Pavano explained that the Peck-Jones Fund was established in 1945 to be used only for educational purposes, with limited appropriations each year from the fund. This year the funding is for more diversity in literary instruction for first and second grade, middle school and high school related to race and diversity, and enhancing reading materials.

For clarification, Mr. Talbot reported that the Council, in 2012, amended the fund appropriation not to just the interest, but up to 4% of the fund balance to be used. He asked for the interest this year.

Mr. Jaskot stated the appropriation is up to 4% of the fund balance at the end of the year. This year the interest is lower than 4%; the fund balance is \$683,690.

Mr. Slocum commented on the BOE Curriculum Committee's desire to step up the curriculum to access books dealing with racial education. He takes no issue with this except that this is a seminar sort of issue for this year, and he wants assurance that the BOE Curriculum Committee has taken a read of this subject matter. Mr. Slocum stated the importance of every race being equal, every education should be equal, and he is referring to his concern of dealing with a knee-jerk reaction of failing in the past on what should be taught. He wants certainty that the BOE is taking its job seriously and looking at what is being put in front of the students at all levels.

VOTE The motion passed unanimously by those present.

10. TOWN MANAGER'S REPORT AND COMMUNICATIONS

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A. Monthly Status Report - in Council packets

B. Department Status Reports: Police, Fire, Fire Marshal. In Council packets

C. Other Reports

Town Manager Kimball highlighted the issues in his Monthly Report for August 2020. A copy of the report is attached to the meeting minutes.

Tropical Storm Isaias – This storm made landfall in Cheshire on August 4th; Cheshire Eversource customers were out of power that evening; power was not fully restored until Tuesday, August 11th. An emergency debrief session was held. Overall, Mr. Kimball was pleased with the response performance, communication messages, and efforts to push Eversource for more in-town resources.

Mr. Kimball reviewed some facts and notes of appreciation to the incredible and dedicated individuals who work for the Town of Cheshire.

- CPD Police Dispatchers who answered 640 9-1-1- calls in 10 hours on Tuesday night; some calls came to the dispatch center from Bristol, Southington and Plainville due to an AT&T system failure.
- PW crews responded to 42 roads impacted by down trees and wires and 60 blocked roads.
- CFD responded to 113 calls for service.
- Human Services Dept. created a center at Highland School within 24 hours of the storm's arrival; 600+ residents visited the center over the week.
- Thanks for going above and beyond were sent to Michelle Piccerillo, Fatima Yusuf, Vickie Pagan, Stephen Skibicki, CFD Chief Casner, CPD Chief Dryfe, Cheshire Public Schools Staff – Vin Masciana, Rich Clavet, Mike Papa, Bob Quinn, and BOE maintenance workers for getting the center ready and quickly available with a variety of unique COVID-19 considerations.
- Thanks to all Town employees who assisted in the storm response.
- Special thanks to Police, Fire, DPW, BOE, Human Service teams.

Storm Debris Collection and Drop-off Locations – Mr. Kimball reviewed this information which received Council approval last week.

- The pickup and disposal will be for home and business owners.
- The program starts on August 17th until completion, about 4-8 weeks depending on the amount of debris.
- Collection method – two (2) crews with two (2) chip trucks and related equipment.

- The collection will begin at the south end of Town, work north, with a crew on each side of Route 10.

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- There will be one pass through Town; the crew will not enter private driveways or condominium complexes; pickup is for brush only (no leaves or grass clippings); branch diameters must be 8 inches or less; brush must be at the curb.
- Larger diameter logs can be taken to the Old Transfer Station, self-transported and unloaded via self-service.
- There is no pickup of bulky waste with this collection.

The Town has set up three (3) self-serve disposal areas, August 13th through August 29th, Monday-Saturday, 7:30 a.m. to 3:00 p.m. at the following locations:

- Quinipiac Park overflow parking, 1325 Cheshire Street
- Bartlem Park milling parking lot – 520 South Main Street
- Old Transfer Station – 1304 Waterbury Road

Tax Bills – Residents received a 60 day payment extension per the Governor’s order; the deadline for tax bill payments is October 1, 2020; taxpayers can pay online, by mail or use the drive-up payment box in the Town Hall parking lot.

COVID-19 Updates – Town Hall is open, available to the public during regular business hours; a staff person is inside the lobby to admit visitors to manage traffic and receive tax payments w/o require receipt; town staff are called down and assist with department service as needed; limit is one visitor per department; visitors can wait in the lobby.

Cheshire Public Library – Service includes Grab’nGo book pickup, with evening hours (Mondays and Wednesdays) and Saturday mornings; orders go through CPL online catalog system; all materials are quarantined for 7 days before recirculation; 9,303 items have been returned; there are no fines for late materials; CPL had 177 virtual programs with 2,944 attendees; date for reopening CPL will be based on public health guidelines for staff and patron safety; plans will be reviewed and developed with Chesprocott; necessary safety items are on order or have been acquired; once all protocols are in place, the Library will self-certify with the State before initiating this phase of public service.

Playgrounds/Courts/Mixville Park – All have been reopened; signs are in place advising anyone with COVID symptoms not to use the facilities; playgrounds are not sanitized and should be used cautiously. Mixville Park system is working well; permits increased by 50% based on actual usage; 30% to 50% of reservations have an average visit; park users are happy with conditions of the parks and respectful of the rules.

New Household Hazardous Waste Dropoff – July 1 to October 31, 2020 – RWA at 90 Sargent Drive, New Haven, is the disposal site; 2020 season started July 1st and runs through October 30th; the facility is open on Saturdays 9 a.m. to noon; proof of residency, online pre-registration and COVID-19 protocols are required.

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Town Historian Request for Pandemic Stories/Photos/Messages – Historian Jeanne Chesnow is requesting residents to send everything they have on the pandemic to enable future generations to better understand what was experienced in Cheshire. Submissions can be made to: cheshirehistorial@gmail.com. Contributions will be shared with the Library and Historical Society with permission.

Town Council Meetings – Regular Meeting September 8, 2020, 7:00 p.m.
School Modernization Committee, August 19, 2020, 7:00 p.m.

Chairman Oris expressed gratitude to Mr. Kimball, Ms. Talbot and Town staff who worked hard during the recent storm. He commended Town Manager Kimball on a great job with robo call information, and the Public Works, Human Services, Fire and Police Department Chiefs and all staff for their hard work. There is frustration with the Eversource front line people and the corporate structure of the company.

Mr. Walsh thanked Town staff for a tremendous job during the storm. He asked if there could be a list posted on the website informing the public of streets that have already had brush pickup.

This can be done as there is a plan in place and Mr. Noewatne said the information can be posted on the website...either with a list of the streets already having pickup or a map showing these streets.

Regarding the 9-1-1 call pickups from other towns, Mr. Walsh questioned why and how this is done.

According to Mr. Kimball there are fail-safes in the 9-1-1- system so calls do not go unanswered. Chief Dryfe advised there were officers from Bristol, Southington and Plainville at CPD headquarters for their calls...and this is part of the fail-safe program. CPD Dispatchers did an incredible job with responses in this difficult time.

Ms. Pavano commended Town Manager Kimball for keeping the Council informed throughout the power outage. He went above and beyond and it is appreciated by everyone.

11. REPORTS OF COMMITTEES OF THE COUNCIL.

A. Chairman's Report

Personnel – Ms. Nichols will schedule meetings in the next few weeks for the committee to review and discuss contract negotiations and Town Manager's Goals and Objectives.

Planning – Mr. Slocum plans on scheduling a meeting the last week of August.

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Ordinance Review – Mr. Veleber is working with staff to set up meetings for late August or early September.

Solid Waste – Mr. Walsh will schedule a meeting within the next few weeks.

Budget – Mr. Borowy has no meeting schedule other than those held before Council meetings.

B. Miscellaneous

i. Review of short term leasing of houses in Cheshire

Chairman Oris referred the “Review of short term leasing of houses in Cheshire” to the Ordinance Review Committee.

12. MISCELLANEOUS AND APPOINTMENTS

A. Liaison Reports

Board of Education – Ms. Pavano reported the teachers’ contract negotiation meeting is rescheduled to August 26, 2020.

B. Appointments to Boards and Commissions

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

MOVED that the Town Council appoints Katie O’Donnell to the School Modernization Committee to fill the vacancy of Ann Marie Kemp.

Discussion

Ms. Nichols submitted the name of Katie O’Donnell for the SMC vacancy. She highlighted Ms. O’Donnell’s qualifications and experience to fill the vacancy...a Wallingford teacher for 26+ years, long time Cheshire resident and community volunteer, service and chair of several Wallingford School District committees, professional educator, organized, strong administrative skills, with collaborative abilities to bring to the SMC.

Mr. Walsh advised he has worked with Ms. O’Donnell on many committees for many years in Cheshire. He noted her commitment, skills, educational and administrative experience, and said she would be an asset to the SMC.

VOTE The motion passed unanimously by those present.

13. TOWN ATTORNEY REPORT AND COMMUNICATIONS

No report

14. COUNCIL COMMUNICATIONS

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A. Letters to Council.

Chairman Oris read letters into the record from Lynn A. Dawson, Marlena Soble and Breina Schain.

Mr. Veleber read a letter into the record from Renee Cimino, Bruce Vagts, Kathryn and Tyler Bourn, Laura and David Molnar, Linda and Mark Godfrey, Jake and Bonnie Brunner, and James and Lynn Martha regarding short term leasing of houses in Cheshire.

B. Miscellaneous

3. ITEMS FOR EXECUTIVE SESSION

A. Contract Negotiations

Mr. Oris was recused from Executive Session, and Vice-Chairman Slocum assumed the Chairman's seat.

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

MOVED that the Cheshire Town Council enter Executive Session at 8:08 p.m. to include Town Manager Kimball and Town Attorney Smith to discuss contract negotiations.

VOTE The motion passed unanimously by those present.

MOTION by Ms. Nichols; seconded by Mr. Veleber

MOVED that the Cheshire Town Council exit Executive Session at 8:15 p.m.

VOTE The motion passed unanimously by those present.

15. ADJOURNMENT

MOTION by Ms. Nichols; seconded by Mr. Veleber

MOVED to adjourn the meeting at 8:15 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk