

MINUTES OF THE CHESHIRE TOWN COUNCIL PLANNING COMMITTEE
MEETING HELD ON WEDNESDAY, AUGUST 1, 2012, AT 7:30 P.M. IN ROOM
207, TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410

Present

James Sima, Chairman; Patti Flynn-Harris and David Schrumm.
Staff: Michael A. Milone, Town Manager; Robert Ceccolini, Parks and Rec
Director; Town Attorney Bert Cohen.

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. NEW WASTE WATER TREATMENT PLANT CELL TOWER PROPOSAL

Mr. Milone introduced Attorney Cohen to the committee. He informed the committee that there are two proposals to be discussed in executive session.

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

MOVED that the Planning Committee enter executive session at 7:33 p.m. to include Town Manager Milone and Town Attorney Cohen to discuss proposals for the WWTP cell tower.

VOTE The motion passed unanimously by those present.

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

MOVED that the Planning Committee exit executive session at 8:01 p.m.

VOTE The motion passed unanimously by those present.

Agenda items were rearranged as the discretion of the Chair.

4. DOG PARK FUNDRAISING STATUS REPORT

Mr. Ceccolini introduced Cindy Forlanzo and Fern Vurelle, members of the group raising money for the dog park.

Mr. Ceccolini pointed out that the group has been raising money for four years and has requested the Town Council approve their use of the old land fill for the dog park site. The group wants to put a sign on the land fill site which would state "Future home of the Dog Park" to identify the location to the public. It is hoped that this sign would raise awareness of the fund raising efforts and generate more revenue. It was stated by Mr. Ceccolini that other towns have dog parks that are operational, and the park is important for the dogs and adults.

The dog park will have rules posted and the signage would be done by Eagle Scouts who are interested in community projects. Under State law, people are responsible for their dogs, and the rules for the park must be approved by the Parks and Rec Commission and the Town Council. They would be come part of the Town's ordinances, similar to the rules for the Linear Trail.

Ms. Forlanzo informed the committee that the group has raised \$13,000 to date from tag sales, yappy hours, brick paver sales, summer concert concession sales, and a \$1,000 contribution from the Jaycees. The goal is to raise \$16,000 for the fence around the dog park, and money for additional parking, dispensers, receptacles, kiosk area and signs. The group is looking into grants from companies such as Petco.

Ms. Flynn-Harris commented on the fact that there are 41 dog parks in Connecticut, and Cheshire's park is listed as Mixville Park. She recommended that the Council assist the dog park group with a \$15,000 appropriation from the Town's surplus funds. Ms. Flynn-Harris also asked that the dog park proposal be sent to the full Town Council for approval of the land fill site for the park.

With regard to the fund raising, Mr. Sima stated that the group would be raising money for the cost of the fencing, parking lot and ancillary kiosk and masonry work for the brick pavers. He noted that some of these projects could be undertaken by Eagle Scouts. Mr. Sima clarified that it might be less costly for the Town to do some of the work at the park, and there may not be another \$15,000 on the Town side to finish the dog park.

Mr. Schrumm commented on the Kids in Motion project for the Boundless Playground at Bartlem Park, and the wooden playground which was unsafe. He said the Town did not contribute to the group, but money was appropriated to cover the cost of removal of the old wooden playground.

It was stated by Mr. Sima that the Council needs a formal proposal for the fencing costs. As for the signage, that would be approved by the committee.

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

MOVED that the Dog Park Group be permitted to post signage at the proposed site of the old landfill for the dog park.

Discussion

If this project goes forward, Mr. Milone said that the Town should have control of the work, and a third party should not be out there working at the site. He recommended that the Town manage and control this project.

Ms. Flynn-Harris reiterated her recommendation that the Town Council assist the group with money from surplus funds.

Mr. Forlanzo stated that two acres of land are needed for the dog park.

Regarding the signage at the site, Mr. Sima said it must comply with the Town's sign regulations.

Ms. Vurelle stated that the group's plan is to sell advertising around the fence at the dog park to raise money.

In response to that statement, Mr. Milone advised that signs on fences have never been approved by the Council, and if there was such approval, there would be a fee schedule in place for the signs.

Mr. Sima stated that any money raised by the dog park group for the project would have to go into the Parks and Rec Department gift account in order for the Town to manage and control this project.

Following the foregoing discussion, the motion on the floor was withdrawn.

5. STATUS OF MACNAMARA LEGION FIELD DRAINAGE.

The committee was informed by Mr. Ceccolini that what is in the ground now is working, but is not as good as it could be. CYB would like to improve the drainage at the last and largest field and is willing to assist with costs and manpower for this project. The past work which was done on the field did improve the drainage.

Mr. Milone explained that the neighbors around the field do not want four baseball games going on at one time, and the Parks and Rec Director and CYB are aware of this concern. They insure that there are never four games at one time.

The issue of bicycles on the Linear Trail was raised by Mr. Sima and he commented on bicyclers thinking they are pedestrians on the trail and at cross walk areas. He asked if there is some way to state that people on bikes must be more cautious on the trail and at intersections.

Ms. Flynn-Harris noted that, on Brooksville Road, where there are white lines painted, cars do slow down.

Mr. Schrumm asked Mr. Ceccolini to check out the cupolas at Cheshire Park which are in poor condition.

6. PRE-QUALIFICATION OF CONTRACTORS.

Mr. Milone submitted a draft RFQ for plumbing services for the Town and Dept. of Education to the committee review and discussion.

The services under an RFQ would also include HVAC and electric. Information was taken from the North Branford CT RFQ and other Cheshire RFQ documents to compile this draft document.

Page #1

Purpose of the RFQ – is to identify and create a pool of qualified respondents without locking in one vendor.

Services Required – would be a response to ongoing plumbing issues at various facilities, with identification of the common services.

Two parts to the services would be planned and emergency services.

Page #2

This page covers the licensing requirements of the vendors, following building codes, satisfaction of the requirements and qualifications in the bid documents, response to normal work is 24 hours and emergency work response is 2 hours, and no sub-contractors.

Page #3

Work shall commence only with a purchase order from the Town of Cheshire for documentation and budget estimate.

Qualifications of Proposer – these are the same as in any other RFQ or RFP.

Basis of Award – the Town wishes to establish a list of several contractors to be available for assignment of work.

Page #4

The criteria to be used in determination of a contractor to do the work is cited in paragraph #1.

The Town has the right to engage services of different contractors.

The Town has the right to reject a proposal from a contractor if standards have not been met previously or at any time during the contract period.

Page #5

All bidders must provide three references.

Page #6

Fee proposal – hourly rate – two man crew – and it was recommended that a category for weekend work be added.

According to Mr. Sima, two man crews are the norm for a job, and the hourly rate could be adjusted, rather than citing two man crews.

Language could be included that the company must follow State of Connecticut Department of Consumer Protection guidelines, and the contractor's license number should be included in the RFQ response.

Page #7

Materials – there must be indication of the percentage of markup of materials, submission of a separate invoice from the supplier along with the invoice for services.

Mr. Schrumm stated that this process will result in the Town having a list of contractors for services, similar to the State's bid list.

7. STATUS OF ENERGY AUDIT AND REVIEW PROCESS

Mr. Milone informed the Council that Ameresco presented its preliminary audit report to the Town of Cheshire committee of Town staff and Dept. of Education staff. 300 projects were highlighted which Ameresco cites as worthy of consideration.

The committee and Mr. Milone reviewed the report. Mr. Milone pointed out that there is identification by functional areas, i.e. lighting improvements, controls, recommendations. Ameresco put together a matrix of locations and functional areas. Total cost of the recommendations for identified locations is \$8.9 million. In the report there are some functions noted, without a #1, and these are not worth doing because of no return on investment within 15 years.

The Town paid \$49,000 for Ameresco to do the study and report, and they still have some work to be completed under this fee.

Mr. Milone explained the process for the audit. A committee must be formed by the Council to include a member of the Board of Education, Town Council, and 2 members of the PBC and Energy Commission.

There was a discussion about committee members and conflict of interest. Mr. Sima stated that someone with a conflict could not serve on the committee to review the Ameresco report.

The Town is going out for a third party owner's representative and Mr. Milone said that the committee would recommend this representative and projects to the Planning Committee of the Council.

Mr. Flynn-Harris stated that the next step under the initial project and fee of \$49,000 is for Ameresco to work on the numbers for the projects to be chosen.

According to Mr. Milone, Ameresco will not deal with the financing part of the process. They will identify projects and costs and return on investment. The

Budget Committee of the Town Council will discuss and decide on the financial issues.

Mr. Milone will get electronic copies of the preliminary Ameresco report to all the Council members.

8. ADJOURNMENT

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

MOVED to adjourn the meeting at 9:12 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk