

MINUTES OF THE SPECIAL MEETING OF THE CHESHIRE TOWN COUNCIL AND BUDGET COMMITTEE HELD ON THURSDAY, AUGUST 16, 2012 AT 7:00 P.M. IN ROOM 207, TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410

Present

Council Members: Tim Slocum, David Schrumm, Michael Ecke, Patti Flynn-Harris, Sylvia Nichols, Thomas Ruocco.

Absent: Andrew Falvey, James Sima, Peter Talbot.

Staff: Michael A. Milone, Town Manager; James Jaskot, Finance Director; Arnett Talbot, Executive Assistant to Town Manager; Police Chief Neil Dryfe; Fire Chief Jack Casner; Vincent Masciana, Director of Management Services, Dept. of Education.

Guest: Steve Carroll, Chairman, Technology Study Group.

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. DISCUSSIONS RE: FISCAL YEAR 2012-2013 FIVE YEAR CAPITAL EXPENDITURE PLAN AND ANNUAL CAPITAL EXPENDITURE BUDGET.

Finance – Technology, page 17

Mr. Milone informed the Council that the last initiative for investment in technology was in 1992-1996 with an appropriation of \$675,000. Since that time the Town has not made any appreciable investments in its infrastructure, with no technology equipment replacement in the capital budget. Over the years, staff has done a good job making everything work, and it was recognized last year that our infrastructure was outdated and unreliable.

The Council formed a Technology Study Group. Mr. Carroll is the chairman of the group, and membership includes Councilors Flynn-Harris and Talbot, BOE member Anthony Perugini, Finance Director Jaskot, Ms. Talbot, Supt. Of Schools Dr. Florio, Asst. Supt. Scott Detrick, Library Director Burkee, and Vincent Masciana. The group has met, discussed the Town's technology infrastructure and needs, signed a contract with Apex Technology (consultants), and has made great progress in a short period of time.

Technology Study Group Chairman Carroll addressed the Council on the technology infrastructure and concerns for the Town.

Mr. Carroll commented on the fact that people who go to work each day rely on a computer system and network. If that network goes out, everything stops. He noted that there are 3 areas to be addressed on the Town's technology – reliability of the network and improvement of reliability, BRDR strategy for backup (which has been addressed in the first year), and security of the network from intrusion and loss of data.

The objective is to have a solid network which will allow the Town to do things not done before. Mr. Carroll also said that Cheshire has not made an investment in its technology over the last 10 years. There is \$3 million in inventory; equipment lasts about 6 years; so there should be half a million dollars annually to replace equipment.

In the CEP book, Mr. Milone referred to page 20 which shows the summary of the technology reserve fund. The goal is to strengthen network security and dependability through BR/DR plan, improve and expand the network, enhance services and position ourselves to integrate new and energizing technology into our system. Going forward we must have a plan. With the help of Apex and the support of the Technology Study Group, we have a more thought out plan, a five year effort to make changes in a speedy and progressive fashion.

Police Department – Chief Dryfe explained that the department's equipment was SOHO – small office home office – equipment, and was inappropriate for the department's needs and maintenance and safe storage of public records. The CAD/RMS system brought everything to light. There were problems with the servers which were 5 generations out of date, computers which were running Windows 98, inappropriate amount of backup, and not being connected to the Town's infrastructure by fiber. The Police Department now has a fiber upgrade and upgraded server. 34 new desktop computers were purchased to handle the newer software. The department is now in good shape, and in a situation where there will be no violation of standards for record maintenance.

A handout was given to the Council members about the Technology Plan and associated costs in each fiscal year 2013 through 2016.

Mr. Masciana referred to page 2 of the handout and explained each of the categories and costs.

Ethernet Infrastructure - \$356,000 in each of the years 2013 and 2014. This funding is for a series of equipment needs which must be replaced, management capabilities which are remote, new switches for self healing capabilities, new hardware which makes the network faster, and ability to have remote trouble shooting.

The Ethernet structure is a pathway from the server to the user.

Mr. Milone noted that the \$350,000 initial allocation for technology did not go to the actual cable network. The money was used to upgrade fire walls, building the BR/DP, server at the police station, and a portion will be used to replace old switches.

With two \$356,000 allocations at the end of FY 2014, the Ethernet will be completed for both the schools and Town side.

Enterprise Wide – Wireless Network - \$125,000 in each fiscal year, 2013 to 2015.

According to Mr. Masciana the plan is for 60% of the network to be hard wired, and 40% wireless, and we are moving towards a wireless world.

Ms. Flynn-Harris commented on the speed of the technology not being supported by the current wiring, and said the goal is to go wireless.

It was stated by Mr. Masciana that the goal is to have additional redundancy connection throughout the Town and school system and Police Department. At the end of FY 2015 there will be a solid wireless network. He advised that the Connecticut Education Network upgraded to one gigabyte coming into Town Hall and this capability is in place and free.

Mr. Milone said that the wireless network will support a lot of mobility. There are many requests from the public to have wireless, and at meetings people can bring their laptops and access files. There is also enhancement of security and control of the network. From a cost perspective, Mr. Milone said the Town will not go universal with wireless, and will make decisions on the facility which will, or will not, need wireless.

There is \$80,000 left of the original \$350,000 and Mr. Masciana said this money will be used to complete upgrades.

Virtual Desktop - \$125,000 in each of the fiscal years, 2013 through 2015.
60% of the personal computers will be replaced with some type of virtual desktop device which last about 10 years, and they could be wireless or wired.

Additional Metro Build Out - \$45,000 in each of the fiscal years, 2013 through 2015.
This will allow all buildings to have some type of wireless connection, including the Youth Center and Yellow House, and there would also be connection to Arts Place and the PW Garage. The most important areas are the Pool, Parks and Rec Department and Treatment Plant.

Messaging Exchange Upgrade – FY 2013 - \$99,000.

This takes the mail service and upgrade to 2013; the server will be hosted off site; there will be archiving capabilities.

Enterprise Wide Telephone – FY 2015 \$670,000.

With the proper infrastructure in place the Town will be able to go with an IP Based phone system in 2016, and with a wireless network the phone system could run over this network.

Chairman Slocum commented on the \$750,000 appropriation request in the CEP and the BOE's request of \$150,000 which is a total of \$900,000 for the technology plan.

Mr. Milone stated that the BOE and Town staff has come up with a plan in a comprehensive and integrated way. The BOE has site specific needs which are not part of the system wide technology, but they are important to the BOE.

The Council was told by Mr. Masciana that the \$150,000 will be used to address the data closets at the high school and middle school, and he displayed photographs of these outdated closets. There is a critical need to address the upgrade of these data closets.

There is \$80,000 left from the original allocation and Mr. Milone said this will handle the business recovery BR/DR. He noted that a year ago the technology upgrade request was \$1.5 million, and it is now \$2 million after the benefit of 9 months of comprehensive evaluation. The additional \$670,000 for the telephone system was never discussed last year, and this is an integral part of the I.T. and should be addressed. If the Council supports the technology plan, it will have to go to referendum.

In summary, Mr. Schrumm said the backup and restore capabilities are upgraded, there is additional fiber optics at the Police Department, and the Library and Fire Department are connected to the wireless system.

Stating that this is not glamorous, Mr. Carroll emphasized that this is a necessity for the community and is not a luxury. Without these technology needs being addressed there will be problems. He said the treatment plant will have wireless technology, and all new equipment will be monitored by a smart device and requires this infrastructure.

Mr. Schrumm asked about all the technology being compatible with the energy requirements and systems management.

This is being done already in the school system, and Mr. Masciana cited an example of one boiler going down at the high school. The person on call can access the network, learn that the other two boilers are operating properly, and no one has to get to the school to handle a potential problem.

Mr. Milone stated that the Technology Study Group will continue to meet, discuss important milestones, and staff will be relying on them for guidance and the best course going forward.

With the plan proposed, Ms. Flynn-Harris said it does not necessarily mean we are going cutting edge with everything...but everything we have is old.

There is an operating budget component to technology and Mr. Milone said we did not have adequate savings, but infrastructure problems were severe enough to be addressed. In year #2 there will be a need for more adequate staff support for our needs, and the need for a more integrated staffing model.

Following the outcome of the November referendum on the technology plan/appropriation, the study group will meet to discuss and decide on further options.

Police Department, page 22, Chief Dryfe

Chief Dryfe reviewed and discussed the fleet replacement schedule with the Council.

Page 2 of the handout shows the projected vehicle replacement schedule, and page 3 is the list of the fleet inventory for the Police Department. Chief Dryfe said that the FY 2012-13 schedule calls for replacement of 2 marked and 2 unmarked vehicles, for a total cost of \$105,000. The plan is to replace the cars with Ford vehicles made specifically for police departments. The Chief said his vehicle, 2008 Expedition, would be replaced with another four wheel drive vehicle, and the Expedition would remain in the fleet as the street supervisor's vehicle. The four vehicles to be replaced (marked and unmarked) are 2007 Crown Victoria, 2008 Crown Victoria, 2007 Chevy Impala, 2004 Chevy Impala.

Last year the department's pickup truck (for Traffic Div.) had maintenance needs and rotted frame, and the PW garage staff recommended it be replaced with a new truck. The DARE car had +220,000 miles and needed a new transmission, and is no longer used in the fleet, and has not been replaced.

Chief Dryfe stated that the gas mileage for the new Fords is estimated at being 25% better than the current Crown Victoria cars.

The Council was told by Mr. Milone that it could be 6 months or more for these new vehicles to arrive at the department, so the current cars could have another 30,000+ miles on them before they are auctioned.

Chief Dryfe stated the possibility of securing the vehicles sooner than 6 months if they are on the dealer's lot, and they would be purchased through the State bid list.

PUBLIC

Derf Kleist, 251 Lancaster Way, questioned keeping the current vehicles which could be used by officers on street assignment, using the new vehicles for police work.

Chief Dryfe advised that officers do not take police cars for street assignments. The remaining cars in the fleet that are in the worst shape are set aside for officers going to court or to the Academy for training. The only time police cars are used for street assignment is for work being done after dark, and this is a safety issue.

Mr. Kleist questioned purchasing vehicles from the capital account rather than from the gift account.

In response, Mr. Milone noted that in the last five years the department has fallen behind in the replacement schedule. There is a reserve account established for purchase of vehicles; cash is used, not bonds; and vehicles cannot be paid out of the operating budget any longer. Vehicles are a capital investment and CNR money is there to purchase them.

Mr. Kleist questioned the .68% in the Police Department budget, and if the vehicles equal 2% of the budget the increase should be 2.7%.

Mr. Schrumm said the previous year budget did not have vehicles, so there is no actual comparison year to year.

According to Mr. Milone there is a major distorting factor in the comparison of year to year budgets, and that is the 27th payroll. If the 27th payroll is backed out, you get a true comparison. This is for the Police, Fire, Parks and Rec and Building Departments.

Mr. Kleist stated that Wallingford CT purchased vehicles out of the operating budget.

With regard to Cheshire's purchase of Police Department vehicles, Mr. Milone advised that this is a cash account, no money is being borrowed to purchase the cars. It is cash payment for short term capital needs.

Mr. Kleist asked about a policy being in place for employees to use take home vehicles, family members driving in these cars, and the town's liability to cover them.

The Town has a vehicle use policy which employees sign, and Mr. Milone said the Town's insurance policy covers family members injured in a Town car.

Mr. Kleist asked about the out of town use policy for Town cars and if a log was kept.

There is no log kept, and Mr. Milone said the administration knows where people live and how many miles away they live.

Mr. Slocum commented on the IRS policy on this issue, and its complexity and difficulty for compliance.

Cindy Kleist, 251 Lancaster Way, asked if the 2009 Crown Victoria, 2007 Crown Victoria, and 2007 Crown Victoria were being replaced.

Mr. Milone said these vehicles are not being replaced.

Ms. Kleist stated that the Town of Windsor CT got a grant for license plate readers in the police cars and received the cars and reader free from the State.

Fire Department – Page 39, Chief Jack Casner

Chief Casner reviewed the fire fighting equipment list, per firefighter, with the Council, and noted the cost per person is \$5,384. Cheshire has about 100 firefighters.

Chief Casner proposed hiring a consultant to conduct an evaluation on all the Fire Department apparatus, which would give the Council a sense of the security and validity to the requests of the department. He noted that equipment must be replaced over time.

Mr. Milone reviewed the list of equipment and noted some of it is pushing 20 years out for replacement. When new equipment is ordered, it takes 9 months to one year for delivery.

A question was posed by Ms. Nichols regarding the process and procedure for equipment response to fire calls.

In response, Chief Casner stated that there is a procedure and protocol in place. He cited Elim Park and Southwick calls, where 3 engines and 1 ladder truck are dispatched; at Hillside Village 1 engine is sent out, and there is equipment at headquarters. During the daytime, headquarters staff covers calls from 6 a.m. to 4 p.m. With the CAD/RMS the department will be taking money out of the gift account for hardware and computers in the vehicles.

It was recommended by Mr. Milone that a tour be conducted for review of the vehicles with the CAD/RMS system, or a vehicle can be brought to Town Hall for the Council to observe.

In the near future, Town staff (Chief Dryfe, Chief Casner, Library Director Burkee and other department heads) will be compiling op-ed pieces for publication in The Cheshire Herald on things like the CAD/RMS, RFID, new recycling program, and other issues of importance to the community.

In the Fire Department five year plan, Chief Casner pointed out \$300,000 for the water mains from RWA. He said the focus is to finish Moss Farms Road, and do Marion Road and Charter Oak. The cost is \$100 to \$200 per foot for water mains.

Regarding the North End Station, this is still in the five year plan for \$3.5 million in FY 16-17.

Chief Casner responded to a question on the priority of water main installation, and said there is a list of streets with the number of houses, density of the housing, etc. which he can provide to the Council.

Planning, page 37

In FY 2012-13 there is a \$500,000 approval by Town Manager Milone for land acquisition. He said there is a need to address the two potential acquisitions. There is about \$1.1 million in the land acquisition fund, and there is also a grant application for one of the two possible acquisitions.

Before adjournment, Mr. Milone stated there is a public hearing on August 21st, at 7:30 p.m. Council Chambers, followed by a special meeting of the Council. Adoption of the CEP is scheduled for August 28th Council meeting. If there is a need to schedule another Budget Committee meeting, Mr. Milone informed the Council that he needs 24 hours to schedule such a meeting and post a public notice.

Council members were requested by Mr. Schrumm to contact him with any ideas, suggestions, and recommendations regarding the five year plan.

4. ADJOURNMENT

MOTION by Mr. Ruocco; seconded by Mr.Ecke.

MOVED to adjourn at 8:55 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk