

MINUTES OF THE JOINT CHESHIRE TOWN COUNCIL SPECIAL MEETING AND BUDGET COMMITTEE MEETING HELD ON TUESDAY, MARCH 24, 2015, AT 6:30 P.M. IN ROOM 207, TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410

Present

Tim Slocum, Chairman, Town Council; David Schrumm, Budget Committee Chairman.
Council Members: Patti Flynn-Harris, Liz Linehan, Sylvia Nichols, Robert Oris Jr., Thomas Ruocco, Peter Talbot, James Sima.

Staff: Michael A. Milone, Town Manager; James Jaskot, Finance Director; Gina DeFilio, Deputy Finance Director; Police Chief Neil Dryfe; Fire Chief Jack Casner; Building Inspector Keith Darin.

Guest: Timothy Pelton, WPCA Chairman.

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. PROPOSED FY 2015-2016 OPERATING BUDGET
PUBLIC SAFETY: POLICE DEPARTMENT, ANIMAL CONTROL, PRISON
ADVISORY COMMITTEE, CIVIL PREPAREDNESS, PUBLIC SAFETY
COMMISSION; FIRE DEPARTMENT, INSPECTION DEPARTMENT**

**BUILDING INSPECTION DEPARTMENT, KEITH DARIN, BUILDING INSPECTOR
PAGES 109 AND 50**

Mr. Milone re-introduced Mr. Darin to the Council, and said that Mr. Darin has many good progressive ideas for the department, and wants to share his accomplishments, and goals and objectives for the next year with the Council.

Mr. Milone stated this is a status quo budget; there is one exception - a request \$20,000 for contractual services if W.S. Development project moves forward. During the building phase of this project the Building Department will have to assign one person, exclusively, to this project. It would not be a continuing position, so there is no creation of a position in the Building Department...it would be someone on site, to be the eyes and ears of the Inspector on a regular basis. \$40,000 is an estimate made by the Town Manager; \$20,000 in last year's budget; and \$20,000 more in this year's budget. The salary line item is down a little due to Mr. Darin's salary being less than the former Building Inspector.

The Council was informed by Mr. Milone that Mr. Darin is a positive addition to Town staff. He commented on the fact that the Building Department has been utilitarian for about 20 years; was a reactive department; and was a paper intensive, manually oriented operation. The model which Mr. Milone has tried to develop with all departments was not present in the Building Department. Most departments have taken to technology, some more than others, realizing the importance of technology relative to

customer service, efficiency, record keeping, effectiveness. Now the Town is doing more on-line with the public than ever in the past, but the Building Department is lagging in this respect. The department is in a very reactive mode, and Mr. Darin comes from a background extensive in construction, is technology oriented, progressive. There are many things which could be done that are not being done, and Mr. Darin recognizes their importance. Mr. Milone wants the Building Department to be more proactive, and noted that Mr. Darin has a wealth of information and knowledge.

The Council was informed by Mr. Milone that due to issues within the department there was late involvement in the process; some projects were delayed; there was creation of change orders; with specifications not consistent with the building code because they were not reviewed by the Building Official before going out. The permit process has been the same for the last 25 years. It is a very linear process with review by the Town Manager, and then to the Council for review, and then to Rob for review. The process must be sped up for the Town and the applicants. This was recognized by Mr. Darin and the process is happening concurrently rather than in a linear fashion. The technology part of the process has increased; records are on-line; information is on the web site; there has been confusion over the building codes by people choosing a code without understanding of the code to implement it accurately.

A few weeks ago Mr. Darin held a public session with building officials, builders, contractors and the public to provide information and educate them. Mr. Milone cited the fact that integration between the Building Department, Engineering Department and Public Works Department, Assessor's Office, Fire Marshal's Office, Planning Department is of vital importance in a coordinated fashion. There is potential to significantly improve the efficiency and customer service and overall operations of the Building Department. Mr. Milone commented on changes being hard to develop because of the long established process and procedures in the department, which are difficult to change given the tenure of the department staff. A more progressive model of doing business and dealing with the public is being undertaken.

Keith Darin, Building Official, expressed his appreciation of his employment in Cheshire, the effective management skills of Town Manager Milone, and said it is a pleasure to work with him and Town staff.

Mr. Darin explained that he was hired to improve the permit process, and customer service offered to residents and contractors by the Building Department. In his five months in the department he is working on goals and objectives for the department and himself. In his former position he had good communication skills, was fair and honest with people, and was willing to work with people. He wants to improve customer service to residents and contractors, use e-mail for communication, turning things around faster.

Mr. Darin stated he is one of the few members of the department willing to work with the technology in place. With e-mail communication, an application with drawings comes to him, is scanned and e-mailed to appropriate departments, and the permit process is

started from day #1. Depending on the permit (residential/commercial) the process involves Public Works, Cheshire Police Department, Cheshire Fire Department, Zoning, Chesprocott. Mr. Darin's goal is to work towards a single permit application; the form will have lines for each department sign-off; documents will be scanned or sent by e-mail to departments and agencies. From day one everyone has the same information from which to work. With the 30-day window to issue a permit from the Building Department, Mr. Darin noted other departments do not have this window of time. Using e-mail the time clock starts with all departments working on the permit. This process will reduce errors in permits.

A meeting between Mr. Darin and other town department heads is planned to be held in the next few weeks to get the single form permit application process working.

Since he started as Building Official, Mr. Darin reported he is working on implementing new policies and procedures and paper work requirements. He is now conducting a written plan review for each application submitted; there is an e mail address for the contractor to receive information; a written inspection report is issues, on site, to the contractor; a new certificate of occupancy form with required information per code has been developed; a new demolition permit application has been developed due to changes in the statute. Mr. Darin noted the permit process has been in place since the 1960's and he is working to update the process. The codes run in three-year cycles, with upgrades needed and not done. These changes are being made; will keep the department out of trouble; and keep up with current codes.

There has been duplication of handouts to contractors and code updates/building code changes are sent via e-mail. Mr. Darin hosted an after hours training program to build trust and good will within the building community, and provided refreshments to the attendees. This type of training will be continued with the building community in follow-up meetings. Local contractors have offered to host the training sessions at their job sites, and even training out in the field.

Web Site Update - Mr. Darin reported that the web site will include inspection schedules, office policies, costs of permits, and other department information. A single permit application will help him and the department for contractors to work on a property. This will streamline the permit process.

Storage of documents - Mr. Darin discussed the need to meet State Library retention schedules for documents, and he is looking into the storage requirements. He noted that for non-resident buildings the documents must be saved for the life of the building. The goal is to digitalize all department documents; e mail the entire property file to real estate agencies, contractors, and reduce fire loads.

Mr. Darin is working towards implementation of on-line permitting and payment, software for tracking of open permits, call backs/reminders for inspections to close out permits. The State requires 26 cents per \$1,000 for training; software can keep track of

these expenses; with e-mail communication there will be reduction of traffic flow into the department, and make records more accessible to everyone.

According to Mr. Darin the Building Department has the opportunity to review drawings for code compliance before they are sent out to bid. This would help eliminate or reduce the cost of over-runs and delay of construction.

There was a discussion about building code compliance, projects being out of sync with codes, and Mr. Darin explained that design professionals should know codes and there are many interpretations of codes. There should not be rubber-stamping and plans should be reviewed by the Building Official.

With regard to the design process for the pool project, Mr. Darin informed the Council that a statement was made that it met the 2012 International Building Code. However, the State has not done this and is still following the 2003 IBC. The Town's ISO ratings are in the dumps because of this. Because Connecticut is so far behind the curve in the building codes, the projects do not receive insurance discounts. This is under the control of the Legislature which adopts the codes. In 2015 it is expected the State will adopt the 2012 building codes. He will be looking at this next year when Connecticut amends its code documents.

Mr. Slocum raised a question and concern about the locker room project and appropriate code.

There are concerns about the CHS locker room project meeting 2003 codes, and Mr. Darin said the main concern is accessibility, and there is an area of refuge on each side. 20% of the cost of the primary function was towards access improvements...ramp, shower, water closet, toilet, and signage. A project should be 100% compliant, and an issue is putting in an elevator. An able-bodied person could access the locker room, but this same service cannot be provided to someone in a wheelchair. A design was done for a hand held shower for students in wheelchairs, but this type of equipment would last about 10 months in that environment. Use of a handicapped shower in lieu of a hand held shower can be done through an accessibility waiver. This waiver request has been sent to the State and the Town awaits approval.

It was stated by Mr. Schrumm that this gets back to the PBC which had the locker room project for 6 or 7 years. He said there should be a point, before something goes out to bid, that it be reviewed by the Building Official.

Mr. Milone pointed out that the Building Official has never had an active role in the process. He stated Mr. Darin has background in the code; there are specifications developed that might not be in compliance. The first thing to happen is having a change order or an accommodation, and this could be avoided. He has learned there is lack of knowledge by people involved in review...architects and engineers...and the Building Official should know the code better than anyone. In the past the Building Official has been under-utilized and in a reactive position.

Ms. Flynn-Harris commented on architects not knowing code, not relying on code and not following code. They rely on engineers who also do not know a specific code.

Being involved in the construction process, Mr. Oris said a consultant should know the codes, and the Town should rethink who is hired for projects. A consultant should be held accountable to know codes. It is clear the State is not using the 2012 codes.

For all projects, Mr. Milone said the Building Official should have involvement with all departments.

Regarding the use of technology in the Building Department, the Council was surprised and concerned there is resistance to the use of e-mail etc.

Mr. Slocum has heard that getting a permit in Cheshire takes longer than other municipalities, and asked if this is due to the way the job is done, e-mail issues, handling of paperwork, misunderstanding of local codes etc.

Before a permit is issued for an addition, Mr. Darin said the process must go through zoning, a septic system goes through Chesprocott, and once in his department the process depends on backup of plans in the office.

The permit process is taking too long and Mr. Milone said Mr. Darin realizes this is correct. Mr. Darin is using scanners to get plans out to all departments at the same time; the single permit form with signature line moves the process along; and the use of technology will enable the process to move along quickly.

Making the process easier will be beneficial to everyone, and Ms. Nichols advised her process took 3+ weeks for a simple permit.

Once the code systems are in place, Mr. Darin said he is trying to bring a 40-year-old system to current standards. With all the software programs in place they will be used and enable tracking of the permits. Mr. Darin will not cut corners and will offer training on the permit process.

CHESHIRE POLICE DEPARTMENT, CHIEF NEIL DRYFE, PAGES 74 AND 79.

Mr. Milone reviewed the CPD FY 2015-16 budget with the Council.

Page 79 - Salary Line Item increases by \$165,193; the largest part of this increase is for three (3) new dispatcher positions at a cost of \$90,000. One (1) dispatcher would be hired starting July 1, 2015; the other two dispatchers would be hired for October 1, 2015 and January 1, 2016.

Payroll Accrual, 27th payroll - \$34,000; Overtime - \$40,000; total salary line increase of \$164,000.

Non-Salary Items - equipment/two way radios; cost will be split with the gift account.

Over the last 12-18 months Mr. Milone reported that much has happened within the CPD with achievements, accomplishments, and the reorganization has come full circle now. The department continues to aggressively seek grants, and this is part of the reason for higher overtime.

Chief Dryfe informed the Council on the reasons for the request for three (3) new dispatchers in the CPD. In January 1990 the State enacted a regulation which stated that people involved in providing emergency dispatch functions must be State certified. There is no sanction in the statute. CPD has used police officers to fill in for dispatchers (breaks, lunch, sick time, vacation), and many other police departments have done this for 25 years.

The State is in the process of upgrading the "911 System", a State owned and operated system. There will be extensive training involved to certify tele-communicators, and CPD has only 5 full time dispatchers. Chief Dryfe noted that the trained dispatchers cannot return and train the police officers on the new 911 system...with the State response that police officers should not be working as dispatchers.

On May 19th the new system will be cut over to police departments. About a week prior, the State will be offering an 8 hour block of training to the CPD 5 certified tele-communicators. At the end of this training, each dispatcher gets a long in credential and password, to be physically logged in when the new computer based system cuts over. A dispatcher will sit at the console, wearing a head set, and when a 911 call comes in, position the mouse on the incoming call icon...and say "Cheshire Emergency". Currently, it is an old fashioned office phone; 911 rings, the light blinks, anyone around can pick up the hand set, and say "Cheshire Emergency." This cannot be done anymore as of May 19th.

When the 911 system cuts over, Chief Dryfe said CPD will only have 5 people with ability to log into the system and perform dispatch functions. The department will have to provide a lot of training to police officers to get them certified as tele-communicators and continue covering the dispatcher desk. Or, there must be hiring of additional dispatchers to make the Dispatch Center a closed shop where there has to be a dispatcher on duty working 24/7 basis.

Chief Dryfe's recommendation is to go with the hiring of additional personnel for many reasons. He cited problems in the dispatch center, i.e. attaining fire records after an incident with information improperly entered into the system, and it can be traced back to having a police officer sitting at the dispatch center desk when the fire call came in. Sometimes, officers cover the dispatch desk one half hour lunch break 3 times a month, and they do not have the skill level necessary to staff the position. It is a perishable skill becoming more complicated by the new system.

Training - Chief Dryfe explained the training is for 6 days for certification of the dispatchers; 3 days of dispatcher training; 3 days of medical training so dispatchers can provide medical information to the calls. Six (6) police officers are in training now because of the soon upcoming May 19th system turn over, without enough dispatchers to cover the system. Cheshire has a contract with Campion for EMD; the statute does not recognize this or exempt tele-communicators from going through the certification process. Cheshire serves as a back-up for other public safety points, i.e. Wolcott has an explosion or other emergency, and some of their 911 calls roll to CPD dispatch center.

The Connecticut Police Chief's Association sought an opinion from the Department of Statewide Emergency Telecommunications regarding the full 6 day training for police officers. There is no exemption in the statute; dispatchers must get the 3 day training; and to certify police officers they must go through the 6 day training class. Cheshire is sending 6 officers to the initial training in the new system prior to May 19th...and they have a year to complete the full training. If new dispatchers are hired Chief Dryfe will not have to send officers of the 3 day EMD training.

Five Dispatchers - 2 on the day shift; 2 on the 2nd shift; 1 overnight. 90% of the time police officers are used to cover the dispatcher desk. Chief Dryfe is requesting 3 new dispatchers to cover all the shift times, vacations, sick days, and without them there will be overtime costs.

On average CPD receives 23 "911" calls daily, and this is under the State average. Under the new 911 system there will be times when two dispatchers will in place without handling emergency calls, and the main number is also handled by the dispatcher.

Mr. Milone pointed out shift changes could have 6 police officers solidified in a transition plan, shift changes every 4 months, and unavailable for police duty.

Officers and dispatchers are members of separate unions, and do not bid against each other. With training provided to 3 or 4 officers per shift, but the officers bid their shifts, get promoted and do many other things. Chief Dryfe put out for 6 officers to volunteer for the tele-communicator training to get the department through the next few months, and one of these officers was moved up to the Traffic Division today. The CPD is still using its dispatch system, and the State system is a statewide separate system for just 911 calls, effective May 19th.

Ms. Flynn-Harris noted that the current system is a hard wired telephone system, and E911 is computerized. The CPD dispatch system is them taking the calls, logging the call and dispatching it out to the field. With the E911 system everything is recorded, dispatcher is logged on, with the dispatchers logging in and out. Her concern is using the police, and knowing about any regulations on dealing with the system as she has had and seen problems with campus police. She said the State of Connecticut is behind the curve on the 911 system.

For the May 19th new system, Mr. Oris asked about 6 officers having 3 days of training and then completing certification training within a year.

In response, Chief Dryfe said he would send 6 officers for the 3 days of initial training plus one day of training. But, he is not certain 6 police officers is enough. Without approval of the 3 new dispatchers he would have to send more officers for the certified training.

A situation on town liability was cited by Mr. Oris about uncertified officers dealing with a 911 call, someone dies and there is blame placed on the uncertified 911 person which caused the death. He questions the liability the Town inherits by not having properly certified dispatchers.

Chief Dryfe said he would not want to be the one being disposed in answering those questions.

Once the State 911 system is in place, Mr. Milone stated that officer could not get on the system, and if he does he would get disciplined.

In order for a police officer to get on the new system there must be certification, with a log in and pass word. It is not good use of officers with their training and skill set to be doing something that could be done by others at a lower cost. In some towns it is a labor contract issue; dispatchers look at this as "their work" and they do not want it put out to other town employees. Chief Dryfe said this is not the case in Cheshire.

With regard to saving over time hours with police officers doing the dispatcher duty, Chief Dryfe said if there is an overtime position on the desk, a dispatcher making less money can be hired to work the 8 hour shift. In looking at overtime during budget preparation, the Chief looked at the first 6 months of the fiscal year of officers covering the dispatch desk...not always on overtime. There were 75 shifts in this six month period, most on the midnight shift when there is only one dispatcher on duty.

Mr. Oris stated he is uncomfortable adding three new positions, and questioned if there are savings elsewhere.

It was restated by Chief Dryfe that the State statute/regulation has been in effect since 1990, and for 25 years CPD has not adhered to it.

The total cost for 3 new dispatchers is \$90,000, and Mr. Milone advised the starting salary is \$41,000 plus benefits of about \$16,500 per person.

As part of the savings, Mr. Slocum pointed out the CPD is giving up one officer for one year and another officer for 6 months. He said we do not want to reduce the officers on the street.

Mr. Milone said CPD has people that can be deployed, but they cannot be deployed because they are sitting at a desk, and there are less officers on the street. For the 6 days of certification training for officers, Mr. Milone said there must be coverage for them in the department. There are concerns about police officers working days and then midnights 4 months later.

The Prospect CT dispatch center was cited by Mr. Schrumm and how Cheshire would use this center with the State mandate for the new 911 system.

This center may be used by some towns but not for the full gamut of services, and Chief Dryfe is not certain they dispatch police. Northwest Public Safety dispatches many volunteer fire departments and medical services, but does not know if they dispatch police departments on a full time basis.

The Council was informed by the Chief that Cheshire is one of few police departments its size with employment of only 5 dispatchers. Farmington has less population and square mileage with 11 full time dispatchers and full time dispatch center manager. The town does have a mall, but it does not require 7 more full time employees 24/7.

Mr. Sima asked about the person not being logged in and unable to answer the call to the dispatch center, and what happens when the phone is not picked up.

For 911 calls, there is a ring 4 times, and Chief Dryfe explained if it is not answered it rolls to the back-up...Southington, Wolcott...and is transferred back to Cheshire PD. For towns with resident troopers the 911 call could be answered by the Troop..i.e. Prospect calls go to Troop I in Bethany.

Mr. Sima stated that the State is forcing Cheshire's hand on this issue, incurring more and more costs, and questioned why this must be done now.

The State of Connecticut is upgrading the 911 System, and Chief Dryfe said on May 19th it goes into effect. A dispatcher/tele-communicator must be credentialed by the State to log in and answer 911 calls. In the future this new system will permit texts for 911 calls. If no one is logged in at CPD dispatch console, the phone will not ring, and will go right to our back-up. It is a computer, not a phone, and 5 certified people will have to cover the system 24/7 effective May 19th.

Ms. Linehan commented on the importance of this training, especially EMD training, and without a trained person at the desk on a consistent level there is loss of some of the training and experience. This is a concern for public safety.

CPD dispatcher does not do EMD, and Chief Dryfe reported this call is transferred as part of the contract with Campion Ambulance, for provision of pre-arrival medical instructions. With the new 911 system this will continue. The State does not care that Cheshire has a contract with Campion. In order to get the certification the dispatchers must go through the 3 days of EMD training.

With reorganization of the CPD, Ms. Flynn-Harris said there are times the town has up to 6 police cars at night on the roads, total coverage during the day, and asked if there are any holes in the coverage, activity being missed etc. We need to know whether the Town needs the 48th or 49th police officer, but it's vital to know we are meeting the Town's needs at this time.

This comes down to one thing, and Chief Dryfe said we must provide the training on the new 911 system to a number of different police officers. There are overtime opportunities involved with some officers getting more overtime than others, and possible grievance filing. During his tenure as Chief, there have been two dispatchers becoming police officers. For the 911 training, there is State reimbursement for the costs, but not for officer replacement overtime. There are no mandates for additional or follow-up 911 training.

CPD did not budget for maintenance and equipment on the radio system; money is spent each year; budget line item 5603 has \$20,000 for other equipment. \$40,000 is needed, and will be split with the gift account. Body Cameras are not requested in this budget, as Chief Dryfe is waiting for improvements in this technology.

Police Dog - costs coming out of the gift account; this will be a uniformed position with a police officer in a marked car for patrol and narcotics; patrol is for building searches and tracking. There have been instances where CPD calls in a dog from another department for a specific situation.

Cell Tower - there is no funding involved for communication equipment on this site. Fire Chief Casner said the Town will have to purchase aerial equipment next year when the tower is up and running, which will be less than \$10,000 for CFD.

Operations - Mr. Slocum asked about the comfort and satisfaction level with CPD right now.

Chief Dryfe reported the reorganization is a work in progress; overtime is due to the reduction in the number of officers; there is some increase in supervisory overtime; the overtime budget is higher; CPD had 8 vacancies in the first quarter of the fiscal year in the Patrol Division. CPD is running with 4 to 6 officers on the street now, and had been running with 2 officers on the street which is not enough in a major situation. The Chief is comfortable with the numbers from a public safety and officer perspective.

On December 19th CPD was at 48 officers. Since that time 3 officers retired, and CPD is now at 45 officers. Chief Dryfe reported that he is very pleased with the candidates hired as officers. A new officer, Jared Ceccolini, received the highest awards at the Police Academy, and will be recognized as the honors graduate at a dinner event.

Chief Dryfe commented on the CCSU Statewide Racial Profiling Project, and Cheshire being the only police department in the State where numbers are so closely aligned with

the Town demographics and estimated driving population. CPD will be publicly identified as the only department in the State with these numbers. Cheshire is recognized as the #10 safest town of its size in the country.

Ms. Flynn-Harris shared with everyone that the younger police officers like the CPD changes, flexibility, more weekends off, and department reorganization.

Town Manager Milone meets every officer who is sworn in, attends every swearing in ceremony, and said the quality of the police officers surpasses anything over the last 10 to 12 years. These officers are bright, respectful, have a high degree of integrity, and they are excited to take on their police careers.

Overtime - According to the Chief, overtime hours have been artificially low. With the reorganization the number of supervisors has been reduced, and next year this will be looked at again. Timing of the reorganization was a factor in the overtime. The 8 vacancies in the first quarter of the fiscal year inflated the overtime. Supervisors bid for vacation time by calendar year, and must be in by the end of January. Vacations were bid on shifts with 3 supervisors, and now there are 2 supervisors on each shift. A management meeting was held a few months ago; a mandate was issued about approval of time off; and this has reduced overtime a little.

The \$40,000 request for overtime is a realistic expectation on actual overtime expenses for the next fiscal year. CPD will make its overall budget number with unanticipated payroll savings from retirements.

The new 911 call system is being piloted in some towns, including Wolcott, and Chief Dryfe said the State has invested a lot of resources into this system.

The Council was told by Ms. Flynn-Harris that this system has been out there in private industry for many years.

Chief Dryfe has written a full report on the new 911 system, and Mr. Milone will forward a copy to Council members.

Mr. Milone commented on talking about the budget numbers, just increases, which suggests all that is done is budget incrementally. This is not the case. He dissects each line item in each budget, does account details, history on account details, looking at what has been spent. Trends can be helpful and deceiving at times. Details of expenses are closely looked at, and every line item is evaluated carefully. While Cheshire does not do a zero based budget, Mr. Milone and staff look at the budget from a base of practically nothing and build from there.

CHESHIRE FIRE DEPARTMENT, CHIEF JACK CASNER, PAGES 60 AND 103

Mr. Milone reviewed the CFD budget with the Council.

Page 103 - Salary area increasing by \$41,000; \$23,300 is for a Fire Inspector position added to the budget last year with the expectation W.S. Development project would be underway. This extra position would be dedicated to a fire marshal devoted to the project full time. The project did not go forward; the position was not filled; and it is expected it will be filled around September 1st. There is an adjustment of \$9,104 for this position.

Fire Marshal and Deputy Fire Marshal are getting a \$9,800 salary adjustment based on how their contract works as members of the Town Hall union.

27th payroll is about \$3,700.

Non-Salary - this is driven by \$15,672 increase in pension costs and some maintenance needs of the CFD.

Cheshire Fire Department and Cheshire Police Department each received \$170,000 gifts from Elim Park. Each department will submit a summary to the Council on the gift account. CFD will use \$100,000 towards the purchase of the new fire truck.

Chief Casner stated the non-salary \$10,000 increase is across all accounts; some is a small increase in equipment accounts; and some of the equipment costs for the new truck will be absorbed in the new budget.

Pay for Call - this number is less than projected due to fewer people responding to fire calls. CFD is involved with a program with the University of New Haven to provide staffing for the fire stations during the day. Two meetings have been held with UNH; the university has a huge fire science program; students are looking to spend time in a fire house without cost to the Town. The program is like a four year internship.

Communication Equipment - CFD and CPD purchased this equipment at the same time, and it is coming to the end of its life for radio parts. The gift account will be used to purchase 62 radios from Motorola.

Salary and Pension costs - these have increased in the last two years; now this will level off.

Chief Casner commented on the CFD budget being status quo; there is reliance on the gift account to do things outside the budget.

Evaluator/Consultant - an informal solicitation to 4 people across the country; 3 responses received; Mr. Milone has them and they will be reviewed with Chief Casner.

Fire Truck - it will be one year for construction of the fire truck following evaluation, review and recommendation for purchase.

Mr. Milone stated that the Fire Marshal salaries are at the top step and then there is no longer step increases. This is the case with bargaining union agreements.

Chief Casner said the salaries will have to be addressed, as Deputy Fire Marshals salaries will surpass that of the Fire Marshal.

W.S. Development - Mr. Milone and Mr. Jaskot will calculate the numbers on W.S. and the Town will have a safety net. W.S. permits will be done in two blocks, 60% and 40%. According to Ms. Flynn-Harris W.S. Development has retail leases already signed, and is still looking for big end stores as anchors.

Chief Casner informed the Council that CFD is fielding calls from potential occupants regarding time lines for prints and plans. The person to fill the position for the W.S. development will be hired when the prints come in, and will be dedicated to the project.

When W.S. is done, Mr. Oris asked about a fire inspector position.

Chief Casner explained that someone will, probably, be dedicated to the mall complex for 70% to 80% time frame. The current Fire Marshal staff does not make every fire inspection required, as this is done on a priority basis. He stated Meriden Square Mall has one full time fire marshal on site from the Meriden Fire Department.

Fire House Overnight Staffing - there is retrofitting done at Byam Road and South Main Street stations; Maple Avenue has the space, but not the provisions, for the retrofitting.

For the new fire truck, Mr. Oris asked about speeding up the process, i.e. getting a demo model truck.

This could be added to the RFP, and Chief Casner said with a demo truck it is usually a ladder truck, not a pump and tank truck.

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

MOVED to enter Executive Session at 8:45 p.m. to include Town Manager Milone, Finance Director Jaskot, Deputy Finance Director DeFilio, Chief Dryfe, Chief Casner, to discuss dispatcher negotiations.

VOTE The motion passed unanimously by those present.

Mr. Ruocco left executive session at 8:52 p.m.

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

MOVED to exit Executive Session at 9:01 p.m.

VOTE The motion passed unanimously by those present.

4. ADJOURNMENT

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

MOVED to adjourn the meeting at 9:03 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk