

MINUTES OF THE SPECIAL TOWN COUNCIL MEETING AND BUDGET COMMITTEE MEETING HELD ON THURSDAY, AUGUST 20, 2015, AT 7:00 P.M. IN ROOM 210, TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410

Present

Chairman Tim Slocum; Vice Chairman/Budget Committee Chairman David Schrumm; Robert Oris, James Sima, Peter Talbot.

Absent: Patti Flynn-Harris, Liz Linehan, Sylvia Nichols, Thomas Ruocco.

Staff: Michael A. Milone, Town Manager; James Jaskot, Finance Director; PW Director George Noewatne; Town Engineer Walter Gancarz.

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 2015-2016 FIVE-YEAR CAPITAL EXPENDITURE PLAN AND ANNUAL CAPITAL EXPENDITURE BUDGET

Town Manager Milone distributed a summary of handouts.

Page 1 - Projected Debt Analysis (w/CWF funding for WPCD upgrade); last year 3.25% interest rate was used; going forward 4% is being used for all bonded debt projections.

Page 2 - Pending grants/de-authorized projects/C.N.R. dollars to be freed up.

Page 3 - Debt analysis comparison FY 2016 to FY 2026; will be updated when final capital budget is approved.

Page 4 - Projection of General Fund Borrowing Requirements 2016-2020 CEP; the numbers are net C.N.R. and grants; shows the net borrowing for the 2015-16 Plan; projected borrowing for existing authorized projects; and total borrowing requirements for 5-year CEP projects, Years 6-10 project projections; and existing projects.

Page 5 - summary of capital projects for adoption FY 2015-2016; 8 projects for referendum.

Page 6 - Memo from Town Engineer Gancarz re: East Johnson Avenue Bridge project, new total cost of \$3.125 million, with 80% reimbursement.

Page 7 - WPC Plant Upgrade, \$25 million CWF Loan, at 2% interest, and funding option comparison, level principal and level debt; numbers are estimated and could change a little; project is in line as expected; no delays expected in the funding; project does not close out, financially, for another year; payment begins in FY 2018.

Section A - information from bond counsel; 26 projects broken out into components regarding a public hearing; projects less than \$175,000 approved, go into effect; projects costing \$175,000 to \$250,000 must wait 21 days for referendum petition; projects over \$350,000 approved by the Town Council are referendum items.

Section B - actual questions written by bond counsel to be carefully reviewed by Town Council; the questions must provide facts and objectives of the project, and could be more substantive for the public.

Section C - Resolutions/language for all the projects in year #1 of the CEP.

#2 - Public Works Dump Trucks should read two (2) trucks.

The Council discussed inclusion of the State 80% reimbursement for applicable projects, and if this should be in the explanation text put out to the public -- i.e. East Johnson Avenue Bridge Project which has 80% reimbursement. Mr. Milone will check with bond counsel about having the possible grant offset in section 1 of the resolutions. The water main map will be obtained from Fire Chief Casner and provided to the Council. RWA has a program for fire hydrants which is being looked into by staff.

SUMMARY OF CAPITAL PROJECTS FOR ADOPTION FY 2015-2016

The Council reviewed the 26 projects, proposed appropriation and amount to be bonded.

1. Technology Reserve Fund - \$90,000. (page 45)

Discussion about need for purchase of two Storage Array units, \$13,000 each. Mr. Milone will check on this and inform the Council.

2. Vehicle/Equipment Replacement Fund - \$289,000; reduced to \$245,000.

Building Department Truck, \$24,000 was moved to year #2 of the CEP.

CFD approved for one (1) vehicle, \$29,000 in year #1, and no vehicle in year #2; CFD can get the CPD cruiser which is being replaced.

Public Works \$50,000 in year #1 reduced to \$30,000 for a Van and outfitting following discussion on snow plowing program and rehabilitation of current fleet.

3. Geographic Information System (GIS) - \$110,000; reduced to \$75,000.

Discussion was held on the need for \$10,000 for staff assistance in development of policies and procedures, and this amount was deleted from the GIS item. Council recommendation was \$75,000 for the GIS.

4. Capital Planning Account and Building Assessment - \$200,000; reduced to \$150,000

This funding is to replenish the capital planning account which has a balance of \$30,000. In out years of the CEP there is more funding for this account. Mr. Milone aggregated \$50,000 for Building Assessment in this item.

PW Director Noewatne stated the Building Assessment is a critical tool for planning purposes, and addresses roofs, windows and the building envelope for aging Town buildings which total 200,000 sq. ft. of space in 32 buildings. The assessment would be used for functional information on buildings and not for expansion.

(Mr. Sima entered the meeting at 7:40 p.m.)

Mr. Milone commented on the importance and success of the pavement management program, which is updated every 3 or 4 years. This is the plan for the building assessment program; it will have consistent numbers for projects and economy of scale; and is an important planning tool.

Following discussion, the "Building Assessment" project was removed from item #4.

5. Various Town Building Improvements - \$200,000.

6. Land Acquisition - \$1,000,000; reduced to \$500,000

There is \$1.750 million in the land acquisition account at the present time. Councilors discussed the importance of land acquisition, a land purchase depleting the account, reducing the funding to zero dollars up to \$500,000, and changing the wording in the resolution to "*that the Town of Cheshire appropriate \$___ for land acquisition for recreational, open space, conservation, educational and municipal purposes*".

The Council's recommendation was to have broader language; and to reduce Land Acquisition to \$500,000.

7. Firefighter Equipment and Protective Clothing - \$145,000.

8. Installation of Water Mains - \$220,000; reduced to "\$0".

This item did not have full support of the Council. The Town pays for installation of mains; gives them to the RWA; and then RWA charges the Town for having the mains.

9. Police Capital Planning Funds - \$110,000; reduced to "\$0"

The Council discussed this item as it relates to the radio system, eliminated the "traffic calming" study and associated expenses, and determined CFD and CPD could use their gift accounts, \$40,000, for the consultant costs for the radio system.

10. Sidewalk Program - \$200,000.

There is \$200,000 in each year of the CEP for the sidewalk program.

11. Public Works Vehicles and Equipment - \$347,000; reduced to \$337,000.

(page 106 of the CEP book).

12. Road Repavement Program - \$1,750,000.

13. Public Works Dump Trucks - \$375,000; reduced to \$348,000.

(page 110 of the CEP book)

PW Department is requesting to replace two trucks, 2001 and 2002 vehicles. Council discussed replacement of one truck, and possible purchase of the street sweeper. Mr. Noewatne explained that the last three winters greatly affected the truck frames (rotting out), cost of a new frame is about \$40,000, and it would be one year out until the new trucks would be delivered.

Mr. Milone explained that last year PW Department was authorized to start an account to deposit money from heavy equipment auctions, and there is \$27,000 in the account at this time. This money could be used towards the truck costs, bringing the number down to \$348,000.

There was a discussion on purchasing one dump truck and one street sweeper. Mr. Gancarz commented on the fact that sweeper rental cost is \$36,000 per year, while ownership of the sweeper is \$21,000 per year, paying for itself over time. This equipment would be used more if it was owned by the Town rather than rented, and there would be more efficient use of the equipment.

This item was reduced to \$348,000 for purchase of the dump trucks.

14. East Johnson Avenue Bridge over Quinnipiac River - \$3.125 million.

15. Ash Tree Removal and Replanting - \$150,000.

This item remained at \$150,000; "Ash" Tree designation was removed.

16. West Johnson Avenue Pump Station Rehabilitation - \$3,500,000; removed from The CEP for FY 2015-16 and moved into FY 2016-17

The Council discussed moving this item out one year in the CEP. Due to the upcoming completion of the treatment plant upgrade project of \$32 million, there could be an issue with public approval for a pump station upgrade.

Mr. Gancarz explained that the project has possible State reimbursement of 20%, or \$700,000, under the grant program for upgrading sump pumps in effect this year. There is no guarantee this funding will be available next year, and before an application can be submitted the project must be approved and funded.

It was pointed out by Mr. Gancarz that the East Johnson Avenue Bridge project has a guarantee of 80% State reimbursement.

The Council moved the pump station project out one year to FY 2016-17.

17. Park Improvements - \$160,000.

18. Tennis Court renovations at Youth Center - \$260,000.

This project was discussed briefly by the Council, and approved for year #1 of the CEP. Mr. Milone commented on the very poor condition of these courts, and the Town's liability for possible injury to players using the courts.

Council Chairman Slocum asked Mr. Noewatne and Mr. Gancarz about the PW Garage area and swale in this area, and plans to rectify problems.

Mr. Gancarz replied there is a culvert on the little road, along the edge of the landfill, which collects debris. The idea was to pipe this, get a layer of fill over the pipe, and continue to build on this, and eventually be able to drive on the land fill. There is \$145,000 in the CEP for this work for pipe, materials, and 4 feet of clean fill, with the work done by PW crew members. The project will require IWW approval and permits. The funding for this project was moved to the out years of the CEP.

19. CHS Building Interior Deficiencies, Civil Rights Compliance - \$1,383,000.

20. CHS Building Exterior Deficiencies, Civil Rights Compliance - \$251,000.

This project includes the exterior bathrooms and concession stand at the CHS Athletic Complex. The Council discussed the project, grading, pathway, additional funding of \$300,000 in the CEP to get the work done, and prior design and costs estimated by PCB. Mr. Oris commented on the urgent need to replace the current building and being ADA compliant for lavatories and concession stand. Mr. Sima distributed a copy of a pre-fab structure. The project for the lavatories and stand is at \$350,000, and Council discussed adding \$100,000 for total of \$450,000 to fund the project as a referendum item. Grading and site work can come out of item #19 as it is ADA compliance work.

Capital Non-Recurring Fund - Mr. Milone explained that with capital projects 2, 3 and 4 there is \$179,000 freed up in C.N.R.; there are also three C.N.R. projects which will be cancelled out (Property Revaluation \$52,000, Automated Recycling \$28,000 and Vehicle Account \$1,500) for a total of \$81,500. This "cash" can supplement the lavatory and concession stand project, and Council can approve this at the August 25th meeting.

The question was raised about whether this would be a BOE or PBC project. Mr. Schrumm stated that Mr. Masciana (BOE) can get a contractor for the project, get bids, and the project gets the appropriation and is within budget. Mr. Oris commented on wanting the project done within reasonable cost.

21. District Wide Paving - Driveways and Parking Lots - \$250,000.

22. District Wide Replacement of Underground Oil Storage Tanks - \$125,000.

A question was raised as to why some of the BOE district wide projects must to go referendum, and Mr. Jaskot explained the projects were done over a few years and had to go to referendum. With specificity of a project for a school, i.e. window replacement at CHS, there is no referendum requirement. In item #26 the same four schools are cited again this year and cause this item to go to referendum.

23. CHS Exterior Detached Storage Building - \$260,000.

24. Classroom Improvements for 8 Science Labs, CHS - \$200,000

25. District Wide Lavatory Improvements - \$125,000.

26. Window Replacements, Darcey, Highland, Chapman, CHS - \$250,000.

Mr. Milone reviewed the six (6) questions/items which would go to referendum. They are 6, 12, 14, 19, 24 and 26.

The proposed appropriation would be \$10,580,000 (down from \$14,710,000).

August 24, 2015 Special Council Meeting -- Mr. Milone reviewed the agenda items for the meeting to include: Summary of Capital Projects w/changes; Five Year Plan Summary w/Changes; C.N.R. changes; revised resolutions to include the expanded language for all the referendum questions; broader language for land acquisition questions.

THERE WILL BE A TOWN COUNCIL/BUDGET COMMITTEE SPECIAL MEETING ON MONDAY, AUGUST 24, 2015, 7 P.M. IN ROOM 2017.

4. ADJOURNMENT

MOTION by Mr. Sima; seconded by Mr. Talbot.

MOVED to adjourn the meeting at 9:47 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk