

MINUTES OF THE SPECIAL CHESHIRE TOWN COUNCIL AND BUDGET COMMITTEE MEETING HELD ON THURSDAY, AUGUST 18, 2016, AT 7:00 P.M. IN ROOM 210, TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410

Present

Timothy Slocum, Budget Committee Chairman and Budget Committee Members Michael Ecke and Sylvia Nichols.

Council Members: Chairman Robert J. Oris Jr., Thomas Ruocco.

Absent: Paul A. Bowman, Patti Flynn-Harris, Liz Linehan and Peter Talbot.

Councilor Ecke entered the meeting at 8:25 p.m.

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

Guests: Arlene Schwartz, CEO/President and Jim Barsuglia, Senior Radio Engineer from Intertech Associates.

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. REVIEW OF RADIO SYSTEM PROJECT

Town Manager Milone introduced Ms. Schwartz and Mr. Barsuglia, representatives from Intertech Associates, the radio system consultants. He said they would highlight the slide presentation for the upgrade and expansion of the Police Department radio system.

A document showing the slide presentations was distributed to the Council and staff present at the meeting.

Ms. Schwartz explained that her company has been involved with the project since Fall 2015. They tested the existing CPD equipment for a basis of where things stood, went through assessment of what is in place and what is needed. Major deficiencies were found which are familiar to the CPD and Council. The company came up with the net result for design of a system that would be cost effective, and a budget of the functional areas for purchase of the system by sections, without spending everything up front. As we go through the process, Ms. Schwartz said things will change.

Mr. Barsuglia stated when the process started, information was gathered, questionnaires were sent out, and the primary concern was the public safety aspect of communications. The focus was on Police, Fire, Public Schools, Public Works. He heard about some disasters with power interruptions at Police Headquarters, issues with dispatch consoles being out and not immediately repairable, and developed a list of strengths and weaknesses. The primary points identified as a problem in Cheshire show most of the public safety equipment at the end of life. Primary equipment at the

tower sites is 12-15 years old; some have been replaced; the core of the equipment which Fire, Police and Public Works depend on daily has reached end of life by manufacturer. Parts for the system are no longer produced, and as things break and need repair, it may reach the time where repair contractor says parts are unavailable. When it comes to subscribers (mobiles, portables, pagers) the majority are near end of life or have reached end of life.

Page 2 - Public safety officials must maintain communications, and expect to have portable radios which work everywhere. The current system for Cheshire was designed 15 to 20 years ago and no longer meets today's expectations. There are coverage deficiencies throughout the Town and there is a lack of interoperable communications. Mr. Barsuglia said there is an issue with school buses and inability to talk to the CPD if needed, fire talking directly to police, and interoperable issues with surrounding towns that need improvement. There is a lack of reliable, survivable and redundant communications or configurations. Right now the remote receivers located within the Town for police and fire all depend on connectivity from the local phone company. If one of these receivers is lost, communication to CPD is lost.

Page 3 - Strengths and Limitations.

Mr. Barsuglia talked about the Limitations...system reaching the end of life cycle; areas of deficient coverage; multi-band frequencies limit integration to a single system; primary first responders to a school or problem have difficulty communicating with those inside; there are single points of failure resulting in overages (phone company, power company), loss of critical network connectivity.

Mr. Barsuglia noted the Strengths - sufficient frequencies to support communications of each agency; geographic diversity of antenna sites; identification and investment in additional sites for enhanced coverage; public schools have started implementation of individual RF communication systems.

Page 4 - Current Coverage Analysis - Mr. Barsuglia highlighted the analysis. He said there are some gaps with the UHF and VHF systems along Summit Road and Reservoir area; both systems have audible on-street coverage; Fire system has limited in-building service coverage; the Town has existing antenna sites on Summit Road, tower built at WWTP and towers at CFD and CPD headquarters, and the AT&T tower on Higgins Road would be looked into for use through negotiations.

Page 5 - Maps of current VHF CFD portable coverage and UHF CPD portable coverage. There are some gaps in coverage in different areas; the green areas predict where fire portables should work inside a building; red is where they work on the street; dark green are areas where on-street coverage is poor.

Page 6 - Signal Strength Test - shows the result of the drive test in area where there is power coverage; the yellow and red areas are the low areas, no signal.

Page 7 - Alternative Site Assessment - Analysis is shown taking into consideration the existing sites (noted on page 7) in use. Proposed sites are listed on page 7.

Page 8 - System Requirements - these would be what we have today, conventional, digital, UHF, Analog, VHF simulcast radio system. "Simulcast" means all transmitters transmit together on the same frequency. Conventional systems will be interoperable with schools and DPW. Fire channels are currently interoperable with other towns operating on VHF, but Police have lots of interoperability with other towns that operate on UHF.

School Security - Some type of interface with school security is required, and this is based on what has happened in Connecticut and other parts of the country. School personnel inside a building should have the ability to talk directly to CPD dispatcher, and have call patched through to police or fire officer outside the school building. Some infrastructure for the school system is included with portable radios and repeaters. In order to provide the connectivity that is required for redundancy and reliability with a multiple site system the design should be...if any single site fails or goes off the air...the rest of the system continues to operate.

Microwave Site Configuration - the configuration is cited on page 8.

Page 9 - Coverage Comparison Police...green area is coverage with existing UHF with multi-site systems vs. single site system.

Page 10 - Coverage Comparison Fire...green area is coverage with existing VHF with multi-site systems vs. single site system.

Page 11 - Microwave Recommendations - Mr. Barsuglia reviewed the link path study, and explained the line of site alternatives for Cheshire (a triangle), and alternatives such as the loop/ring. With the proposed site alternatives, if part of the loop is broken, everyone is still connected...but this could not be done now in Cheshire because the Summit Road site has ridges in the path and other towers cannot be seen. The Intertech Associates proposal shows a link from Summit Drive to the WWTP to CPD headquarters to AT&T. They would be hot switch overs; 2 transmitters and receivers on each link; there would be an automatic switch if one fails.

Mr. Oris asked if there is additional cost with what is proposed for Cheshire.

Mr. Barsuglia said the proposed link is less expensive, and in this configuration we are building three paths. With a loop, 4 paths are needed. One path is eliminated, which is a transmitter and receiver on each end.

Page 12 - System Recommendations. Mr. Barsuglia cited the recommendations.

- The end of life equipment must be replaced; there must be a replacement schedule in place; after a certain period of time no equipment in the system will be more than 5 or 6 years old.

- Deployment of 95/95 radio coverage - for 95% of the time we will have communications in 95% of the locations; this is on-street coverage and still gives in-building coverage. This is what the Police and Fire Departments agree should be built; this is the national standard for systems being built.
- Interoperability - development of an interoperable communications system for critical agencies and dispatch that also provides communication to schools and other Town agencies. We do not want to go with a trunk radio system, and it would be double the cost of the proposed radio system. Interoperability can be done through multi-band radios and interfaces through the console.
- New systems must incorporate areas of best practice for system reliability, survivability and redundancy.

Mr. Oris asked about in-building coverage and if Intertech looked at how we would end up for coverage with schools and other public buildings. It is important to have good in-building coverage in the schools and public buildings.

For the coverage analysis there is a list of all the schools and other public buildings provided by the Town. Mr. Barsuglia said it was made sure they fell within the acceptable coverage range being looked at. Many of the sites were visited during the initial study. All this will be further addressed when writing the specs for the system. Coverage is predicated on the accessible software; they are relatively good; the drive test on the street corroborated the coverages shown on the maps.

Writing the specs is not in the cost estimate of Intertech. Mr. Barsuglia said the Town will solicit proposals from vendors based on the specifications written. In there will be a guarantee of coverage at the cited locations. The vendors will be responsible to run their own analysis, using their software, and will come back with problems to be resolved.

Chief Dryfe said there will be another RFP for someone to design the system.

Intertech has done the background information, and will be involved in the process. Ms. Schwartz said the goal would be for Intertech to not stand in the way of the vendor installing the system because they will own it. They will point out what is needed; the specs will be clear; the Town will write down what it wants; there is no finger pointing; vendor gives the Town its cost; and specifications include all the appropriate breakdowns to see where the dollars are, with the Town in control. Within the framework of the specifications there can be dollars saved if certain items are not required for the new system.

The dispatch center is a duplicate of the CPD with one less operator position as the Fire dispatch. It is a dual console operation; if one completely fails people at the other location have the exact same capability; this is in the console section.

Page 13 - Proposed Budget May 2016. The total of this original budget is \$4.32 million, including installation and contingency. #3 is required to make #1 work; site construction

and improvements to sites of \$350,000; Contingency is \$276,000; radio units \$1.332 million; Dispatch Console Systems, Gateways and UPS \$335,000.

Mr. Barsuglia advised he spoke with Chief Dryfe on the budget. Instead of presenting this \$4.3 million project to buy or not buy, or buy in one year, crunch the budget...they discussed the possibility of breaking the budget up into more than one purchase. In that regard, Mr. Barsuglia came up with a way of breaking it down, and #14 illustrates the breakdown proposed.

Page 14 - Budget. Three items are in the initial steps of the breakdown.

#1 Radio Systems \$1.14 Million; equipment to support Police, Fire, Schools, Civil Defense and DPW.

#3 Equipment for Microwave System Backhaul - \$894,000.

#5 Site construction \$350,000.

This is the same budget with sections taken apart, and the breakdown is shown on page 15. Mr. Barsuglia reviewed the budget plan.

Page 15 - Proposed Progressive Budget.

1. Common Infrastructure Systems (required) - \$1,674,063.

This must be done at the tower sites to be able to put the first piece of radio equipment at the site to be beneficial for Cheshire. This includes the building at Higgins Road, cabinet at Summit, microwave system to connect towers, microwave antenna systems and installations on the towers, HVAC, UPS, buildings, cabinets, microwave connectivity, remote alarm and monitoring system, installation, optimization and contingency. Also included is a four channel four site receiver voting system; this is an upgrade from the three channel system as it did not include DPW as the 4th channel. Police have 2 channels; Fire has 1 channel; DPW will have 1 channel due to need for increase in capability. DPW is the 2nd fire channel.

2. Dispatch Console Systems, Gateways and UPS - \$460,625.

This system is critical because without it there is no dispatch. The console system is what allows the interoperability between all the Town agencies.

With #1 and #2 there is replacement of much of the infrastructure at end of life in the console system. Then the Town starts working on the base station infrastructure, but not all has to be done at the same time. The base stations and costs are cited. Police \$413,875; Fire is \$203,500; Public Works \$165,000; Civil Preparedness \$34,375; and installation, optimization and contingency.

This would upgrade all the equipment to current and not end of life. Mr. Barsuglia recommends considering Police and Fire as the first purchase. Adding this to the system gives the 95/95 coverage. Following this, an assessment can be done of the portable and mobile radios, do an inventory and determine age of equipment, replacing the oldest radios for both agencies. If the infrastructure fails, nobody talks.

Mr. Oris asked about a radio base station for Dept. of Education.

There are three school categories that were dealt with, and Mr. Barsuglia said they are schools, town owned school buses, and contractor's school buses. The base stations go with the four tower sites of the police and fire frequencies. BOE does not have a wide area system right now, and school staff has only hand held portable radios, talking to each other within the school.

Mr. Barsuglia explained police, fire and public works is providing a system that is 95/95 coverage everywhere in the Town. A frequency would have to be found to put on the school system; repeaters to the towers could be added on a school frequency with in-building coverage; and then all schools would share the same channel. Everything talked about in one school would be heard in the other school. The school requirement is communication needed within the school for all its employees. They also need to be able to move people around within the schools. There may also be need for a few different channels in the schools, i.e. security and maintenance.

School Radio System - \$255,725. This includes the 8 repeaters in the schools, 70 new radios, upgrade to the existing radios, and allows schools to communicate with public safety officials. There would be coverage gaps between the schools, but this is not a problem according to school representatives.

Mr. Oris asked about the same system for Public Works, and saving money.

Chief Dryfe stated that Public Works crews are all over town, and their trucks could be in any of the four corners of the town on a given day. While a teacher at Norton does not need to have a portable radio that must work inside Bozzutos. The school radio system is connected to the building.

According to Mr. Barsuglia, item #1 must be done...everything from there is what is more important for the Town right now. We are looking at a two year purchase, and it will take the vendor a year for #1 from purchase of equipment and installation. The program could be spread out over three years.

Mr. Slocum raised the issue of a dispatch system with other communities. His question is about the investment on console systems and then moving to a new dispatch center, and if the equipment can be moved to a new facility. The Town's investment would have to be protected.

Stating he is aware of this possibility, Mr. Barsuglia said the question is whether the towns would remain on their existing radio systems. The other town is on an 800 trunk system. Both towns would stay on their own systems and frequencies. If the dispatch center were built, there are options. One option is putting in another less complex console, having controlled radios connected to it, but there would be loss of some of the interoperability. The second option is to run a network connection between the local console system and where the dispatch center would be. Details depend on the type of console chosen.

Chief Dryfe stated the joint dispatch center will not be a 911 answering point that then communicates the emergency to a Cheshire dispatcher. Our dispatch center would go to this regional dispatch; our dispatcher would sit there; our calls would be answered there; and his understanding is that equipment from CPD headquarters can be taken to the new center. Point to point communications would be changed. By not doing this with a new dispatch center, there would be some issues.

Town Manager Milone said the bottom line is going with a regional dispatch center. In looking at the proposed revised budget, items #1, 3, 4 and 5 are still needed regardless, and this equipment is needed. He asked about the budget. He took the May 2016 budget number, \$4.476 million; he backed out the \$1.332 million (portable and mobile radio units); and he wanted to insure there is no compromising what the consultants are suggesting with the revised progressive budget.

In the May budget, Mr. Barsuglia noted there are 159 mobile and portable radios for the schools. They have been moved in the revised budget into the school section. BOE has 80 radios which are upgradeable to mototurbo technology.

Mr. Milone advised that the BOE radios are adequate for the next year to 2 years, and 80 radios can be upgraded to mototurbo. The town radios are also adequate, but if some have to be replaced individually, this can be done, and this has always been done.

The Council is looking at \$3,207,163, and Mr. Slocum asked if this is based on everything but #5.

Page 76 CEP Book - Mr. Milone said he worked off this page, which shows the breakout for the components. Site Construction should have been \$400,000 (not \$350,000). \$4,476,000 less \$1,332 million comes back to \$3,144,000 purchase price.

Mr. Slocum noted there must be an add back of \$255,725 for the school radios. We would be looking at \$3,207,163.

It was stated by Mr. Oris that Intertech has a total of \$4.4 million, but we can pull out \$1,196,472 for Police, Fire, DPW radios if we chose not to purchase them.

Chief Dryfe said 80 radios need be upgraded for the BOE, and 70 new radios do not have to be purchased.

Mr. Barsuglia advised that upgrades are \$100 per radio and a new radio has a cost of \$950. CPD radios are multi-band and can operate in any of the bands; school radios can transmit to CPD and CFD.

The Council was told by Chief Casner that Civil Preparedness is a stand alone line, tested each month.

Regarding training for the new radio system, Ms. Schwartz stated training is included as a requirement, along with maintenance costs.

New portable radios are \$950 each, and Mr. Milone said the cost for the schools would be \$66,500.

Mr. Ruocco asked about all departments talking to each other with this new radio system, and how schools communicate now.

In response, Mr. Barsuglia said police radios can operate on any of these frequencies. In order to save money on the DPW, they are single band radios, and only interface directly with CFD, without going through the dispatcher. This seems to be acceptable and is a decision made by the town.

Chief Casner explained the schools now communicate by cell phone, or call 911. There is no radio communication. Chief Dryfe said the school portable radios cannot talk to police or fire...they can only talk to themselves. Under the new system the schools can directly call police or fire through the emergency channel.

With the new microwave system, Mr. Oris asked about risks and safety issues sending microwaves throughout various areas of the community.

Mr. Schwartz read an excerpt from information on Radiofrequency (RF) Radiation, which explains that for danger with a microwave system you must be in the line of transmission...find the tower, be where the antenna is, and on the tower in front of the antenna.

According to Mr. Barsuglia the project will take over a year for the licensing process, plus equipment manufacture and delivery, and installation takes a few months. Ms. Schwartz said everything will be managed.

With regard to "training" people on use of the radios, Mr. Barsuglia said people normally operate on channel #1, and to talk to public safety officials, you switch to channel #2. The Police and Fire mobiles in the proposal are multi-band; DPW are not multi-band; and the difference in price between them is \$700 per radio.

Page 78 CEP Book - Cheshire Police Department - \$204,000 budget for cruiser cameras and body cameras; there is no cloud storage. OPM has funds for body cameras, and Chief Dryfe said there is also money coming from the Federal Justice Department.

The State of Connecticut has a model policy on the use of body cameras and by accepting State money the police department must abide by this policy. One specific area of concern in the State policy relates to an officer in a critical incident having the

right to review his/her own video footage from their body camera before writing the report. Also, this officer can review the body camera video footage from any other officer present at the scene before writing the report. Chief Dryfe said this is diametrically opposed to what the CPD policy advisor recommends, and is a huge argument in law enforcement circles. The Chief wants to maintain control on a case by case basis, and if he were inclined to permit an officer to look at video footage before writing a report, it would be only their own video footage. This would put the CPD in an awkward position in a criminal investigation in the future. There is no federal model policy on review of footage.

The CPD model policy is that the officer writes the report first; then can review the video for any discrepancies; and then supplement the report. The original report is what the officer observed at the time and what their perspective was at that time. The State policy says the officer, the union representative and attorney, have the right to look at the officer's footage and footage of other officers present at the scene. This is not good policy and there are deep concerns about this.

Officer Pichnarcik reviewed the "storage" of two 130 terra bites on the server. CPD must have redundant storage at an off-site location in case there is a failure of one. Yearly usage is estimated at 6.5 terra bites. Cost is about \$30,000. The retention schedule for the videos, depending on the crime, is maintaining them for up to 10 years. CPD is staying away from the cloud storage following discussion with Apex Technology. The videos are, technically, CPD videos, and if CPD decides to migrate to a different server or company the department is responsible for moving the videos off one at a time to the new storage. It could take months to move the videos over. Cloud storage is very expensive. Taser cloud storage is \$55 to \$60 per month per camera or per officer, and sharing of cameras is not allowed.

With the cruiser cameras, Chief Dryfe explained that when the lights and sirens go on...the camera comes on, and he would like this to happen with the body cameras too. The officer could hit a button on the body camera to turn it on...it would be a policy issue to be obeyed. Every Justice Department investigation recommends body cameras. The Chief noted that the information from the cameras is public record and people can look at the video. When videos are returned to the CPD, the supervisor is required to review, on a random basis, the actions on a weekly basis.

4. ReCap and discussions re: Fiscal Year 2016-2017 Five-Year Capital Expenditure Plan and Annual Capital Expenditure Budget.

First year of the capital expenditure budget was reviewed by the Council, Mr. Milone and Mr. Jaskot.

#13 Sidewalk Program - Mr. Milone recommended splitting the program into two parts...for a \$200,000 appropriation.

Add #27 to the project list - Sidewalks Westland Avenue and Lanyon Drive, \$100,000 appropriation and bonded.

#17 Renovations at Tennis and Outdoor Basketball Courts - reduce appropriation to \$135,000 by renovating only the basketball courts. The Rolling Acre tennis courts could be patched for safe usage; and these courts could be demolished in a few years under the school facilities plan.

Add #28 Bathrooms at Cheshire, Mixville and MacNamara Parks - \$120,000 appropriation and bonded.

#4 Town Hall Window Replacement \$175,000 - Energy savings money could be used for this project.

#9 Light Pole Maintenance \$100,000 - this project can be funded out of C.N.R.

Mr. Milone recommended holding the energy rebate money in abeyance for future debt service, noting the Town has to deal with the FY 2017-2018 debt spike.

#10 PW Dump Trucks and Plows - remove the dump truck from Year #1 and move it into year #2 (\$198,000); new appropriation is \$153,000 in year #1.

Mr. Oris commented on the \$380,000 vacuum truck which is not used every day, and asked about finding a used truck at a reduced price, quicker delivery, and saving money. He is in favor of the vacuum truck, at a cost lower than \$380,000.

Mr. Milone cited project #5, Public Safety Radio System, as a good project, along with project #15 West Johnson Avenue Pump Station as an important project.

#2 Vehicle Equipment/Replacement Fund - page 49 CEP Book. CFD has two cars requested; one could be pushed out to year #2; CPD wants to stay on its replacement program; \$47,000 savings.

Parks Department - smaller pickup truck with crew cab, \$38,000.

Mr. Ruocco recommended letting vehicles go out another year in the CEP, eliminating the \$281,000 funding...or reducing it to \$140,000.

In that regard, Mr. Milone said this would increase next year's vehicle/equipment replacement budget. He is uncomfortable getting off the CPD vehicle replacement schedule.

Page 30 CEP Book - Capital Nonrecurring Fund (C.N.R.) 2017-2021. \$1 million for CEP projects.

Mr. Oris asked about taking some of the bonded projects and putting them in C.N.R. funding.

BOE Projects #18 to #26 - the BOE number is less this year, \$1.7 million. The Council questioned whether all these projects should move forward.

#23 Districtwide Technology, \$100,000 was removed from the BOE capital budget.

Mr. Milone advised that the BOE will be saving about \$250,000 in insurance premiums for the next year. The BOE capital budget was decreased to \$1.6 million.

#2 Public Works Truck - one truck was moved to year #2, \$198,000.

#6 Cruiser Camera Replacement and Body-Work Cameras (CPD) - \$204,000 removed from this project; total now is \$3.163 million. The Council suggested use of gift funds for some of this project cost.

#7 Replace 1990 Pumping Engine #3 - \$635,000. Recommendation by Mr. Ecke to remove this project from the first year of the capital budget.

Mr. Oris commented on giving CPD everything they want, without doing the same for CFD. He wants information on the price of a CFD replacement, and cited the bigger problem of the town not having a pumper engine as opposed to a police car.

#22 Lavatory Improvements at Norton, Chapman and Darcey - \$375,000.

This can be split into two projects - \$150,000 for Norton; and \$225,000 for Chapman and Darcey. Mr. Milone is uncertain this can be done, and will check with bond counsel. He asked about moving two of the bathroom projects to year #2. If the projects are not split, the project goes to referendum.

Mr. Milone stated the \$3.5 million West Johnson Avenue Pump Station must move forward to referendum.

Regarding #5 the Radio System Upgrade, Mr. Slocum questioned if all must be done as presented by the consultant.

Mr. Milone said "yes"...this project has been split out as best as possible, and it will be a staggered expense. The \$3.144 appropriation cannot be split.

#14 South Brooksvale/Mt. Sanford Roads - \$875,000. This project is being totally paid out of LoCIP funds.

5. ADJOURNMENT

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

MOVED to adjourn the meeting at 9:35 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk