

**MINUTES OF THE CHESHIRE TOWN COUNCIL BUDGET COMMITTEE MEETING  
HELD ON TUESDAY, MAY 13, 2014 AT 6:30 P.M. IN ROOM 207, TOWN HALL, 84  
SOUTH MAIN STREET, CHESHIRE CT 06410**

Present

David Schrumm, Chairman; Thomas Ruocco and Peter Talbot.

Staff: Town Manager Michael A. Milone; Finance Director James Jaskot; Fire Chief Jack Casner; Vincent Masciana, Dept. of Education, Director of Management Services.

**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. Acceptance and appropriation of a \$1,500 donation from Shaun McQuade for a memorial bench in memory of Brendan McQuade.
4. Acceptance and appropriation of a \$1,500 donation from Karen Conrad and Carole West for a memorial bench in memory of Dick Conrad.
5. Acceptance and appropriation of a \$5,000 donation from Alexion Pharmaceuticals to the Fire Department Gift Account for equipment.
6. Acceptance and appropriation of a \$200 donation from Barry and Claudia Spaulding to the Library Gift Account for Library materials, furniture and Computers.
7. Acceptance and appropriation of a \$40 donation from Robert O'Hara in honor of Jean O'Hara to the Library Gift Account for Library materials, furniture and computers.
8. Acceptance and appropriation of a \$18 donation from Mark and Deb Thomas In memory of Mabel Constantino to the Library Gift Account for Library materials, furniture and computers.
9. Acceptance and appropriation of a \$20 donation from Shira Herald to the Library Gift Account for Library materials, furniture and computers.
10. Acceptance and appropriation of a \$30 donation from Jerry and Adoria Corcoran In memory of Charles Hague to the Library Gift Account for Library materials, furniture and computers.
11. Acceptance and appropriation of \$200 donation from Kathy Kirby to the Library Gift Account for new wooden blocks for the Children's Room.

12. Acceptance and appropriation of a \$1,239 grant from the Library State Aid Account for Library materials, furniture and computers.
13. Acceptance and appropriation of a \$20,997 Connecticut State Library Connecticutcard reimbursement for the purchase of Library materials, furniture and computers.
14. Authorization to execute Historic Documents Preservation Grant contract with the Connecticut State Library and acceptance and appropriation of \$7,500 grant.
15. Acceptance and appropriation of an aggregate of \$750 from Artsday door Donations and concession stand proceeds and \$50 conation from Friends of CPFA/Artsplace to the Cheshire Performing and Fine Arts Gift Account For Scholarship.

MOTION by Mr. Ruocco; seconded by Mr. Talbot.

MOVED to accept and approve agenda items #3 through #15 and forward to the full Town Council for approval.

VOTE           The motion passed unanimously by those present.

16. Acceptance and appropriation of a \$150,000 donation from Elim Park to the Police Department Gift Account.

MOTION by Mr. Ruocco; seconded by Mr. Talbot.

MOVED to accept and approve agenda item #16 and forward to the full Town Council for approval.

#### Discussion

Mr. Milone stated that Chief Dryfe will submit a detailed report on the use of the Elim Park funds to the Council. Included in the report will be details on several services (RAD program for all graduating CHS seniors, use of funds to update the department operating manual).

Over the years the Elim Park donation has increased and Mr. Schrumm noted it has more impact on the Town. The donation started at \$25,000 to \$35,000 many years ago up to the present amount, and it is like a PILOT payment.

Mr. Milone said it is a PILOT payment, and he stated that the chiefs are doing as much as possible to supplement their budgets. He commented on Chief Dryfe providing a higher level of training for his officers with the gift fund, which could not come out of the operating budget. Chief Casner uses the gift money for the advancement of the professionalism in the Fire Department.

Mr. Schrumm pointed out that there would have been an additional \$50,000 for computers and \$20,000 for the consultant in the Police budget without the Elim Park funding.

The committee was informed by Mr. Milone that Chief Dryfe is in year #3 of the rewrite and update of the polices and procedures manual, and it should be completed in December. He also advised that the cost of police department vehicles would be coming out of the capital budget if the department did not have the Elim Park gifts.

There was a brief discussion about treating the Elim Park gift funds as PILOT money and use it as revenue. Mr. Milone does not believe this could be done, as the money is a self directed gift to the departments.

Mr. Schrumm asked that the two chiefs provide detail in their reports on the training (who, when, how much) and vehicles purchased from the gift account.

Mr. Milone will have Chief Dryfe and Chief Casner submit quarterly reports on the use of the gift account, and they will plan on meeting with the Council twice a year to review the gift account reports.

It was noted by Mr. Talbot that the gifts this year were down \$15,000 but Elim Park did contribute towards the work at the pump station.

VOTE           The motion passed unanimously by those present.

17.   Acceptance and appropriation of a \$150,000 donation from Elim Park to the Fire Department Gift Account.

MOTION by Mr. Ruocco; seconded by Mr. Talbot.

MOVED to accept and approve agenda item #17 and forward to the full Town Council for approval.

#### Discussion

Mr. Milone stated that, during the capital budget discussions, Chief Casner informed the Council that the Elim Park funds would be used to purchase equipment needed for the new ladder truck. This has been discussed by Mr. Milone and Chief Casner, but it is not reflected in the memo because the Fire Department is not sure it is getting the truck.

Chief Casner commented on his gift account report not including the equipment for the new ladder truck. If the truck was approved at referendum in November, the Elim Park gift next year would be used to offset the truck cost and/or equipment. This would leave a \$100,000 hole in the operating budget which will require help from the Council in the next budget cycle.

There was a discussion on contractual services of \$11,000 for maintenance of the RWA fire hydrants, and Mr. Schrumm questioned this expense.

In response, Chief Casner advised that RWA does not perform maintenance on their hydrants, and the department has maintained them since 1996. RWA owns the hydrants, and the Town owns the hardware.

Mr. Milone said this expense is a line item in the PW Department Budget.

Mr. Jaskot explained that RWA will not provide any details on the size of pipes.

Mr. Talbot asked about the Town going after owners of vehicles that hit hydrants.

According to Chief Casner the Police Department follows up on these accidents. Sometimes a hydrant is hit, and the vehicle owner is unknown.

Mr. Schrumm asked about the \$17,500 for CAD expenses.

The Council was told by the Chief that this CAD expense is for equipment for the fire stations. The automated equipment is the terminals in the cars; desktop computer is in the dispatch center; and some vehicles still do not have the CAD system. The CAD system is up and running; a terminal costs about \$7,000; and there is also replacement of portable radios. With regard to property maintenance, Chief Casner explained that there are bunk rooms in stations 3 and 2, but not in headquarters, and nothing has been done to the headquarters building since it was built in 1980. The bunk room goes along with the station being manned overnight.

Regarding the manning of the fire stations, Mr. Milone stated that there is no hard evidence yet for a plan, and he and the Chief must come up with a better deployment to meet 12 hours of overnight duty. It is hard to get volunteers to respond, and the Town may have to look at different compensation and raise the incentive structure.

Without the Elim Park gifts, Mr. Milone stated that items/equipment etc. for the Fire and Police departments would be deferred and deferred, and about 60% of the gifts supplement these operating budgets.

Mr. Ruocco asked about the gift money going into an account for each department with the money accumulating.

A "sinking fund" could be established and Mr. Milone said the money would be set aside for future capital acquisition with less use of bonding money. This can be discussed with Elim Park and is something to be pursued. Mr. Milone informed the committee that the gift account money does not lapse.

There was a question raised about the generators. Chief Casner said that money put into the Public Building Account supplements the cost of the generators.

Mr. Talbot noted that the gift account money is used for specific projects, while the operating budget funds are used for normal department operations.

For a specific project, Chief Casner said there can be operating costs going forward, using the gift account funds.

A decision was made for a meeting with Chief Casner, Chief Dryfe, Town Manager Milone and Council members for a detailed review of what is in the Elim Park accounts, what is in the capital budget and operating budgets. Documentation will be provided on the use of the funds.

The following motion was put on the floor:

MOTION by Mr. Ruocco; seconded by Mr. Talbot.

MOVED that the Budget Committee recommendation is to table agenda items #16 and #17.

VOTE The motion passed unanimously by those present.

18. Amendment to Energy Performance Contract Lease Financing Agreement Resolution

MOTION by Mr. Ruocco; seconded by Mr. Talbot.

MOVED to accept and approve agenda item #18 and forward to the full Town Council for approval.

Discussion

This agenda item is on the Town Council agenda for discussion.

VOTE The motion passed unanimously by those present.

19. Reallocation of existing capital appropriation balances for the purchase of Equipment and materials for full day kindergarten.

MOTION by Mr. Ruocco; seconded by Mr. Talbot.

MOVED to accept and approve agenda item #19 and forward to the full Town Council for approval.

Discussion

Mr. Masciana explained that this is a reallocation of funds from two projects - \$179,084 for the capital budget for the CHS auditorium seats and window walls, and \$75,916 from various building improvements. The funds will be re-appropriated for the full day

kindergarten improvements at Darcey School and other schools. These improvements include classrooms/ADA compliance (i.e. widening doors for wheelchairs), bathrooms/lowering toilets and sinks, putting in countertops, Darcey warming kitchen (food coming from Chapman School). None of the funds will be used for classroom/school supplies.

Concerns were expressed by Mr. Ruocco about capital projects without sunset clauses, and finding these projects back so far. He believes full day kindergarten expenditures should be a capital budget project.

With regard to the projects from which funds are being reallocated, Mr. Milone stated that these projects were done during Mr. Calaluce's time with the DOE. It is believed that Mr. Calaluce turned these projects over to someone else who charged them against the operating budget. With de-authorization there is still cash available for re-designation somewhere, and this is not like bond funds which go away with de-authorization.

VOTE           The motion passed unanimously by those present.

20.   Authorization to execute a paving agreement with the Regional Water Authority for Horton Avenue and acceptance and appropriation of \$25,813 for said paving.

MOTION by Mr. Ruocco; seconded by Mr. Talbot.

MOVED to accept and approve agenda item #20 and forward to the full Town Council for approval.

VOTE           The motion passed unanimously by those present.

21.   Approval of proposal from Milone and MacBroom for Construction Administration Services for the Blacks Road Bridge.

MOTION by Mr. Ruocco; seconded by Mr. Talbot.

MOVED to accept and approve agenda item #21 and forward to the full Town Council for approval.

VOTE           The motion passed unanimously by those present.

22.   Award of Cheshire High School Partial Roof Project Bid.

MOTION by Mr. Ruocco; seconded by Mr. Talbot.

MOVED to accept and approve agenda item #22 and forward to the full Town Council for approval.

Discussion

This agenda item will be discussed by the Council and explained by the PBC.

VOTE           The motion passed unanimously by those present.

23.    Approval of design and authorization to go to bid on the Cheshire High School Locker Room Project.

MOTION by Mr. Ruocco; seconded by Mr. Talbot.

MOVED to accept and approve agenda item #23 and forward to the full Town Council for approval.

Discussion

Mr. Schrumm commented on this being the 2<sup>nd</sup> time for this project to go out to bid without enough funding. The PBC process is for a schematic design, refine the numbers, fund the project and then go out to bid.

VOTE           The motion passed 2-1; Ruocco opposed.

24.    Authorization to apply for Central Naugatuck Valley Council of Governments road grant for portions of Mountain Road and South Brooksvale Road.

MOTION by Mr. Ruocco; seconded by Mr. Talbot.

MOVED to accept and approve agenda item #24 and forward to the full Town Council for approval.

Discussion

Mr. Milone explained that the grant submission was May 8<sup>th</sup>, and details of the grant will be presented by Town Engineer Gancarz at the Council meeting. This was a conditional application, without approval of the legislative body. It is a grant for road improvements, sewer/better drainage and road repavement. There is no widening of roads or tree cutting involved.

VOTE           The motion passed unanimously by those present.

25.    Approval of lease for 487 North Brooksvale Road (Lock 12)

MOTION by Mr. Ruocco; seconded by Mr. Talbot.

MOVED to accept and approve agenda item #25 and forward to the full Town Council for approval.

Discussion

Mr. Milone informed the committee that a new police officer is moving into the house, and he takes on responsibility for maintenance of the property and area and safety issues. The rents for Town owned properties will be reviewed next year. The house rental is \$600, month to month tenancy, and the officer/tenant is aware this will increase to \$700 or \$750 next year.

VOTE           The motion passed unanimously by those present.

26.     Authorization for a two month reinstatement of the Custodian Position in Public Property and the Community Pool (possible executive session)

MOTION by Mr. Ruocco; seconded by Mr. Talbot.

MOVED to accept and approve agenda item #26) and forward to the full Town Council for approval.

Discussion

Mr. Milone explained that this position reinstatement comes about because of the pool opening for the summer months – July and August. The costs can be absorbed in the two department budgets.

VOTE           The motion passed unanimously by those present.

27.     ADJOURNMENT

MOTION by Mr. Ruocco; seconded by Mr. Talbot

MOVED that the Budget Committee Meeting be adjourned at 7:15 p.m.

VOTE           The motion passed unanimously by those present.

Attest:

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Marilyn W. Milton, Clerk

