

MINUTES OF THE CHESHIRE TOWN COUNCIL PLANNING COMMITTEE MEETING  
HELD ON THURSDAY, DECEMBER 4, 2014, AT 7:30 P.M. IN ROOM 207 TOWN  
HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410

Present

James Sima, Chairman and David Schrumm;  
Town Council Chairman Timothy Slocum and Councilor Liz Linehan  
George Noewatne, PW Director  
Guest: Bob Manning, Electrical Engineer, Silver/Petrocelli.

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. EMERGENCY GENERATOR SUPPLEMENTAL APPROPRIATION

Mr. Sima stated that the supplemental appropriation is needed to purchase a 350 volt generator for the Youth Center. He said the Youth Center building has two different voltages feeding the facility (110v and 208v).

Mr. Noewatne said Mr. Manning did the design of the original project, and the Youth Center piece was not part of this design as it was not envisioned to receive any generator. However, the Youth Center has been declared the small emergency shelter for less than 50 people, and comes under this project.

Mr. Manning said the electricians are not sure of the actual voltage of this generator, but the Youth Center does have 2 separate electrical services, which is typically not allowed, and insufficient to service the whole building. The building has a 120 and 208 volt, 3 phase service providing power to the entire building. The second service is either 208 volt single phase, or 240 volt single phase to serve the lighting for the tennis courts. He is uncertain if the tennis court lighting had to be 240 volt, and maybe someone wanted separate metering for the courts for separate tracking of electricity used for the courts. In the investigation of the generator issue there is a complication in tying in the generator; if there is no need for a second service to be on the generator, it could be ignored; and the generator could be tied into the primary building service. He advised that this be checked with the electrical inspector before it is done, and there are issues in getting rid of the other service. It is a potentially non-compliant condition.

With regard to the tennis court lighting feed 240 volts, Mr. Schrumm said these lights are not needed during an emergency situation.

Mr. Manning said there are a couple of single breakers, unlabeled, in the other panel and their importance to the generator must be determined. If they were they could be swapped over to the other service.

Mr. Sima said part of the request is for \$20,000 vs. \$5,000 for the original hookup. If there is 208 volt system and single phase system he asked why not run the feed from the existing 208 volts, put in a transformer, finish up the installation, have a single feed, and this would be less costly. He does not want double hookup when there is really an issue with the building.

It was stated by Mr. Manning the only complication with serving the second service off the main service is getting demand information to make sure of capacity, and we may have to increase the main service to 320amps from the current 200 amps.

Mr. Noewatne does not believe the tennis courts are LED lights, but this is something handled by the Dept. of Education.

If the tennis courts lights require the 240 volts, Mr. Schrumm said it can be hooked up to supply only the building. In an emergency the generator can be plugged in, and this could be the best way to go.

According to Mr. Manning this could be done as long as the electrical inspector lets the town keep the separate 240 volt service as is. There is a chance the transformer would not be required. He noted that on the building panel the breakers are all labeled.

Mr. Sima is not against spending the money, has questions about the emergency hookups, and suggested looking into rewiring, running a second service outside the building on top of the meter socket. This could be done by the town's electrician and be less costly, still supplying everything.

Town Manager Milone said the town must get an estimate, make sure it can be done, get the costs, and come back to the Council.

Mr. Sima said the regular hookup can be put into the 208 system right now.

This would be okay if it is allowed to be done, and Mr. Milone said this is still part of the original appropriation. The \$4,500 is the savings, the flip of the buildings. The Senior Center was the original emergency shelter for 50 people or less. It was realized it was inconvenient to have the primary shelter there and then go to the high school, so it made more sense to use the Youth Center. The Youth Center was never on the list to have a generator. The Senior Center was on the list at a cost of \$4,500. By flipping the buildings we pick up a \$4,500 savings; there was never an estimate for the Youth Center since it was not on the list to be used for an initial shelter.

Mr. Sima said the cost is to install a transfer switch on the outside of the building, a manual transfer switch to go to the portable generator, and all the proprietary connections.

With this being done, Ms. Linehan asked if this opens up having to fix all the electrical work at the Youth Center, costing a lot of money.

The rule is to do a certain percentage of work with everything having to be updated, and Mr. Sima said we are not doing this.

Mr. Manning thinks a potential electrical inspector would take issue with the second service and this must be addressed in some way. He does not think the fix would be costly, combining the second service into one service. It is not replacing anything, but creating a new connection, and possibly increasing the size of the meter socket.

The committee was told by Mr. Noewatne this issue happened at the pool...non-compliant service was found at the facility.

Mr. Schrumm commented on (d) in the October 9, 2014 memo, and an upgrade required for connection to all buildings or certain buildings.

In response, Mr. Noewatne explained the rotation of the civil defense generator, the 300kw, is different from the old one the town has. He said Central Electric & Generator did the work for the town and gave a price to flip the rotation of the old unit to match the new, and it works for all the buildings. The leads coming from the generator are color coded; this generator is in good shape; and is serviced every 6 months. All the buildings are set up for the new generator, have the same rotation, or there were adjustments at the generator connection box.

Mr. Milone will get numbers and inform the Council.

At this time the town has not hired Mr. Manning to do anything yet, and this project is outside the performance contract.

With regard to State money for the generator and light bulbs and change overs, Mr. Manning said there is possibility of some funds available. Most LED fixtures have universal input.

Based on what is being discussed, Mr. Noewatne said the costs will not be more than what is requested now, but he will get back to the Council with firm numbers. The rest of the work can be done along the way. He will check with the contractor to confirm getting this work done by March.

The winter season is approaching and Mr. Milone noted there is the potential to use the emergency facility, and this is the reason to move this matter forward.

Mr. Manning will work on getting the design done and on paper.

This project was bid and Mr. Noewatne said the curt key system is proprietary to one contractor right now, and the town has contracted with him. This company designs the system and owns rights to the design.

According to Mr. Manning this is a simple connection for the generator; the CAM connectors are not proprietary; it is the listed box which the contractor has the rights to. For the Youth Center he could simply put in the manual transfer switch. There is no generator there now so we don't have to interlock with the existing automatic transfer switch. The manual transfer switch gets wired between the building's main disconnect and main panel. This would be similar to a residential generator. It would be a different looking connection than the other buildings.

Regarding the company the town contracted with, Mr. Noewatne said it would be a change order to the existing contract, or explore other options. He advised that all the pump stations are on generators now, and have no need for a portable generator.

MOTION by Mr. Schrumm; seconded by Mr. Sima.

MOVED that the Planning Committee approve increasing the appropriation to \$222,500 and move the matter forward to the full Town Council for approval.

#### Discussion

Mr. Noewatne will return to the Council on the possible savings or re-connection to the 330 v single phase system. He said the proprietary box may not be needed.

The commonality of these generators was discussed by Mr. Schrumm, and asked if there are private companies that come in and service them.

Mr. Noewatne stated that Tower does the service on the generators in town twice a year.

VOTE           The motion passed unanimously by those present.

#### 4.     MAILBOX REPLACEMENT POLICY

Mr. Sima was unsure why this policy had to be changed since it has worked well. He commented on other towns having temporary mail boxes made with an old steel wheel with a box on top, with replacement after the winter season.

Cheshire uses 5 gallon buckets filled with concrete for temporary mailboxes, and Mr. Noewatne said Public Works repairs about 200 mail boxes each year. Being a service business, he said the town tries to do the right thing for residents, helps residents when possible, and does not strictly adhere to this policy.

There are gray areas in making a determination on if a plow blade or weight of the snow damages a mail box, and Mr. Milone said there is discretion involved in each situation.

Ms. Linehan questioned the cost of a standard mail box and 4x4 wood pole.

Mr. Noewatne said the cost is about \$60.

With that \$60 per mail box, Ms. Linehan said it is better to give the resident the \$60 for purchase of a new one. This eliminates the town putting in a new mail box and labor costs.

Mr. Noewatne commented on the job of town staff is to inform town officials of exposure and a way to resolve issues. If people knew money would be given away, it could be more costly.

Ms. Linehan believes the cost would be less and more beneficial to residents to offer a money gift card to replace a mail box. She said the town can get reduced rate for a gift card and save money, i.e. \$50 gift card for \$40.

Replacement of a mail box is a generic replacement, and Mr. Milone said this eliminates bargaining with residents on the costs of a mail box and its replacement. In the amended policy there is a statement of what the damaged mail box will be replaced with, and this has never before been stated. Some people prefer having installation of the mail box rather than searching for someone to replace it.

Mr. Sima said giving money to a resident could work better, but not to exceed the costs to the town, as the town should not have to endure costs of an upscale mail box.

PW Department staff goes into the field and looks at the damaged mail boxes, and Mr. Noewatne noted some are more costly than others.

Regarding people stating the plow truck was speeding, Mr. Milone said the GPS on the trucks shows the speed of the truck so people cannot state excessive speed.

The committee discussed repairing and replacing mail boxes with a 4x4 post and metal box and labor, and concluded that the total cost is about \$120. It was decided that \$120 would be the limit to residents for a mail box, and the \$120 maximum reimbursement would be given upon submission of a receipt for the new mail box.

MOTION by Mr. Schrumm; seconded by Mr. Sima.

MOVED that in the event the Town of Cheshire does not replace a damaged mail box, the Town will pay up to a maximum of \$120 reimbursement with a valid receipt for repair or replacement of the damaged mail box.

#### Discussion

In the policy, section D will have the following additional wording:

*In the event the Town of Cheshire does not replace a damaged mail box, the Town will pay up to a maximum of \$120 reimbursement with a valid receipt for repair or replacement of the damaged mail box.*

VOTE           The motion passed unanimously by those present.

Chairman Sima moved agenda item #6 to current status.

#### 6. FY 15-16 ROAD PAVING SCHEDULE

The committee reviewed the 2014 paving list, and Mr. Milone noted the Council received this information for the 2015 paving.

Mr. Noewatne submitted a color coded sheet of roads. Yellow shows 2014 roads paved; purple shows proposed roads for 2015, and this comes off the pavement management report; green shows alternate 2014 paving list based on ratings.

Milling costs \$9 per square yard; over 1,000 square yards the cost is down to \$1.50 per square yard. Coleman Road was repaved from Jinny Hill to Half Moon; there were problems with asphalt and huge pot holes; and the road was milled and paved.

Mr. Noewatne reported staff will be meeting with utility company representatives regarding the town roads and the utility work on these road. \$1.750 million was approved at referendum for road work. Mountain Road, West Main to Cornwall Avenue is eligible for a grant and this is being pursued, with expectation of about \$300,000. This project is included in the paving work. In February or March 2015, Mr. Noewatne will have an update to the Council on the conditions of the town roads after the winter season. It is expected a natural gas main will be going out to the Town Garage, and with reduction in prices the costs will go down. The extra money will increase the number of roads paved. There will be some re-chipping on some roads which will carry for a few years. Some crack sealing was done in August, and there is a new compacting testing this year. Mr. Noewatne informed the committee that the pavement management index has helped very much with the road work project.

#### 5. SURPLUS PROPERTY POLICY

Mr. Sima distributed information on how other towns dispose of surplus equipment and property.

In the policy Mr. Sima noted #4, stating that this is not a proper method for “only Town employees to bid on the property.”

#3 – estimated value of \$3,000 or less. Mr. Milone noted that under #3 the property is opened up to everyone. There is a sequence followed. After going public, and there are no bids the Town is still left with the material, and the question is what to do with it; #4 is another way to get money from the property.

According to Mr. Sima there should be a better and more publicized way to advertise the policy.

About 20 ordinances from other towns were received from CCM and Mr. Milone informed the committee that pieces were pulled from various ordinances. Some of the ordinances give the Town Manager “discretion” and Mr. Milone does not want

discretion. He stated the proposed policy needs lots of work. The town accumulates material in bulk, and once every 6 or 9 months does a mass disposal of property.

Chairman Slocum suggested using all social media to post the auction or sale of items.

Stating he wants to keep the policy as simple as possible, Mr. Milone said the town disposes of chairs, file cabinets, etc.

Mr. Sima said there are companies that dispose of the property. There is a buyer's premium of 6% to 7%; the town evaluates the prices of the property; and there is an auction house in Meriden that takes this property, with a percentage payment. He noted that the school system disposes of equipment each year, and he supports a non-profit taking the property.

The town keeps stuff until it breaks and then tosses it out, and Mr. Milone said non-profits will take just about anything. This process should be discussed with the BOE so there is some uniform policy in place. He will check further into the policy, report back to the Council, check with Dr. Florio on the BOE policy for surplus property.

Another item was raised by Mr. Schrumm related to the Town Council being more proactive in looking at purchase of properties. This would be an executive session item for confidentiality reasons, and he said there are some key parcels left in Cheshire.

Mr. Milone has identified 5 or 6 of the most important objectives which require a report or a policy, and he will transmit this to the Council at the next meeting. One is a land acquisition policy, and he commented on the fact that Cheshire never had a formal land acquisition policy. There has been an understanding of philosophy, principles, some guidelines. Town staff looked at the existing policy, came up with suggestions and recommendations to proceed with a rationale approach to buying land. One recommendation is Council or Planning Committee or study group look at the maps of what the Town owns, decide on attractive pieces of land which should be looked at for possible acquisition rather than someone calling the Town. Another benefit to this is purchasing property for a better price than when someone is ready to sell to the Town. Improvements to the property should be incorporated in the acquisition price so there is not much future maintenance to be done.

The committee was informed that the group talked about the potential for leveraging economic development opportunities, with ideas about things to be aware of and be concerned about. The proposed policy will frame the issues, allow for a good dialogue, and build from something. In January, Mr. Milone plans on meetings with Council committees to move things along before the budget season starts. He plans on scheduling a Personnel Committee meeting in January to review his goals and objectives and status. As part of the process, Council will have the Fire Department, Open Space, Water Consumption Based User Charge analysis and reports.

Regarding the prison property use, Mr. Sima asked if there is clarity on the number being equal or close to the sewer discharge number.

Mr. Milone did not have the exact number, but stated there is a big difference in what is going in and coming out. It continues to illustrate the fact that the prison has inflow and infiltration problems. Because of the dry season, out flow was decreased, and this is driving the discharge.

Mr. Sima said the prison is dewatering its property into the Town's storm sewers.

Mr. Milone reaffirmed that discussion on land acquisition would be an executive session matter. There will be a meeting with the Town Assessor and Town Staff to look at maps, discuss attractive areas, so Council knows what properties to purchase. The Assessor would then get values. Council would make a determination for that year on its priorities, all tying into the development of the capital budget.

6. FY 15-16 ROAD PAVING SCHEDULE

7. ADJOURNMENT

MOTION by Mr. Schrumm; seconded by Mr. Sima.

MOVED to adjourn at 8:57 p.m.

VOTE The motion passed unanimously by those present.

Attest:

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Marilyn W. Milton, Clerk