

**MINUTES OF THE CHESHIRE TOWN COUNCIL AND BUDGET COMMITTEE
SPECIAL MEETING HELD ON WEDNESDAY, JULY 17, 2019 IMMEDIATELY
AFTER THE 6:00 P.M. SITE VISITS AT THE HARMOND LEONARD JR. YOUTH
CENTER, 559 SOUTH MAIN STREET, CHESHIRE CT 06410**

Present

Robert J. Oris, Jr. Chairman; Paul A. Bowman, Vice-Chairman;
Council Members: Jeffrey Falk, Patti Flynn-Harris, Sylvia Nichols, Thomas Ruocco,
Timothy Slocum, Peter Talbot, David Veleber.
Staff: Town Manager Sean Kimball; Finance Director James Jaskot; Assistant Town
Manager Arnett Talbot; PW Director George Noewatne; Town Engineer Walter
Gancarz; Asst. Town Engineer Don Nolte; Police Chief Neil Dryfe; Deputy Police Chief
Brian Pichnarcik; Fire Chief Jack Casner; Parks Director John Gawlak; Recreation Dept.
Program Supervisor Elizabeth Mane.

Following site visits to the Cheshire Police Department, Bartlem Park, Community Pool
and Chapman Property, Chairman Oris opened the meeting at 7:20 p.m.

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. DISCUSSION AND POSSIBLE AUTHORIZATION TO GO TO BID FOR
THE LIBRARY ROOF REPLACEMENT PROJECT.**

PW Director Noewatne informed the Council on the Library (CPL) roof project which has
an appropriation of \$225,000 in the FY18-19 CEP. The roof was installed in 1992-1994,
it has been tested, and there are small amounts of asbestos. There are some wet
areas on the roof which will be replaced by the contractor, but overall the roof is dry.
The solar array is +13 years old, will be taken down, and it is not economically feasible
to reinstall the array. In the future there could be a Townwide solar array project, to
include the Library roof.

This is a Public Building Commission (PBC), a designer was hired and the design is
completed. The PBC is requesting authorization to bid on the CPL roof project, and for
an additional \$75,000 in this year's capital budget to fund replacement of the HVAC
units in conjunction with the new roof. The total project cost would be \$300,000.

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

BE IT RESOLVED that the Town Council approves Resolution #071719-1

RESOLUTION #071719-1

BE IT RESOLVED, that the Town Council authorizes the Public Building Commission (PBC) to go to bid for the Cheshire Public Library Roof Replacement Project.

VOTE The motion passed unanimously by those present.

4. DISCUSSION RE: FISCAL YEAR 2019-2020 FIVE-YEAR CAPITAL EXPENDITURE PLAN AND ANNUAL CAPITAL EXPENDITURE BUDGET: PUBLIC SAFETY, PUBLIC WORKS, WPCD AND PARKS

Budget Committee Chairman Slocum reported that the Council and staff visited/toured the Cheshire Police Department (CPD) building, reviewed some environmental concerns and space issues of the CPD.

Budget Book Page 54 – Administrative/Finance – CPD Chief Dryfe

CPD Building Improvements - \$75,000 year #1; \$675,000 year #2 – total \$750,000.

Mr. Noewatne explained this is a new request in the 2020 CEP. \$75,000 is for design work for this project. There will be an HVAC study; a look at all possibilities for the building with cost implications; and locker room improvements for female and male officers. The construction estimate is \$675,000 for year #2 in the CEP.

Chief Dryfe addressed the many issues and concerns with the CPD building. The basement (ground/lower level) needs upgrades and updates. The request is for new male and female lockers, locker room and toilet/shower facilities upgrades, expansion and reconfiguration. HVAC improvements are needed to eliminate excessive moisture which promotes significant mold problems for police officer equipment, clothing, record storage, property and evidence rooms. Officers must use plastic boxes to house their personal items. In humid weather, there are environment issues, and the basement floor is sometimes wet and slippery and ceiling tiles are water stained. Chief Dryfe noted it has been a long time since the CPD building had significant renovation, and this would be a Public Works project.

Mr. Slocum advocates for the CPD building renovation.

The Council was told by Mr. Noewatne that this project would be renovation of the existing building space, and not a reconstruction project. There are no plans for an addition to the CPD building.

Chief Dryfe advised there is no space for an addition. In the past he has talked about the need for the HVAC system and locker room upgrade and reconfiguration. With regard to reduction of material in the file room, he said some material could be disposed of at some point. There must be an authorization signed and submitted to the State by the Town Manager and Police Chief in order to destroy materials.

It was noted by Mr. Oris that this project is two (2) years out in the CEP, and he questioned whether this is acceptable, as we are dealing with mold and possible health issues. He said this needs to be mitigated, and acceleration of the CPD building project should be considered by the Council.

There was an air quality study of the CPD building last year, and Chief Dryfe reported that some areas had high mold, so the sooner the better for the project to get done. It will take 3-4 months for documents to be completed, and this indoor project could start in the winter months.

Mr. Bowman commented on the poor condition of the building, and agreed that the CPD building needs must be addressed sooner than later.

The Councilors discussed the \$675,000 estimated cost as a good number, moving the CPD project to year #1 of the plan, getting a firm number from the design firm, a contractor under the prevailing wage to bid on the project, and moving forward with this project.

Budget Book, Page 39 Cheshire Fire Department – Chief Casner

Replacement of Ford F-150 SUV (2005) \$48,000, Year #1. Chief Casner requested replacement of this vehicle with another pickup, ¾ ton, to tow trailers and equipment for the CFD and various functions.

Page 38 Cheshire Police Department – Chief Dryfe

Chief Dryfe stated this is a standard request every year to replace vehicles in the CPD fleet. With the rental of CPD police cars at construction sites at a \$25 per hour charge, the revenue generated last year was \$90,000. This revenue over five years (\$450,000) offsets the budget request for the cars.

Chief Dryfe presented the following vehicle information to the Council.

Ford Motor Co. has redone the Interceptor Utility vehicle with significant increased costs of \$35,000 + \$1,600 for equipment installation. Total cost of \$36,600. The vehicle body was changed, and it is possible the prisoner cages will not fit into this new vehicle. Ford issued a brochure on the new utility vehicle, and also offers a hybrid version of the car which will save fuel costs.

According to Chief Dryfe, the Chevy Tahoe is becoming more in use as a police vehicle, is a larger vehicle, more comfortable, has better resale value, with a cost of \$33,967 + fit out of equipment through the gift account. The place holder in the CEP is \$35,000.

The Council discussed and supported CPD purchasing two (2) Chevy Tahoe vehicles (rather than two (2) smaller Ford vehicles) with one (1) Tahoe equipped with the

prisoner cage. Chief Dryfe advised the Tahoe price is consistent, and the Ford cost would be more than the Tahoe. The Tahoe is also a better service vehicle for the winter months for CPD use.

Chief Dryfe informed the Council that the CPD fleet is in good shape and expressed appreciation to the Council for support of the vehicle replacement program. He reported that one of the SRO vehicles is the older Ford Expedition. The PW Maintenance Manager has stated this Ford and the older Chevy Impala in the fleet are not road worthy and should be replaced.

Page 61 Public Safety/Fire Department – Chief Casner

Firefighting Equipment and Protective Clothing, \$145,000 Year #1.

Chief Casner explained that every year there is a request for firefighting equipment. The CFD request is for encapsulating equipment/fire fighting gear, which includes the breathing apparatus. Some of the breathing apparatus is getting old and needs some investment in replacement. CFD has 80 air-packs; replacement of a pack is about \$6,000 each; and CFD is trying to do this over the course of a few years for 60 firefighters.

The vehicle replacement schedule was for 20 years; it is now 25 years due to purchase of specified equipment such as larger brakes getting more life. Years #4 and #5 in the CEP are heavy. Those numbers will also be pushed out, and the next three years will be light. Chief Casner said the CFD capital budget is a status quo budget. Funding every two years has enabled the department to keep up with firefighting gear to outfit firefighters at \$6,000 each. Cheshire Firefighters are well protected; 10 sets of equipment are replaced annually; each person has two sets of gear; air-packs/masks/regulators are housed in the fire station for security and maintenance.

Water Mains \$475,000 in Year #3. Chief Casner said this is a place holder and not expected to be funded.

Town Manager Kimball stated the funding is for additional mains and hydrants. The cost is more than could fit into the capital plan.

Chief Casner has a list of target streets and areas for water mains. He noted that Cheshire is the only town in the regional water system paying for installation of water mains. This has now changed and Cheshire will not continue with this program. The town has 85% of water mains/hydrants and is in a good place.

Page 99 Leisure Services/Recreation Department – John Gawlak, Director

Town Manager Kimball commented on Mr. Gawlak doing a good job as the new Recreation Director, with great ideas and visions for the department.

Mr. Gawlak informed the Council he prepared for his new job with a tour of the Cheshire recreation services, fields, tennis and basketball courts, community pool and town parks. He found them to be in poor shape. Mr. Gawlak reported there is \$135,000 appropriated in FY16-17 for renovation of the basketball courts (Youth Center, MacNamara and Cheshire Park) which has not been undertaken to date. He met with Mr. Noewatne on this project; some quotes were received from two firms; the \$135,000 funding could renovate the three (3) basketball courts with current type of materials. The funding could renovate two (2) courts with higher quality post tension concrete and striping.

Finance Director Jaskot stated the \$135,000 is appropriated, and the project was not followed through due to staff turnover in the past two years. Mr. Noewatne agreed with this statement, and said the project would be done by an outside contractor.

According to Mr. Gawlak, the Youth Center and MacNamara courts get lots of use, and renovation of these courts would be a good project and nice addition to the parks. For Cheshire Park court renovation, extra money could be added to the appropriation or moved out in the capital plan. The post tension concrete has a 25 year life warranty. Asphalt material for the project is about \$40,000 per basketball court; post tension concrete cost is about \$67,000 per court, or \$135,000 for two courts.

Mr. Kimball explained the tennis courts at Cheshire Park and Quinnipiac Roller Rink are discussion items for the capital plan.

Regarding renovations at Cheshire Park, Ms. Nichols asked about the logic in fixing the tennis courts and basketball courts as part of the same project.

Mr. Gawlak said the Youth Center courts have great use by kids, and the high school uses the courts as part of the p.e. classes year round. MacNamara also has busy courts.

Mr. Talbot advised the Parks and Rec Commission supports the project using the post tension concrete process for the courts in light of the 25 year life warranty.

The Council was told by Mr. Noewatne that the court projects would take about one (1) month per court, and the goal is to get them completed by the Fall season. There would need to be an additional \$70,000 appropriation in the CEP to renovate the three (3) basketball courts.

Chairman Oris commented on the need to know the conditions of the recreation facilities, and said Cheshire Park tennis courts need to be renovated. He requested Mr. Gawlak give the Council a matrix on the recreation side for the facilities.

Mr. Gawlak reported he visited the town parks with a representative from the town's insurance carrier, H.D. Segur, and there is a report from this tour. Another visit will be scheduled to every park and facility to look at backstops, concrete heaving, fencing issues, lights, etc. There are some LED lights at Cheshire Park, and a light meter will be used to determine appropriate light casting for various park activities. Regarding the Quinnipiac multi-purpose rink, Mr. Gawlak is unaware of the use of this facility, but it is not in good condition.

PUBLIC COMMENTS/QUESTIONS

Cindy Mazzaferro, 75 Hampshire Court, addressed the Council on issues with the tennis courts at Cheshire Park. She had discussed these issues with former Director Ceccolini, and the Council resurfaced the courts. She cited facts about the ground being uneven, people being injured while using the courts, weeds in the cracks, overhang of a large tree causing problems (in the driveway), taking this tree down, replacing the court nets, need to install lights, use of gravel rather than sand in the old toddler lot, and with six (6) courts at the park, take one and make it into two pickle ball courts. She commented on the need for ongoing maintenance of the tennis courts, and submitted photos of the courts to the Council.

Ms. Mane clarified there are five (5) courts at Cheshire Park, and three (3) are tennis courts and two (2) are pickle ball courts.

Page 103 – Cheshire Park Tennis Courts and Quinnipiac Multi-purpose Rink
\$290,000, Year #1. The Council requested a breakdown of the cost of the project.

Youth Center Improvements Page 53 - \$130,000 Year #1

Installation of air-conditioning in the main room and interior improvements to update bathrooms and other existing spaces.

Mr. Gawlak explained that the bathrooms and large activity room in the Center are not air-conditioned. Under Public Property section of the CEP, there is a proposal for air-conditioning at the Youth Center. He noted that rental revenue is lost due to the larger room not having air-conditioning.

Mr. Oris asked if there are any thoughts about relocation of the Recreation Department from the Youth Center to another location, or repurposing the Youth Center, i.e. BOE use and move the department out.

In response, Mr. Kimball said there is no room for the Recreation Department to move back to Town Hall. The Leonard Family wanted the Youth Center used for more youth activities than there are today. There is no specific plan in place to change the use of the Center.

Ms. Flynn-Harris pointed out the fact that the Youth Center large activity room has been rented out over the years. She asked about the status of rental over the past few years, and said many organizations no longer use the facility due to lack of air-conditioning.

The Council was informed by Ms. Mane that rentals are difficult from May to October due to no air-conditioning. The large room has been used for weddings, showers, family parties. The charge is \$200 for three (3) hours, and \$50 per hour after three (3) hours. There could be four rentals a weekend, with each party averaging four hours.

With the air-conditioning of the Youth Center, Ms. Nichols asked about future relocation of the Recreation Department, and increased use with reconfiguration of the other areas of the facility.

Mr. Kimball said there could be expanded programming and utilization of the building with air-conditioning.

In that regard, Mr. Bowman said this property is contiguous to the high school. Before spending money, the BOE should do an assessment of all their facilities, and how the Youth Center could play a role in their overall plans. He said there is a need to have an idea of possible potential uses before spending any money.

With air-conditioning, Ms. Mane stated there could be summer program offerings at the Youth Center. At the present time, only dog training is offered on Monday nights, and the facility is very hot and uncomfortable.

Mr. Gawlak said the building is limited for programming, and the department must use the school buildings. He came from a town with a 40,000 S.F. facility that was open for all kinds of activities.

Page 99 Community Pool \$120,000, Year #1

Mr. Gawlak reviewed the proposal for the pool facility. Storage Garage \$26,000; Lane Lanes and Lap Reels - \$21,000; Deck Paint and Epoxy Finish \$73,000. The pool lacks storage, and needs a storage garage. Lane lines and reels are needed, and extension of the epoxy floor for the locker rooms and front foyer.

Page 100 Showmobile \$140,000, Year #1

Ms. Flynn-Harris stated that until there is a good design for the Chapman Property with a permanent band shell, she would not support the Showmobile.

At the present time, Mr. Gawlak pointed out Cheshire has no staging facility. The current one-foot risers are old, in poor condition and labor intensive to put together. For the four (4) summer concerts the cost is \$22,000 per concert for rental of staging, audio and light systems. Mr. Gawlak informed the Council the Town of Wallingford

purchased a Showmobile 28 years ago and it is still used today. A Showmobile has all the components for concerts and other events and is a multi-purpose unit. The unit can be parked at the PW garage when not being used.

The Council discussed the 20 year bonding on a \$140,000 Showmobile, which would have less annual interest than \$22,000 currently being expended. The unit would have many uses throughout the year for entertainment, Fall Festival etc. Mr. Oris requested Mr. Gawlak put together a cost benefit analysis on the economies of purchasing a Showmobile, cost of bonding for 20 years, and rental income potential of the unit.

Page 71 Public Works Department – Director Noewatne, Town Engineer Gancarz and Engineer Don Nolte.

Mr. Gancarz reviewed some of the PW projects in the CEP.

South Brooksvale Bridge - \$100,000, Year #4; \$700,000, Year #5.

Canal Dredging, \$150,000, Year #4. Mr. Nolte explained that in heavy storms there is flooding from heavy storms due to the canal being clogged, sediment, etc.

Tree Removal, \$150,000 in Years #1, 3 and 5. Mr. Nolte said there are a few investigations each week, and always a need for this work in this busy time of the year. Mr. Noewatne said the current budget does not have operating funds for tree removal, and the funding must come out of the capital budget. There is about \$40,000 in the existing appropriation.

Street Lights/Pole Maintenance/Replacement, \$100,000 in Years #2 and 4. The town purchased the street lights and 500 private poles. Each year there is replacement of 20 lights/poles. The operating budget funds \$74,000 for street lights.

Pages 77-78 – PW Dump Trucks and Plows \$212,763, Year #1 - Mr. Noewatne said the department requests replacement of one truck a year; this year the request is replacement of the 2002 vehicle with a two-wheel drive truck and plow and sander, 2020 2WD Dump Truck w/plow and sander.

Page 79 PW Vehicles (non-dump trucks) \$220,000 Year #1.

Page 80 – Specific Requests – PW Department request for a 2020 John Deere Tractor/Mower, \$150,000 and 2020 Ford Dump with plow and sander \$70,000. The requests for the out years of the CEP are cited on page 80.

Page 81-Road Improvement Program - \$2.0M Years #1,2,3; \$2.2M in Years #4 and 5. Mr. Noewatne distributed a map of the road improvement program and ratings, and stated that the Town road network is in good shape and crews do a very good job. The

program uses the hot in place process, and the work includes repairs of catch basins and curbing.

Page 82 Sidewalk Improvement Program - \$1.2M; \$200,000 Year #1; \$125,000 Year #2; \$250,000 in Years #3, 4 and 5. This plan stays with the sidewalk program.

Mr. Nolte explained the town makes ramps for ADA accessibility, replacement of curbing, and this is an unfunded State mandate. Not all sidewalks are concrete; some are asphalt.

The town replaces or modifies catch basins, which is expensive work; there are 6,500 catch basins; and curbing issues are also addressed. Mr. Noewatne noted that when town crews are doing road work there is a police officer presence w/CPD overtime costs.

Cheshire Street to Quinnipiac Park New Sidewalk Installation - \$125,000 in year #2. This is a connection sequence to get to Quinnipiac Park.

Mr. Kimball explained that residents are notified prior to the project start, and this is why it is in year #2. This project came about when residents asked for a sidewalk from the neighborhood to the park. There are 115 homes to be connected.

Mr. Nolte advised there is also a possible trail sidewalk project requested by people living close to the trail.

Page 84-Road Drainage Improvements \$145,000 Year #1 and \$105,000 Year #2.

Mr. Nolte reported 392 Sir Walter Drive and 1481 Marion Road will be done in the first year, and 867 Farmington Avenue and 15 Roslyn Drive will be done in the second year.

Page 85 – West Johnson Bridge Repairs over the Ten Mile River, \$1.8 M Year #1.

Mr. Gancarz reviewed this project. The DOT inspection last year revealed a vertical crack in the southerly beam above an abutment. The design is almost done. A full deck must be replaced. The State has made a commitment to pay 50% of the project cost. This project will be on the referendum in November at \$1.8M (full amount). It is about a three (3) month project.

Page 86 Weeks Pond - \$140,000, Year #5.

Page 87 Quinnipiac Park Bathroom Upgrades, \$250,000, Year #1.

Mr. Noewatne said this project will upgrade the bathrooms, and add another bathroom facility near the access road. The PBC did the design work.

Mr. Ruocco asked about increasing the capacity of these bathrooms due to the high use of this park, and adding additional space.

In reply, Mr. Noewatne said there will be more toilets in the upgraded and new facilities.

Page 88 Paving of Parking Lots and Access Drives, \$200,000 in Year #2 and \$160,000 in Year #3.

Some paved areas have reached the end of useful life, and the paving will include:
Cheshire Park, north and south lots and access drive; \$200,000, Year #2.
Bartlem Park entry road from RT 10 to the pool turnaround; \$160,000, Year #3.
Park paving has an estimated useful life of 20 years.

Page 89 Cheshire Park Drainage Improvements, \$125,000, Year #1

There are major issues at this park with areas inundated by runoff. Mr. Noewatne said that before any other improvements are done, there will be a drainage plan.

Page 90 Various Improvements to Parks and Open Spaces \$150,000 Year #1; \$150,000, Year #3 and #5.

Mr. Noewatne explained this funding is for deferred maintenance at the parks. For the Bartlem Playground alone, the town could spend \$60,000 for fencing and replacement of most of the playground equipment. There are similar situations at Lock 12 Museum and Mixville Park.

Page 91 Road Reconstruction \$790,000 Year #2 and \$620,000 in Year #4.

Scenic Court has base problems; it must be reconstructed; it is in year #1.
Industrial Avenue work is out in year #2.
East Johnson Avenue work is out in years #3 and #4.

Page 92 MS-4 Storm Water Drainage Disconnects, \$110,000 in Years #2 and #4.

Mr. Nolte informed the Council that this is a State unfunded mandate program, requiring the town to disconnect 11% of storm water point discharges each year. The town must identify the sources, put in swales, quit chambers, and other retrofits. From recent testing the town's bacteria levels failed this year. There must be a follow-up into the water shed, do further testing, identify sources of the bacteria, and do more testing.

Page 93 Parking Lot at 55 Railroad Avenue \$15,000 Year #1, and \$135,000 Year #5.

This area is planned for future trail access parking. Mr. Noewatne said that in the first year it will be a gravel lot surface, and in year #5 pave it as a formal parking lot.

Page 94 - WPCD

Mr. Gancarz reviewed the WPCD projects. He submitted a listing of all the town owned pump stations and related data on each of the stations. Three stations are 25 years old since the last rehab projects. The largest pump station is Elmwood, which takes more than one-half of the town sewerage.

Elmwood Pump Station Upgrade/Design, \$300,000 in Year #5. This will be a \$3.5M project; it must go to referendum; and the station will be 30 years old when the upgrade starts.

Two other pump stations, East Johnson and Moss Farms, would be on the CEP list year #5, and will be less expensive to upgrade.

Page 96 - Inflow & Infiltration \$300,000 in Years #2 and #3. There is still funding left over from previous authorizations for investigation and remediation.

WPCA is concentrating on sump pump issues and the impact on the storm water flows.

Page 97 WPCD Vehicles - \$395,000 Year #3 and \$195,000 Year #4.

Mr. Gancarz explained that these are heavy duty vehicles...The vacuum and pressure water device is three years out; this vehicle is used a lot due to clogs in the system.

West Johnson Pump Station is completed, and came in under budget by \$1M. The Belt Filter Press is back on-line; it was \$90,000 less than anticipated.

Page 46 - Public Properties

Mr. Noewatne reviewed the projects listed in the CEP.

Boiler Replacement at Fire HQ and Police Station - \$85,000 Year #1 and \$150,000 Year #2. Both projects are pushed out a year.

Town Building Improvements - \$110,000 Year #1; \$175,000 Year #3; \$150,000 Year #5

Parking Lot Improvements at Senior Center, Police Station and PW Garage - \$110,000 Year #2; \$165,000 Year #3; \$155,000 Year #4.

Town Hall Roof Replacement - \$110,000 Year #1; \$300,000 Year #3.

Youth Center Improvements - \$130,000, Year #1.
Additional Salt Shed – way out in the CEP.

CPD Lower Level Improvements - \$675,000.

Cold Storage Building PW Garage - \$250,000, Year #5.

LED Lighting - \$175,000, Year #1. There is a proposal from an Eversource approved contractor to replace all the lights in town buildings with LED lights. The Eversource

rebate is 21% of the project cost of \$175,000, with the town receiving about \$36,000. The annual reduction in electrical costs would be about \$32,000.

Town Manager Kimball said that funding saved could be used for other projects, i.e. funding the boilers. The pickup trucks and grounds equipment requests will be reviewed by the Council and discussed at the next meeting.

Library HVAC replacement - \$75,000, Year #1. The system would be replaced in conjunction with the roof replacement project.

Mr. Talbot commented on the new mower for the Parks Department, which saves about 4 to 5 hours of mowing time for Bartlem Park.

4. ADJOURNMENT

MOTION by ; seconded by

MOVED to adjourn the special meeting at 9:30 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk