

**MINUTES OF THE CHESHIRE TOWN COUNCIL MEETING HELD ON TUESDAY,  
DECEMBER 10, 2013 AT 7:30 P.M. IN COUNCIL CHAMBERS, 84 SOUTH MAIN  
STREET, CHESHIRE CT 06410**

Present

Tim Slocum, Chairman; David Schrumm, Vice Chairman; Council Members Patti Flynn-Harris, Liz Linehan, Sylvia Nichols, Robert Oris, Thomas Ruocco, James Sima and Peter Talbot.

Staff: Town Manager Michael A. Milone; Finance Director James Jaskot; PW Director George Noewatne; Economic Development Coordinator Gerald Sitko; Richard Kaczer, Fleet Manager. BOE – Vincent Masciana, Director of Business Management.

**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. PUBLIC COMMUNICATIONS**

**A. Recognition for Cheshire's Lights of Hope.**

Chairman Slocum, on behalf of the Town Council and the Cheshire Community, expressed appreciation to Jennifer and Don Walsh and members of the Lights of Hope organization for their generous donation of \$10,000 to the Human Services Department. The donation will be used to assist residents in need.

On behalf of the Cheshire Lights of Hope, Don Walsh thanked the Council for the recognition, and said the recognition and plaque belongs to the entire team that works together for the event.

Mr. Walsh informed the Council that this year the organization was able to donate \$10,000 to the Petit Family Foundation and \$10,000 to the Cheshire Community Food Pantry. Having raised more money than anticipated, Mr. Walsh reported that, in honor of Father Bob, the founding director of the Food Pantry and supporter of Lights for Hope, another \$5,000 was donated to the Food Pantry for a total donation of \$15,000. Mr. Walsh commented on the Walsh Family's love of Cheshire and wanting to do what they can to help their neighbors. At the rally for the event, Ms. Hartmann, Exec. Director of the Food Pantry, reported that 300 Cheshire families are helped each week, which is 100 more families than last year. The Lights of Hope will continue to move forward to help others. For the last 5 years the organization has given a \$2,500 scholarship to a CHS student and will award two \$2,000 scholarships to Cheshire High School senior students who exemplify voluntarism in the community. Mr. Walsh thanked Council Chairman Slocum who joined their task force on the work to enhance the Mission Statement, which is now on the organization's web site. The Lights of Hope is moving forward, is growing each year, will continue its events, and pass the

wand onto the next generation of Cheshire to do what they can to help everyone in need.

**B. Recognition of Employee of the Year**

Town Manager Milone introduced Jocelyn Patrignelli, 2013 Employee of the Year, to the Town Council. This is the 17<sup>th</sup> year of the award named after Connie Wallace, who gave 39+ years of service to the Town, and was a mainstay in the community. Mr. Milone commented on Ms. Patrignelli's excellent work ethic, consummate professionalism, incredible knowledge, great sense of humor, organizational and planning skills which are a key to the success of the Planning Department, and her dedication to her position as Executive Assistant to the Town Planner, and her commitment to the responsibilities of her position.

Town Councilors congratulated Ms. Patrignelli on her outstanding recognition, and wished her good luck in all her future endeavors.

**C. Public Comments.**

Chairman Slocum acknowledged the Boy Scouts in the audience who were attending the Council meeting.

**4. CONSENT CALENDAR**

MOTION by Mr. Schrumm; seconded by Mr. Ruocco.

BE IT RESOLVED, that the Town Council approves Resolution #121013-1.

RESOLUTION #121013-1  
CONSENT CALENDAR FOR DECEMBER 10, 2013

BE IT RESOLVED, that the Town Council approves the Consent Calendar for December 10, 2013 as follows:

- A. Acceptance and appropriation of \$10,000 from Cheshire's Lights of Hope to the Human Services Gift Account to help residents in need.
- B. Acceptance and appropriation of a \$50 donation from the Ladies of Copper Hill To the Cheshire Fuel Bank.
- C. Acceptance and appropriation of a \$300 donation from Nutmeg Management Services LLC to the Human Services Gift Account to help residents in need.
- D. Acceptance and appropriation of a \$120 donation from Town employees to the Human Services Gift Account to help residents in need.
- E. Acceptance and appropriation of an anonymous donation of \$50 to the Human Services Gift Account to help residents in need.

- F. Acceptance and appropriation of \$20 from Operation Fuel to the Cheshire Fuel Bank.
- G. Acceptance and appropriation of an \$85 donation from the Yellow House Middle School Event to the Cheshire Fuel Bank.
- H. Acceptance and appropriation of a donation of \$886.25 from the Cheshire Rotary Club for the Human Services Gift Account to help residents in need.
- I. Acceptance and appropriation of a \$45 donation from Naty Carter, Liz Augustine And Joan Pilarczyk in memory of James frank Pandajis to the Library Gift Account for library materials, furniture and computers.
- J. Acceptance and appropriation of a \$60 donation from the "I Could Read All Night" book group in memory of David Davis to the Library Gift Account for Library materials, furniture and computers.
- K. Acceptance and appropriation of a \$250 donation from the 2013 CHET Summer Library Program to the Library Gift Account for Library materials, furniture And Computers.
- L. Authorization to execute amendment to multi-year agreement for Microsoft Licensing to amend third party vendor.

VOTE        The motion passed unanimously by those present.

**5.        ITEMS REMOVED FROM THE CONSENT CALENDAR**

**6.        OLD BUSINESS**

**7.        NEW BUSINESS**

**A.        Approval of Town Council Rules or Procedure**

MOTION by Mr. Schrumm; seconded by Mr. Sima

BE IT RESOLVED, that the Town Council approves Resolution #121013-2.

**RESOLUTION #121013-2**

BE IT RESOLVED, that the Town Council approves the Town Council Rules of Procedure as amended and attached.

**Discussion**

Mr. Schrumm noted that Section VIII B. will remain in the Rules. It is being left in, may never be used, but he would rather have it and be able to use it in the future.

Ms. Flynn-Harris questioned why it was felt something should be in the Rules codifying a written communication, that someone must be present or have it written.

Chairman Slocum stated that the written word is more easily understood. A letter submitted to the Council is a good idea, and personal contact with the Council at a meeting with a comment or question is acceptable. He has concerns about recorded messages being presented to the Council. This is difficult to control, hard to understand, and get into the public record.

Stating she understands this, Ms. Flynn-Harris pointed out that with the new technology there are many ways to communicate and she would expect it would not be hard to request someone making that kind of a statement, not able to be physically present, they could be requested to present a 2<sup>nd</sup> tape for the record. Ms. Flynn-Harris commented on the new technology and tapes will be able to be heard clearly. She believes this is abridging free speech, and the public should have any means available to communicate with the Council. Requesting a 2<sup>nd</sup> copy of a statement would be appropriate. Ms. Flynn-Harris will not support the motion on the floor.

Ms. Linehan agreed with the comments made by Ms. Flynn-Harris. The idea behind our new technology system, cameras etc. was to create more opportunity for citizens to connect with their local government. She believes this is stifling free speech, and she will vote no on this resolution.

There is new technology and Mr. Schrumm said this is good to put in the Rules because if we are not careful the day will arrive when people will call in their comments from home during the public comment section. If people want to be heard they need to come to the meeting in person, or write a letter, but dialing in remotely is not a step in the right direction. This section in the Rules is a good move, and if people want to say their piece they can say it, or put it in writing for an accurate record. He supports the change to the Rules as they are appropriate.

Ms. Flynn-Harris noted that most courts allow some type of electronic testimony to be given. In the future we will have more and more computers and this is an important way of communication.

VOTE            The motion passed 6-3. In favor-6; Slocum, Schrumm, Ruocco, Nichols, Oris, Sima; Opposed-3; Flynn-Harris, Linehan, Talbot.

## **B.     Appointment of Town Historian**

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

BE IT RESOLVED, that the Town Council approves Resolution #121013-3

RESOLUTION #121013-3

BE IT RESOLVED, that pursuant to Town Council Resolution #021212-6 as attached and the Connecticut General Statutes Section 7-148(5)(D), the Town Council appoints Jeanne Chesanow of Cheshire, CT as the Cheshire Town Historian for the term February 1, 2013 through January 31, 2016.

Discussion

Ms. Nichols stated that Ms. Chesanow has done an excellent job as Town Historian over the last two years. She started the Trolley Tour which was very successful along with other work and research.

A report has been submitted by Ms. Chesanow to the Town Council, and Mr. Slocum said it highlights her efforts in putting together an historic vision of the Town.

Ms. Chesanow informed the Council that in the last two years she has undertaken many projects. These included the Trolley Tour last summer, which is sold out for 2014, and was a great success. She is working on a history of houses and buildings on Cheshire Street, and the diary of Frank Hall which is a day to day accounting of what was going on in Cheshire in 1873. Ms. Chesanow is also working on an environmental history of Cheshire.

Mr. Schrumm said that Ms. Chesanow is a local treasure, and does great work for the Town. He informed the Council and the public that on December 15<sup>th</sup>, at 2 p.m. the Historical Society on the Town Green will be open. He thanked Ms. Chesanow for her service to the community.

With regard to the Hall Diary, Ms. Chesanow noted that many people want copies of the book and she will work on this.

Chairman Slocum commented on Ms. Chesanow editing the Trails Book, which sold out and should be revisited. On behalf of the Council, Mr. Slocum congratulated Ms. Chesanow on her reappointment.

VOTE           The motion passed unanimously by those present.

**C.     Appointment of non-user members to Public Building Commission Pool Project.**

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

BE IT RESOLVED, that the Town Council approves Resolution #121013-4

RESOLUTION #121013-4

BE IT RESOLVED, that the Town Council amends Resolution #012406-5, as attached, and appoints the following additional, temporary, non-user members to the Public Building Commission Community Pool Bubble Replacement Subcommittee to join Public Building Commission members Keith Goldberg and Art Crooker:

David Gavin  
Kevin Wetmore  
Matt Levine  
William Kunde

Discussion

It was noted by Mr. Sima that David Gavin is a member of the Energy Commission. There was one word change with removal of "shall" replaced with "may." He said this is a continuation of the pool committee.

Chairman Slocum said the word "may" provides more flexibility for appointment of Energy Commission members as user members.

The RFP for the project went out on December 9<sup>th</sup> for the structure, and Mr. Sima noted the project is moving forward.

VOTE           The motion passed unanimously by those present.

**D.     Legislative Package**

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

BE IT RESOLVED, that the Town Council approves Resolution #121013-5

RESOLUTION #121013-5

BE IT RESOLVED, that the Town Council approves the Legislative Package as presented and attached.

Discussion

Mr. Schrumm stated that Town Manager Milone put the Legislative Package together, and these are the items the Council is requesting of the Legislators today.

Chairman Slocum read the items into the record, and they are: Prevailing Wage, Modify State-mandated compulsory binding arbitration laws, State Aid for Municipalities, Mandate that all State Aid to municipalities be transmitted as close to June 30 as possible, Wastewater Treatment Plant Design Flow, State Statute relative to collection of taxes associated with unreported property improvements, and Motor Vehicle Tax.

Mr. Ruocco commented on the Council having looked at the package a few weeks ago. At that time, Councilor Falvey requested inclusion of some type of tax relief program for individuals and businesses. He asked Mr. Milone about adding this item to the list as

an amendment to the resolution – that the State consider an across the board tax relief program. He said that some of the items in the package appear each year and are never passed by the Legislature.

Town Manager Milone explained that he did not want to appear unresponsive to Mr. Falvey's comments, but they were provided after the submission of the Legislative Package. He said the Legislators visit a Council meeting each year, review the package items, get feedback, and this is the best forum for discussion, and the tax item needs some written format. From the discussion, we can get some advice and guidance on this issue and craft something that is more realistic and on point than just a general statement. On item #4, the number should be \$89,000. Some of the items are repeated and sooner or later we wear the State down and make the point, galvanize enough support, and they are passed. Over the last few years we have seen important things, such as the wastewater treatment plant, forcing the State to amend the agreement.

It was stated by Chairman Slocum that the WWTP design issue is critical and needs to be put forth forcefully, as well as the motor vehicle tax item.

With elimination of the motor vehicle tax, Mr. Milone said the concern is that the State will not make the Town whole and problems will be created.

Chairman Slocum suggested inviting the Legislators to the second Council meeting in January 2014.

VOTE           The motion passed unanimously by those present.

**E.     Housing Authority Insurance Tax Incentive Agreement**

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

BE IT RESOLVED, that the Town Council approves Resolution #121013-6

RESOLUTION #121013-6

BE IT RESOLVED, that the Town Council hereby authorizes the execution of a Tax Agreement by and between the Town of Cheshire and Housing Authority Insurance, all of Cheshire, Connecticut, and

BE IT FURTHER RESOLVED, that the Town Manager is authorized and directed to execute on behalf of the Town said Agreement in the form and upon the terms and conditions as presented.

Discussion

Economic Development Coordinator Sitko stated that he spoke on this matter with the Council last month. Tonight, he is requesting a tax incentive agreement with HAI, a

company in Town since the late 1980's, that provides insurance to housing authorities and developments. The incentive policy was approved by the Council at the recommendation and urging of the Economic Development Commission (EDC) in 1994. Twenty five (25) agreements have been approved for a variety of projects. The Town has contributed twice the infrastructure improvements for Cheshire businesses. The policy has been renewed every year by the Council for a 2 to 3 year period upon the recommendation of the EDC. The last installment was for a 3 year period which expires in June 2014. EDC has started work on the review of the policy, including research on surrounding communities and will return to the Council with a recommendation to continue or modify the program.

The Council was told by Mr. Sitko that HAI has been in Cheshire since the 1980's, and had 39 employees at that time, and now has 160 employees. In the early 1990's the company constructed a 30,000 sq. ft. building at 189 Commerce Court. HAI continues to grow, and built another 10,000 sq. ft. addition. At that time HAI requested incentive relief, but within the policy is the requirement to stay in Cheshire for 10 years...and the incentive was not pursued.

Mr. Sitko explained that the request before the Council is a request for a tax incentive based on a 40,800 sq.ft. office addition, an increased assessment of \$3.150,000. The Town takes 45% of the assessed value off the books for a 3 to 7 year period, pursuant to Section 1265 of the Connecticut General Statutes. For the period of time the company is taxed on 55% of the building. Mr. Sitko commented on the program working well; the cost of the improvements comes out of the statute; it is in excess of \$3 million; and the tax assistance will be for 7 years. If it is less than \$3 million it will be for a 3 year period. The 45% of the assessed value off the books is \$360,694 in new real property tax revenue; the tax assessment is \$295,113; and it is estimated HAI will have \$1 million or more in property tax with an estimated value of \$6.8 million at the site. The company intends to have 190 full time employees; has been to the PZC; the project has EDC support. Mr. Sitko is requesting approval of the tax incentive agreement with HAI.

For clarification, Mr. Oris asked about the new addition of 40,800 sq. ft. and estimated cost of such a construction would be \$7.5 to \$8 million. He asked how EDC got to the estimated construction cost assessment of \$3.15 million.

In response, Mr. Sitko reported that the Tax Assessor, Mr. Panagrosso, used his judgment in the number estimate, and the valuation is at 70%.

Mr. Oris stated that construction at \$7 to \$8 million at 70% valuation is \$5 to \$6 million versus \$3.15 million, and he questioned the difference.

According to Mr. Sitko the difference could be site improvements, paving, etc., with estimate based on construction only, so the number could be higher or lower.

Even with \$7.5 to 8 million construction costs, Mr. Oris said 70% is \$5.6 million.

The Council was told by Mr. Sitko that the assessments by Mr. Panagrosso have been very close to the estimates, and the Town is working off the \$3.15 million number in the spread sheet. This number could be increased. The assessed value is only for the building.

Town Manager Milone stated this is a starting point, and once the building is constructed the exact number will be know, and the assessment will be based on that number.

Regarding the 160 to 170 employees now at HAI, Mr. Oris asked how many of them are local people.

Mr. Sitko did not know the number.

With anticipation of 60+ employees, Mr. Oris asked how many would be employees in the current site or the addition, and if this is 60 new employees once the addition is constructed.

Mr. Sitko advised that some of the HAI employees are in locations throughout the Town. The new building will have 190 employees. In the agreement the Town Attorney protects the interests of the Town, HAI must have a 10 year stay in Cheshire, and if HAI leaves the company would have to pay back the tax incentives to the Town. There is also a minimum standard for staffing levels, and if HAI goes below that number they are penalized. The company is hiring now, and could go beyond 190 employees.

Mr. Oris stated his support of this type of incentive.

Ms. Linehan asked whether the company has agreed to the 10 year stay.

The Council was told that the 10 year stay in Cheshire is a non-negotiated item is mandated by the Town.

Mr. Sima stated this incentive plan is in place to get companies to expand or move to Cheshire. He noted that construction has already started, and asked if the incentive plan was a last minute decision by HAI.

The company has been talking about the incentive plan with the Town over a 2 to 3 year period, and it took HAI a while to get around to a decision. Mr. Sitko said that in 1994, when the policy was approved, the intent was to attract new business development to Town, and assisting a company to grow. Some companies have come to Cheshire, went into an existing building, then built additions, and were granted the tax relief.

Mr. Sima asked about the commitment of HAI for the 10 year period of the plan after the project has started.

Ms. Nichols asked if HAI is operating in the current building under a tax incentive plan.

HAI is not operating under an existing tax incentive plan, and Mr. Sitko said the incentive plan is for the new addition.

Chairman Slocum noted that the company did not take advantage of a prior incentive because of its uncertainty about staying in Cheshire for 10 years.

Stating that is correct, Mr. Sitko said HAI was not sure of a final location for the corporate headquarters.

VOTE           The motion passed unanimously by those present.

**8. TOWN MANAGER'S REPORT AND COMMUNICATIONS.**

**A. Monthly Status Report – in Council packets**

**B. Department Status Reports – in Council packets**

**C. Other**

**Monthly Financial Report** – The General Fund budget is on course; there is nothing of significance on the revenue or expenditure side; there is \$180,000 more in State aid; the conservative estimate of tax collections will be exceeded by .06% to .07% with another \$400,000 in revenue. The only concern is the unknown with the upcoming winter season.

**Police Department** – there are 7 vacancies; next month Chief Dryfe will have a report on the impact of the vacancies; it is expected the report will show the impact of money saved from these vacancies; it is hoped money saved will offset overtime costs.

**WPCA** – this budget is trending as expected; the Council recommended a \$10 increase in sewer charges; WPCA increased the charges by \$15; every \$5 increase generates \$41,000 in revenue; this budget will have a small surplus; and the fund balance will be about \$500,000.

**Community Pool** – there are many unknowns at this time. Mr. Jaskot and Mr. Milone are looking at all the numbers, and with no activity it is hard to predict where this budget will be on June 30<sup>th</sup>. With a new facility there can be predictions and reliability of numbers. This budget will have a small shortfall this year which can be covered by other areas. Starting in July 2014 the fund balance will be "0", and this budget can function in a more reliable way than the last 4 years.

**Council of Governments (COG) Reorganization** – There is information in the Council packets which summarizes what is happening with the COG reorganization and realignment. Mr. Milone explained there are 13 organizations which are regional organizations under the statute. This statute changed, and OPM is collapsing the number from 13 to 8 organizations, and there are decisions to be made about where

municipalities will go. Mr. Sitko represents Mr. Milone and the Town at COG meetings. The COGs are a conduit for regional planning, provide economic development, transportation and housing grants, etc. The Route 42 project was passed through COG. In 1957 the COG regions were adopted and there is a core for each region. The question without an answer is which COG the Town of Cheshire will be under. On the map, it shows Cheshire is in the Central Naugatuck Valley Region of 13 towns.

The State has made recommendations, neither of which Mr. Milone favors. One is for Cheshire to join the Valley, Greater Bridgeport Region, and this is not acceptable. The other is for Cheshire to join with the Central Connecticut COG, which is all towns north of Cheshire. The State is acceptable to the Central Naugatuck Valley and Central Connecticut regions combining. The 13 towns which make up the Central Naugatuck Valley COG and 4 towns which make up the Valley COG would be combined. Mr. Milone has met with representatives of OPM, and OPM will be accepting of this proposal. Additionally, there may be some towns who might want to join this region. Whatever the final composition is, it must be contiguous.

Mr. Milone will need the Council's guidance on whether or not Cheshire should stay in the larger Naugatuck Valley COG, or join the South Central Connecticut COG. These are the two options. Another option could be Southington joining the Capital Region COG, and Cheshire considering this, as long as the towns are contiguous, but Mr. Milone does not see this being an attractive choice for Cheshire. But, this is the Council's decision. It was pointed out by Mr. Milone that much of what Cheshire does is aligned with Naugatuck and New Haven, and there are no Town associations with anything in the Hartford region. He also informed the Council that Cheshire's Police and Fire Departments are part of the South Central Criminal Justice Region, and some of the Town's economic regional organizations are centered in New Haven. The Town is awaiting the State's recommendation; the Town then has 30 days to file a petition for appeal; then there is a hearing; and the Town makes a choice on whether to stay in the Central Naugatuck Valley COG or move to the South Central COG. Or, if Southington joins a 3<sup>rd</sup> COG, that could also be a consideration.

Mr. Milone and Mr. Sitko have met with the Executive Director of the South Central Connecticut COG, and they are working on relative data for Council review, get a sense of the two COGs, and to get a sense of what the Town should do. Mr. Milone advised that the South Central COG will be more New Haven centered. In the New Haven COG there are 3 or 4 cities larger than Cheshire, and right now Cheshire is the 2<sup>nd</sup> largest town in its COG. The final decision comes from the Town Council, and staff will provide as much information as possible as this matter goes forward.

**FEMA Grant – Fire Department Ladder Truck.** This grant has been pursued, but the Town must demonstrate it is a distressed community with certification from the Finance Director. Due to this fact, Mr. Milone said that Cheshire is precluded from going forward with this grant statement.

**Linear Trail Extension Status Report** – The Planning Committee received input on the trail extension at its last meeting from Tom Sheil, Engineer, from Milone and MacBroom. At this meeting, Mr. Sheil provided the timeline, how much longer before construction can start, and one unknown is the outcome of the architectural report. This report was issued but is not clear. The worst case is having to reduce the size of the parking lot to 61 spaces, carving around the architectural area, and satisfy the State. The material in this area is called pre-contact materials, consisting of shaped stones and splintered arrow heads.

**Technology Study Group** – The progress and budget review of the technology initiatives were discussed and reviewed by the group. The meeting laid out how to spend the \$600,000 approved at referendum. The group reviewed the improvements of the last year. The I.T. function is now out-sourced, and there are benefits and savings to the Town.

**Recycling Calendar 2014 and Items Accepted and Not Accepted** – The calendar and recycling information will be posted on the web site, and published in the Cheshire Herald and Cheshire Citizen newspapers to reach all households in Town.

**Upcoming Meetings** – Town Council Special Meeting, December 17<sup>th</sup>, at 7:00 p.m. The actuary will give a presentation at this meeting, and it is also a pre-budget meeting for the FY 2014-15 Budget.

**Town Hall Closings** – Christmas Day, December 25, 2013, and New Years Day, January 1, 2014.

Mr. Milone informed the Council that Tax Assessor Panagrosso is compiling the information needed for his report to the Council, and will present the information at a January meeting.

Ms. Flynn-Harris asked about the GIS demonstration to be done at this meeting, and when it will be presented to the Council.

The GIS person had a prior engagement for tonight, and Mr. Milone said this professional was vital to the demonstration with Mr. Panagrosso. It will take place at a January meeting.

Mr. Sima commented on the Police Department report getting better and better with more insight on what is going on. He reported that letters have been received from residents on police officers conducting themselves in a professional manner.

Mr. Milone will relay the comments to Chief Dryfe.

**9. TOWN ATTORNEY REPORT AND COMMUNICATIONS**  
**Matters are for executive session.**

## **10. REPORTS OF COMMITTEES OF THE COUNCIL**

### **A. Chairman's Report.**

Ordinance Review Committee – Ms. Nichols will schedule a meeting in January 2014.

Planning Committee – Mr. Sima highlighted what took place at the last meeting. The Linear Trail extension, timeline and completion of the project were reviewed. The Community Pool enclosure and project timeline was reviewed as this is a \$3 million large project. The agreement with the Church for the Library parking lot was reviewed with recommendations made to the Town Manager. The technology initiatives and operators of the new system in Chambers was discussed. There was discussion about the South Main Street traffic issues, working with high school staff to streamline traffic in and out of the campus was reviewed, as there is no help coming from the State. The committee discussed issues with boards, commissions and committees.

With regard to concerns and discussions about relationships with boards, commissions and committees, Ms. Flynn-Harris stated that this issue does not belong in the Planning Committee. There should be more discussion with the Town Council liaisons, and going back to the Town Charter as all boards, commissions and committees have specific duties and regulations under the Charter. There should be written reports from boards, commissions, committees to the Council each year, which is not being done. Training of board, commission, committee members is the responsibility of department heads working with them. With reorganization of the Human Services Department, there was an attempt to put together two commissions – Human Services and Youth Services, and this could not be done due to their different issues, goals and duties under the Charter. The issue of boards, commissions, committees should be under the Ordinance Review Committee, not the Planning Committee. Ms. Flynn-Harris said communication should be first stressed by the Council liaisons with the Council should looking into the Charter to know what the responsibilities are. Regarding the Town Historian, Ms. Chesanow presented her report tonight, and she also must report to the State, and under the Charter there is some funding for the Town Historian.

Chairman Slocum is not certain that boards, commissions, and committee concerns belong with the Planning Committee, and believes it belongs with the Ordinance Review Committee. He suggested a joint meeting of the Council and the Ordinance Review committee.

It was noted by Ms. Flynn-Harris that this matter was not charged to the Planning Committee by the Town Council, and does belong with Ordinance Review Committee.

The matter will be put to the Ordinance Review Committee, and Chairman Slocum wants to see changes in composition of boards, commissions and committees in February. And, they must come in and meet with the Council on an organized basis.

Ms. Nichols was surprised the issue was with the Planning Committee, said we need to go back to the Charter. The Ordinance Review Committee will take up the matter and review it. Also, Ms. Nichols noted the Council liaisons should be better leaders to the boards, commissions and committees and be more responsive to them.

Mr. Sima is satisfied with the matter going to Ordinance Review as long as it moves forward and receives the attention it requires.

The matter of the PEGPETIA grant was raised by Mr. Talbot, who said it would be better served as part of the Technology Study Group than with the Planning Committee. Mr. Talbot asked about the status of the school bus camera contract, why it has not been on the agenda, where it stands after one year, as it is a safety issue.

According to Mr. Sima, the issue is moving forward under Mr. Masciana. He has been informed there is another company to bid on the camera contract. This matter will move forward for another company to bid on the school bus cameras.

Budget – Mr. Schrumm stated there is a Special Town Council/Budget meeting on December 17<sup>th</sup> at 7:00 p.m.

Solid Waste – Mr. Oris has scheduled a meeting for December 19<sup>th</sup>, 6:30 p.m. with bulky waste collection a high priority item.

Audit – Ms. Flynn-Harris will schedule a meeting in January 2014.

## **B. Miscellaneous**

### **11. APPROVAL OF MINUTES – Regular Meeting, November 12, 2013; Special Meeting of December 3, 2013.**

MOTION by Ms. Flynn-Harris; seconded by Mr. Schrumm.

MOVED that the Town Council approve the minutes of the Regular Meeting of November 12, 2013 subject to corrections, additions, deletions.

Corrections: **November 12, 2013 meeting. Resolution #111213-15** - paragraph #3 was not included in the resolution. A copy of the correct resolution is attached to these minutes. **Resolution #111213-16 – Resolution Appropriating Funds and Transferring Unexpended Bond Proceeds** was not included in the minutes and a copy of the resolution is attached to these minutes.

VOTE           The corrected and amended motion for approval of November 12, 2013 minutes passed 7-0-2; Linehan and Oris abstained.

MOTION by Ms. Flynn-Harris; seconded by Mr. Talbot.

MOVED that the Town Council approves the minutes of the Special Meeting of December 3, 2013, subject to corrections, additions, deletions.

VOTE           The motion passed unanimously by those present.

## **12. MISCELLANEOUS AND APPOINTMENTS**

### **A. Liaison Reports**

Housing Authority – Ms. Nichols informed the Council and the public that the Authority conceived this project 7 years ago for families and individuals who cannot afford market rate housing, and the affordable housing project is now completed. There are 20 units in the Foote Commons Complex, which includes refurbishing 8 units, 4 units in the rear building, and 12 new units of 1, 2 and 3 bedroom apartments. This project was totally funded through State grants and mortgages, at no cost to the Town of Cheshire. The Housing Authority is self funded; oversees 8 additional affordable housing units in Town, and 48 units under Section 8. To qualify for the new units, the people must pass a background check and provide financial criteria. The entire project was organized and supervised by the Housing Authority Board, which is chaired by Bruce Klein (Ms. Nichols husband).

The Housing Authority Board members were appointed by the Council, and Ms. Nichols acknowledged Bill Kinlock, Dorothy Cantor, Marcel Gauthier, Peter Blomstrom, Anne Belcher and Susan Papas for their work on the project. The Authority has one full time paid staff and two part time associates, and Ms. Nichols said this is a great example of a volunteer group working for something good for the Town of Cheshire. Residents will be moving into the units in December and January. Ms. Nichols congratulated the Board which worked so hard and overcame major obstacles throughout the process for these affordable housing units.

Public Building Commission – Mr. Sima reported that the PBC is beginning work on the pool enclosure project; is setting up the chairpersons for each of its many projects; and has a busy schedule ahead of them.

Pension Board – Mr. Ruocco reported that the Board will meet next week with information from the actuary on the pension plans. Following this meeting the Council will make a decision on the adjustments required.

Water Pollution Control Authority – Mr. Schrumm reported that the wastewater treatment project is underway. Supt. Dievert won a prestigious award for plant supervisors.

Mr. Milone mentioned this award last month and there was a newspaper article about Supt. Dievert and his receiving this award.

Prison Advisory Committee – Mr. Oris reported there is a new chairperson for the committee; Dept. of Correction staff attended the meeting and reported on the prison census. Manson – 574; Adult facility – 1414; Maloney is a school facility with 162 people in training. The DOC has commissioned a sewer study by Foss & O’Neill. A tour of the facility is being scheduled, and the Council will be invited to attend.  
Parks and Recreation Commission – Mr. Talbot reported on the big project and soft opening of the Dog Park; 40 dogs and owners were present, and there will be a grand opening in the Spring 2014.

Arts Place/CPFA – Ms. Flynn-Harris reported they are working on plans for the March 2014 Arts Day, and creation of an Arts Trail using instagram.

Youth Services – Ms. Flynn-Harris reported the committee had a substance abuse speaker from the Central Naugatuck Valley Regional Action Council at its last meeting; the committee will be conducting a survey of middle school and high school students on this topic.

Human Services – Ms. Flynn-Harris reported on revision of the by-laws, adoption of a friendly visitor program with more of a phone calling tree.

Planning and Zoning – Ms. Flynn-Harris mentioned the Council meeting and discussion with a regulatory body with guidance on more communication. PZC is guided more by State statutes and their own regulations rather than an ordinance.

Youth Services –Ms. Linehan is the new liaison to this committee, has spoken with Ms. Flynn-Harris about the committee, and looks forward to working with the committee.

Chairman Slocum requested Council liaisons to talk to the chairpersons of their commissions, boards and committees and schedule reports to the Town Council.

Regarding recordings of board, commission and committee meetings with the new equipment in Chambers, Mr. Milone said they would start in February once the chairpersons decided on what meeting they want televised. It is hoped the meetings can make the circuit of two meetings televised in one year. The broadcasts will provide more visibility to their work, and once schedules are in place, the Council will be advised.

## **B. Appointments to Boards and Commissions**

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

MOVED that the following appointments/reappointments be approved by the Town Council.

Michael Ecke (D) to the Economic Development Commission, to fill the vacancy of Brian Miller, term of office 12/10/13 to 1/31/16.

Melissa Flynn (D) to the Prison Advisory Committee, to fill the vacancy of John Harris, term of office 12/10/13 to 1/31/14.

VOTE The motion passed unanimously by those present.

**13. COUNCIL COMMUNICATIONS**

**A. Letters to Council.**

**B. Miscellaneous**

**14. EXECUTIVE SESSION**

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

MOVED that the Town Council enter Executive Session at 9:20 p.m. to include Town Manager Milone and Town Attorney Smith to discuss pending claims and litigation and personnel matters.

VOTE The motion passed unanimously by those present.

MOTION by Mr. Schrumm; seconded by Mr. Sima

MOVED that the Town Council exit Executive Session at 9:45 p.m.

VOTE The motion passed unanimously by those present.

**15. ADJOURNMENT**

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

MOVED to adjourn the Town Council meeting at 9:45 p.m.

VOTE The motion passed unanimously by those present.

Attest:

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Marilyn W. Milton, Clerk