

**MINUTES OF THE CHESHIRE TOWN COUNCIL SPECIAL MEETING AND BUDGET COMMITTEE MEETING HELD ON MONDAY, AUGUST 14, 2017, AT 7:00 P.M. IN ROOM 207, TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410**

Present

Council Chairman Robert J. Oris Jr.; Vice Chairman Paul A. Bowman; Michael Ecke, Jeffrey Falk, Patti Flynn-Harris, Sylvia Nichols, Timothy Slocum, Peter Talbot. Staff: Michael A. Milone, Town Manager; James Jaskot, Finance; PW Director George Noewatne, Town Engineer Walter Gancarz; Dennis Dievert, Supt. WWTP; Richard Kazcer, Fleet Manager; Sandy Petela, Acting Director of Recreation; Elizabeth Mayne, Program Coordinator.

**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. DISCUSSIONS RE: FISCAL YEAR 2017-2018 FIVE-YEAR CAPITAL.**

PW Director Noewatne cited some of the capital projects completed or near completion by the Public Works Department. They include the following:

West Johnson Pump Station rehabilitation, which came in under budget with an 80% grant.

East Johnson Bridge replacement, completed in December.

Sidewalk extensions on West Main Street and Maple Avenue; replacement of .15 miles of deteriorating sidewalks.

Milling and paving 5+miles of road in 2016.

Reconstruction of 2/3rds of South Brooksvale Road with LoCIP grant funds.

Solar City project; array of solar panels at the landfill.

Removal of 300+ dead trees, including Ash Trees.

Coordination of last section of the Linear Trail (State funded 100).

The Council was told by Mr. Noewatne that Public Work crews were used in most of these projects; work was done in-hours; this offset out of pocket costs for the Town residents. Mr. Noewatne stated the success of the PW Department is achieved through the support of the Town Council, Town Manager, and residents who approve projects at referendum. The Public Works Department then delivers worthy projects to the community. This year the department projects make up 44% of the capital budget, \$3.9M, addressing many concerns and expanding services to the community.

Page 34 – This page defines the infrastructure, economic, demographics and debt statistics.

Pages 38 to 41– Summary of referenda, 1995 to 2016. Mr. Noewatne said Public Work projects are well received by the public and approval rate is very high.

Public Works Department took over Public Grounds this year. Mr. Noewatne informed the Council this transition is going very well; it was a smooth transition; this is due to Mr. Milone who kept communications open, and the excellent and talented members of the Parks Division.

### **WATER POLLUTION CONTROL DEPARTMENT**

Town Engineer Gancarz reviewed the CEP projects for WPCA, and said the projects have been tracking well for the last 5 years.

Heavy Duty Vehicle and Equipment - \$190,000 in FY 17-18. This vehicle is a heavy duty sludge truck to haul sludge off site to Waterbury 4 or 5 times a week. Supt. Dievert stated this sludge must be moved off site, and renting a roll-off costs tripe the cost of hauling with a town truck. It would take 8 months for delivery of this new vehicle. At the present time he continues to work with the company that rents the truck.

Council Chairman Oris stated there must be a more cost effective way to haul sludge than purchase of a new \$190,000 truck, and rental costs. He talked about an outside company doing the work other than Town crew members, and purchase of a used truck versus a new truck. Mr. Oris requested an analysis of the situation...cost of the new truck, rental costs, outside hauler costs, etc. for the Council to review and consider for this capital item.

The current truck is 18 years old, in need of costly repairs, and Mr. Milone said staff will prepare an analysis for the Council.

Supt. Dievert informed the Council that repairs on this old truck with +100,000 miles is about \$30,000, and this is not cost effective. He noted that a special roll-off truck, one that is sealed, is needed to move sludge around the lot. A crew member drives the truck to Waterbury, and it is a 2.5 hour round trip every day.

Mr. Gancarz stated that staff looked at companies specializing in this type of work, i.e. A.J. Waste and Synergo (the site where the material is brought).

Fleet Manager Kaczer commented on the current older truck, which is in need of very costly repairs, and the fact that the roll-off truck must be a sealed body truck.

With the fiscal condition of the State, Mr. Oris said the Town must be as cost effective as possible; some capital projects should be frozen; no spending on projects not required; and some projects must be deferred until State funding is known. He said the Council has tough decisions to make for the taxpayers.

Stating he does not disagree with Mr. Oris' statements, Mr. Bowman said there must be a look at some Town services, possibly sub-contracting them out. He also would like to see a matrix on the purchase of the new truck.

Under the Town Charter, Mr. Milone the capital budget does not have to be completed until November. Therefore, the Council can defer some of its decisions until November, with critical projects approved in August in time for the referendum. The rest of the projects can be reviewed September to November. He will provide a cost benefit analysis on the proposed new truck to the Council.

Cook Hill Pump Station \$400,000 – Mr. Gancarz reported on this capital project item. The estimate for this project was \$1.2M; it is reduced by \$900,000; \$150,000 grant from Elim Park has been utilized over the past few years; \$400,000 will complete the project; much of the work has been done by Town crew members with savings of over \$200,000; the project will be completed with new controls, new emergency generator, removal underground oil tank, new gas feed to the station, etc. This will be packaged up and put out to one G.C. and get the job done. Coupled with the West Johnson project it will complete all the pump stations will be done. The referendum amount went out at about \$3.5M, and with all services it is about \$2.3M. There was a PCB survey done; a small amount was found; it is being taken care of with some flashing; and there is some grant money to complete this project that has been around since 2011.

Regarding the \$3.4M referendum money, Mr. Slocum asked about wrapping the Cook Hill station into the West Johnson project.

This is a distinct project that must be authorized and appropriated, and Mr. Milone said the funds have not been borrowed yet. There is less money for appropriation and borrowing over the long term. But, the problem is this still has to be a discrete project. Moving forward, the Council can de-authorize some of amount of the West Johnson project and use for the Cook Hill project. There is a comfort level of reducing the budget, i.e. \$500,000 off the appropriation. If there is a problem, the money would have to be re-authorized.

Chairman Oris commended the Public Works Department staff for doing a great job on its projects and the savings resulted.

Belt Filter Press Refurbishment - \$350,000 FY 18-19. Mr. Gancarz noted this work is moved to year #2 of the CEP. At the treatment plant one belt filter press was rehabbed and the other will be done at some point.

Inflow & Infiltration \$300,000 FY 19-20 – moved to year #3. WPCA has some money in its accounts to do some of this work; this money will be utilized before any other requests are made.

Regarding the new roll-off truck, Mr. Oris asked about renting a light dump truck at less cost than the roll-off truck.

Mr. Noewatne explained that this truck must have a sealed body so the sludge does not come out of the truck.

Page 87 – South Brooksvale Bridge \$100,000 out to FY 19-20.

Canal Dredging \$150,000; this is a place holder.

Tree Removal and Replacement \$150,000 – this is for the Ash Trees and other trees; 60% of dead trees have been removed this year; this work is contracted out. The fund will be replenished so the Ash Trees are not a hazard to the community.

Street Lights \$100,000 FY 18-19 – moved to year #2; some funds, \$80,000 used for pole replacement costs.

Page 93 - Public Works Dump Truck and Plow - \$442,000 in FY 17-18. The spreadsheet is a summary of 5 years of truck replacement. There is an inventory of PW vehicles in the meeting handout. The proposal is to trade in 2 trucks – one a 4-wheel drive and one a 2-wheel drive; replacement will be a 2-wheel drive truck and tandem 10-wheel truck.

Mr. Noewatne explained the 10-wheel tandem truck can run larger snow plow routes on Town roads; this truck is a two rear axle truck; the truck cleans up a lot faster; there will be savings with towing of certain equipment (which cannot be done now) and this is hired out now. This truck will be kept 12 to 15 years, and will make up the difference in the cost of moving fees of about \$25,000 annually.

Chairman Oris stated that PW Department must show the benefit of this vehicle to the Council, where there will be cost savings to be made up, and requested a cost benefit analysis for this truck.

This new truck will replace the 1980 truck, which will be auctioned off. Mr. Noewatne said truck #19CH has a blown engine and damaged body frame, +70,000 miles and is shot.

For the #20CH truck, Mr. Kaczer advised that last summer he rebuilt this truck from the ground up, and it was in the same condition as #19CH. The #20CH truck is worth about \$1,500, and it is now rebuilt to be a useful spare truck.

Mr. Bowman asked about sun-contracting or hiring out a truck as other towns do for larger snow storms.

Mr. Noewatne has seen some costs, but has not looked into this for Cheshire. The State bid has this information. The tandem truck is a year round used vehicle. A certain amount of trucks are needed for plowing roads, and 14 large trucks are needed for 14 routes.

Mr. Oris asked about a cost analysis on out-sourcing these trucks, without purchase and maintenance of five trucks, for winter plowing and work. Many towns do this to minimize purchase of their heavy equipment.

Town Manager Milone said we must look at renting trucks and noted had a horrible experience in the past with contracting out snow plowing, and losing control of the work. He wants to look at our drivers in rented trucks. Mr. Milone noted that snow plowing is the most sensitive work done in Town for the citizens. Staff will look at truck rentals, and using Town drivers.

This is not a very popular thing amongst Public Work managers, and Mr. Noewatne noted there is loss of control, road and curb damage, and many other issues of concern.

It was recommended by Mr. Bowman that the Council revisit things which do not fit into the capital plan 5 or 6 years out.

Ms. Flynn-Harris suggested contacting other towns that contract out snow plowing along with partial use of the town drivers.

Stating he would factor everything into the analysis, Mr. Noewatne pointed out that for the 4 or 5 times work has been contracted out it was \$4,000+ cost.

Regarding delivery of the new truck, Mr. Kaczer said some dealers build the trucks on spec, and there is a common problem with long time delivery. He is thinking about switching body companies this year with guarantee of delivery of the body in 90 days. If there is no delivery in this time period, a penalty of \$100 per day could be attached. The contract is pre-negotiated, and there is a limited field of companies that do this work.

Mr. Bowman requested information on the mileage and hours for each of the trucks.

Page 87 – Non-Dump Trucks and Equipment \$385,000 in FY 17-18. Mr. Noewatne stated this work can be contracted out, it has been done in the past at an hourly rate, but the services cannot be guaranteed. This is an expensive cost; it is mandated that catch basins be cleaned out (MS4 regulation). This equipment is used year round. The new Street Sweeper is a reliable machine and works very well. \$60,000 increase in the operating budget was associated with the catch basin work, including mapping, testing and consulting work. 1,200 of Cheshire's catch basins must be cleaned each year, and there are two men on this job each day. All catch basins on repaved road must be cleaned out. This year the contract was off the State bid; most of the work was done in the northwest part of Town; \$32,000 in the operating budget this year for contracting out this work.

Mr. Kaczer informed the Council that 12 to 15 years out of this equipment will be good, and the truck body will be rebuilt at least once during that time period.

Chairman Oris requested there be a cost analysis on this equipment to include cost of the vehicle, out-sourcing costs, man hours, etc.

According to Mr. Noewatne, the catch basin work can be out-sourced to a private contractor in this business who is on the State bid and COG bid. It would be the company working 8 hours a day for many, many weeks.

With two crew members on this truck at all times, Mr. Bowman talked about the other component, and questioned the assessed value of the persons on the truck...wages, benefits, insurance, etc...72 hours a day times the number of weeks for the job.

Unless there is a compelling savings as to why the capital stock should be increased, Mr. Oris said this work should be out-sourced. He commented on the high cost of \$385,000 for a 6-wheel truck, and a better way to do this work.

The Town spends a lot of money on its roads, but Mr. Noewatne said the catch basin work is done in March and April, with Town crew member assessing the basins over a number of days. He will look at trucks out there, used and new, and provide this information to the Council.

Road Repavement Program \$1.7M in each year in the five year plan – in the last calendar year the PW Department did 5 miles of road work for \$1.7M.

Mr. Noewatne said the road infrastructure is in good condition; the pricing this year was held from last year; priority roads for next year will be done after the winter season; there is a map and program which identifies the roads to be done. This year round #2 roads will be done through October. There is an inventory of every Town road. Coleman Road will get an overlay.

The protocol for companies/utilities cutting into our streets is under the excavation program, requires a permit to cut into a road; there is a fee and bond and design associated with this work. Many utility companies do not like this program, including the gas company, but the Town held firm on the protocols. Compacting standards are very strict, and Eversource walked away due to these standards. The plan is important to protect taxpayer's investment in Town roads. Mr. Gancarz noted there is more diligence with road inspections, insuring work is done to Town standards. RWA gave the Town money to do the road work after completion of the utility's work.

Sidewalk Program – Mr. Milone explained there is \$180,000 left in the sidewalk program which will be used over the summer, and next year money must be available for sidewalks. He put \$200,000 into year #2 of the CEP.

Three years ago an overall analysis of sidewalks was done, and Mr. Gancarz said the Town has over 100 miles of sidewalks. Good sidewalks will last 50 years; some money

is needed to replace a few miles each year; and there are areas of Town where sidewalk expansion is needed. Lanyon Drive is separate from this plan.

Mr. Bowman referred to his prior recommendation about putting a bridge in the back of the high school to the Linear Park until such time there is a decision on how Lanyon Drive is going. This is an alternative for kids to walk to school; will be useful for high school activities; immediate access to the Trail; students can walk on Cornwall and Higgins roads to school.

With regard to snow plowing this section of the Trail, Mr. Milone said north of North Brooksvale Road is plowed.

Mr. Bowman said the proposed bridge would be inexpensive, and large enough for small vehicles, i.e. gator and small emergency vehicles. There are some areas to the north with walkways.

Mr. Gancarz estimates the bridge cost would be about \$42,000+.

This is an opportunity for walkers to school, and Mr. Bowman said the bridge would be used for many other activities. People could park at the high school to use the Linear Trail. He requested this project be advanced in the capital plan.

Mr. Noewatne said the bridge would be within 50 feet of the canal on either side, and this must be considered. It could be a project for referral to the Army Corp of Engineers.

The plan for sidewalks on Westland Avenue was raised by Mr. Slocum, i.e. one side of Westland connecting to Lanyon Drive.

Mr. Noewatne said there is a few hundred feet of missing sidewalk section there.

Chairman Oris stated his support of ongoing sidewalks and expansion program, where needed, and putting some money back into this item in the capital budget. He overrides this with the caveat that this is discretionary spending, and would not favor advancing any of these types of projects at this time due to the fiscal condition of the State. For safety purposes and other reasons, the sidewalk spending is appropriate.

### **PUBLIC WORKS/PARKS**

Page 106 – Mr. Noewatne talked about \$135,000 funding last year for improvements of the basketball courts at the Youth Center, Mac-Legion and Cheshire Parks, which is moving forward for bids for Mac-Legion and Cheshire Parks. The Youth Center court improvements are on hold, and being further studied. The ice skating rink will be placed over the older Youth Center courts this winter.

Toilet Upgrades Mac-Legion Field, Mixville and Cheshire Parks \$120,000 – Some upgrades will be done; there are ADA issues to be considered; an architect is looking at the ADA regulations to insure compliance. Mr. Noewatne reviewed the concept of adding onto the existing buildings (all are the same type of structure), and put in another bathroom that is ADA compliant.

Mixville Pavilion – Mr. Noewatne reviewed the issues with this pavilion. The open area is structurally adequate; it needs a new roof to be installed after summer camps end; cost of about \$14,000. Another \$12,000 is needed to tear down the old pavilion and remove from the park, with a contractor doing this work. Total of \$26,000 needed.

The future option for the pavilion is to build a similar structure, and quotes are in the \$230,000 range. It is unknown what is down under the foundation. The structure will be a seasonal use with about 3,200 sq.ft. of space, with storage area in the back for department equipment and supplies.

Ms. Petela explained that this pavilion space is used by campers when it is too hot for outdoor activity, or when it rains, for arts and crafts projects, and for informal recreation. She requested the Council consider approving this pavilion for camp use and department storage needs, in season and off season. Ms. Petela noted that the Youth Center is not suitable for campers and their needs or activities. On average there are 45 weekly campers at Mixville. The camp is an 8 week program, and campers fluctuate each week with different kids participating in the camp.

Many years ago this camp had up to 100 campers each week. Ms. Petela reported that the number has decreased due to other types of camps available for kids – sports camps and day care camps. An area in the rear of the pavilion is needed for storage of department equipment and camp games and other things. Ms. Mayne noted some new equipment was purchased this year, which cannot be stored in an outside pavilion.

Mr. Noewatne said the cost of a larger building has not been estimated, but cost for the proposed structure is \$75 per sq.ft.

Mr. Bowman is not in favor of spending \$75 per sq.ft. for storage space, and the proposed structure sounds like a shell with electricity.

According to Mr. Noewatne this structure has three overhead doors, a roof similar to what is there now, and open floor plan.

The issue of prevailing wage was raised by Mr. Oris, who wants this project done without prevailing wage to reduce costs, i.e. a renovation project.

Development of Chapman Property \$100,000 FY 17-18 and \$2M FY 2018-19.



Mr. Milone stated the bus tour on Tuesday, August 22<sup>nd</sup> will include the Chapman Property. The plan design concept from five years ago was in the meeting handout, and is just a concept on how 10 acres of land would be used.

Mr. Noewatne informed the Council that the remediation of the Chapman Property is proceeding.

Lawn Mower - \$67,000 (page 49) – Mr. Noewatne explained this is a Parks and Rec Department request with specs from former Director Ceccolini.

Mr. Milone said there is limited use of the current lawnmowers on the larger fields to cut grass. This mower has a 12 foot cut; it has a trailer; and staff is looking at a smaller, lighter model mower.

The current machines have 72” of cutting, or 6 feet. Mr. Noewatne said a larger mower is needed for Quinipiac Park. It would be more efficient and give value for the required work.

Performance Contracting – Mr. Gancarz reviewed the report and energy savings. In 2013 town wide building electricity consumption was 10.9M kwh; first year reduction of 3.59 kwh; WPCP electricity usage 2.29 kwh (of the 10.9M kwh), but nothing was done at this time as plant was being reconstructed; there was energy efficiency items for the plant with a \$205,000 energy rebate. The performance contract had a \$1.2M rebate. Street lights not included in the information; conversion to LEDs = 321,438 kwh used (reduction of 600,000 kwh). Solar landfill expected to be in service in February 2018; will generate 1.768kwh; all agreements are in place; mobilize on site in September; turn over to Eversource at end of 2017 with prediction of 2018 in-service. “Green Energy” percentage of energy savings is 25%.

Stating this is impressive, Chairman Oris asked about the solar project for energy savings and money.

Mr. Gancarz reported the Energy Commission approved the solar project at the landfill. There are proposed smaller solar panels for Arts Place, pump stations, etc. The savings include “no distribution” costs; some planning money could provide further investigation of panels for other Town buildings, pump stations, etc. at about \$10,000.

Tim White, 1682 Orchard Hill Road, proposed two ideas to the Council relative to solar panels, ground mount and roof mount. He cited ground mount sites as Lilac Drive pump station, Mansion Road pump station, Cheshire Police Department and Highland avenue on the north side, ArtsPlace, Moss Farms pump station, West Johnson pump station. Roof mounts could be Firehouse #3, Fire Department headquarters, Annex, and some covered parking on the north side. Mr. White talked about vertical net metering, an RFP to get range of prices, and expects a range of 8 cents for generation and zero delivery costs. An acre of solar saves \$10,000; 2.5 acres would be \$25,000

savings; there is no cash outlay for the solar programs; and doing a few parcels could save money with an RFP.

According to Mr. Gancarz the roofs selected for mounts are all 10 years old or less.

**PUBLIC PROPERTY.**

Page 57 – Various Town Building Improvements, \$200,000 in FY 17-18- this is also a reserve fund should major happenings occur, i.e. boiler or major roof issues.

Generator at Byam Road firehouse is being installed in the next few weeks.  
Town Hall windows were installed.

Animal Control has a new generator being priced now.

Roof Replacement Projects - \$185,000 FY 17-18.

Mr. Noewatne said this is for fire headquarters; roof is leaking; it is 36 years old; new roof will be FPDM type roof.

Boulder Knoll Farms Barn – this structure had bad wind damage this year; roof material is splitting apart; and there are other significant issues with this barn. \$15,000 to \$20,000 for roof costs, and additional costs to take the barn down. The question is what should be done with this barn in the future.

Ms. Nichols noted there are metal pieces were blown off, and this barn is a liability to the Town, and there are concerns about the barn for people going onto the farm and for the farmers.

This is a three sided barn, and Mr.Noewtane commented on birds and other animals in the structure. The question is what should be done with this structure.

In his prior comments, Mr. White clarified that he was talking only about Town buildings, not school buildings. With the legislative special session there is potential to use the 10 acre parcel of land next to the prison.

Mr. Bowman informed Mr. White and those present that this land was given to the Town with the stipulation it be used only for recreation.

Tuesday, August 15<sup>th</sup>, is the Public Hearing on the CEP, followed by a special Town Council meeting, including executive session on land items and personnel items.

**4. ADJOURNMENT**

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

MOVED to adjourn the meeting at 9:18 p.m.

VOTE           The motion passed unanimously by those present.

Attest:

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Marilyn W. Milton, Clerk