

**MINUTES OF THE CHESHIRE TOWN COUNCIL MEETING HELD ON TUESDAY,  
MARCH 20, 2018 IMMEDIATELY FOLLOWING THE 7:00 P.M. PUBLIC HEARING IN  
COUNCIL CHAMBERS, 84 SOUTH MAIN STREET, CHESHIRE CT 06410**

Present

Robert J. Oris Jr. Chairman; Paul A. Bowman, Vice Chairman; Jeffrey Falk,  
Patti Flynn-Harris, Timothy Slocum, Peter Talbot, David Veleber.

Absent: Sylvia Nichols

Staff: Michael A. Milone, Town Manager; James Jaskot, Finance Director; Assistant  
Town Manger Arnett Talbot; PW Director George Noewatne

Guest: Sean Kimball.

Dept. of Education – Supt. Jeff Solan; Assistant Supt. Sean Parkhurst; COO Vincent  
Masciana.

**1. ROLL CALL**

Chairman Oris called the meeting to order at 8:51 p.m.

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. ITEMS FOR EXECUTIVE SESSION**

**A. Personnel Matters**

**B. Pending Claims and Litigation**

**4. PUBLIC COMMUNICATIONS**

**A. Public Comments**

**5. APPROVAL OF MINUTES – Regular Meeting of February 13, 2018  
And Public Hearings of February 13, 2018.**

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

MOVED to approve the minutes of subject to corrections, additions, deletions.

VOTE The motion passed unanimously by those present.

**6. CONSENT CALENDAR**

MOTION by Mr. Slocum; seconded by Mr. Veleber

BE IT RESOLVED, that the Town Council approves Resolution #032018-1

**RESOLUTION #032018-1**  
**CONSENT CALENDAR FOR MARCH 20, 2018**

BE IT RESOLVED, that the Town Council approves the Consent Calendar for March 20, 2018 as follows:

- A. Approval of multi-year lease agreement for Library poster meter.
- B. Acceptance and appropriation of a \$150 donation from Jonathan Reeve to The Library Gift Account to be used for general purposes.
- C. Acceptance and appropriation of a \$101.50 donation collected from lobby donation container to the Library Gift Account to be used for general purposes.
- D. Acceptance and appropriation of a \$10 donation from Martin Cobern to the Library Gift Account to be used for general purposes.
- E. Acceptance and appropriation of a \$30 donation from S&M Crieger in memory Of Richard "Mack" McHugh to the Library Gift Account to be used for general purposes.
- F. Acceptance and appropriation of a \$100 donation from Kenneth Wargo in Memory of Jennie Wargo to the Library Gift Account to be used for the purchase of books.
- G. Acceptance and appropriation of a \$50 donation from an anonymous donor to The Human Services Gift Account to be used for general purposes.
- H. Acceptance and appropriation of a \$1,010.59 donation from R.W. Hine Hardware Round Up Program to the Human Services Gift Account to be used for opioid awareness and prevention programs.
- I. Acceptance and appropriation of a \$900 donation from the Membership Association to the Human Services Gift Account for the Senior Center to be Used for the My Senior Center annual maintenance fee.

VOTE           The motion passed unanimously by those present.

- 7.    ITEMS REMOVED FROM CONSENT CALENDAR**
- 8.    OLD BUSINESS**
- 9.    NEW BUSINESS**

**A. Acceptance of design and authorization to go to bid for the Doolittle School Cafeteria project.**

MOTION by Mr. Bowman; seconded by Mr. Slocum

BE IT RESOLVED, that the Town Council approves Resolution #032018-2

**RESOLUTION #032018-2**

BE IT RESOLVED, that the Town Council accepts the design for the Doolittle Cafeteria Renovation Project as recommended by the Public Building Commission (PBC) and authorizes the PBC to go to bid for said project.

Discussion

Mr. Bowman informed the Council that at the March 8<sup>th</sup> PBC meeting the final design for this project and going out to bid was approved.

PW Director Noewatne reported that PBC approved the base project and some alternates. The project includes demolition of the server area, putting serving line outside the cafeteria space, upgrades to the bathroom and office space and dry storage area. Three alternates are expanding kitchen equipment, walk-in cooler, and replacement of ceiling unit heater. The design is ready to go. Cost of the project (3 years ago) was \$275,000, and the current total estimated cost is +\$70,000 over budget. PBC wants to bid the project, get actual costs, and have a number for Council approval to move the project forward.

Chairman Oris asked about the importance of the "add/alternates" for the project, noting that +\$70,000 is more than what was allocated in the tight budget.

BOE COO Mr. Masciana responded and stated the add/alternates were in the original scope, but could be done at a later date, funded with other future options. The Food Service Department has some reserve funds, so the alternates could be put off. The updated cafeteria will have two serving lines; the design has been vetted by the Food Service Director who is pleased with it; and it is hoped the project will have a good price and be completed.

According to Mr. Noewatne the walk-in cooler is the biggest issue, and it must be done now or never.

Mr. Oris asked if this project is based on prevailing wage, and stated without prevailing wage the project would have better pricing.

This is a prevailing wage project, and Mr. Noewatne noted the wage is for projects to \$1M.

In the Legislative Package, Mr. Milone pointed out that the Council asked that the project cost be reduced to \$500,000.

VOTE           The motion passed unanimously by those present.

**B.     Appointment of Auditor for FY 17-18**

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

BE IT RESOLVED, that the Town Council approves Resolution #032018-3

**RESOLUTION #032018-3**

BE IT RESOLVED, that the Town Council appoints RSM US LLP as Auditor for the Town of Cheshire for fiscal year 2017-2018, per the recommendation of the Audit Committee.

Discussion

At the recent Audit Committee meeting with RSM US LLP representatives, Mr. Ruocco reported on the review of the audit, and committee recommendation to appoint the firm for FY 17-18.

Mr. Jaskot advised that the audit services were bid several years ago with a three-year contract, with option to renew. This is year #4 with a renewal. RSM US LLP was awarded the contract. The firm does an excellent job, has a good reputation in government auditing, and the Town wants to continue with this firm.

VOTE           The motion passed unanimously by those present.

**C.     Acceptance of FY 16-17 Comprehensive Annual Financial Report (CAFR)**

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

BE IT RESOLVED,+ that the Town Council approves Resolution #032018-4

**RESOLUTION #032018-4**

BE IT RESOLVED, that the Town Council accepts the FY 16-17 Comprehensive Annual Financial Report (CAFR) per the recommendation of the Audit Committee.

Discussion

Mr. Ruocco informed the Council that the Audit Committee reviewed and discussed the Annual Report; things are very much in order; and the report was accepted.

Mr. Jaskot advised there was a clean opinion in the Town and BOE 6/30/17 Financial Statements, and there were no findings or questions regarding the \$20M in Federal and State grants received by the Town.

The General Fund had an operating surplus of \$1.2467M due to expenditures; Fund Balance is \$10.091M; \$100,000 savings generated with bond refunding; BOE \$379,000; C.N.R. \$250,000; General Town Government \$517,000 (various Town departments).

Mr. Jaskot is pleased with the audit. He expressed thanks and appreciation to Deputy Finance Director Gina DeFilio, Finance Department Staff, and Town Staff for the collaborate efforts and hard work in preparing for the audit.

Chairman Oris thanked Mr. Jaskot, Ms. DeFilio, Finance Department Staff and Town Staff for their work with the audit, and providing a strong financial situation for the Town.

The underage of \$379,000 in the BOE was questioned by Mr. Talbot, who asked where this comes from.

In response, Mr. Masciana said it is in the salary account and instructional line items.

Town Manager Milone commended Mr. Jaskot, Ms. DeFilio, and Finance Department staff for a terrific job. He explained that they do most of the preparatory work for the auditors which saves about \$15,000 in fees. The Town of Cheshire Finance Department received a Certificate of Achievement in Financial Reporting, and this is the 20<sup>th</sup> year the Town has received this award.

VOTE           The motion passed unanimously by those present.

**D-1. Approval of recommendations to unfreeze funding for several positions.**

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

BE IT RESOLVED, that the Town Council approves Resolution #032018-5

**RESOLUTION #032018-5**

BE IT RESOLVED, that the Town Council approves unfreezing the line item funds for the following positions:

**Library Clerk** – 15 hours per week (frozen)

**Recreation Department Program Coordinator** – 19 hours per week (frozen)

**Assistant Town Clerk** – 30 hours per week (frozen)

Discussion

This agenda item was advanced to the Council by the Budget Committee.

Chairman Oris requested the Council hold discussion on this agenda item during the budget process when there will be better information from department heads on the positions and budget impacts.

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

MOVED to table Approval of recommendation to unfreeze funding for several positions.

VOTE           The motion passed unanimously by those present.

**D-2**   MOTION by Mr. Slocum; seconded by Ms. Flynn-Harris.

BE IT RESOLVED, that the Town Council approves Resolution #032018-6

**RESOLUTION #032018-6**

BE IT RESOLVED, that the Town Council approves unfreezing the line item funds for the following position:

**Superintendent Wastewater Treatment Plant** (vacated by recent retirement)

Discussion

Mr. Slocum explained that Supt. Dennis Dievert has taken early retirement, and a person of equal caliber is needed to fill the position.

VOTE           The motion passed unanimously by those present.

(Councilor Falk recused himself from agenda item D-3.

**D-3**   MOTION by Mr. Slocum; seconded by Mr. Veleber.

BE IT RESOLVED, that the Town Council approves Resolution #032018-7

**RESOLUTION #032018-7**

BE IT RESOLVED, that the Town Council approves unfreezing the line item funds for the following position:

**Police Lieutenant** (vacated by recent retirement)

Discussion

Mr. Slocum explained that this position should not remain vacant and should be filled.

Mr. Talbot asked about this position causing a downhill effect and advancement within the Cheshire Police Department (CPD), and if 48 officers are still needed.

The Council was told by Mr. Milone that Chief Dryfe put together a matrix outlining where CPD is and wants to be. This position is a retirement by Lt. Strollo, which will be filled by a patrol officer, and there will be a domino effect in the CPD. There are still three (3) police officer vacancies in the department, and there is a candidate for officer #44 with an offer to be made to the candidate.

Mr. Milone explained the status of vacancies in CPD. Position #47 was frozen when an officer retired at the start of the fiscal year; #48 position is frozen; and #49 has never been funded. Three (3) positions are to be filled before CPD is at full staff.

VOTE            The motion passed 7-0-1; Falk recused.

**E.     Status of the FY 17-18 Operating Budget.**

Mr. Milone stated that he and Mr. Jaskot are concerned about another \$110,000 loss in state aid. Funds could be pulled from the Defense Zone and Enterprise Zones. The State has advised that Cheshire is part of the District Cities Act, and could lose another \$110,000 in State funds.

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

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

**B.     Department Status Reports: Police, Fire, Fire Marshal.  
      In Council packets**

Mr. Milone informed the Council on the increase in burglaries in the south end of Town in the past week. Police Officers are stopping cars and searching, and have identified one of the two perpetrators from surveillance cameras on a home. CPD patrols are increasing in the south end of Town. Chief Dryfe has requested residents to lock their cars and remove valuables.

The public safety forum will be on Access TV very soon.

**C.     Other Reports**

- Monthly Financial Report
- Quarterly Financial Report
- Town Manager's Transition – Update  
Mr. Milone reported that Sean Kimball, new Town Manager, has visited Town offices in the past two weeks. A "Transition Plan" will be developed by Mr.

Milone and Mr. Kimball. For the upcoming hiring process, Mr. Kimball will be involved; interviews will be done by Mr. Milone and Mr. Kimball; and Mr. Kimball will make appointment decisions. Mr. Kimball starts work on May 1<sup>st</sup>.

- Land Conveyance – An e-mail was sent to Council members with copy of the interest form to the State. Staff testimony is on page 6 of the Town Manager's report related to the Town's request for more land from the State. Waterford CT is fighting a bill on the sale of 38 acres of land, which the town believes could be developed as a park. With the Cheshire land, it has been idle for 27 years with nothing happening to the property.
- Chamber of Commerce Recognition of Policeman and Fireman of the Year. Mr. Milone informed the Council that Police Officer Sam DeCapua and Firefighter Richard Schiavi were recognized by the Chamber as Officers of the Year.
- CCM Highlights on Fiscal Stability and Economic Growth – in the packet.
- Solid Waste Contract – Council and Staff have been working with hauler A.J. Waste for the past 1.5 years on the contract and possibility of extending it with automated process. Mr. Milone would like to schedule a one-half hour Solid Waste Committee meeting to discuss the contract with Council members.

Chairman Oris said the Council should be involved in this matter, with the Solid Waste Committee having the initial vetting, with referral to the full Council.

- Regional Water Authority/Interchange Zone Water Main Extension – The RWA is awaiting responses on the cost estimate for planning, design and permitting of water extension in the I-C Zone. RWA will contact the Town in about a week on the issue.
- Town Hall will be closed on Good Friday, March 30, 2018.

Mr. Bowman asked for an update on the Cheshire Street cell tower services, and the Town receiving rent.

The Town is not receiving rent from the tower from tenants, and Mr. Milone said he checks with the company every three months on the status. The company pays \$25,000 a year. CPD and CFD are on the top of this tower, at no cost, and the communication clarity has increased in this part of Town.

According to Mr. Oris the reason for this tower was to improve service in the community, and for residents to receive better cell service. He asked Mr. Milone to put pressure on the company to fulfill its obligation.

With regard to the Chamber of Commerce recognition event, Mr. Talbot reported that two other individuals were recognized...Town Manager Milone and Chamber Executive Director Sheldon Dill.

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

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

Ordinance Review Committee – Ms. Flynn-Harris advised the public hearing on the ordinances will be held on April 10<sup>th</sup>. The committee will meet after that date to discuss other issues.

### **B. Miscellaneous**

## **12. MISCELLANEOUS AND APPOINTMENTS**

### **A. Liaison Reports**

Planning and Zoning Commission – Mr. Veleber is liaison to the PZC. At a meeting on March 12<sup>th</sup>, he reported the Commission discussed amendments to the zoning regulations for Section 32-D, Section 45-B, Section 48, and a new Section 37 for the Highland Design District.

Economic Development Commission – Ms. Flynn-Harris reported the EDC is looking at minor changes to the TIF contract; the EDC is putting together a special committee to move this matter forward, to include a Chamber of Commerce member.

Performing and Fine Arts – Ms. Flynn-Harris reported the 30<sup>th</sup> Arts Day at Cheshire Academy on March 18<sup>th</sup> was a huge success.

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

## **13. TOWN ATTORNEY REPORT AND COMMUNICATIONS**

MOTION by Mr. Veleber; seconded by Mr. Talbot.

MOVED that the following appointments or reappointments be approved by the Town Council:

Historic District Commission – Andrew D. Martelli (R) to fill the vacancy of Jeanne' Chesanow, term of office March 20, 2018 to January 31, 2013.

Environment Commission – Corrine M. Abbott (R) to fill the vacancy of Jackie Sima, term of office March 20, 2018 to January 31, 2022.

Correction: Parks and Recreation Commission reappointment of Karen Bertoni (R) – address -422 Greens Loop.

VOTE           The motion passed unanimously by those present.

MOTION by Mr. Talbot; seconded by Mr. Veleber.

MOVED that the following appointments or reappointments be approved by the Town Council:

Cable TV Franchise Advisory Council – Therese Bradley (D) to fill the vacancy of Rosalie Fountain, term of office February 13, 2018 to June 30, 2018.

Energy Commission – Carol Doheny (D) to fill the vacancy of Martin Cobern, term of office February 13, 2018 to January 31, 2020.

VOTE           The motion passed unanimously by those present.

**14. COUNCIL COMMUNICATIONS**

**A. Letters to Council.**

**B. Miscellaneous**

**15. ADJOURNMENT**

MOTION by Mr. Veleber; seconded by Mr. Slocum.

MOVED to adjourn the meeting at 9:48 p.m.

VOTE           The motion passed unanimously by those present.

ATTEST:

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Marilyn W. Milton, Clerk