

**MINUTES OF THE JOINT CHESHIRE TOWN COUNCIL SPECIAL MEETING AND BUDGET COMMITTEE MEETING HELD ON TUESDAY, APRIL 2, 2019 AT 6:30 P.M. IN ROOM 207-209 TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410**

Present

Robert J. Oris, Jr. Chairman; Paul A. Bowman, Vice Chairman; Timothy Slocum (Budget Committee Chairman), Jeffrey Falk, Patti Flynn-Harris, Thomas Ruocco, Peter Talbot, David Veleber. Absent: Sylvia Nichols.

Staff: Sean M. Kimball, Town Manager; Arnett Talbot, Assistant Town Manager; James Jaskot, Finance Director; Laura Brennan, Town Clerk; George Noewatne, PW Director; Walter Gancarz, Town Engineer; Scott Hallier, Supt. WWTP; Louis Zullo, Personnel Director.

**1. ROLL CALL**

Chairman Oris called the special meeting to order at 6:40 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. Discussion and possible action re: bid waiver and award of design Contract for the replacement of the government freezer at Highland School.**

MOTION by Mr. Bowman; seconded by Mr. Talbot

BE IT RESOLVED, that the Town Council approves Resolution #040219-1

RESOLUTION #040219-1

BE IT RESOLVED, the Town Council approves a bid waiver for the design for the replacement of the government freezer at Highland School, and further approves the award of said design contract to Wojas.Arch LLC for \$1,750 per the recommendation of the Public Building Commission.

Discussion

Mr. Noewatne stated the Public Building Commission (PBC) wants to hire Wojas Architects to look at some code and clearance issues regarding the government freezer and where it is placed. He said the new freezer will have a different height so the loading dock ramp will have to change height and there may be some fire code issues, such as sprinkling the new freezer. PBC recommends a design professional look at the specifications for the contractor.

Mr. Bowman said this is good money spent up front.

VOTE The motion passed unanimously by those present.

**4, Discussion and possible action re: award of contract for the Parks  
Bathrooms Renovations project for Mixville, McNamara, Cheshire  
And Lock 12 Parks.**

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

BE IT RESOLVED, that the Town Council approves Resolution #040219-2

RESOLUTION #040219-2

BE IT RESOLVED, the Town Council approves an award of construction bid and a contract for the bathroom renovations at Mixville, McNamara, Cheshire and Lock 12 parts to Pelletier Construction Management for \$396,215, per the recommendation of the Public Building Commission.

Discussion

Mr. Noewatne stated PBC put out a competitive bid for five bathroom renovations, including Quinnipiac Park. The lowest bidder was Pelletier Construction for a total of \$552,861 for all five bathrooms. The available funding is less, and PBC is recommending Quinnipiac Park renovations be put out to a future date. Most of these bathrooms will have interior renovations with the same building footprint. They will have ADA upgrades, freshening up fixtures and building finishes. The Mixville Park bathrooms will be doubled in size to better serve the rentals, camps and other park activities at this high usage park. There is also necessity to double the size of the septic system. PBC recommends four parks, Mixville, McNamara, Cheshire and Lock 12 to be renovated with the available funding.

A question was asked by Mr. Ruocco about the cost of the Quinnipiac Park renovations.

Mr. Noewatne replied it is \$170,179 for this park.

Mr. Ruocco asked if there are capital budget funds for Quinnipiac Park.

At this time there is no capital project funding and Mr. Noewatne said last year \$200,000 was funded for parks by the Council last year, and this year there was not enough money.

It was noted by Mr. Ruocco that Quinnipiac Park restrooms are in terrible condition. There are many events at this park, including soccer tournaments.

According to Mr. Noewatne, Mixville and Lock 12 are priority renovations.

Mr. Ruocco suggested Quinnipiac Park be included in this year's capital budget.

In the five year plan adopted last year, Mr. Kimball said there is \$100,000 in the second year for Quinnipiac Park.

The bathrooms at Mixville Park are the same as in the 1960's, and Mr. Bowman said Quinnipiac Park is a newer field based on Mixville and Lock 12 parks. He is pleased the four cited parks will be done first, and then look at Quinnipiac Park.

The start and completion dates for the project was raised by Mr. Flynn-Harris, and if it would be the entire summer season.

At this point in time, Mr. Noewatne said the projects will start in May with September completion. There will be portable bathrooms and hand washing stations at the park.

Mr. Veleber asked about Cheshire Park, and access to the bathrooms.

At Cheshire Park, the bathrooms are not handicapped accessible. There has to be a driveway from the parking lot by the tennis courts down to the bathrooms, with a handicapped parking space. The site work will be about \$60,000.

For the record, Chairman Oris stated he is familiar with Pelletier Construction; he is friends with the owner; he has no financial interest in the company or outcome of the vote; he is not involved in any way and can be objective on this matter; the company is the low bidder; and Councilors and staff are comfortable with Pelletier; and Mr. Oris will not recuse himself from action on this matter.

VOTE           The motion passed unanimously by those present.

**5.     Acceptance and appropriation of a \$20,000 Department of Transportation Districted Driving Reimbursement Grant for personnel costs for enforcement activities from April 2 to April 30, 2019 and August 1 to August 15, 2019.**

MOTION by Mr. Slocum; seconded by Mr. Talbot.

BE IT RESOLVED, that the Town Council approves Resolution #040219-3

RESOLUTION #040219-3

BE IT RESOLVED, the Town Council accepts and appropriates a \$20,000 Department of Transportation Distracted Driving reimbursement grant for personnel costs for enforcement activities from April 2 to April 30, 2019 and August 1 to August 30, 2019.

Discussion

Mr. Slocum stated this is continuation of an ongoing process over the last number of years, with some of the cost defrayed by public safety funding.

Chairman Oris noted that work has started and CPD is taking the grant seriously with enforcement.

VOTE           The motion passed unanimously by those present.

**7.     PROPOSED FY 2019-2020 OPERATING BUDGET.**

**Town Clerk, Public Works/Parks, Water Pollution Control  
And Public Safety.**

**TOWN CLERK – Page 9 (budget book) Laura Brenna, Town Clerk.**

In this budget, Town Manager Kimball noted the most significant change is the elimination of one (vacant) Assistant Town Clerk position. In light of other budget requirements, including the Dispatcher situation, Mr. Kimball did not have the ability to fund this position.

Town Clerk Brennan has reviewed the information with Mr. Kimball and is in agreement with the budget numbers and accounts. Ms. Brennan stated disappointment in not funding the full-time Assistant Town Clerk position, which was only in place five (5) months and is now cut. She is working on getting a part-time person (temporary) at under \$17,000 a year, 15 hours a week, for the busy times in the Town Clerk's office...June, October, November. These are the time for elections, dog licensing, vacations, extended sick leave. The MERS fund will cover the costs of the temporary position for one year.

The Council was told by Mr. Kimball that the "utility person" out of the Planning Department into General Services will work to offset other staff hours. The person will assist with about 25% work hours in the Town Clerk's office.

Current full-time department staffing is Town Clerk, Deputy Town Clerk, and one Assistant Town Clerk. Ms. Brennan advised the department is trying to automate some of the work and programs (i.e. absentee ballots, land records), and has hired IQS to do some of this work at an extra charge. The IQS plan can be on one month and then off. The IQS system allows for people to do printing at home, system searches, etc. and has slightly reduced some of the daily work in the department.

Revenue Page 101 – There have been some fee increases for some services such as notary, licenses and records. Ms. Brennan cited a revenue increase of \$4,815, 0.84%. She noted that the \$30,000 lower revenue is the result of lower copy fees, recordings being lower and reduction in real estate conveyance tax.

Page 12 Line Item 5409 +\$2,850 – Mr. Oris questioned this line item number.

Ms. Brennan explained it was before IQS when there were extra charges for maps, and money will be saved with using IQS. The map charge is \$75 per month under the former company; IQS charges \$4.75 per document, and includes more programs.

With regard to the Historic Document and MERS funds, Ms. Flynn-Harris asked about this being used for the part-time person.

The revenue comes into the Town Clerk's fund, and Mr. Kimball said it must be appropriated by the Town Council...the last time this happened was in November 2016. It is a separate appropriation request from the Town Clerk on how to appropriate these funds. The funds were recently fully expended after 2.5 years.

Ms. Brennan explained that the last time the funds were appropriated, it was months after budget time.

Out of the \$68,609 Historic Document fund, Ms. Flynn-Harris asked about the \$40,000 requested appropriation for the vault, and referred to the matrix on page 4 of the handout.

Stating that is correct, Ms. Brennan said those funds can only be used for historic purposes. Regarding refunding of these funds, she explained this is done each month at about \$400 to \$600 per month. The State gets the larger share of the fees.

Vault Flooring - \$20,000 (estimate) for new flooring. This is a complex project; all the books must be moved to install the new flooring; this flooring must be in compliance with State regulations; and the flooring will not be carpet, because it must be non-flammable.

All commission books are micro-filmed at a cost of about \$5,000 to \$6,000 annually, and there are several in the vault at Iron Mountain.

Mr. Oris stated there is receipt of about \$10,000 each year from the funds, and this year \$40,000 will be used from the Historic Document fund for the vault. He said it would be nice to have a long term plan for these funds, and avoid a big hit on the operating budget with reliance on money no longer there.

This is more capital in nature, and Mr. Kimball said there can be control on the number of documents scanned. The one exception is the temporary position with this funding.

Ms. Brennan said the position is a temporary fix for the part-time position that is needed during busy daytime hours in the department.

Mr. Oris requested a plan for these accounts over the next five (5) years, and decision making based on five (5) years.

There can be a look at the historical spending of these funds, but Mr. Kimball does not see them falling back into the operating budget. He said the vault shelves are in good condition, with no replacement needs in the next 10 years. Most of the funding will not go into the operating budget, and some replacements could be delayed for a while.

According to Ms. Brennan, the vault will be a redesign for permanent records, changing the floor plan, and there are two (2) more years left for storing of the land record books. With the redesign it will be done and in place for 15 to 20 years. She has ideas, has talked with a cabinet maker, and the shelves can be repurposed.

Deputy Town Clerk Position – Mr. Kimball explained the upgrade for this position (TH-7) was not included by the Labor Management Committee. Ms. Brennan is requesting the Council upgrade this position, which was referred to the Council by the Personnel Committee.

Ms. Brennan requested reclassification of the Deputy Town Clerk position, which will be two grades lower than the Assistant Tax Collector and Assistant Assessor. She stated the position is as valid and demanding as the other positions. There has been turnover of Assistants in the Town Clerk's office due to low paying jobs and people getting better jobs. Ms. Brennan believes the Deputy Town Clerk position deserves to be one grade higher.

If the person is working in the position now, Mr. Slocum said there would not be a pay cut, and no increase further out.

Mr. Talbot stated it is the range of the TH-7 position, and the TH-8 goes up and gives more future room for growth.

With the requested position upgrade, Mr. Oris asked if the salary would be increased along with the grade increase...so it would be a classification upgrade and salary increase.

Mr. Zullo clarified that the Deputy Town Clerk is at the max of TH-7, and the proposal is to go to a TH-8 or TH-9. With the upgrade the person would go to the step closest on the pay schedule, which is at least 5% more than the person is currently making. The TH-8 upgrade could go to step #4 (out of 6 steps); TH-9 upgrade could go to step #3. Mr. Zullo advised that this position is not the only pay grade increase considered by the committee...there was a TH-9 request to TH-10, and a TH-2 to TH-4...and the committee only gave five (5) upgrades which are those included in the budget. The committee looked at inter-relationships between positions, said "no" to the Deputy Town Clerk upgrade. The committee knew it would have to look at existing TH-8 jobs for a

ripple effect, that they should be a TH-9...and one TH-9 having to be a TH-10. To take one job out after the survey is completed affects what the committee did with all the other jobs. The question could be begged next year about reclassifications.

If the argument is this one and needs to be fixed somewhere else, Mr. Oris said this can be listened to without impacting everyone else. There may be one position classified wrong.

Mr. Zullo said the committee did turn down someone who was a TH-9 and wanted to be a TH-10. This committee was made up of two (2) labor and two (2) management people, with him as the facilitator, and the decision was unanimous that the Deputy Town Clerk position remain a TH-7. This came to the Council from the Personnel Committee with job descriptions having title/text changes with no financial impact. Five (5) positions had a financial impact, are included in the budget, and the 6<sup>th</sup> position, Deputy Town Clerk change, would have a financial impact.

The Council discussed sending the personnel changes back to the Personnel Committee for another look at the Deputy Town Clerk position with a recommendation to the Council.

In looking at the Deputy Clerk position, actual job duties and responsibilities, Mr. Talbot said it could be at a higher level than the current classification.

It was stated by Mr. Kimball that this is a union position, which cannot be paid beyond the top step in the classification, and receives pay increases with union negotiations. The financial impact for TH-8 or TH-9 would be a \$3,500 to \$4,500 increase. The personnel changes are in the handout (green cover), and the Deputy Town Clerk is not included in the changes. There is a section called "Labor Management Committee" recommendations which has all the adjustments and changes.

Mr. Ruocco asked about all the position upgrade requests, any changes to the qualifications or new responsibilities in the job descriptions, and new qualifications required for the jobs.

All the job descriptions were updated, and Mr. Kimball said some of the new responsibilities could already be undertaken by the person in the job.

Ms. Brennan informed the Council that the Town Clerk jobs are under State statute, and responsibilities include new licensing systems, new records, digital recording...and changes were made to the job descriptions. The performance bonus is about \$1,200 to \$1,300 per year.

On page 30 (handout), Mr. Oris noted the changes and budget impact are cited.

There is an \$8,000 increase in the budget. Mr. Kimball explained the Assistant to the Fire Chief (TH-4) FY 20 salary is less due to the retirement from the position and the new person coming in at a lower salary and step level. The of the salary increases is \$8,000 without inclusion of the upgrade to the Deputy Town Clerk position. With that upgrade the total budget impact would be \$11,000 to \$12,000.

**WATER POLLUTION CONTROL DEPARTMENT – Page 131. Supt. Scott Hallier, PW Director George Noewatne, Town Engineer Walter Gancarz.**

Mr. Gancarz reviewed the WPCD Budget Analysis, FY2014-FY2020. In this time period the operating budget decreased by \$65,267 (w/o Administration and Debt Service). Salaries and benefits had a slight increase; administration and debt service had increases. Mr. Gancarz commented on the efficiencies in the WPCD.

Utilities – Mr. Gancarz noted FY 18-19 and \$446,000 spent on electricity; FY 18-19 it was \$380,000; FY 19-20 the projection is \$400,000. There are savings with the solar credits this year, with possible savings of \$50,000 to \$60,000 next year. Debt service increased with payment of the plant upgrade.

Cook Hill Pump Station – completed and on budget, with some work performed by Town crews.

West Johnson Pump Station is almost done; the project came in \$1M under the referendum amount.

Belt Filter Press – authorization of \$350,000, and it will come in \$50,000 less.

Dike Accreditation – FEMA accreditation of the dike was a difficult process; the dike is accredited and removed from the flood zone; as a result the dike will come under the General Insurance and out of flood insurance.

General Insurance page 137 - +\$5,000 on a \$60,000 expense. Mr. Jaskot explained that there is an 8% increase for all insurance across the Town; this could decrease slightly; there have been high claims in recent years for Town and BOE buildings. A few years ago the Town stopped getting flood insurance (maximum of \$500,000) at a cost of \$270,000 for two buildings. With the classification change, Mr. Jaskot said there could be a larger amount of insurance at reasonable prices under General Insurance.

Page 133 – Adjustment of one position reduction. Mr. Hallier was acting Supt. for a year; other people moved up one position; Scott Hallier is now Supt. WWTP; there is a \$72,000 adjustment.

Overtime \$45,000 – Mr. Gancarz explained that a certain amount of overtime is scheduled; someone must check in on weekends. Supt. Hallier stated Saturday and Sunday someone must be there for certain hours, do the rounds, check equipment and



the process. This overtime is kept to a minimum, but there are emergency calls, mechanical emergencies and staff is called into work.

Page 134 #5203 Supplies – this account went down to \$53,100 from \$75,625 in FY 18; this is due to new equipment and less maintenance.

Page 136 #5403 – A/E Maintenance – budgeted at \$55,800, which is +24%, and Mr. Talbot asked what the drive is for this increase.

Supt. Hallier explained this is the pump station alarm maintenance of \$9,000. It must be replaced. They are cell phones, based on G-4 platform, at a cost of \$1,200 each. He plans to purchase some under the current budget and some under the new budget.

The personnel reduction is the first since the new plant has been on-line.

Page 135 #5302 – FY 18 -\$446,000; \$398,000 department request for FY19-20. Mr. Gancarz reported the plant receives 67% of the solar credits as the largest user, about \$50,000. The percentage savings is 80% in the first year, 60% in the second year, and 40% for the remaining years (18 years).

Disinfection UV is done May 1 to September 30<sup>th</sup> each year. The DEEP held hearings to require year-round disinfection, which will increase electrical costs.

Mr. Slocum clarified the \$348,000 department request plus \$50,000 = \$398,000 total.

Cell Tower – Mr. Bowman talked about the cell tower income and where it goes.

Mr. Jaskot said it goes into General Fund-Miscellaneous Revenue.

Town Manager Kimball cited \$23,380 paid annually to the Town from the cell tower company. With rentals on the tower the Town would receive additional revenue. There are no providers on the cell tower at this time.

Ms. Talbot said the cell tower company is trying to get co-locators, but has not been successful.

Mr. Jaskot noted the \$58,000 from the CPD tower which goes into Miscellaneous Revenue. With regard to tax revenue from the tower, Mr. Jaskot will check into this and inform the Council.

According to Mr. Oris there were to be benefits, other than public safety, from the cell tower at the plant, including better service to this area of the community. This is why he supported the cell tower, and the problem might have been solved in another way.

Phosphorous Removal – Mr. Bowman asked about the phosphorous removal from the plant over a 12-month period, and the size of the removal.

Mr. Gancarz said about 90% is removed, about 300 pounds a month, or one ton over 7 months. Supt. Hallier said these are minute particles, and he explained the removal process.

Mr. Kimball's recommendation is +\$100,000 for debt service over what is requested, and \$100,000 from the WPCA into the General Fund, which will be covered by the salary and benefits from the eliminated position.

**PUBLIC WORKS DEPARTMENT – Page 116. PW Director George Noewatne**

Mr. Noewatne cited factual information related to the work/responsibilities of the PW Department.

- 152 miles center line of road which is 304 lane miles
- 107 miles of sidewalks
- 120 miles of sewers
- 2M S.F. of buildings
- 5 major parks; 1,500 acres of open space

The major components of the PW budget are Administration, Engineering, Highway/Sidewalks/ Drainage, Snow and Ice Control, Tree Removal, Grounds Department and Town Buildings.

#5204 – This is a request for MS4 Technology upgrade(vactor trucks have I-pads).

Page 117 #5102 – This is a status quo budget, with union and non-union salary adjustments.

Page 119 #5102 - Engineering Department – This is a status quo budget. The department is up to full staffing. Mr. Gancarz commented on his reduction in work hours to 20 a month, and hiring a lower level person, which is reflected in the budget. The Town must have a professional engineer as a staff member, or designated engineer or firm serving in that capacity.

Road Construction Requirements – Staff is working on an updated handbook and guidelines for developers, and it will be published soon.

Page 121Highways/Sidewalks/Drainage – This is the major part of the PW Department budget.

Page 123 #5409 – Water Main Service (RWA) request was \$719,250; this is a dramatic increase in the budget; RWA increase was 6.735%, 2% more than budgeted; final number is about \$731,000. #5409 accounts for \$821,950 of department requests.

Hydrant Repairs and Maintenance \$20,000 – PW Dept. maintains all the hydrants, has water available for fire service; repairs and maintenance numbers are done as needed; PW Dept. does not repair or replace hydrants.

Street Lights \$54,000 – The street lights have been purchased and retrofitted over the last 10 years; electricity and maintenance of the lights is about \$54,000; 100% of the Town has new street lights; the purchase of the lights is paid off in 8 years.

Mr. Noewatne informed the Council that PW Department crews have high satisfaction comments from the citizens. The crews do lots of sidewalk patching work; the crews have limited access to winter season vacations, and take vacations during the warmer months. The crews are on call for emergencies day and night.

Parks Crew Members – Mr. Noewatne said the merger of Parks crew with PW crews is working out well. There are some challenges with man hours; grounds keepers do an excellent job; highway crews work cross purposes with the Parks crew. Cheshire has five major parks, with four (4) grounds keepers to maintain them. From April to the middle of May these parks are heavily used, and crews work together in getting the parks ready for activities. The new larger mower will provide more time for lining and parks maintenance, and will save many work hours.

With regard to the consolidation of Parks and PW crews/maintenance for both departments, Mr. Kimball said some things are a work in progress, with issues to be addressed. The largest issue is communication between groups that typically go to Parks and Rec for requests, which now must funnel to the PW Department, and then back to Recreation Department. The brunt of field complaints go to the Recreation Dept. with the final decision on fields coming from the PW Department. The Town will be hiring a new Recreation Director who will handle the interaction. From a budgetary perspective, things are good as they are now; there is no staffing increase; but the 5<sup>th</sup> Maintainer would enhance overall maintenance work.

Mr. Oris stated the Parks and Rec crew has to have some input on whether fields are open or closed.

It was noted by Mr. Noewatne that the department has five (5) new miles of Linear Trail in the last two years...for mowing, tree trimming, trash removal, maintenance of the trail and bathrooms.

Page 125 #5204 - +\$10,500 for FY 19-20 budget; in the last few years the average cost has been \$200,000. The treated salt has reacting agents that work fast on the road

surface. There is a GPS in every PW truck. The Town has a mailbox restoration policy in effect if a truck hits a mailbox...and citizens appreciate this policy.

Page 126 #5409 – Tree Removal Program, \$50,000; the funding has supported the Ash Tree removal program, and could support a future Oak Tree removal plan.

In the capital budget, Mr. Kimball Said there will be \$150,000 in FY 2020 and FY 2022 for tree removal.

Eversource has spent about \$2M on tree removal in Cheshire over the last few years.

Page 127 Solid Waste – Mr. Noewatne stated the automated solid waste trash removal program started on April 1<sup>st</sup>. There have been issues and complaints, but overall residents have been nice in their phone calls.

Mr. Oris talked about the public giving this program the opportunity to succeed. He cited their complaints to the PW Department should go to the State level; the loss of labor for A.J. Waste which cannot be changed; complaints about getting rid of the old cans, wind blowing cans, the route was not fast enough. He said there are good people working to provide this service to the community. The program has just started, completed its first day, there will be some glitches, and once refined things will be done right by the Town and A.J. Waste. It was noted by Mr. Oris that residents in other towns pay for their trash and recycling collection.

Mr. Oris commended the PW Department for doing a good job with the town programs.

Regarding recycling fees, Mr. Gancarz said it will max out at \$25 a ton for Cheshire, while other towns are having an increase in tonnage costs.

In some parts of the country, Mr. Slocum has heard recycling is going away because it is cheaper to make new, and the only economic viable recycling item is aluminum cans. In the future this will have an effect on trash collection with increased fees.

There will be a national program clarifying what can be recycled, and Ms. Flynn-Harris talked about doing “wishful recycling” of items, and this is what causes contamination.

Stating his agreement with Ms. Flynn-Harris’ comments, Mr. Bowman said children are learning about recycling and protection of the environment in our schools. He hopes this is not reversed.

Page 127 #5409 – Mr. Noewatne highlighted some of the issues. Last year \$50,000 deduction taken based on going to automated recycling earlier in the year; the overall budget decrease is \$201,110; the fee for a new home collection service is \$60 per year and is rolled into the contract; about 30 homes come on line each year for total of \$1,800.

Household Hazardous Waste Disposal – this was switched to NVCOG at a cost of \$8,500 this year; the estimated cost from COG was \$3,500, and it increased by \$5,000. Information about this program was included in the flyers on the automated trash collection program.

Pages 128 and 129 Grounds #5204 - \$65,000 appropriated; budget overspent towards \$100,000; PW Dept. is trying to go after some deferred maintenance (seeding, fertilizing, irrigation, etc.). In the capital budget there will be a request for Parks unforeseen conditions/things, i.e. rebuilding section of a pavilion.

Mr. Bowman asked about subcontracting some of these services for lawn maintenance, which would allow crews to work on the higher profile projects.

This has been discussed by PW and Parks staff and Mr. Noewatne said the crews run out of hours, and subcontracting would enable everything to get done. He will develop a list of properties which could be subcontracted work.

In that regard, Mr. Bowman said subcontracting could be done for one year, have savings with wise spending of dollars, increase efficiency, and should be looked at by the town.

### **PUBLIC PROPERTY, Page 41-45**

#5404 – Maintenance and Repairs and Building Improvements \$331,676.

Mr. Noewatne explained the PW Department maintains the 200,00 S.F. of town buildings, gas, electricity, heating oil, etc. The maintenance and repairs is typical HVAC systems operation, pest service, cleaning service, alarm service. Building repairs and improvements are small projects in town buildings, such as carpet replacement or re-roofing a small building, ADA compliance, HVAC work, making the upstairs bathroom at Artsplace ADA compliant, CPD mold issues, windows at CFD, Senior Center basement waterproofing.

#5302 Electricity \$308,200 – solar fields reduce some of the electricity costs; the WWTP receives 70% and town buildings 30%; savings of about \$80,000 each year.

Automated Trash Collection – Mr. Noewatne reported that 9,000 96-gallon containers were given to residents; 39+ 96 gallon containers were purchased by residents who will pay an extra \$100 per year to A.J. for pickup of the extra container; there were 136 requests to decrease or increase container size; the application deadline for container changes is July 1<sup>st</sup>.

#5405 Rentals/Leases – Performance Contract Lease was \$10.2M, paid off, over time, to Ameresco; there is guaranteed savings, annual audit, and Ameresco must make up the difference/shortfall.

Field Use Policy – Mr. Noewatne stated the need for such a policy for large park events/rentals, and requirement to hire a Grounds Keeper to protect the town's interest. He proposed having a formal policy for the rental of town parks requiring the hiring a Grounds Keeper for events of certain sizes.

BOE and Town Fields – Mr. Noewatne explained that in the summer time, PW sends its crews into the BOE fields to groom the fields for various non-profit entities that use the fields. This is using Town labor on BOE properties, and he would prefer crews take care of Town properties. BOE would then maintain its own fields in the summer time. What is happening on the fields is not Town recreation programs, but profit making organization programs...i.e. baseball tournaments.

In that regard, Mr. Bowman asked about the ability to vet the entities using the fields to insure they are non-profit and Town organizations. If a camp is being operated which makes lots of profit, it is costing the Town money for field maintenance.

Ms. Flynn-Harris noted this topic was raised during conversations of moving a Maintainer to PW Dept. and the BOE was, supposedly, taking care of their own fields.

Mr. Bowman talked about combining services in a more effective and efficiency. The Town can charge the BOE for its services, and increase the per pupil cost. If this was done, Mr. Bowman asked about how it would be allocated.

Chairman Oris said he will always advocate for our kids, taxpayers and non-profit groups to provide the field maintenance services. If they are running a summer clinic, charging \$1,000 per person, then the Town should impose charges for field usage.

Mr. Bowman stated it would be fair on the application form to ask for how many participants and their fee...i.e. \$500 per camper using Town facilities would incur a fee.

The Council was told by Mr. Noewatne that he sends crews to the BOE fields for maintenance work, and clarification is needed on this issue. The BOE cares for the CHS turf field.

Councilors agreed that maintenance of the BOE fields should be a discussion item with the BOE.

There are some times when non-profit groups make a donation for field use. Mr. Noewatne said this included materials. This has been stopped when PW took over the parks maintenance, as the donations should come through the Council to be allocated.

Some of the overages in the budget for the grounds is attributed to purchases of seed, fertilizer, loam, etc. He asked about the Council considering in-kind donations from groups.

Mr. Bowman would support this possibility with restriction of the funds going to a parks maintenance account not the General Fund.

**Green Book pages 16 and 17 2019 Road Maintenance and Paving.**

Mr. Noewatne displayed a Town map of the roads getting treatments this year and reviewed the proposal for this work.

- Mill and Overlay – 2.87 miles
- Chip Seal – 2.63 miles
- Micro Sealing – 1.37 miles
- Hot in Place Asphalt Recycling – 3.03 miles
- Crack Sealing 9.0 +/- miles

Total estimated Cost - \$1,393,690.

PW tries to get 10 miles a year of work on Town roads with different treatments.

Woodhill and Jarvis Streets – there was a paving issue last year on these roads. There is \$150,000 retainage from the firm and the streets will be redone to satisfaction of the Town.

CHS Storage Building – Town Manager Kimball visited the high school storage building site and informed the Council the building is not fully completed.

Mr. Noewatne reported he visited CHS this morning. The building itself is complete, minus the punch list for painting and other items. Lights work; plugs work; man doors work; doors operate. Everything in the building works; the interior is segmented for four different sports; the access road is not yet completed and is under a different contract for school ADA compliance.

Substantial completion in the contract is defined as beneficial use and the Town getting several required documents. PBC has a change order request from the contractor for a time extension of 10 days to April 10, 2019, and paving to April 18, 2019. The building contractor is also doing the paving, under a separate contract.

Items left to be done on the Storage Building – touch outside painting, paint eaves, exterior electrical lights, 4 ft. concrete apron (overhang) at the front of the building, water line outside the building is not yet installed, doors need to be finished, and landscaping and swale.

The change order request was unknown to Town staff until it showed up last week. Mr. Noewatne has spoken with the contractor many times, and the completion date was always April 1<sup>st</sup>.

By signing the change order the contractor is released from the per diem penalty, but the Town does not have to act on the requested change order.

The contract was signed in October 2018, with exception of winter conditions and completion time of April 1, 2019. The Building Inspector will inspect the storage building and verify completion. Mr. Noewatne said the extra 10 days will enable completion of the building. The per diem penalty is \$1,500 per day.

Council and PBC can discuss the project issues and Council has the final authority to sign the change order. Mr. Oris said there was complete understanding that the building was to be delivered no later than April 1<sup>st</sup> as required under the contract. This contractor has been well paid, given more than enough time to complete the project within the contract requirements, and Mr. Oris said they should live by the contract.

The Council, Town Manager Kimball, and PW Director Noewatne agreed the Town has a solid position on this matter. Mr. Oris said PBC should take no action at this point, and someone should be keeping tabs on the project.

## **7. ADJOURNMENT**

MOTION by Mr. Bowman; seconded by Mr. Slocum.

MOVED to adjourn the meeting at 9:38 p.m.

VOTE The motion passed unanimously by those present.

Attest:

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Marilyn W. Milton, Clerk