

MINUTES OF THE CHESHIRE TOWN COUNCIL SPECIAL MEETING AND BUDGET COMMITTEE MEETING HELD ON THURSDAY, AUGUST 1, 2013, AT 7:00 P.M. IN ROOM 207, TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410

Present

Tim Slocum, Council Chairman; David Schrumm, Vice Chairman and Michael Ecke, Patti Flynn-Harris, James Sima.

Absent: Andrew Falvey, Sylvia Nichols, Thomas Ruocco, Peter Talbot.

Staff: Michael A. Milone, Town Manager; James Jaskot, Finance Director; Deputy Finance Director Gina DeFilio; Fire Chief Jack Casner; Police Chief Neil Dryfe; Vincent Masciana, Director of Management Services, Dept. of Education

Guest: Anthony Verrill, CEO, Apex Technology

1. ROLL CALL

The clerk called the roll and a quorum was determined to be present.

2. PLEDGE OF ALLEGIANCE

The group Pledged Allegiance to the Flag.

3. DISCUSSION RE: FY 2013-2014 FIVE YEAR CAPITAL EXPENDITURE PLAN AND ANNUAL CAPITAL EXPENDITURE BUDGET.

FIRE DEPARTMENT, page 41, Chief Jack Casner and Deputy Chief Don Youngquist

Mr. Milone reviewed the Fire Department CEP, stating that compared to five years ago, the firefighting equipment is current with the plan, and is funded at \$125,000 in FY 2013-14, and \$130,000 in years 3 and 5 of the plan. Replacement of Engine #3 at \$550,000 is in FY 2014-15; replacement of #1 Snorkel Aerial Apparatus at \$1.2 million is in FY 2013-14; installment of water mains at \$150,000 in each of the five years of the plan. The North End Fire Station is not recommended to be brought forward to the Council because, at this time, he cannot defend this project. The Fire Department is doing a study which will include an initiative to attract fire fighters, increase response to late night fire calls, staffing analysis, etc. to find out how to go forward and options available. As part of this study it is important to look at the addition of a fire station in the overall analysis of the fire service as this will have a significant impact on response, and affect the staffing analysis.

Aerial Truck #1 - \$1.2 million; there have been some changes and developments regarding this truck. Mr. Milone explained that the estimated cost is actually about \$900,000 for this truck.

Engine #4 - \$550,000 is in FY 16-17; Rescue #2 - \$650,000 in FY 17-18; Ladder Truck #2 at \$1.2 million was deferred by the Town Manager.

Chief Casner submitted a handout outlining the Fire Department 2013 CEP requests, and reviewed the information with the Council.

Handout, pages 1 and 2 – Chief Casner reviewed facts about Cheshire and the growth of the Town. Total square footage of buildings (residential, commercial, condo units) is 28,428,267 sq.ft.; there are 192 buildings in Town 10,000 square feet or greater; grand list 2012 personal property is \$2.8 billion, and real estate is \$2.5 billion. The fire studies and ISO recommend that the fire department respond with two ladders and four engines, but the department cannot meet this recommendation. Southwick and Elim Park expansions were built after these studies were done and recommendations stated.

Photograph of the 100 foot ladder truck in front of a typical colonial house (page 4) was included in the handout information. This is a 1998 truck, 15 years old, and when it breaks down the department does not have an aerial truck. The nearest aerial truck would have to come from Southington CT, and this increases response time. With the proposed commercial development in the north end of Cheshire along with other new development in this area, there must be fire protection.

The Council was informed by Chief Casner that during the daytime hours about 12 firefighters respond to a call, with fewer responders to night calls. When something breaks down on the ladder truck it is repaired and services as fast as possible.

A graph showed the growth of buildings in Cheshire 1970-2012.

Page 5 – illustrated the response times from the 250 Maple Avenue Fire HQ and 1125 South Main Street Station #3, to various street locations in Cheshire with the current apparatus, and with two aerial trucks.

Page 6 – illustrates a firefighter in full equipment, head to toe, at a grant total cost of \$8,225 per firefighter.

Page 7- Water Main Replacement Program. Chief Casner stated that \$150,000 does not go far in main replacement. It cost \$130,000 for three houses on Moss Farms Road. Mr. Milone noted there are ongoing discussions with RWA. Chief Casner stated that RWA has not been forthcoming with information on expansion of their system.

The department's Strategic Plan is being developed, and will be completed after January 2014. The analysis will be ready for review, editing and evaluation. Most of the analysis will be done in-house, but will require a peer review, and it must be completed in time for the FY 2014-15 operating budget.

Chief Casner noted that the fire department has not yet met the 1998 study requirements and recommendations.

With regard to the 100 foot height of buildings, Chief Casner said that the fire department can access these buildings. If there were to be a fire in two large buildings, Chief Casner stated that outside assistance from the Southington Fire Department

would be needed. Due to the increased development of homes throughout Town, there is an increase in fire safety calls and responses.

Chief Casner and Chief Youngquist invited the Council on a field trip to a typical colonial house with the current ladder truck so they can visualize what the obstacles involved and the department needs. He advised that the Snorkel truck is out of service and is parked in the Town garage, and may be sold.

Page 8 – CFD Fleet Inventory. Chief Casner reviewed the vehicle information with the Council and the replacement schedule. Engine #3, FY 2015; Engine #4, FY 2017; Rescue #3, FY 2018; Truck #1 being requested for FY 2014; Truck #2 – deferred; Car # 4, FY 2014. The 2003 Ford Expedition has a badly rusted frame, and within a short time will not be safe to drive. All the cars in the fleet are equipped for response. The new vehicle could be a less expensive one on the State bid.

Regarding the Southington Fire Department responses and assistance, Mr. Schrumm asked about Hamden and Wallingford department responses.

Chief Casner responded with the fact that the Southington Fire Department station is staffed 24/7 with professional firefighters. He said that the north end development and houses in that area would have response from the Byam Road and main stations. Regarding the need for a north end fire station, the Chief has talked to Meriden and New Britain Fire Departments, and each has one person attached to the malls in their districts, and there are few fire calls to these sites. Cheshire's fire department has also responded to calls outside of Town, including the City of Waterbury.

Another issue is medical response, and Mr. Milone commented on the Town's contract with Campion Ambulance and possible modification of this contract. He made it clear that the north end fire station is not tied to the development project. This section of Town is growing and a fire facility is needed.

Out of all the public safety changes with the north end development, Chief Casner said the fire department will be the least affected.

Mr. Sima said the north end fire station (in 2006 or 2007) was put in because of the zone text change in this area of Town.

This project did not go forward, and Mr. Milone said the Chief continued to ask for this fire house, arguing the need for it in this area of Town. In the last six years there has been more and more construction in this area.

Chief Youngquist stated that there has been more residential development in this area, and there is not a fire house out there for these residences. Chief Casner noted that another 1 million square feet of development has taken place in the north end, and the fire department is responsible to provide adequate fire safety.

The Council thanked Chief Casner and Chief Youngquist for their presentation.

POLICE DEPARTMENT, page 21/22; Chief Neil Dryfe

Mr. Milone noted that the numbers in the first four years of the department CEP are consistent. Page 22 reflects the vehicle/equipment replacement by department for each year of the CEP. Page 26 shows the Police Department projected fleet vehicle replacement schedule. FY 2013-14 - \$90,400; FY 2014-15 - \$79,600; FY 2015-16 - \$108,000; FY 2016-17 - \$101,600; FY 2017-18 - \$101,600; total \$481,600.

Chief Dryfe expressed appreciation to the Council for its support in turning over the department fleet. Earlier this year the department purchased new style vehicles which were viewed by the Council during the budget process. The consensus amongst the police officers is that the sedan is very tight with the cage, computer, etc., and the new style SUV is somewhat better with space. Neither vehicle offers the space offered by the traditional police car, the Crown Victoria, or the larger SUV.

The replacement schedule shows the larger rear wheel drive sedans being held onto, and assigned to the patrol supervisor. The high mileage sedan was assigned to the School Resource Officer, and the car goes from Highland Avenue to the middle school and high school. The Expedition has high mileage and will be assigned to the Training Officer or Firearms Training Officer, going back and forth to the range, hold ammunition and other supplies. When there is a significant storm this is a marked, fully equipped, identifiable Police Department vehicle on the road. Of the three vehicles to be replaced, one will be given to the Public Works, and the other two go to auction.

Chief Dryfe said the full sized Ford Expedition will have the lock box in the back for storage of guns, rifles, cones, and other supplies. There is a special service package from Ford for the fleet vehicles, at a cost of \$1,800, and the Chief said this is money well spent for this package. This vehicle has the potential to go out 24/7 with a Supervisor.

The difference in price between the current SUV and smaller SUV is about \$1,000 – an Interceptor Utility and an Interceptor Sedan. The department still has two Expeditions on the road, and Chief Dryfe wants the special service package for the new Expedition. The SRO vehicle will have the high school mascot on it, and it shows a police presence at the schools.

PUBLIC

Cindy Kleist, Lancaster Way, asked why a vehicle with 78,000 miles is being retired.

It was explained by Mr. Milone that the vehicle will not be retired until December, so the mileage will increase up to 100,000 miles by that time. There is a point of diminishing return on a vehicle, and it can be very costly to repair and dangerous to drive.

Chief Dryfe noted that these cars are driven 24/7, have multiple drivers, are driven under all kinds of road conditions, and these are hard miles. The PW Department keeps the police vehicles in good condition through repair and maintenance. The Council thanked Chief Dryfe for his presentation.

FINANCE – TECHNOLOGY, Director James Jaskot and Deputy Director Gina Defilio.
Guest: Anthony Verrill

Mr. Milone stated that this is the 3rd year of the five year technology initiative, and he has relied on the Technology Study Committee to bring the message to the Council. Apex Technology is under contract to the Town under the direction of Anthony Verrill, CTO, and Mr. Verrill was introduced to the Council. \$1.1 million was appropriated in FY 2013-14 for the technology initiative, and it is hoped another \$651,000 will be appropriated.

Mr. Verrill distributed information on the technology initiatives, progress and budget review, which he discussed with the Council.

Day One IT Issues – There were risk areas and critical needs. Munis applications and servers were not backed up and data lost; CPD SAN had loss of user data and critical files; there was no backup of public safety data and files; there were no viable Exchange messaging system backups; no backups of application and file servers at Town Hall or the schools.

IT Vulnerabilities and Critical Areas – User and technology demands out paced installed services; IT requirements outgrew IT skill sets; there was security exposure and vulnerability, and lack of system backups and disaster recovery.

Mr. Verrill stated that a disaster of any kind would have resulted in a loss of a great deal of user data. The mission of Apex was to address the many issues involved and provide solutions.

Solutions and Implementations – An overall system network model was devised and everything built would fit into this model. All IT areas in Town began to work as a team; there are regular team meetings held bi-weekly, and user focus group meetings held once a month. There was a major wireless initiative (Town and Schools), expansion of municipal high speed network, upgrade of network equipment, legacy servers and applications, implementation of system backups and disaster recovery.

The Police Department is the backup data center; everything is replicated to the Police Department center; and the Police Department data is replicated to Town Hall.

Overall Benefits – A major benefit is the sharing in the IT project and design. Apex has a “help desk”; there is monitoring and maintenance groups running 24/7 out of the Apex main office; administrative costs for IT have been reduced; power consumption in data centers is reduced along with cooling requirements; and an increase in IT skill sets and

best of breed technologies. Apex Technologies is the IT organization for the Town of Cheshire.

End User Impact – Mr. Verrill reviewed the major application initiatives, which included Munis Systems Town and School upgrade, GAD/GIS System (Town, CPD and CFF), wireless network school wide, PD scheduling software, video transfer system for CPD cruisers, expansion of social media for public outreach, School District Technology Public Showcase, and billing and charging systems.

Mr. Masciana commented on the significant investment in technology. On the school side the 2015 testing will be done on-line. The Cheshire school system passed the testing with flying colors, and is in great shape compared to a few years ago.

Capital Projects – FY 2012-2013, \$750,000 Allocation; \$359,992 expended to date; \$200,000 will be held in reserve pending the outcome of the 2014 CEP; and expenditures to October 31, 2013 are estimated at \$550,000.

FY 2013-14 \$651,000 Capital Allocation. This funding would be used for Network Infrastructure, \$350,000; Enterprise Wide Wireless Network, \$125,000; Virtual Desktop, \$125,000; Additional Metro Backbone Build Out, \$45,000.

Mr. Masciana talked about the new bus fleet, which will have GPS, tracking of bus movement, etc.

It was stated by Mr. Milone that the Town has very progressive department heads, in particular Library Director Burkey and Police Chief Dryfe. Both have a great understanding of the use of technology, and their departments would be far behind in technology without Apex's involvement.

In Year #2 of the initiative the focus will be on Cheshire High School. Mr. Masciana said that the 24/7 monitoring capability of the high school is not available to Apex because the switches at the site do not all for it. But, the monitoring is available for the other schools (wireless is done) and is working well. With the school infrastructure there is capability of "bring your own devices" so students, elementary through high school, are getting their programs of word equivalent, spread sheet, power point, and other software programs, on line, for free. Each student account has been upgraded to 10 gb of storage on line, at no cost to the student.

DEBT ANALYSIS, Handout, page 12, James Jaskot and Gina DeFilio
Schedule #1, Page 12 and Schedule #2, Page 13 were reviewed by Mr. Jaskot.

Schedule #1 – is a recap of the current plan, and shows bonding requirements for each of the years in the five year plan. This is for projects covered by CNR, grants or any other funding source. This data is also used for the CEP years 6 to 10.

Schedule #2 – Projected Debt Analysis. As far as capital expenditure projects, things have not changed, and Mr. Jaskot identified the borrowing needs and totals which are about the same. Last year he used an interest rate of 4.5%; and this year he used 4%; federal bonds are issued at 2.5%; and for the next bonding in February 2015, a 3.25 interest rate will be used. The General Fund debt total has been reduced by a few hundred thousand dollars from last year.

WPCD – this information has not been updated as the Town is waiting for the bids for the treatment plant upgrade, which are due on August 21st. At that time the cost of the project will be known.

Mr. Milone stated that we want to see the project number before finalization of the CEP.

Regarding the Clean Water Fund proposal for the increase in the grant to 50% for phosphorous removal to the first three responding towns, Mr. Milone said that 11 towns responded. Now, the State must decide on which towns will receive the 50% grant level.

Column (4) of Schedule #2 shows the CWF loan and interest for the plant upgrade. The project will, probably, start October 1, 2013. This also pushes out the first payment on the loan into the subsequent fiscal year.

Handout, Pages 14/15/16 - \$1 million Bond Issue Amortization Schedule. Page 14 uses an assumption rate of 3.25%; page 15 uses 4.00% interest rate; and page 16 uses a 2.00% interest rate.

On Schedule #2, Mr. Jaskot advised that it is based on a 3.25% interest rate.

SCHEDULED MEETINGS – Wednesday, August 14, 2013, 7:00 p.m. at Cheshire High School; Thursday, August 15, 2013, 7:00 p.m. in Council Chambers (CCP presentation on the pool option).

4. ADJOURNMENT

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

MOVED to adjourn the Special Meeting at 9:10 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk