

MINUTES OF THE SPECIAL TOWN COUNCIL MEETING AND BUDGET COMMITTEE MEETING HELD ON WEDNESDAY, AUGUST 12, 2015, AT 7:00 P.M. IN ROOM 207, TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410

Present

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

Staff: Michael A. Milone, Town Manager; James Jaskot, Finance Director; Gina DeFilio, Deputy Finance Director; Police Chief Neil Dryfe; Deputy Police Chief Brian Pichnarcik; PW Director George Noewatne; Town Engineer Walter Gancarz; WWTP Supt. Dennis Dievert; Richard Kaczer, PW Garage Supervisor

Guest: Timothy Pelton, Chairman, WPCA

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 2015-2016 FIVE-YEAR CAPITAL EXPENDITURE PLAN AND ANNUAL CAPITAL EXPENDITURE BUDGET

Town Manager introduced new Deputy Chief Pichnarcik to the Council and wished him well in his new assignment.

Police

Chief Dryfe reviewed the Police Department FY 15-16 Budget Introduction, and the request for \$110,000 of capital planning funds. \$40,000 is for hiring the Radio System Consultant and \$70,000 for a Comprehensive Traffic Calming Study.

Radio System \$40,000 - The CPD radio system is technology, is starting to fail, and CPD has spent tens of thousands of dollars for repair of consoles in the Dispatch Center. There are now problems with the portable radios issued to officers; they are starting to fail; they are out of contract and warranty and replacement is several thousand dollars for a radio. Last year CPD orders \$15,099 worth of portable radios, which was not budgeted, and a spread sheet has been maintained detailing the radio system expenses. An RFP was issued; 5 responses received; 3 finalists were interviewed; and Chief Dryfe has a consultant he would like to hire contingent upon Council approval. The RFP was for a complete inventory, overview, and recommendations for the status of the radio system...whether it can be repaired with some infrastructure upgrades or CPD needs a completely new radio system.

As part of the RFP it stated respondents will not be affiliated with a specific manufacturer, and this precluded the current vendor, Northeast Communications, from responding as they deal exclusively with Motorola. Other companies are making police

radio systems, and it is uncertain that Motorola is the best product for CPD. Operability is part of the project. CPD is running Motorola now, town wide.

Chief Dryfe explained that CPD cannot talk to anyone in the schools, which us portable radios. With the school technology upgrade teachers can call 911 from a classroom, but there is no radio communication with the schools and public safety departments. The ability to speak to the schools is an important scope of the radio system project. At times there is difficulty with police officer communication within areas of the schools due to the configuration of the buildings. The new cell tower at the treatment plant will solve some of the problems in this area of Town. The new telephone system and upgrade allows communication between the schools and CPD 911; and the radio system upgrade would include a repeater inside Cheshire High School for communication with CPD. Chief Dryfe stated that the consultant would help write the second RFP for the actual design of a new radio system. CPD is scheduled for its phone upgrade sometime in the next month as part of the town wide project.

For the record, Mr. Oris cited his concerns that CPD cannot communicate with the schools, or within the schools, with the existing radio system, and said this must be resolved immediately. He asked if the new system would solve the dead zones in the schools, or if it solved some other way.

He said this is a major safety issue and one of great concern with officers, students and staff possibly in harm's way.

This would be part of any upgrade and Chief Dryfe said a repeater would be installed inside the CHS building for communication with CPD. One of his major concerns is the amount of money being spent on the existing system.

Over the years, Mr. Milone said there have been band-aid things which never worked as they should, and there is no simple answer to solve communication issues. We have to try to fast track the radio system communication network.

The CAD/RMS system upgrade was computers, and Chief Dryfe said we are now talking about the actual radios from the Dispatch Center. CPD is running everything in the cars; new laptops were purchased; and CPD is getting its value out of the New World computer aided dispatch system.

Chairman Slocum clarified that there will be an RFP; no money would be appropriated for the radio system; it would be in the next budget cycle.

One of the things that has pushed doing this now is the radio console is a Motorola product...CentraComGold...and Chief Dryfe said 2 1/2 years ago they offered the last patch/upgrade to this system with a 5 year support. In 2 1/2 years the console is no longer supported by Motorola, so something must in place by them. The intention, over the next 7 to 9 months, is get the consultant on board to review the radio system and make recommendations to the CPD.

Regarding the Dispatch Center and coordination with Wallingford and North Haven, Chief Dryfe said radios are needed to communicate with Cheshire.

Mr. Milone said the consultant will understand that we are looking look at two models...the one we have and possibility of another model where we regionalize. Whatever he does must be done with the understanding that this must have applicability to the two other towns. Whatever happens, this equipment will be universal so we will have it as part of Cheshire's in-kind contribution. Mr. Milone noted Wallingford is at the same point as Cheshire, is going through the same process. With regionalization there will be savings in the operating budget, and big savings in the capital budget with three towns having economy of scale.

The issue of CPD not having communication with the high school was raised by Ms. Flynn-Harris, and said enhancement of the E-911 system was mandated down to the actual room in the school for exact location of the call.

Mr. Oris commented on the importance of appropriate communication between police officers in a tough situation, and the need for contact to know what is going on.

It was clarified by Chief Dryfe that there is some communication with CPD in areas of the schools, and the very best system will offer 98% in building coverage.

Traffic Calming Study \$70,000 - CPD receives complaints from residents about traffic and speeding, and it is the #1 complaint received. Chief Dryfe explained the CPD process for handling these complaints. First is traffic counters on a pole in the road for about a week, with cars counted and speed measured; data is analyzed and information reviewed with the residents. Second is use of the speed monitors, and then there is enforcement. Many things can be done to a roadway to calm traffic. The study will look at specific areas identified by citizens, and get a good idea of what can be done within cost limits. The main cut through streets (Mountain Road, Peck Lane, Mt. Sanford, North and South Brooksvale Roads) have the speed and volume. There would be an overview of things available, look at specific areas of complaints, have a strategy in place for signs, lane markings, curb bump outs at intersections, etc. Chief Dryfe noted the Town does not have a policy in place regarding traffic calming.

The \$40,000 for the radio system consultant came from RFP responses before the CEP budget was prepared. The \$70,000 for the traffic calming study came from other towns which have had a calming study done. Chief Dryfe wants to get someone who has actually done traffic calming measures.

Mr. Milone said the emphasis in the RFP will be simple, convenient, least costly ways of controlling traffic without reconstruction of an intersection.

Regarding the increase of traffic in Cheshire, Mr. Sima asked if people are coming through Town to avoid I-84.

Traffic complaints have been consistent, and Chief Dryfe noted there have been no specific complaints about the I-84 project. There are people using exit 26, and then traveling west into Waterbury.

Police Vehicle Replacement \$115,312 (page 50-51) - Mr. Milone said the goal is to keep the numbers consistent with the five year plan, and this is the case with CPD cars. The only difference comparing FY 2015 to FY 2019 is purchase of one more unmarked car and one less marked car over that period of time. Total number of vehicles in the fleet remains the same. There will be 7 unmarked and 9 marked cars. The cost has increased by \$25,000 due to cost of the cars.

CPD has 6 different types of vehicles being used -- the Interceptor Utility small SUV, Interceptor Sedan, 3 old Crown Victorias, Chevy Malibus, Chevy Impalas and Chevy Trailblazer...these are vehicles being driven on a day to day basis. CPD also has specialty vehicles -- pick-up truck and motorcycle.

The recommendation of Chief Dryfe is for CPD to change over to a single type of vehicle, and he recommends the Ford Police Interceptor Utility vehicle, which has proven to be the best of the new police vehicles. By standardizing the fleet there will be ease of maintenance and parts inventory, flexibility in vehicle replacement schedule, and allow officers to drive a single type of vehicle. The Sedans are small for the larger built police officers; sight lines are not good; officers are more comfortable in the smaller SUVs. Chief Dryfe wants to standardize to one type car to use for unmarked and marked vehicles.

This year CPD requests 2 unmarked cars and 2 marked cars; 2018-19 request is for 3 marked and 1 unmarked cars. CPD will be getting rid of 5 vehicles this year (pages 53 and 54). Marked Fleet - replace the 2008 Ford Expedition (at end of useful life) and one 2011 Ford Crown Victoria. Unmarked Fleet - replace two (2) Chevrolet Impala's; eliminate one (1) 2007 Chevrolet Impala. The cars being moved out of the fleet are sold at auction and get a better price than trade-in price. CPD will be getting rid of 5 cars, and picking up 4 cars, and with reorganization of the department there was elimination of one take home car.

Chief Dryfe informed the Council that there are at least 3 marked cars on the road at one time; sometimes there is 5 and 6 officers and a supervisor on shift on the road. Tuesday through Friday there is a day shift and evening shift traffic officer for traffic enforcement, driving in either the Sedan or the black SUV. Vehicles are assigned to 3 officers; newer vehicles are assigned to senior officers; there could be 5 or 6 officers on the road; with 100+ miles per one shift per car.

PUBLIC COMMENTS and QUESTIONS

Derf Kleist, 251 Lancaster Way, distributed information on state trooper mileage per vehicle from New York State, Illinois and Virginia.

Cindy Kleist said the Town of Windsor is doing a new communication system with its police department, and she has reviewed the routine maintenance records for the three CPD cars to be replaced.

Public Works Page 99 -

Mr. Milone stated that Mr. Noewatne has the widest span of control of any Town department head, and he did a good job with reorganization of the Public Works and Engineering Department. There is utilization of technology, GPS and technology for tracking complaints. Town Engineer Gancarz and Supt. Dievert did a great job keeping the plant in operation, contractor on the job, the project on time and on budget.

Page 25 - shows 30 years of PW Department capital projects; \$150.2 million of projects is directly related to Public Works; and the department is involved with a majority of the projects listed.

Page 33 - Public Works is involved with 152 miles of streets, 106 miles of sidewalks, 120 miles of sanitary sewers, and acres of park and recreation areas and land acquisition and open space. The department was responsible for \$41 million of projects over the last 5 years, and is currently managing \$9 million of projects, and is responsible for maintenance and sustainability of the Town's infrastructure.

Director Noewatne highlighted the initiatives and completed capital projects over the last year -- \$32.5 million WWTP upgrade; \$3.5 million Linear Trail upgrade including Hawks system; the first phase of the emergency generator upgrade project; Blacks Road Bridge replacement, and near completion of the Creamery Road Bridge project; the current design phase of the sidewalk extension, West Main to Maple Avenue; completion of the Town Hall and Town Center brick pavers; CFD headquarters paving and Town Hall parking lot paving projects; received a \$700,000 grant to repave one mile of Mountain Road; will replace one mile of deteriorated sidewalks; reconstruct one-half mile of Peck Lane south to Jarvis Street; supervised \$10.2 million performance contracting project; dredged 12,000 cu.yds. from Mixville Pond, upgraded dam to current standards, with completion of the project in 2015. Many of these projects were completed with PW crews which reduced the costs and enhanced their pride in the Town.

Mr. Noewatne stated the department achieved success through the support and financing from the Town Manager and Town Council.

63% of the CEP projects will be Public Works projects this year, at a cost of \$9.2 million.

Water Pollution Control Department

WPCA - West Johnson Avenue Pump Station \$3.5 million FY 15-16. Mr. Milone explained this project has possible 20% reimbursement, but is not planned for this year; the project is designed; it would be a referendum item with bid in Spring 2016, and built in the next year. This pump station needs to be done with or without State reimbursement.

Cook Hill Road Pump Station \$750,000, FY 17-18 - this project was reduced to \$500,000 and then back to \$750,000; it is eligible for possible 20% State reimbursement. \$38,000 has been spent for pumps and rolls to resolve clogging issues at this station from the Elim Park \$150,000 grant. There is \$118,000 balance from the grant and more detailed information will be given for next year's CEP.

Inflow & Infiltration Remediation \$300,000 FY 16-17 and FY 18-19.

Mr. Gancarz explained that the West Johnson pump station is more critical than Cook Hill which had new pumps installed. West Johnson station serves the industrial park and the northern part of Town; the ventilation system is not working and takes a toll on the equipment; the station is slightly below the 100 year flood level and must be flood proof; it is 30 years old and has been in service beyond its life expectancy of 20 years.

It was noted by Mr. Schrumm that the Town gets extra life out of its pump stations thanks to Supt. Dievert and his staff and their excellent maintenance and repairs.

PUBLIC QUESTIONS AND COMMENTS

Cindy Kleist asked about I&I study, and said Wallingford is having an amnesty program for residents who have hooked into the sewer, along with a 50/50 split of costs involved.

Tim Pelton, Chairman WPCA, informed the Council that I&I is top priority for the WPCA, and there has been identification of I&I sewer hookups through the Tax Assessor's office.

In the last revaluation process Mr. Milone explained that there was notice of basement inspections for sump pumps, so there is information on violators.

Mr. Pelton said WPCA may be working on an ordinance or regulation to allow inspections, and when sump pumps are found there will be consideration of an abatement method and whether the Town will assist with funding part of the costs. Sump pumps are on the radar of the WPCA and are a key element to manage.

There was flow monitoring in 2013 and Mr. Gancarz noted it was a very dry spring, and in 2014 there was a wet period and displayed a graph showing the locations and spikes with wet weather. The data is being analyzed and WPCA will be focusing on I&I. There is \$75,000 left in the \$600,000 evaluation component, and funds have been used for flow monitoring etc. Construction had \$300,000 and there is \$172,000 left. Under the referendum there is a question whether funds can be used for an amnesty program for sump pumps, and it is not expected this can be done.

Waste Water Treatment Plant Upgrade \$32 million - PCB issue used up 3% of the contingency; the project is 90% done, is on time and on budget; October 16th is the scheduled dedication date for the new plant; \$206,000 energy rebate grant received for the energy savings improvements at the plant. Supt. Dievert said we are starting to

see the benefits of the plant upgrade as flows have quieted down and there is better control, and the UV system is great. Mr. Gancarz said the recommendation for the \$206,000 is to put it into the WPCD reserve fund.

Mr. Milone commented on the need to come up with a rebate policy which will be discussed with the Council for guidance on spending the funds.

Mr. Pelton acknowledged Supt. Dievert and Mr. Gancarz for their work and oversight of the plant upgrade project.

Supt. Dievert expressed appreciation for the support of everyone involved with the project.

There was a brief discussion on the heating and a/c system at the Library and Mr. Noewatne said Ameresco must make some adjustments to the system humidity levels. This is part of the proposal for the rebate funds.

Page 99 - Mr. Noewatne reviewed the Public Works Department introduction and stated that technology has been a boon for the department. There is great use of the GIS System, much of the work is done in-house rather than from an outside consultant, and there is savings for the department budget.

GIS System - The system is an important working tool and is heavily used in the PW Department; it provides information on road work, community pool project, milling and paving scenarios; everything is set up by the GIS System; and savings are about \$20,000 in outside fees. The GIS System was used for Peck Lane and Mixville Dam projects; generated \$40,000 savings in development of maps in-house; and layers for sanitary sewers and storm sewers will be added to the system. The GIS System includes Town Clerk survey maps, conservation easements, wetland up layers, sidewalks, street light locations, lights with LEDs, with more layers and projects to be developed. The \$110,000 request will not all be spent in year #1. With the GIS System the Town can control its own destiny, and projects can be revised quickly, i.e. the Mountain Road project.

GPS units - are on all the trucks, and the system is used for surveying.

Pond Dredging - much of the pond issues were due to the use of sand during the winter seasons, and the Town has transitioned to using all salt. There are 157 ponds, 145 acres, with an estimated cost of \$35 million to dredge all these ponds. The Council had a discussion with PW staff about drafting an ordinance regarding pond dredging which would state that the Town will not dredge ponds.

Traffic Calming Study - there must be a comprehensive policy throughout Town for traffic calming, and entire neighborhoods must buy into the program.

Page 103 - The PW Department budget has a change of \$171,000 less in the FY 15-16 budget.

Sidewalks - \$200,000 in each year of the five year CEP; sidewalks across Town will be evaluated, and rated poor, fair, or average. In 1988 Cheshire had 20 miles of sidewalks, and in 2015 the Town has 105 miles of sidewalk. \$925,000 to totally rehab sidewalks in 1988, and in 2015 the cost is \$1.8 million. \$200,000 per year will do 1.5 miles of sidewalk, and it will take about 12 years to complete the program. The sidewalks will be cement material, 4 feet wide.

Page 106 Public Works Vehicles/Equipment - \$1.742 million in the five year CEP.

FY 15-16 - proposed equipment includes 2015 Elgin Pelican Sweeper, \$195,000; 2016 John Deere 410 Backhoe, \$125,000; 1-ton Asphalt roller, \$17,000 and hammer attachment, \$10,000; total of \$347,000.

Sweeper - Mr. Kaczer explained the problems with reserving and renting a sweeper(s) each year; the company pulls out of the rental order and Cheshire gets an older sweeper; owning a sweeper would pay for itself over time, help with pond dredging, be available whenever needed, and enable the Town to abide by DEEP requirements regarding sweeping. The Town could do a municipal lease for the sweeper; it defers payment without much money up front; it is basically a rent to own situation which increases the cost of the equipment.

FY 16-17 - 2017 Vac Truck, \$410,000; 2017 Crew Truck, \$110,000; Total \$520,000. Mr. Kaczer noted that this equipment downsizes to a single axel truck. He reviewed the proposed equipment purchases for the out years in the CEP, and said all prices are based on today's numbers. The Town usually purchases off the State Bid, and in the future the Town can add 2% to the stated costs. The older vehicles which are being replaced would be sold at auction, and Mr. Milone would request the money from the vehicle sales be put into a special account.

Hydrant Maintenance - Mr. Gancarz spoke with RWA about the 1,126 hydrants in Town; \$35,000 annual maintenance cost for RWA to do the work; and from a public safety standpoint it may be worthwhile to consider this as part of the operating budget. This is supported by Chief Casner.

Road Repavement - \$1.75 million in years 1, 2 and 3 of the CEP; \$2 million in years 4 and 5; total \$9.25 million.

Dump Trucks - \$375,000 in Year #1. Mr. Kaczer commented on the aging of the dump trucks; the CEP request provides for acquisition of 7 two-wheel drive dump trucks and plows, and 2 four-wheel dump trucks and plows. There was a brief discussion about leasing these trucks, and Mr. Jaskot will research this issue and inform the Council whether it should be considered.

Willow Brook Project - is in the out years, and is being monitored.

East Johnson Avenue Bridge - this is an active bridge project with 80% State reimbursement; total project cost is \$2.76 million.

Maple Avenue Drainage - \$300,000; is not approved in the CEP.

Mt. Sanford Road and S. Brooksvale Road Intersection Realignment - \$2.76 million.
This is a dangerous intersection which must be addressed. Staff has met with neighbors about this project; an alternate plan was submitted; homeowners are comfortable with the plan; and LOCIP funds will be pursued for this project.

Page 116 - Trees, \$150,000 - the allocation is for removal of Ash Trees and replanting of suitable trees on public property. This funding will start the process. An outside contractor would handle the project; there is a preliminary plan in place for the trees; and this funding is to deal with an emergency situation with Ash Trees. The Town must be proactive in handling hazardous tree removal, and hiring an outside contractor to do the work is the right way to go.

4. ADJOURNMENT

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

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

VOTE The motion passed unanimously by those present.

Attest:


Marilyn W. Milton, Clerk

Received for Record 8/19/15 at 9³⁰ AM


Carolyn J. Soltau
Town Clerk of Cheshire

TOWN OF CHESHIRE

Cheshire Town Council
84 South Main Street • Cheshire, Connecticut 06410-3193
203-271-6660 • Fax 203-271-6639

**NOTICE**

**SPECIAL TOWN COUNCIL MEETING AND
BUDGET COMMITTEE MEETING
7:00 P.M., THURSDAY, AUGUST 13, 2015
ROOM 207, TOWN HALL
84 SOUTH MAIN STREET, CHESHIRE CT 06410**

AGENDA:

1. Roll Call.
2. Pledge of Allegiance.
3. Discussions re: Fiscal Year 2015-2016 Five-Year Capital Expenditure Plan and Annual Capital Expenditure Budget:

Education

4. Adjournment.

Received for Record 7/30/15 at 1:00 PM

Carolyn Z. Soltis
Town Clerk of Cheshire