

**MINUTES OF THE CHESHIRE TOWN COUNCIL PLANNING COMMITTEE MEETING
HELD ON THURSDAY, DECEMBER 5, 2013, AT 7:30 P.M. IN ROOM 207, TOWN
HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410**

Present

James Sima, Chairman and David Schrumm; Absent: Patti Flynn-Harris

Councilor Robert Oris

Staff: Michael A. Milone

Guest: Tom Sheil, P.E. Milone and MacBroom. John Purtill and Kevin Wetmore, Co-Chairs, Cheshire Community Pool Committee

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. LINEAR TRAIL EXTENSION – SITE VISIT FOLLOW-UP

Mr. Sima reported that the site visit took place on November 1st, and people with homes closest to the trail have expressed concerns about the extension. The committee reviewed the map of the trail, and it was noted that on Peck Lane, there are two big lots very close to the trail.

According to Mr. Sheil there will be more landscaping added for one of the residents; other residents are satisfied with the plans; and the residents of Jarvis Street will also be taken care of. He recommended that PW Director Noewatne take a look at this area of town with these residents.

Mr. Milone stated that there has been a recommendation for some type of fencing, and the DOT is interested in installing fencing, but must coordinate it with the town. There will be some landscaping, plantings and fencing installed.

Mr. Sheil commented on their being interest in having some fencing in the Chestnut Street area. He and the committee looked at the map and discussed the areas for access paths to the trail in the residential areas, and fencing designed for north of Jarvis Street. It was suggested that there be fencing installed about 200 feet on each side of the path areas, with gate access at the far ends of the fence, and no gate access.

It was suggested by Mr. Sima that there be signs posted (with picture of a bike) for bikers to “stop” at trail crossings because bikers think the trail crossing applies to them as well as pedestrians.

There is a requirement for the Town to specify signs that meet the uniform traffic control standards, and stop signs are for pedestrians and bikers. Mr. Sheil said there will be some bollards installed at the cross walks. With regard to the State and Jarvis Street north, he said they are a few years behind the Town.

The State has a rendering and Mr. Milone said they want to figure out pressure points, and where they are relative to Bozzuto's and Kurtz properties. Concerns raised will be related to the State section, which will be two years behind the Cheshire plans.

Mr. Sheil informed the committee that it is hoped to get the bid out in Fall 2014, and there is no authorization to submit the next semi-final submission to the DOT liaison. The Town has applications with the Corp of Engineers for non-legal regulatory approvals. EPA comments have been received. The archeological report will be in next week; it will be forwarded to the Office of Environmental Planning to study; and they will render an opinion if the report is satisfactory. If the report is okay, the Town will be issued an authorization to move to the next level of design. Milone and MacBroom is working on the design now, with hopes to submit semi-final plans in January. This submission goes through another review process; comments are received and responses are submitted; there is another submission which is 90% of the final design for review. This will have a review period; and after that there will be a 100% submission to be reviewed. When this is all set the DOT will move forward to obligate the funds and schedule a bidding date. Mr. Sheil expects building to start in Spring 2015, with bidding in Fall 2014. The process, as he has stated, is the review process, and once everything is approved, the trail will be built quickly.

It was noted by Mr. Schrumm that implications from the State indicate they want this trail done. He asked about going to the Town's legislators to assist in moving the process along more quickly.

Mr. Milone agreed to speak to the legislators, and said the State wants this trail extended as much as Cheshire does.

The committee was told by Mr. Sheil that the archeological report pushed the project back 3+ months. He will submit the process, in writing, to the Town Manager and Town Council.

Regarding the parking lot, Mr. Sima said he spoke with the prison group, and received a commitment that once the project is done they would do routine visits to the parking area.

Mr. Sheil will keep the Council and Town Manager apprised of everything taking place, including the status of the submission process.

3. COMMUNITY POOL ENCLOSURE – CONSTRUCTION TIMELINE

Mr. Purtill and Mr. Wetmore were present for this agenda item.

Mr. Sima stated that people want to understand how big this project really is, the timeline for the pool enclosure to be built, bid and design process, and when the pool will be opened.

In response, Mr. Purtil stated that PBC does not want to make promises, many things are controllable, the RFP was approved on December 4th, is going out on December 9th, and there is a great deal of interest in this project. Companies will get the RFP, react to it, understand what the job is, and there is a mandatory walk through on December 17th. Companies will bring their proposals in by the cut off date of January 9, 2014. Each contractor will have different offers. The PBC sub-committee will reduce the number 3 firms, conduct interviews the week of January 27th, and the earliest time to know who the manufacturer will be is during that week. There will have to be some give and take, back and forth, reconciliation of the amount of money to the number of things the Town would like -- such as maximum openings on the side walls, whether they would be up and down, sliding panels or removable panels. The committee and users will determine the optimum solution, look at the money, and make a determination. The town wants a great deal of lighting on the south gable end, and there may have to be a trade-off between the amount of daylight coming in with solar gain, insulation and user needs. This will be something worked out with different providers, and once it is decided who the contractor will be, a contract will be negotiated. The goal is to have authorization to proceed in early February. This is where we get into the differences in the time table.

Mr. Purtil explained that the manufacturer will have to bring the steel in, and there is a length of time involved to manufacture the trusses. Until we know the design, there is no go ahead to a foundation company as the manufacturer determines the specs for the foundation, fittings, etc. There is a question of whether the company will want to pour concrete in the winter time as weather can affect the quality of their product. A long wait time is for the trusses, and they may not be ready until the weather is better. Some things have been added such as the apron around the perimeter for snow removal. Supporting walls will be east and west. The trusses manufacturer will determine the schedule, and the schedule will be factored in the selection of the contractor.

The timeline is fairly aggressive and Mr. Sima commented on proposals coming in on January 9th, the week of January 27th for the interview process, and 2nd Tuesday in February the committee being able to select a contractor. He noted that the contract must be reviewed by the Town Attorney.

In that regard, Mr. Wetmore suggested the Council consider holding a special meeting to include the pool project.

Mr. Schrumm encouraged the pool subcommittee to come to the Council with a cover package, foundation package, lighting package and have all the estimated total costs of the project.

Mr. Purtil would like to go ahead to the dome manufacturer as soon as possible as this will have a long wait time, and other parts of the structure will not be locked in until sometime later.

The question of who would oversee everything on the project, to insure everything comes together, was raised by Mr. Sima.

Mr. Purtill said this would be the project manager.

It was recommended by Mr. Schrumm that the project have a general contractor as there would be more oversight.

Mr. Purtill reported that advice has been received to not use a general contractor, but to use a project manager. He noted that the Open Aire structure proposal of 2010 was over priced by \$1 million with a general contractor.

With a package selected in February, Mr. Schrumm asked about bidding on the concrete and electrical work, and getting the total cost of the project under \$3.2 million.

In response, Mr. Purtill said the PBC wants to get the project manager as soon as possible to be involved in the selection of the other trades. The RFP for the project manager is being developed now, and the person could be selected by the end of January. The task list was reviewed by Mr. Purtill, who noted the project manager is the first thing to be selected.

Mr. Sima stated that the heating and electrical contractors must go through the normal bidding process. The convergence of all the people involved will be somewhere in March and April.

There are three (3) big items, and Mr. Wetmore said the concrete is 10% of the project. There are seven (7) specs; the top 3 are 80% of the cost; and the remaining 4 are 20% of the cost.

The biggest item is the steel, and Mr. Sima said the east/west walls could be asphalt.

Mr. Oris said a big question is the unknown costs of the project items.

In past projects, Mr. Purtill said there has been construction based on estimates, i.e. the high school addition. Alternates can be added or dropped to reach the cost of the project. The project must have a fire sprinkler system; the building already has sprinklers; and it is uncertain if another water main will be required. The only area to be sprinklered is the spectator area. The anticipation is early summer time completion of the pool project.

Mr. Sima reported that there have been some State building code changes which could affect the locker room area.

Mr. Purtill said he would discuss building code issues with Mr. Schiaroli.

4. LIBRARY PARKING LOT AGREEMENT AMENDMENTS

Mr. Milone distributed a copy of the existing agreement between the Town and Christ Community Church, which originated in 1994, was extended to 2014, and is now up for review. The key elements are in paragraphs 3, 4 and 6, and Mr. Milone noted that in paragraphs 3 and 4, the Town did many things to the parking lot for the Church and use by Library patrons. In paragraph 6, it states that the Church maintains its own parking lot.

At this time the Church is encountering hard times, and the Pastor has advised Mr. Milone that the Church does not need or use the parking lot 5 times a week.

An estimate has been received on the Church's snow plowing bills for last year, which totaled \$4,900. The Council suggested capping this cost to the Town at \$3,000, as some of the work done after a snowstorm has nothing to do with the Library parking. The idea of the Town paying 80% of the expenses associated with the parking for the Library, and 20% attributed to the Church, was discussed by the committee. The Pastor has agreed to this and wants to get something in place for the upcoming winter. The last discussion on the issue was for the Town to pay \$3,000 for plowing. Under the proposed plan, as bills come into the Church for plowing, the Town will pay 80% of each bill, with a cap of \$3,000 annually. The Church would be responsible for any costs over this \$3,000. The Town does not want to be responsible for plowing the Church parking lot, even though the Town plows the Grange parking lot for the overflow of employee parking.

Following the brief discussion, Mr. Sima stated the Town should go with the \$3,000 plowing cost with an inflation adjustment, as needed. This would be the fixed amount budgeted each year.

Mr. Milone explained that the Town has a \$1.00 lease for the parking lot. The Town will pay up to \$3,000 maximum reimbursement annually for maintenance of the lot, with 80% of each bill submitted paid by the Town. The Pastor would submit bills to the Town of Cheshire.

The committee agreed to reimbursement when bills are submitted up to a maximum of \$3,000 annually; a cost of living index increase; and a 10 year extension of the agreement between the Town and the Church. Town Manager Milone will negotiate the agreement with the Pastor of the Church.

5. PEGPETIAL GRANT-CABLE ACCESS TECHNOLOGY ENHANCEMENT

Mr. Sima commented on the new audio and visual equipment recently installed in Council Chambers, and his concern about having only one person to operate the system. He believes there should be more than one or two people operating the system, and all operators should be fully trained.

The committee was told by Mr. Milone that Michael Solomine will take over the senior role on the new system. He and Mr. Chase will have joint responsibility for maintaining

coverage of the meetings and management of the equipment. He stated a plan of operation must be developed, along with a blueprint of what must be done operationally if Mr. Chase or Mr. Solomine are not available. Mr. Solomine will be the senior person as he has more experience with the new equipment. Revised agreements with Mr. Chase and Mr. Solomine must be undertaken, as roles will change, and this will be done over the next two months.

With the new system it is planned to start filming selective board, commission and committee meetings in February 2014. Mr. Milone and staff will work with committee chairpersons to determine which meetings should be filmed. Over 3 months it is anticipated to have a meeting of all 19 boards, commissions, committees filmed for broadcast on the government channel. There will be a working document on how to film these meetings.

There was a discussion held on having one camera with audio for meetings in the smaller rooms. Mr. Milone advised that Mr. Chase and Mr. Solomine will be working together on this issue.

The committee also discussed the importance of safeguarding Town Council Executive Session discussions, and verification that all cameras and microphones are turned off. It is possible to have a small monitor in Chambers to insure nothing is being aired that should not be aired.

6. SOUTH MAIN STREET TRAFFIC ISSUES

Mr. Sima reported that he has spoken with Mr. Masciana and Mr. Marsaglia from the Dept. of Education on the traffic issues and traffic flow at the area of the high school, and the need to decrease traffic jam-ups in front of the school building/circle. Mr. Masciana is looking at changing the drop-off and pick-up areas at the school by moving the areas to the back entrance of the school with better flow of cars in and out of the campus.

At one time there was discussion about moving the tennis courts from the high school to Bartlem Park, and using the tennis court area for more parking. Mr. Milone noted there was a survey done on the light turning red at the high school, and this light turns red 40 minutes in one hour during morning and afternoon hours. He has written to the DOT Commissioner without a response, and finally did speak to someone at DOT. There will be cleaning up of the wall across the street from 7-11 store, and he will be getting back to the DOT and ask for a visit to Cheshire, synchronization of lights, and longer timing for the lights.

Mr. Sima asked that PW Director Noewatne put together some pictures of the high school area from the GIS system and give them to Mr. Masciana and Mr. Marsaglia. He also commented on the question of whether to reduce the resolutions in the GIS system for protection of the Town records.

7. BOARDS/COMMISSIONS/COMMITTEES – COUNCIL RELATIONSHIP

Mr. Schrumm said there are issues regarding board/commission/committee relationships, and the combining of some of them (i.e. Human Services and Youth Services) should be revisited by the Council.

The committee was informed by Mr. Milone that Town staff must make work for the boards/commissions/committees. Sometimes there is no quorum, and to streamline them would be beneficial. He will talk with Town staff about the potential for consolidation of boards/commissions/committees, and believes Human Services and Youth Services would be the place to start. For the future, there will be a tight relationship between the Library and Fine Arts group, and there could be one Cultural Affairs Commission.

Mr. Schrumm said that the boards, commissions and committees are set up to be advisory to the Council. At the start of every Council term, he suggested they could have some general things and accomplishments to be achieved over a period of 2 or 3 years.

Mr. Milone said there must be a clearer definition of the role of people when they are appointed to a board, commission or committee. Sometimes, people think they make policy but their group is actually advisory. There should be an orientation session for all chairpersons and rules set in place.

In that regard, Mr. Sima said the Planning Committee and Town staff could figure out the role of each group, and people would be informed of the role of members.

According to Mr. Schrumm there should be more communication between the Town Council and boards, commissions, and committees. He cited an example of the Planning and Zoning Commission application for a proposed Infill Zoning Regulation from Route 42 to Maple Avenue, which would involve higher density residential in this area of Town.

A distinction needs to be made, and Mr. Milone said advisory group things can be done more easily and quickly. With regulatory groups, we must deal with these by meeting with them periodically to discuss concerns, where we are going with regulations, and the affects on the Town. Mr. Milone believes there should be direct contact between the regulatory and legislative bodies of town government.

Mr. Sima said discussions could start with Mr. Sitko about the future of the South Main Street area of Town. Any issues can be brought before the Planning Committee by contacting Mr. Sima.

Regarding the Linear Trail extension, Mr. Milone said he would get the State lead engineer to a Town Council meeting, in executive session, to discuss any and all issues, problems, concerns of the project.

Once the Town gets its piece of the trail completed, Mr. Sima said there would be pressure on the State DOT to move their part of the project forward more quickly.

8. ADJOURNMENT

MOTION by Mr. Schrumm; seconded by Mr. Sima.

MOVED to adjourn the meeting at 9:33 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk