

**MINUTES OF THE CHESHIRE TOWN COUNCIL AND BUDGET COMMITTEE
SPECIAL MEETING HELD ON WEDNESDAY, AUGUST 14, 2019 AT 6:00 P.M. IN
ROOM 207 TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410**

Present

Budget Committee: Tim Slocum, Chairman; Jeffrey Falk and Sylvia Nichols
Council Members: Patti Flynn-Harris, Thomas Ruocco, Peter Talbot, David Veleber.
Staff: Town Manager Sean Kimball; Asst. Town Manager Arnett Talbot; Finance
Director James Jaskot; PW Director George Noewatne.
Dept. of Education – Vincent Masciana, COO: Board of Education Kathy Hallen and
Rich Gusenburg.

Mr. Slocum opened the meeting at 6:05 p.m.

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.

Council Appointment – For the record, Ms. Nichols stated that, on August 13, 2019, the Town Council unanimously approved the appointment of Albert Buell Jr. to the Environment Commission.

3. DISCUSSION RE: FISCAL YEAR 2019-2020 FIVE-YEAR CAPITAL EXPENDITURE PLAN AND ANNUAL CAPITAL EXPENDITURE BUDGET.

Mr. Masciana distributed information on the BOE Five Year Capital Expenditure Plan showing first year projects in priority order, as determined by the BOE

CHS Replace electrical switch gear - \$110,000. This item is removed from the project list. The gear and switchboard were inspected, repaired, cleaned/lubricated and successfully tested; replacement parts are still available; final determination is that there is no need to replace at this time.

District Wide Projects/Facility Master Plan Study/Buildings and Improvements - \$150,000 (new request) – This is new request for planning funds to engage firm(s) to complete a new master plan.

#1 - Doolittle School/Replace Boilers - \$600,000 – \$750,000 is the running total; there are concerns with failure of these boilers. . Mr. Masciana pointed out that some of the work being done to the schools is three years out, and some items are investments. Doolittle School is in the plan to remain as an elementary school.

#2 - Highland School/Replace Boilers & Hot Water Heater \$450,000 – \$450,000 to replace two (2) dual fuel boilers; total project cost is \$600,000; \$150,000 previously appropriated for boiler repairs at Highland and Chapman could be used for this project.

#3-Dodd Middle School/General HVAC Replacement (RTU) \$100,000 – Roof top units are 30+ years old, in various states of degradation, and no longer weatherproof.

#4 - Cheshire High School Window Replacements \$250,000 – South side windows of the original school building to be replaced...on a worst-first basis; window replacement project at CHS will be ongoing for three more years.

#5 – District Wide Projects Lavatories \$250,000 – the lavatories are being completed on worst-first basis and priority basis is Doolittle, Chapman, CHS, Dodd.

#6 – Norton School Kitchen Upgrade \$400,000 – this kitchen is past its useful life and needs to be updated.

#7 – Cheshire High School HVAC Improvements/Unit Ventilator Replacement \$100,000
This project begins to replace failing units.

#8 – District Wide Projects Acoustical Ceiling Replacement \$100,000 – (new) – replacement of ceilings in lobby, classrooms, etc. of all buildings; Norton School common areas, Chapman School 2nd floor classrooms, CHS common area stairwells are the priority projects.

#9 – District Wide Flooring Replacement \$200,000 – removal of ACT, abatement costs, replacing with VCT or sheet vinyl, replacement of walk off mats and carpeting; priority at CHS, Humiston, BOE and Chapman.

#10 – Chapman School HVAC Improvements (Auditorium/gym/ventilation \$110,000 – New HVAC units to replace air and ventilation in the school gymnasium.

#11-District Wide Repaving \$250,000 – future needs at Humiston, CHS and Chapman.

#12 – CHS Air-conditioning phase-in \$200,000 – begin planned process to replace window and portable a/c units for more robust and energy efficient cooling solution.

#13 – District Wide Millwork Replacement - \$150,000 – replace millwork including base cabs, wall cabs, shelving, bathroom vanities, etc.

#14 – Bus Depot \$125,000 – Improve land for expansion and building improvements.

#15 – CHS Stadium Lighting Upgrade \$150,000 – Replace existing fixtures with LED fixtures; project could be eligible for energy rebates; cost reflects design, material and installation.

The cumulative CEP funding request is \$3,585,000 for FY 19-20.

The Council reviewed and discussed the BOE projects. For the Norton School kitchen upgrade the funding includes hiring an architect, design, etc. and work done next summer.

CHS Stadium Lighting was discussed as a priority item for FY 19-20 and whether it could be moved out into year #3 of the CEP. Mr. Masciana advised that CIAC recommends 30 ft. candles, and CHS has 10 ft. candles.

The issue of putting money into Humiston School was of concern to the Council since this building could be phased out in a master plan project. Nothing is in the CEP for Darcey School, and Mr. Masciana stated the building continues to be maintained and operated.

Master Plan Proposal Summary – In 2014 the Town paid \$138,000 to Perkins Eastman to conduct a study and provide a master plan for the Cheshire schools. There was a full review of buildings, grounds, enrollment study, analysis of what had to be done, meeting preparations and attendance, presentations to Council, BOE and community. The funding was allocated by then Town Manager Milone to the Planning Account.

Mr. Masciana stated the enrollment study needs to be done again as things continue to change in Connecticut and suburban communities. The enrollment has leveled off or increased; housing markets are shifting (at a higher rate) to lower priced homes (under \$300,000) and turning over to families with children.

Council discussed having a new study to get a handle on enrollment information. The Perkins Eastman study could be used as the basis when going out with another firm for a new master study. Their proposal was the one with the largest number and never approved. The study is a 700 page document with details on each school building. The staff recommendation and preferred plan was a new middle school grades 6-8. With the Perkins Eastman study the town knows all the conditions of buildings, ADA deficiencies, enrollment numbers, and capacity of each elementary school. The grounds and buildings review is done; a new firm can use the information as the basis for its review; the cost is driven by the scope of the work; and a new firm can look at the first study and how to react to the community without spending \$400M over 20 years. Proposals can be received, firms interviewed, and the best consulting firm can be hired to do the job, addressing every concern of the BOE.

Ms. Hallen, BOE Chairwoman, said the Perkins Eastman study was looked at by the BOE as a basis and never intended a \$400M cost to the community. Another firm could do the work, have a different scope, understand the reaction of the community, be more creative on what can be done, with a 6-8 grade middle school as the right step. She commented on the need for Council and BOE interaction on the master study plan.

According to Mr. Masciana the scope document and specifications are critical and must be done with a new committee...finding a way to do modernization of the schools.

The Council members talked about the feasibility of Perkins Eastman as the firm coming up with a new plan, different scope, and being involved in the next phase at a lesser cost. A committee must be formed to come up with a plan with BOE and Council input, know what is important, what is critical and what is "nice"...with creative solutions on how to accomplish the plan.

Budget Committee Chairman Slocum said the CEP, if approved, will allocate the planning money for the master plan study. He said the Council will consider the \$150,000 funding request, and the Doolittle boiler replacement project cannot wait and must be done.

Mr. Talbot said he is okay with the \$150,000 as a plug number; it could be higher; and some of the work is already done. He cited one fault with the prior group...its focus on one scenario that led down the wrong path...and not looking at options at lower costs.

With regard to formation of a committee with Councilors and BOE members, there was discussion about starting to identify individuals for the committee and holding off on selection of elected officials until the November election.

Town Manager Kimball informed the Council he removed all funding related to Humiston from the five-year plan. Last year Council removed Darcey and Humiston items from the plan.

For the district wide repaving for Humiston, Mr. Masciana will get information to the Council, and said this item could be pushed out in the plan. On priority items #9 and #11 he will also get information to the Council.

FY 2020-2024 REFERENDUM PROJECTS

#2 – Lower Level Improvements at Police Station – this project was moved from year #1 to year #2 in the CEP. Mr. Noewatne explained this is a two-year project. He spoke with consultants, Silver Petruceilli, about doing the entire project in year #1, but no

decision was made. The project cost range is \$875,000 (option #1) and \$1.5M (option #2).

Option #1 – base look at the project; dehumidification; locker rooms, infrastructure. \$875,000.

Option #2 – this is a more invasive project at \$1.5M. In the design phase all the options will be looked at and decision made on things to be funded.

Mr. Kimball said that alternate proposals can be sought, and other ways to do the project. This year some of the CPD conditions were mitigated, and not as bad as last summer. He wants to get the project done as soon as possible, and there is flexibility with time and a lower number.

Mr. Noewatne said that there could be some funding to do some of the project to immediately impact the conditions, and dehumidification is the largest number. He is confident the building is not infested with mold. Duct work would not be removed, but increased to supply more air. This building was constructed in 1996 with an engineering look, and what is there is usable. The worst case is replacement of the duct work.

The Council was told by Mr. Kimball that the architectural improvements are reconfiguration of the locker rooms, and this can be done in phase #1 with planning dollars. Remediation and exhaust can be in phase #2. Planning funding in year #1 is \$75,000; project work \$675,000 could be in year #2.

The initial walk through of the CPD building was done by the company in early summer, and Mr. Noewatne said the next walk through will be more thorough. There could be an RFP for the project by the firms that would provide professional services.

With regard to the CPD building, Mr. Noewatne stated it is a 24/7 building and important in the Town. He does not want to rush into something for the project. There is some control of the dehumidification situation, and we are coming out of the summer season with heating having few issues. A \$350,000 request would be for planning and some project work such as locker rooms and HVAC work.

There will be a more specific proposal in order for Council to make a decision, and Mr. Kimball said phase #1 is in the first year of the CEP and phase #2 funding would be a referendum item next year.

Mr. Slocum recommended planning money in the first year, and in year #2 expect a cost of \$875,000 to \$1M for the CPD project. Mr. Talbot noted that Council saw the

problems, wants something done which makes sense without jeopardizing the project. There can be some funding in years #1 and #2.

#4 – Road Repavement Program \$2,000,000 – This funding is more than last year's of \$1.5M. The roads have been re-rated and came out well in the 85 range. As the funding comes down, Mr. Noewatne said they must come to alternative treatments other than milling and pavement.

The graph shows the cost analysis for pavement preservation methods, costs per square yard and areas of treatment, and costs over life of the road. As the budget allows the goal is to treat 10-12 miles of road per year. Every 15 years something is being done for a town road. Mr. Noewatne briefly explained that 2 miles was done of hot in place recycling, 3-4 miles of mill and pave overlay. The trees which turned brown and affected by the road work will regenerate. Double chip fills in the voids and is a more even texture. Mr. Noewatne recommends going with the \$2M; mill and pave overlay will be pushed out; concrete curbing must be replaced with the road project.

The Council agreed on a \$2M appropriation for the road work project.

#5 – West Johnson Bridge Repairs over Ten Mile River - \$1,800,000. This project must be done; has a 50% State reimbursement; and will be started next summer. The work is on the outer beams on the bridge; inner beams are intact; and it is a 4-6 month project.

#1 - Technology School and Town Security Project \$310,000. Ms. Flynn-Harris said there were locations cited and the Council questioned some of them, and removed some of the locations from the list. Mr. Verrill (Apex Technology) will forward information to the Council. Mr. Kimball will have this information for the next CEP meeting.

#2 –Land Acquisition \$400,000. The Council discussed “zeroing out” this project from the CEP and using the \$400,000 as possible funding for other projects. The account has a \$400,100 balance. Mr. Slocum said the funding should be for specific/identified projects. Mr. Flynn-Harris said the Parks Director could request some of the money for Bartlem Park.

On page 72 of the CEP Budget Book, Mr. Kimball noted there are PW grants and there are various improvements to parks and open space. The request over five years was \$500,000; he lowered it to \$450,000; and it may be a logical step to assign funds to parks projects. Mr. Kimball said the Council has the right to redistribute funds, and if it is \$250,000 appropriation or more, a public hearing is required.

Special Town Council Meeting & Budget Committee Meeting
August 14, 2019, Page 7

Mr. Talbot supports taking out the land acquisition funding, removing it from the referendum list, without taking the \$400,000 out of the CEP.

Mr. Veleber talked about the Town acquiring property, and having funds to bring it into public use.

Tennis Courts – there will be full refurbishing of the tennis courts; one court at Cheshire Park will be divided into two pickle ball courts.

Land Acquisition – no funding.

Page 72 – Over the five year plan, Mr. Kimball took \$30,000 off the first year and \$10,000 off years #3 and #5. Open space parking would fall under park improvements; the playground at Bartlem Park needs upgrades. Parks Director Gawlak was meeting and touring the parks and playgrounds with the town's insurance representative to develop a list of priorities. For the safety related projects, Mr. Gawlak will assign a cost estimate.

Page 99 – Leisure Services summary list.

Page 105 – Pool Equipment and Upgrades, \$120,000. Mr. Kimball pointed out the priorities cited by Ms Adams - Storage Garage - \$26,000; Lane lines and Lap reels \$21,000; and Deck Paint and Epoxy Finish - \$73,000.

With regard to rental fees for the Community Pool, Mr. Kimball advised it pays a rental fee based on usage. Next week he, Mr. Gawlak and YMCA representatives will meet to discuss the rental and pool usage. The Town and Y have never had an agreement on the Y use of the pool, and this will be an item of discussion at the meeting. Mr. Kimball explained there have been issues with pool usage, closing the pool to the public for meets, and Y reserve of the pool when the site could have hosted a state-wide meet with greater revenue. The storage garage will house pool maintenance equipment, tools, and tip & roll bleachers. A firm may be engaged to look at the kiddie pool area of the facility, for a different arrangement such as a splash pad.

#6 - CHS Window Replacement \$250,000.

#7 – District Wide Lavatory Improvements \$250,000.

#8 – Driveway and Parking Lot Repaving-District Wide \$250,000. If schools are specifically cited, this may not have to be a referendum item. Mr. Masciana will provide information on specific schools and related costs.

#9 – Boiler Replacements Doolittle School, \$600,000. Mr. Masciana informed the Council that this is a sound estimate for the project; two boilers must be replaced.

Mr. Kimball said there has been discussion about dual fuel boilers for the possibility of natural gas coming into this area.

According to Mr. Masciana, the cost continues to go up for natural gas coming into this area. The question is whether to invest \$800,000 and if fuel savings will pay back...it would be over 30 years. He will have an estimate for dual fuel boilers.

2019 Fourth Quarter Financial Report – Mr. Jaskot distributed the report to the Council. He stated things are improving from the operating budget time; surplus is at \$1.75M; the Town is in good shape going forward.

Community Pool - the pool had a good year with revenue, and a fund balance of \$30,000 to \$40,000.

WPCD – has a small surplus of \$49,445, which is in line with the budget.

Tax Collection – at 99.7%.

Meeting Dates – Tuesday, August 20, 2019, 6:00 p.m. CEP workshop, Room 207.

August 27, 2019, 6:30 p.m. CEP Budget Adoption, Council Chambers.

Town Manager Kimball will send out the project management services capital items to the Council.

4. ADJOURNMENT

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

MOVED to adjourn the meeting at 8:00 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk