

**BOARD OF SELECTMEN
SPECIAL WORKSHOP MEETING MINUTES
THURSDAY, NOVEMBER 21, 2019
8:30 A.M. – GREENE COMMUNITY CENTER**

First Selectman Matthew Hoey called the meeting to order at 8:30 a.m.

Present: Board Members: Matthew Hoey, Charles Havrda, Susan Renner,
Louis Federici and Sandra Ruoff

Town Officials: Board of Finance Members Michael Ayles and Robert Hartmann, Finance Director Maryjane Malavasi, Youth and Family Services Director Lyne Landry, Environmental Kevin Magee, Building Official Kimberly Norman-Rosedam, Facilities Engineer Steve Neydorff, Golf Course Superintendent Ted Tighe, Facilities Task Force Members Gary MacElhiney and Barbara Casey and Clerk Traci Brinkman. Joining the meeting in progress: Parks and Recreation Director Rick Maynard, Parks and Recreation Commission Chair Rose Dostert, Janice Plaziak, Public Works Director Tom Fillion, Library Director Rob McCoole, Fire Chief Charles Herrschaft, Assistant Fire Chief Mike Shove, Police Chief Jeff Hutchinson, Deputy Police Chief Butch Hyatt, Police Commission and Police Commission Chair Bob Welsh

- 1. To receive multi-year capital plan presentations from the following departments: Youth & Family Services, Parks & Recreation, Town Properties, Natural Resources, Golf Course, Engineering, Public Works, Library, Information Systems, Board of Selectmen, Fire/Communications and Police.**

Youth and Family Services (Lyne Landry)

Ms. Landry explained that the only request for 2021 is first floor carpet replacement for \$21,670. This is the same price as last year. The original carpet is from February 2007 when the building was converted to their offices.

Ms. Renner said if she recalls the amount is that high because it has to be done after work hours. Ms. Landry said that was correct.

Mr. Neydorff said when he sent this out for quotes again, there is a possibility they could get the first and second floors done for this price.

There was discussion about getting quotes for just the first floor from the company willing to do the work.

Town Properties (Steve Neydorff):

Mr. Neydorff noted he has nothing in 2021, but in 2022 there is the replacement of the Town Hall South roof for \$60,000, which is starting to fail. The replacement of the gutters is included as well. In 2022 there is also the purchase and installation of two smaller high efficiency and energy efficient boilers for the Police Department. They will keep an old one as a backup. There was a discussion about using Energy Bond Funds for that. Lastly in 2022 is the exterior painting of the Town Hall for \$6,800. In 2023 Mr. Neydorff has included \$90,000 for the Town Hall/Town Hall South Parking Lot Repaving and Repairs in 2023.

BOS:

GCTV Equipment Replacement (\$7,500). Mr. Hoey said this was requested by GCTV several years ago. This equipment is past its useful life and they have put it off a couple of years. He added that also in 2021 is the purchase of a replacement for his vehicle GU1 with a Hybrid Ford Escape or something similar. Mr. Hoey said his vehicle is requiring more repairs and as they move toward sustainability he would like it to be a hybrid. He would prefer all electric, but Public Works said he should have an all-wheel drive vehicle.

Building (Kimberly Norman-Rosedam):

Ms. Norman-Rosedam said she needs a reliable vehicle and put in a replacement for \$25,000. Her current 2005 Trailblazer has 180,000 miles on it and is in the shop more than it is with her.

Golf Course (Ted Tighe):

Mr. Tighe said at a recent Safety Committee Meeting the committee recommended the fire department look at the clubhouse basement. The fire department recommended they re-sheetrock for a fire rating and replace insulation which is falling down. They also recommended the installation of three fire rated doors and to box in the electrical panel. This would be a recent addition to the capital plan he submitted and it would cost \$10,150.

He also included the Parking Lot Paving (\$22,000) for 2021.

There was further discussion about this parking lot project.

Natural Resources (Kevin Magee):

Compact Utility Trailer (\$50,000). He added that this would be for the land stewards that maintain paths and trails in the open space. They could use this to carry in all the necessary equipment. The trailer to transport it is also included in the price. It is a little larger than a garden tractor and could also be used by other departments, especially Facilities.

Water Quality/Weed Control at Lake Quonnipaug (\$35,700). There was discussion about Choate contributions. There is nothing in the current budget for this because money for the previous year was carried forward when they were not able to do the treatment due to DEEP identifying a species of plant. They need to do mechanical weed control in that area which will cost \$15,700, but can use the herbicide on the rest.

There was discussion about why this expenditure is in capital and not an operating expense since it is reoccurring. Ms. Malavasi said it could be placed in operating. The board decided to put the amount, less the Choate contribution, into the operating budget and leave the \$15,700 for the mechanical harvesting, which is a one-time expense, in capital.

Library (Rob McCoolle):

Flat roof Repair/Maintenance (\$5,000). There was discussion about placing this in the operating budget. Mr. McCoolle noted that in 2022 he put in \$99,500 for replacement of the slate roof as a placeholder. That cost is for faux slate, because if they used actual slate the cost would be double.

Computer Hardware and Software Replacements (\$10,600). Mr. McCoolle said further down in the capital this item goes down in cost, because they do need to replace all computers with sophisticated ones since a lot of the public are doing email checks or internet searches.

In 2024 he put in carpet replacement for the children's play area (\$10,250) and in 2025 carpet replacement for the teen section. Both of these areas are highly used.

Engineering (Janice Plaziak):

Bearhouse Hill Road Bridge (masonry & deck replacement) (\$150,000). Ms. Plaziak said this would be funded through LOCIP, but they haven't received that yet from the state. They can probably slide this project out a bit.

The Route 77 Pedestrian Improvements Project (\$300,000 Grant/GF). Ms. Plaziak said they are nearing the completion of the project design. The budget is \$1.5 million, but that may increase because they will be including a signal at the I-95 Exit 58 southbound Ramps. If they do need additional funds hopefully the state and the feds will provide some, but it may come with a local match.

Sidewalks – Repair, Replacement and Minor Additions (\$50,000).

Replace Noble Bridge (Colonial Road pedestrian bridge) (\$200,000). Ms. Plaziak said she was contacted by the Sachem's Head Association about this bridge. During the two-month time period she had looked at it and had a structural engineer look at it, it had gotten worse and needed to be closed. The current bridge has steel tubing that was put in place 40 years ago. It is not repairable and needs to be replaced.

Mr. Hoey said he met with three representatives of Sachem's Head about this. They also did some research. This used to be a vehicular bridge and in the 1960's or 70's it was closed and a pedestrian bridge was constructed for \$40,000. The Town paid for half and the Sachem's Head Association paid for half. He discussed with current members the possibility of the association sharing in the cost and they agree it would be something they would consider. He added that the cost might therefore be less.

Replacement of the Assistant Engineer Vehicle (\$25,000). Ms. Plaziak said her current vehicle is a 2002 Ford Explorer with 134,000 miles and is in very bad condition.

Transfer Station Site Improvements (\$25,000). Ms. Plaziak said they need pavement in some areas, signage and there are some safety concerns. They need to keep it fairly useable and safe.

Public Works (Tom Fillion):

Replacement of GU94 and GU23 Pickups (\$100,000)
Sickle Bar Mower (\$45,000)
Various Drainage Projects (\$25,000)

Mr. Fillion said he would trade-in or auction the old trucks, which are not in very good shape.

Mr. Ayles asked if they could push one of the large dump trucks scheduled in 2022 off a year so they are one in 2022, 2023 and 2024.

Mr. Fillion said maybe they could push off GU110, but at that point it would need to be replaced.

Parks and Recreation (Rick Maynard/Rose Dostert):

Mr. Maynard went over the equipment for 2021:

Two-ton roller (\$43,208) to replace current 1990's one-ton roller that is not effective. Mr. Maynard said this is to roll the clay on all the ball fields and they can also use it to roll the mole hills down and other bumpy areas on all the fields.

Tilt Trailer (\$7,000) to transport the roller and other equipment.

Van for Recreation Staff (\$27,000) – Replaces the 2006 Van that is used by four recreation staff.

Mr. Maynard then went over the projects for 2021:

Install slit drains at GHS practice football/lacrosse field (\$56,120). Mr. Maynard noted the south side of the field does not drain well. They installed similar drains at Long Hill Park and they are very effective.

Replace the carpet in the Menunkatuck and Faulkner Rooms at the Community Center (\$12,000). They are moving toward carpet tiles.

There was discussion about the 8-bay garage and holding off on that.

Ms. Dostert said they need more pickleball courts and would love to make more at Adams, the cost for those would be \$240,000 so they could move out the garage and put that in.

Communications (Charlie Herrschaft):

Hazmat Trailer Satellite ISP Upgrade (\$40,000). Chief Herrschaft said this will replace the satellite system from 1998 that they have been upgrading, but is no longer upgradeable.

Server Infrastructure Upgrade (\$35,000) – For virtual servers. The new system has more capabilities and they can move this around if a network goes down at another town location they can bring it there.

Fire Department (Charles Herrschaft/Mike Shove):

Replace Assistant Chief's Vehicle (\$50,000) – Asst. Chief Shove said his vehicle is a 2014 and has over 100,000 miles on it.

Hazardous Materials Equipment (\$16,517) – Asst. Shove said they need to replace their existing equipment of suits, boots, gloves, etc.

Firefighting Foam (\$40,000) – Asst. Shove said the foam in every department has been deemed by the state as bad for the environment and the state is coordinating a mass disposal of the old foam.

Chief Herrschaft said the last time they bought a large quantity was in 1985.

It was noted that while the new foam will be environmentally friendly they are not sure how it will perform during an incident. They may have to use twice as much. This is the cost for the new foam.

Air Pak Cylinders (\$29,390) - This finishes the last of the replacement program.

SCBA Replacement (\$75,674) – If they are successful getting the grant for this, this would be the Town’s 10 percent share. If they do not get the grant they will need \$850,000 in 2022 to purchase these.

Polaris Replacement (\$23,929) –The current one was purchased in 2005 and it is used for numerous activities.

It was noted that the hose replacement can be removed from the capital plan.

FTIR Sampling Meter (\$66,500) – Asst. Chief Shove explained that this determines hazards. For example, if somebody finds white powder they can quickly use this, determine what it is and usually de-escalate the situation. The current one is 5-6 years old. He added that they hope to find grant money for this.

HVAC Replacement – Headquarters Server Room (\$15,821) – Asst. Chief Shove said the server room continues to grow. Ms. Malavasi said they might have some funding available through the energy bond.

Interior Painting and Carpet Replacement – Headquarters (\$15.,810) – The building is 16 years old and is showing its age.

Replacement of Pickup Truck (\$69,800) – The current vehicle is a 1999 and it is the primary plow vehicle for the parking lots, firehouses. It has a lot of rust and the framework has had to be repaired. It has 120,000 miles on it. This includes the plow and sander.

Police Department (Chief Jeff Hutchinson/Deputy Chief Butch Hyatt/Commissioner Bob Welsh):

Police Vehicle – Unmarked Car (\$47,000). Chief Hutchinson said they have a replacement schedule that they follow and usually replace the vehicles once they pass 100,000 miles. He added that after that they usually begin to have problems with them.

Police Vehicle-Patrol Cars (\$76,000). Chief Hutchinson explained that they only need two patrol cars this year.

Vehicle Components (\$37,940). Chief Hutchinson said when he can reuse components they will.

There was discussion about the Ford Explorers and a new hybrid option that is coming out.

Taser Replacement (\$12,276) – This is part of a five-year contract from FY2018-22.

Personal Body Armor Replacement (\$13,875). Chief Hutchinson said this amount covers 15 officers. The life of each one is about five years. There is an opportunity every year for a 50% grant and the department generally does get it. But they need to have it in the plan because it doesn't come in the same fiscal year and it is never guaranteed.

Interview Camera System Upgrade (\$22,235) – Chief Hutchinson explained that the legislature passed a law that any interviews need to be recorded and they specified the system. At the time they got grant money to purchase the system, but now they need to replace it. They will look to get the lowest possible cost.

Building Security Cameras (\$13,475) – Chief Hutchinson said this is critical to their operations and infrastructure. This covers the exterior and interior including lockup. He explained that all this data can be requested under FOI and having a good system where they can easily retrieve data is helpful.

Information Systems (Maryjane Malavasi):

Replacement PC's (\$11,000 – 10 a year).

Microsoft Office Upgrade with Professional Services (\$38,320) – Ms. Malavasi explained that October 2020 is the end of life with the current software. This quote includes all 80 units, which would be done by an outside contractor.

MUNIS Citizen Self Service Permits (\$31,400) – Ms. Malavasi explained that this was requested by Town Hall South. It is a new MUNIS module where citizens can come in and start their permit process on their own.

There was a brief discussion on the MUNIS Requisition Module for \$20,940 in year 2022 of the Capital Plan.

Motion: Upon a motion made by Ms. Renner and seconded by Mr. Federici, the board voted unanimously to adjourn the meeting at 12:00 p.m.

*Vote: In Favor: Hoey, Havrda, Renner and Ruoff
Opposed: None
Abstaining: None*

Respectfully submitted,

Traci K. Brinkman
Clerk
Board of Selectmen