

**BOARD OF SELECTMEN  
SPECIAL WORKSHOP MEETING MINUTES  
THURSDAY, NOVEMBER 29, 2018  
8:30 A.M. – GREENE COMMUNITY CENTER**

First Selectman Matthew Hoey called the meeting to order at 8:38 a.m.

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

Town Officials: Board of Finance Members Michael Ayles, Jeffrey Beatty and Jonathan Trotta, Finance Director Mayjane Malavasi, Youth and Family Services Director Lyne Landry, Environmental Kevin Magee, Facilities Engineer Steve Neydorff, Parks and Recreation Director Rick Maynard, Parks Foreman Anthony Annicelli, Parks and Recreation Commission Chair Rose Dostert and Clerk Traci Brinkman. Joining the meeting in progress: Gold Course Superintendent Ted Tighe, Town Engineer Janice Plaziak, Public Works Director Tom Fillion, Library Director Rob McCoolle, Assessor Jennifer Bernardo, Information Systems Analyst, Fire Chief Charles Herrschaft, Assistant Fire Chief Mike Shove, Police Chief Jeff Hutchinson, Assistant Police Chief Butch Hyatt, Police Commission and Member 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, Assessor, Board of Selectmen/GCTV, Information Systems, Fire/Communications and Police.**

Youth and Family Services (Lyne Landry)

Ms. Landry explained that the only request for 2020 is first floor carpet replacement for \$21,670. If they do squares similar to Parks and Recreation it might be less disruptive and less labor wise. Ms. Renner suggested getting separate quotes for replacement during working hours and on the weekend to see what the difference might be. Ms. Landry said she would do that.

Parks and Recreation (Rick Maynard/Anthony Annicelli/Rose Dostert)

Mr. Maynard went over the projects for 2020:

Irrigating the Adams Little League Field (outfield) and Soccer Fields (\$55,000). Mr. Maynard explained that baseball now goes into November and doesn't end in June anymore and soccer is a heavy use as well and is 80-90% weeds because there is no irrigation. They are used every day for physical education classes and have leagues September and October.

Engineering services/design for reconstructing the tennis courts at Adams and four pickle ball courts (\$20,000). Mr. Maynard said they will replace the courts with post tension concrete which they have used on the skate park and has a 20-year warranty. They also want to build four stand-alone pickle ball courts near Adams. Mr. Maynard said they started with eight pickle ball people and it has grown to 120 seniors with over 500 registrations a year.

Mr. Hoey said he knows they have used program fees for court line painting at times, he questioned if program fees could be used for some of this.

Mr. Maynard said the commission had not discussed that.

Redesign/Replace Guilford/Whitfield room ceiling tiles (\$60,000). Mr. Maynard explained that there is a lot of activity in that room and balls sometimes knock down tiles.

Mr. Hoey suggested looking into a net system to prevent the balls from hitting.

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 work very well.

Replace the boilers at the Community Center (\$150,000). Mr. Maynard said they are 20 years old. They currently have five and that number will be knocked down to 2 or 3, due to the energy efficiency.

Mr. Hoey asked why the community center wasn't included in the Energy Performance Contract.

Mr. Neydorff said they did look at the mechanicals, but it wouldn't have been enough of a savings for them since they are already natural gas boilers. There was discussion that there could be operational maintenance savings if they drop from five down to two or three boilers.

Mr. Hoey asked if Little League has been willing to make any contributions like they discussed last year.

Mr. Maynard said he hasn't had success with that.

Equipment Requests:

Replacement of a 6-foot 1999 Toro Mower with snowplow and cab (\$52,000).

Replacement of a 20-passenger 2008 bus (\$16,000). Mr. Maynard explained that they got a bus this year and have plans to replace other buses. They currently have two buses over 100,000 miles. They usually get a grant for 80% and this would be the town's 20% match.

Replacement of a 1998 slice seeder (\$17,600).

Rear load refuse truck (\$124,668). Mr. Maynard explained that about 6-8 years ago they contracted out trash removal. He added that his department always did a better job and since then they have been getting constant complaints about the trash around the stores, Green and parks. In order to do this they need a proper vehicle instead of lifting the bins and dumping into pickup trucks. It is an initial capital expense, but the truck would last 15-20 years and they could have a conversation with Madison about sharing the vehicle with them for a cost. If they take on this responsibility they do need another full-time person.

Mr. Maynard said they are currently paying \$33,500 for trash pickup and he learned from the vendor that this will go up to \$45,000 because they are at the end of a two-year contract. An entry level full-time person will cost \$37,000 without factoring in benefits and the dumping fee will be about \$3,000 per year so a total of \$40,000, which is still lower. Mr. Maynard said they need another person anyway, because they can't keep up with the fields. They have 40 fields with six full-time personnel and three seasonal people. If they get another full-time person, two days would go toward trash pickup and then the other three days for field maintenance. He added that they can do a better job themselves.

Mr. Hoey noted that they need to do more of a cost benefit analysis prior to the budget meetings and include the full cost of the employee, factoring in benefit costs.

Mr. Federici suggested that maybe they should establish a carry in carry out philosophy.

Town Properties (Steve Neydorff):

Town Hall A/C upgrades Phase 2 (\$82,093). Mr. Neydorff explained that this includes a new air handler and compressor for dispatch. It is at the end of its life expectancy and estimates it was installed in the early 1980s.

Town Hall/Town Hall South Parking Lot Repave/Repairs (\$90,000). Mr. Neydorff said if they had to hold off on this, they could probably wait a couple more years.

Natural Resources (Kevin Magee):

Compact Utility Trailer (\$50,000). He added that this would be for the land stewards

that maintain 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.

Mr. Hoey asked if there were any grant opportunities for this.

Mr. Magee said he has not seen any grants for equipment.

Timberland Management Plan (\$15,000). Mr. Magee said the last plan was done in 1997 and since then there was a harvest in 2007. He added that it is best to update the plan before they do another harvest.

Water Quality/Weed Control at Lake Quonnipaug (\$20,000). There was discussion about Choate contributions.

Microfilm Lane Use documents (\$35,000). Mr. Magee said they have scanned in building and health records as part of the process, but before they got rid of the records they researched the state records retention requirements. Building permit records are for the life of the building. As it is they have a storage issue so they are looking to microfilm the documents which is allowed for long term retention.

There was discussion concerning the recently established Facilities Task Force and the storage issues throughout the town departments. There could be additional space identified once the report is completed.

Mr. Magee said if they do not do the microfilm project, they will have to add more cabinets.

Golf Course (Ted Tighe):

Parking Lot Paving (\$22,000). Mr. Tighe said this is the only request they have for 2020. He added that currently people do not park right without having lines down. They get rocks in the clubhouse and on the tee Greens. He noted that they requested this last year, but it was pushed off.

Ms. Malavasi explained that the golf course commission moved off some other requests, because this is their priority.

Engineering (Janice Plaziak):

Sidewalks (\$50,000). Ms. Plaziak said she has put in \$50,000 for sidewalks over the next five years for continued maintenance of existing sidewalks and it includes some new connections that may be determined.

Sidewalk extension on Boston Street (\$60,000). She added that this was in previous capital budgets with multi-year funding and this is the balance to complete the project.

Saw Mill Road Bridge Reconstruction (\$340,000). Ms. Plaziak said the design is

underway and is being funded by the federal local bridge program (LOCIP). She added that she doesn't have an updated estimate so she is sticking with the previous number.

Farmer's Wharf Bridge Bulkhead (\$35,000). Ms. Plaziak said this was a capital item project that was never completed. There is rusting sheet piling on the bulkhead. Applying a coating below the low tide mark to the top will help to better preserve it.

Mr. Hoey noted that the Marina Commission never transferred money to the bulkhead project so these funds could be used to pay for this.

Goose Lane survey/environmental (\$75,000). Ms. Plaziak explained that this project runs on Goose Lane from Nut Plains to I-95. They will complete the design in-house, but will need some funding for outside services.

Used Vehicle Purchase (\$20,000). Ms. Plaziak said she was hoping to get a vehicle that was handed down, but what did become available is not roadworthy.

Ms. Plaziak noted the road improvement requests from 2021-2024. She added that they need to continue to fund road reconstruction, rehabs, etc. and take care of the 220 miles of road they have in town.

Public Works (Tom Fillion):

Mack 10-wheel dump truck to replace a 1999 (\$280,000). This has a plow, stainless steel body and sander. He noted that they could hold off on the six-wheel dump truck replacement.

Replacement of two Mason Dump Trucks (\$170,000 total). Mr. Fillion said they are very rusting badly.

Laptop/Scanner Tool (\$12,000). He noted that this will alleviate updating costs. He feels this is the better way to go.

Wash Bay (\$350,000). He added that they already allocated \$500,000, but additional money is needed. This is on hold until the Facilities Task Force completes its report.

Camera Security System (\$21,000). Mr. Fillion said the current system is old and inadequate. There are not enough cameras.

Replacement of the John Deere 120 Excavator (\$180,000). Ms. Malavasi explained at one time they had this in a bond issue, but a different priority came up and this money was used by the department for a different piece of equipment.

Drainage Projects (\$25,000).

Update lunchroom and bathroom areas (\$10,000).

Mr. Fillion then went over some of the requests in the out years. There was also additional discussion on the wash bay.

Library (Rob McCoolle):

Flat roof Repair/Maintenance (\$5,000).

Computer hardware and Software Replacements (\$9,500).

Pave Parking Lot (\$10,000). Mr. McCoolle said they recommended this last year, but it was put off so they are asking for it again. A suggestion was made to have Mr. Fillion look at this because the estimate may be low.

Mr. Federici left the meeting at 11:20 a.m.

Assessor

Office Improvements (\$6,563). Ms. Bernardo said they are looking for a new credenza, a work desk for a new employee, new office panels and new chairs. All of the furniture is very old.

Replacement of their current 1995 Crown Victoria vehicle. She didn't get quotes, because they usually get a hand me down vehicle.

BOS/GCTV

GCTV Equipment Replacement (\$7,500). Ms. Malavasi said this is the same request as last year. They have three camera setups: one at Town Hall, one at the Community Center and one at the Board of Education that they are looking to replace. The town was asked to set aside money for replacement.

Mr. Hoey said he had a conversation with Mr. Graziano about this. Mr. Hoey questioned if they would be replacing old technology with technology that is still out dated.

Mr. Graziano said they would be replacing it with new technology. There was then some discussion about livestreaming meetings.

Information Systems (Tony Santarcangelo/Maryjane Malavasi):

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

Tyler Reporting Services for SSRS (\$11,600). This is a separate piece of software they can integrate into MUNIS that will allow users to pull data in the system and put it into a variety of different reports.

They moved the Upgrade to Windows 10 Pro into 2021 for \$18,641.

Ms. Malavasi explained that there is a larger IT infrastructure project. They will be using money set aside in Reserve for IT that encompasses many requests that had been in the five-year plan. This has allowed them to remove three items from this capital plan request. (Server Migration/Backup Disaster Recovery and Email Server Upgrade/Exchange)

Mr. Trotta left the meeting at 11:37 a.m.

Fire/Communications (Charlie Herrschaft/Mike Shove):

Ambulance Remount (\$140,237). Chief Herrschaft noted that normally a remount is \$100,000, but due to the age of the ambulance module and the amount of corrosion and wear and tear the cost is an additional \$40,237. He added that a new ambulance would cost \$214,490 and would give them another 20 years of use so it might make more sense to purchase instead.

Replacement of Bus (\$15,000). Chief Herrschaft said they usually take a hand me down from Parks and Recreation, but they are keeping their current one as a spare. He is looking to purchase a used bus off auction.

SCBA Replacement AFG Grant (\$75,674). Chief Herrschaft explained that they applied for a grant to replace all of the air packs. The total cost is \$756,639 and the town's matching funds is the \$75,674.

Replacement of 1999 Pickup Truck (\$69,800). Chief Herrschaft said it has 120,000 miles on it, but can be moved to 2021. This is a utility truck that they use to tow equipment, plow the public safety complex. It is not critical for replacement now, but they will need it in the next couple of years.

Communications (Charlie Herrschaft):

Alarm System (\$20,000). This is to monitor all fire alarms. They have to upgrade the receivers and software.

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

Police Vehicle-Patrol Cars (\$62,000). Chief Hutchinson explained that they have a replacement schedule for patrol vehicles and they will need two more for 2020. Unfortunately the 2020 model will have substantial changes and an increase in price. Because it will have a change in platform they will need all new equipment and won't be able to use the old equipment like they try to do. So there is a request to outfit the two vehicles as well.

Vehicle Components (\$37,500).

UPS Replacement (\$8,000). The power on all the hardware in the department server room is backed up by a UPS system that is 12-years old and needs replacing.

Server for Domain Controller (\$6,500).

Public Safety Message Sign (\$15,000). This would be a mobile, programmable traffic advisory sign used primarily by the police department for temporary traffic or special event notifications, including Amber or Silver alerts, road closures, hazards and dangerous road conditions. Would be available for use by other town departments as necessary.

Chief Hutchinson highlighted in the later years the need for roof replacement at the department estimated at \$120,000.

Taser Replacement (\$12,276). Chief Hutchinson explained that they have a five-year contract from FY2018-2022.

Mr. Ayles left the meeting at 11:57 a.m.

**2. Receive Town and Board of Education IT Presentation.**

Mr. Hoey explained that several months ago he asked Ms. Malavasi, the police department, fire department to create an adhoc IT group to look at needs. The fire department has an outside IT consultant that the police department has been using, but they also had a badged officer with IT skills that they were using as well. Mr. Hoey said there seems to be opportunities to enhance resources.

Ms. Malavasi said in 2015 Blum Shapiro did a study on IT. They noted that efforts were fragmented and there was limited cooperative purchasing as well as various types of technology being used. In addition there has been a lack of IT planning.

The Goal is 100% uptime. To achieve this they would need to cross train IT staff among departments, provide a backup for Mr. Santarcangelo at Town Hall, close gaps in service and provide coordinated standards and coordinated planning. They should develop a centralized purchasing power and have increased training for end users.

Ms. Malavasi said from 2015 until now, nothing has really been done. Mr. Santarcangelo is a one man IT show with 20 departments to assist and no backup.

Chief Hutchinson said in 2015 the police department had a full-time sworn officer doing full-time IT. It was not the most efficient use of the officer resources. That person retired and they moved that position to a school resource position. Since then they budgeted \$38,000 for IT technical support because they thought it was a short term solution, but all the vendors wanted a liaison officer so it doubled the cost.

He added that they saddled Sargent Larsen with IT. He works the 11 p.m. to 7 a.m. shift so when issues come up and they need support during the day, he needs to be paid overtime. Moving forward there is a lot of strength in the fire department IT systems and they started using their consultant.

Assistant Chief Shove explained that public safety IT support is more a full-time job than a part-time job. Technology changes, even from 2015 to 2018 there have been a lot of changes.

Ms. Malavasi said everything these departments touch is technology related and require backup and redundancy.

### Options

If they do nothing and maintain the status quo then there is no backup in the Town Hall during Mr. Santarcangelo's time off. Overtime and patrol will continue to be used in the police department and it meets none of the town's goals. Outsourcing lacks continuity, there is no knowledge of systems, there is a loss of control, down time and security and confidentiality issues.

### Recommended Staff Changes

Moving from contracted services to a full time Public Safety IT position.  
Add additional IT staff person to the Town Hall at an entry level position.

Mr. Santarcangelo said this person would handle desktop support, password resets, printing and copier issues. The person would be cross trained with what he knows as well. This would give him time to work on firewall, security issues and attend more IT meetings.

Ms. Malavasi said these recommendations meet their goals and are consistent with what Blum Shapiro told the town in 2015.

Mr. Hoey suggested they get some numbers together for the board. They may not be able to get both positions at once. Perhaps the public safety IT person could provide backup for Town Hall initially and they will work through this.

### **3. Discuss and take possible action on Veoci Software Contract.**

Assistant Chief Shove explained that the fire department has been using the Veoci platform for five years now. They initially started using it through a grant primarily for emergency management and storm operations. He added that overtime they began looking at the technology to implement it for daily operations. They digitized it for work orders, time off and time sheet processes. It has worked well during several storms. When trees and wires are down and roads are blocked all the public safety departments are notified at the same time. The company continues to grow and offer more. They

recently began using it on the town side for notifications to employees if there is a closing of town hall or delay due to the weather. It is a multi-functioning platform that holds everyone together.

Mr. Hoey noted that this amendment to the current contract would allow for town employees across all departments to use the system. It is a three-year contract renewable on an annualized basis with training classes included.

*Motion: Upon a motion made by Mr. Havrda and seconded by Mr. Havrda, the board voted unanimously to authorize the first selectman to sign the amendment to the Veoci Software Contract as outlined.*

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

*Motion: Upon a motion made by Ms. Ruoff and seconded by Ms. Renner, the board voted unanimously to adjourn the meeting at 12:35 p.m.*

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

Respectfully submitted,

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Traci K. Brinkman  
Clerk  
Board of Selectmen