

SPECIAL MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6th FLOOR COUNCIL ROOM FEBRUARY 18, 2016 – 7:30 P.M.

MEMBERS PRESENT: Rick Field, Chair; William Eccles, Vice-Chair; Robert Green; Paul Krasusky; Kristen Morgan; Jeanne Schroeder and David Skoczulek

MEMBERS ABSENT: None.

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Beverly Bellody, Human Services; Lisa Hancock, Director of Finance and Records; Scott Lappen, Public Works; John Littell, Fire Chief/Director of Public Safety; Dr. Willett, Superintendent

1. CALL TO ORDER: Rick Field called the meeting to order at 7:30 p.m.

2. PUBLIC HEARING ITEM

2.1 Consideration of the Proposed 5-Year Capital Improvement Plan

Mr. Werbner gave a presentation to the Council using a PowerPoint entitled Town of Tolland, FY 2016 – 2017 through 2020 – 2021, Town Manager's Five year Capital Plan, dated February 18, 2016. The first part explains what the capital budget is, what capital items are and what it includes: streets, parks, buildings, school facilities, large equipment and technology. The plan is for five years. The budget planning process is very involved, starting in October and ends when the Council adopts their budget.

Since he presented his capital budget back in December, he has made some revisions. He asked the Council to use the most recent version. He began by reviewing the various types of funding methods. Some of the significant projects recommended for FY 16-17, funded by the General Fund, are: replacement of light duty vehicles and the assistant public safety vehicle. FY 16-17 capital projects funded by other sources include: Town/BOE replacement of phone system; \$9.6 million bond referendum to address capital needs at various; additional allocation for the Rec Center HVAC replacement from a LoCIP Grant and the CNRE Fund; replace self-contained breathing apparatus; fire gear; drainage construction and design and road maintenance.

The Board of Education Capital Needs: Dr. Willett spoke about the BOE's needs, and commented that Peter Sztaba, Director of Facilities, has worked very hard on this proposal. There is a dire need that exists in the schools. They see that this will become a problem that will interfere with school operations if not dealt with. They need to have systems and processes that make sense and work. His first slide contained a general overview of what they need to do. It contained, but was not limited to, roof replacement, plumbing upgrades, boiler replacements, floor repair and refinishing. He reviewed the potential costs of failing to address critical needs. Some include: higher material and labor cost to maintain buildings in the future; added neglect to these items will cause safety or support concerns and there will be an accelerated depreciation of school assets. He provided examples of preventative maintenance and expenditures to protect the investment, which include semiannual roof and drain inspections, crack filling of all asphalt and concrete surface and custodial check list activating all building fire doors. Next, he provided a time frame of when the work would be done. They are ready to execute this plan and they are waiting for the opportunity to do so. The plan is scheduled for 2016 – 2020. The next slide contained an estimated cost of the items, and it gave a picture of all the pieces of the pie.

Mr. Werbner said over the last three or four years, Tolland will have invested over \$20m into our school facilities, if the bond issue goes through. Many of the items that are being replaced have exceeded their

useful life, and many have not. He discussed the cost slide. The amount that would be borrowed and not paid through grants is \$6m, and there would be an impact on the mill rate. He said that there is no better time to borrow than now. The rates are lower than ever before, and the economic climate is good.

Tolland Technology Advisory Board – Review of Town-wide Telephony Upgrade Project: Andy Powell spoke about this proposal. The phone systems that Tolland currently has were purchased 20-25 years ago. The town is at a point where they have done all that it can to maintain these aging systems. The systems have been patched and maintained, but they no longer meet our requirements. The system limits the operations of the town; it does not support the needs of the citizens and could be a liability in case of emergency. Tolland must upgrade the phone system. It is not a matter of cost savings, but it is a necessary investment. Enhanced services for BOE would include: caller ID, expand call in / call out capabilities (no more busy signals) and emergency response capabilities throughout the district with Public Safety. Enhanced services for Town would include: call routing based on location of employee and emergency response capabilities for Public Safety. The reason for spending this money would provide lower costs for system-wide maintenance and combined administration and support. They will leverage IP where needed, have redundant Hub configuration and provide continuity in case of emergencies. It will provide 'head room' for expansion and increased capabilities. Mr. Powell reviewed the cost benefit analysis. The annual estimated cost savings are \$46,000+, which results in a payback on the project investment in 6.8 years.

Mr. Werbner said they would go out for one combined bid, but the major need is within the BOE. The earlier the Council says they can go forward, they would have all the various resolutions needed in order to do the borrowing as soon as the new fiscal year starts. They would have the contract ready and hopefully some of the work could be done prior to the next school year.

Department of Public Works – Highway Garage Expansion Project: Mr. Werbner advised that the need for an updated facility was recognized due to insufficient size to properly store the rolling stock, to provide sleeping quarters for the staff and to meet DEEP requirements for properly washing the fleet. The newest cost estimate is \$4.1m. Mr. Werbner reviewed the funding for the project. Pictures showing the current highway garage area were shown, as well as a slide showing the expansion project.

Mr. Werbner reviewed some of the significant projects in years 2-5 by all sources that were listed. Some included district wide capital improvements in the amount of \$101,776 for the BOE. In year three, \$3,000,000 is programmed for additions and upgrades to Station 140, Station 340, Station 440 and the Dog Pound. Year 4 and Year 5 recommendations were shown.

A pie was shown, outlining the FY 16-17 Capital Plan by program area:

Fire/Ambulance: \$511,640 – 4.01%
Capital Equipment: \$273,000 – 2.14%
Public Facilities: \$1,385,877 – 10.85%
Board of Education: \$9,600,000 – 75.15%
Parks & Recreation: \$178,600 – 1.4%
Streets/Roads/Drainage: \$439,123 – 3.44%
Town Administration: \$385,578 – 3.02%

Gordon Daring of VHB spoke about the pavement management system. Paving Management is the practice of planning for pavement maintenance and rehabilitation with the goal of maximizing the value and life of a pavement network. Mr. Daring explained the process that they use in order to come up with the plan. Slides were shown reflecting different conditions of roadway and the difference PCI ratings. VHB has been tracking the conditions of Tolland's roads for the past 5 years, and he reviewed how the roads have changed over that period. The overall average PCI now is 70. A map showed the current pavement conditions. There are some good roads, and some that need attention. The total estimated needs, as of today, are \$15m. That is for all roads to be in near perfect condition. The last slide shown outlined the Development of Annual Road Program, which outlined the process and suggested strategy. The idea is to focus on the most heavily travelled roads, until those roads have reached

acceptable condition, coordinate work on residential roads within neighborhoods as budget allows and use full range of pavement treatment options.

Mr. Werbner continued by reviewing the debt schedule that he is recommending over the next ten years. Our actual debt fluctuates over the next ten years. He suggests that we continue to budget at the same level that we have been for the last two years, which is \$4,550,000.

He closed his presentation with a slide showing important dates regarding the budget schedule. The annual budget referendum is on May 3, 2016.

Bill Eccles motioned to open the public hearing; Seconded by Paul Krasusky. All in favor. None opposed.

Andy Powell of 21 Clearbrook Drive: As a public citizen, he applauds the opportunity to be given a chance to talk about the future development in the maintenance of our town. This Council has the opportunity to continue working together to make things happen. It worked for health care costs and the fiber optics project. He applauds them for looking at long term costs, rather than kicking the can down the road.

Sam Adlerstein of 164 Pine Hill Road: They are here because Dr. Willett encouraged them to come. He made the point over and over again to the BOE members that the capital budget is probably as important, if not more important than the operating budget. He thanked the Council for their consideration.

Paul Krasusky motioned to close the public hearing; Seconded by Bill Eccles. All in favor. None opposed.

Mr. Krasusky wanted to highlight the importance of this process. This has been prepared through the efforts of many people. The budget that will be voted upon at the referendum will be very thoroughly thought out and put together. He hopes that the community realizes that we are putting our trust in those decision makers.

Mr. Field thanked Mr. Werbner and staff for putting together the presentation. He also thanked the BOE members for their work.

3. ADJOURNMENT: Bill Eccles moved to adjourn the meeting; Seconded by Paul Krasusky at 8:55 p.m. All were in favor.

Richard Field, Council Chair

Michelle A. Finnegan
Town Council Clerk