

**AVON TOWN COUNCIL
SPECIAL MEETING MINUTES
November 19, 2014**

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. at the Avon Town Hall, in the Selectmen's Chamber by Chairman Zacchio. Members present: Mrs. Maguire and Messrs: Pena, Evans, and Stokesbury.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairman Zacchio.

III. PUBLIC HEARING: None

IV. MINUTES OF PRECEDING MEETING: None

V. COMMUNICATION FROM AUDIENCE - None

VI. COMMUNICATION FROM COUNCIL

Mr. Pena reported that he attended the Veteran's luncheon at the Senior Center and was very nice as it is every year. He also reported that he and Mrs. Maguire attended the Veteran's Day ceremony on the Town Green; it was great to see the students from Roaring Brook School there as well.

Mrs. Maguire noted that the Veteran's Day ceremony was wonderful and commended the Superintendent of Schools and the Board of Education for keeping the veterans active all day at the schools with ceremonies and songs; it was a wonderful tribute and she heard from many people how glad that the children were in school that day and were able to celebrate the veterans and thank them for their service.

Mr. Stokesbury recognized the Avon Volunteer Fire Department as all Council members and the Town Manager were at their annual dinner last Saturday and learned quite a bit about the commodore, mission, and importance of the Department. He thanked them for the invite.

VII. OLD BUSINESS

13/14-76 Appointment: T.C. Representative for Lakeview Association (12/31/2015)

On a motion made by Mr. Stokesbury, seconded by Mrs. Maguire, it was voted:

RESOLVED: That the Town Council table agenda item 13/14-76 Appointment: T.C. Representative for Lakeview Association (12/31/2015) to the December 4, 2014 meeting. Mrs. Maguire, Messrs: Zacchio, Pena, Stokesbury, and Evans voted in favor.

13/14-78 Appointment: Building Code Board of Appeals (R – 12/31/2015)

On a motion made by Mrs. Maguire, seconded by Mr. Pena, it was voted:

RESOLVED: That the Town Council table agenda item 13/14-78 Appointment: Building Code Board of Appeals (R – 12/31/2015) to the December 4, 2014 meeting.

Mrs. Maguire, Messrs: Zacchio, Pena, Stokesbury, and Evans voted in favor.

14/15-12 FY 15/16 Budget: CIP Budget Presentations

a. 7:00 p.m. Fire Department – a power point presentation is attached and made part of these minutes

Rob Shillington, President, Avon Volunteer Fire Department (AVFD), made the presentation. He thanked the Council and Town Manager for allowing them to be here this evening. He noted that a lot of the items are repetitive from last year with some minor updates. He added that the request for Fire Station Improvements includes maintenance items that need to be taken care of at the existing four firehouses. He noted with regards to funding capital requests for AVFD as part of the Town whole that maybe they as a fire department, as they did last year moving forward, ensure that they are asking for the right things and focus on what is more important to them as an organization and for the community and see what they can do to potentially raise that percentage. He added that it is essential for the funding that they receive from the Town for them to fulfill their mission as an organization. He noted that they do life safety, fire prevention, fire suppression, rescue support, and other services that they provide to the Town such as cellar pump outs which they do quite a bit in the springtime.

Mr. Shillington reported on requests for Fire Apparatus Replacement which highlighted ages of their current apparatus. Assistant Chief Kline reported that the bigger the circle on the graph the larger the amount of money they have spent on maintenance for emergency repair since FY 2009/2010 and which apparatus have exceeded their NFPA recommended life span. Chairman Zacchio questioned which two apparatus are on order now. Assistant Chief Kline responded Engine 7 and Engine 11. He added that their replacement plan is not to ask for a new truck every year, but ask for money to be deposited into a fund every year but there are some years where they would not make a purchase and bank the money. He noted that in 2025 where you have multiple trucks that are reaching the age of replacement and then the ladder truck which is significant with its unique nature. Assistant Chief Kline added that the schedule is based off of age and also mileage which the NFPA does not specify mileage. Chairman Zacchio commented that we could still reserve based off those years forward. The Town Manager noted that the appropriation for the current year may fund our contribution to the Fire Training Center in the amount of \$200,000 and if we do that we would need to budget almost \$500,000 going into FY 2015/2016 to meet the obligation for the trucks that have been purchased. Assistant Chief Kline commented that for the trucks that have been purchased at \$1.2 million, the allowance factors into that with their \$450,000. He added that the \$450,000 being requested for next year covers the difference in what we have; we have a \$1 million, we are asking for \$450,000 and counting that offset in that. Chairman Zacchio commented that you are not anticipating in that figure using any of the capital appropriation from last year to fund the Training Center. Assistant Chief Kline responded no, in order to follow the recommended replacement plan it is \$450,000 just for the apparatus. He noted that we are at this point because they have gone almost 11 years without a replacement of any vehicles proactively and now unfortunately playing catch-up. Chairman Zacchio agreed.

Mr. Shillington reported on Fire Station Replacement. He noted the response time from the current Company 2 Secret Lake location and they have looked mutual aid departments that can

help but the response times for them to get to those areas is actually longer than ours would be. Chairman Zacchio asked if there was a similar map that shows response times across Avon by all four stations and if there is any place in Avon outside of 2 minute and 5 minute response times. Assistant Chief Kline responded yes, in your appendix, and they reflect drive time using mapping software based on road speed and road type. Chairman Zacchio commented that you will not get an argument around the need for the replacement of Company 2 at some point but it is a matter of where as we do not own any property in that area; it is a difficult road to get out of. Mr. Stokesbury questioned what equipment is at Company 2. Mr. Shillington responded that Engine 10 and 11 are there. Assistant Chief Kline noted that Engine 10 is a 2001 truck and it was custom built to fit into that building and carries less hose and water than a standard NFPA compliant truck. Mr. Stokesbury commented that on the replacement chart Engine 10 is out to 2025. Assistant Chief Kline responded that Engine 10 does not run that often and has less mileage on it. Mr. Stokesbury commented that his point is that there is time to avoid having to build another custom truck to fit into a custom firehouse. Assistant Chief Kline responded yes and no; every truck every spring goes out for pump testing to certify that it can flow to volume water and if we do not have another truck that can fit into Company 2 then there is no coverage there for that particular station and that area of town would have an even longer response time from one of the other three stations. He noted that for as long as we have that station we need at least two trucks so we always have some sort of protection in that building. Mr. Shillington commented that if there is a call within the area we might get an engine from Company 3 that gets to the scene before Engine 10 can even get out of the area of Secret Lake and decides that it is not needed and turns them around. He highlighted the request for \$50,000 to complete a facilities study of all four fire stations and where a new fire station would be placed, its size, features, etc.

Mr. Shillington reported on Fire Station Improvements. He commented that they are not repairs that can wait five or ten years; there are more repairs than what is on the list. He noted that some items are being presented in the DPW CIP Proposal for next year. He reported that Company 4 continues to have flooding in the basement and is not sure that it has been determined what the cause was or if it is still happening which he thinks it is but is less severe. He noted that it is not usable space. Chief Trick reported that they have an ongoing mold issue at Company 4 on the lower level. Jamie DiPace commented that it is due to the high water table and they need a drying system. He noted that at one time the lower level was stripped, rebuilt, and the mold came back. Mr. Evans questioned that if AVFD gets \$50,000 out of the \$100,000 for this item in the capital budget for next year do you start on some of the projects or do you reserve it until you get the full \$100,000 then you do them all at one time. Mr. Shillington responded that they would start on some of these projects with the \$50,000. Mr. Evans questioned what the priorities would be for the improvements. Assistant Chief Kline responded that they would work with DPW to prioritize the items but his recollection would be the sewer hook-up for Company 1 and the cooling system to abatement the mold problem at Company 4. Chairman Zacchio asked about the roof on Company 2. Jamie DiPace responded that the AVFD paid for that roof to be put on in the mid-80s. Chairman Zacchio commented that the priority would be up to the AVFD as you know better than we do what your priorities should be with a block of money that we are able to put forward. Jamie DiPace commented that with the mold issue at Company 4 and in an emergency event where they have to have standby crews it is tough for them to be in that space which also houses the restrooms. Chief Trick added that is the station that is getting new apparatus and they have a study on hand that tells them that the floor is at its maximum load. Chairman Zacchio questioned if we have had the Engineering Department look at it from a load

perspective. Chief Trick responded yes. Jamie DiPace noted that a local engineer donated his services to come in and take a look at it. Assistant Chief Kline added that is the only fire station where the living space is under the trucks. Mr. Shillington commented that the weight of that is enough of a concern that it has stirred up multiple discussions about where can we place this apparatus now that we are ordering that we planned on putting at Company 4, can we do that now and where can we shift? He reported that \$100,000 for Fire Station Improvements is a best guess and probably a lot lower than what they need but based on what they know they have some high priority items. He noted that they could tackle some of the items at Company 4 with the \$50,000 and probably a small chunk of the next \$50,000. He added that they were hesitant at putting too much in and asking for too much because they want someone to come and assess and take a look at what they have. Chief Trick noted that some of these projects can be done in cooperation with DPW. Chairman Zacchio commented that the in-kind services would save a lot of money.

Mr. Shillington reported on Fire Service Infrastructure. He noted that they do a lot of training with the towns around us, setting up tanker shuttles, and are fortunate that residents that have pools that they can utilize in the right time of year. He reviewed the considerations for 2015/2016, in particular the \$25,000 for the cistern on Deercliff Road which would be in conjunction with DPW for their in-kind services. He noted that the more water supply they can get throughout the Town, while they might be spending money as an organization and Town to do those things, us as residents will eventually save money on homeowner's insurance as they can indicate that they have water supply near their home. Jamie DiPace noted that one way that communities get measured for fire protection is through the ISO, insurance service audit, and last year the areas without hydrants that had a 9 got lowered to an 8B. He added that they are trying to correlate with them with respect to dollar numbers and what the residents will save on their fire insurance/rates. Chief Trick added that he is working with task force leaders and in the spring will be running a task force tanker evolution that will be certified by them to record and verify our fire flow capabilities and work with Mr. DiPace and the ISO to get that certification and keep moving forward at trying to get that rating to a better position and hopefully equate that to actual dollars. Mr. DiPace commented that we get our ratings on a number of different areas: communications, fire fighter training, fire station locations, and water supplies.

Assistant Chief Kline reported on Fire Service Equipment. He noted that they are long term projects and they have been asking for money in previous years for radio system upgrades. Chairman Zacchio commented that between Public Works, Fire Department, Police Department, and the Schools we have a much bigger, Town-wide communications project out on the horizon. He noted that we do have dead spots in Town, we have had them for years, and we have an aging infrastructure and narrow-banding has taken a lot of that away from us. Assistant Chief Kline commented that they are working with other departments, meeting regularly to come up with a plan of attack for this and to have a consultant tell us what we really need, what is the latest technology that will serve the Town of Avon the best for the foreseeable future.

Mr. Shillington reported on the self-contained breathing apparatus. He noted that the SCBA is done after fifteen years. He added that they want to start planning for it and start reserving funds over a three year period for those purchases and start replacing air packs and cylinders. Chief Trick added that the estimated replacement cost of \$1,095,000 is an adjusted number based on what the projected rate of increase is that we have seen from the vendor over the years and they now have an approval for a 20-year cylinder and the air packs are more enhanced and improved

with better longevity. He noted that it might be closer to approximately \$850,000 because we do not have to change the entire system. Chairman Zacchio commented that was part of the planning when we purchased the others in 2005.

Mr. Shillington, on behalf of the AVFD, thanked the Council for their continued support; it is very much appreciated and as members they appreciate everything you do for us; it is a pleasure for us to serve this Town. Chairman Zacchio commented that the thanks goes to you guys.

Mr. Evans commented on the \$450,000 for the apparatus and that \$200,000 is going to go to Engines 7 and 11 that are on order and the balance is going into reserve for future apparatus. Mr. Shillington responded yes. Mr. Evans thanked the Department for all that they do. Chairman Zacchio commented that the Town Manager will be talking and working with you as we start to develop the rest of the capital budget and hear from the other departments in Town over the next few weeks. He noted that the good news is that we have been able to increase the overall spending capital last year and that we expect to be able to do it this year with some of the capacity that we have had from the debt service piece falling off so they will certainly work hard with you guys to make sure that you get the right priorities and the right dollars to keep moving this forward. Mr. Shillington responded with thanks.

Mr. Pena thanked the Department for all of the hard work that they do. He questioned if they have had discussion with the Town of Canton regarding a shared firehouse. He noted that Canton had been looking at something and it might or might not be an opportunity but something to discuss. Chief Trick responded that they have looked into that and the problem is that their facilities are older than what we have and they have the same issues of space. He noted that they would love to be able to put up an apparatus in there but they are almost further away from the service area. He added that with the radio system they have also looked at going into a mutual agreement and possibly one of the sites that we would need is going to be in their town. Mr. Pena commented that because we do sometimes have mutual aid departments in town would we be able to communicate with their systems on a newer system. Mr. DiPace responded yes and some of the systems that we have today and because of the regionalization that has happened the apparatus has electrical devices that automatically cross patches the frequencies in the other towns. Chief Trick commented that this has been an area that they have made great strides and progress in. He added and is proud of it that we have been kind of the leader of some of that. He noted that through pressure they have exerted against our capital region they have changed our repeater at the top of the mountain that belonged to them through the inner city and now we have increased capacity as far as inner city units because some of them coming in for mutual aid could not talk to us because of the mountain. Mr. Pena inquired about grants. Mr. Shillington responded that over the last year they have been focusing very heavily on grants and have applied for quite a few grants. He noted that he, along with a few other members, have taken classes for writing grants; it is much more difficult than most people will think it is.

b. 7:30 p.m. Recreation and Parks – a power point presentation is attached and made part of these minutes

Ruth Checko, Director of Recreation and Parks, made the presentation. She noted that the two priorities for next year are the Thompson Road Field Development and Sycamore Park. She added that the Recreation Advisory Board has moved this project to be priority one and Council has recently received a thorough presentation on this so unless there are specific questions you

are up to speed on this. She noted that with the recent presentation Council was given with the final recommendation the final budget was \$5,240,800 without add alternates which drives it up to approximately \$6,000,000. Chairman Zacchio commented that considering that as a separate project and we have a long way to go in terms of whether that project even moves forward, the \$5.7 million is a fully loaded number and have not made a determination about what that scope might look like if we move forward. He added that the rest of the capital budget, as a project of this size won't end up in our current capital budget process as it is a bonding issue, the rest of this presentation would be more focused on what would be in the capital budget piece alone that we would consider putting together for this next fiscal year. Mrs. Checko responded yes.

Mrs. Checko reported on Sycamore Park. She noted that tile at the top of a pool is not decorative; it actually prevents pitting and staining from the water line against the concrete. She added that there are five butterfly valves in the pump house that are twenty years old and hold all of the water back from the pool once the pool has been winterized. She noted that with coping as the caulking between the coping sections breaks down and the concrete coping breaks down it forms a pothole where water gets into the cracks and starts eating it away. She noted that for the plastering work, the plan would be to tear all of the coping off next fall see what they are up against, expose the bond beam and in the spring be prepared to do the plaster work, the sandblasting, some of the caulking work, and valves. Chairman Zacchio commented that it would be spring 2016. Mrs. Checko responded it would be fall 2015/spring 2016. Mrs. Checko commented that they would like to vinyl side the pump house to get more life out of it.

Mrs. Checko commented that at the Senior Center they have some exterior painting they would like to do, replace rotting sills, etc. Chairman Zacchio commented on the Special Revenue Fund that we collect fees for the pool use and how can it be used to address the facility needs. He asked Mrs. Checko to consider that as you move forward. The Town Manager commented that the balance today is around \$28,000. Mr. Evans questioned if some of these items can be paid out of the general operating budget. He questioned when does a repair/maintenance item become capital or when is it appropriate to be paid out of an operating account? The Town Manager responded that capital items are defined as having a value of \$20,000 or more and having at least a 5-year life. He added that as we go through this maybe some of it does go into O&M into the Public Works budget. Mrs. Checko commented that the pool would be their priority. The Town Manager commented on the Senior Center and that approximately \$12,000 would be appropriated to complete the work there. He noted that in fiscal year 2018/2019 there is \$100,000 in the forecast at the Senior Center for more extensive work on the inside. He added that we may try to bundle some of those projects, reduce the overall spend for the pool portion of the project and come up with a new bundle addressing both areas on the property.

Mrs. Checko reported on the Fisher Meadows Field Expansion. She added that depending on whether or not the Thompson Road Project comes to fruition and construction this would be re-evaluated. She noted that all of the proposed fields at Fisher Meadows are still in the flood zone. Mrs. Checko reported on the Sperry Park Parking Lot. She noted that parking there is unorganized and has become more of a problem since the fields are now lit for night games so there is an increase in use. Chairman Zacchio questioned if that is a Public Works project. The Town Manager responded yes, potentially.

Mrs. Checko reported on other Five Year Projects. She noted that there is a recommendation in the Master Recreation Plan to restore a pipe line connecting Spring Lake and Willow Pond and

the history is that the pipe was crushed in the mid-80s with the field construction; the pipe was snaked and it is compromised. She added that there are some differences in opinions as to whether or not this is necessary so we should probably spend some more time evaluating this which is why it is out in fiscal year 2016/2017. Mr. Stokesbury questioned where Willow Pond is. The Town Manager responded that if you are heading north on Tillotson, right where the little gravel parking lot is. Chief Trick commented that in low level water conditions that is the Fire Department's backup for their water supply for when Fisher Meadows drops below the intake.

Mrs. Checko noted with covered dugouts at Buckingham that she has actually done pre-fabricated dugouts and had them built, delivered and dropped at an approximate cost of \$11,000. Chairman Zacchio commented that they are needed. Mrs. Checko commented that Public Works has done a great job at Countryside Park. She noted that the building on that property is 33 years old and the request is for a roof, fascia boards, siding, gutters, energy efficient windows, and flooring. She noted that the Senior Center is 25 years old and the request is for renovations and repairs for interior painting, floor refinishing, kitchen renovations, and handicap accessibility and folding partitions for the Community Room. She noted that the pool painting at Sycamore Hills is ongoing maintenance, every 3 to 4 years. She added that with the money that they will put into it this coming fiscal year they could probably push that out depending on how much they are able to do. She reported on future recreation needs.

VIII. NEW BUSINESS

IX. TOWN MANAGER'S REPORT/MISCELLANEOUS

Mr. Pena questioned who is responsible for handling the operations of the Avon Middle School tennis courts. The Town Manager responded that we are working with the school principal on that; he believes it is the Board of Education that manages it. Chairman Zacchio commented that typically facilities that are on the school sites during school operating times the Board of Education uses those facilities school activity. He noted that on the weekends and after that it diverts back to the Town; from an operating perspective it is a question for the Director of Recreation and Parks. Mr. Pena questioned maintenance responsibility. Chairman Zacchio responded that it is probably both the Schools and Town. The Town Manager noted that the lights are not energized yet; the Board of Education's electrician is working on it. Mr. Pena questioned if there is no activity there do the lights go off. Chairman Zacchio responded that somebody has to turn them on and then they are turned off at a certain time at night. He noted that the lights will not operate until the spring so we can work out these details before then.

X. EXECUTIVE SESSION - None

XI. ADJOURN

On a motion made by Mr. Pena, seconded by Mr. Evans, it was voted:

RESOLVED: That the Town Council adjourn the meeting at 8:15 p.m.

Mrs. Maguire, Messrs: Zacchio, Pena, Evans, and Stokesbury voted in favor.

Attest:

Ann L. Dearstyne, Town Clerk