

**AVON TOWN COUNCIL
SPECIAL MEETING MINUTES**

DRAFT

December 4, 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: November 3, 2014 Special Meeting

Mr. Stokesbury clarified a comment (pg. 9, 3rd paragraph) which should read, "The Town Manager responded it depends...." and a comment (pg. 16, 1st paragraph) which should read, "Mr. Stokesbury asked the Town Manager with regards...."

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

RESOLVED: That the Town Council accept the minutes of the November 3, 2014 Special Meeting as amended.

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

V. COMMUNICATION FROM AUDIENCE

Nancy Anstey, 3 Coplestone, reported on results from Avon Day 2014 which was held on September 27, 2014 from 11:00 a.m. to 6:00 p.m.; it was a phenomenal day, the weather was extraordinary. She noted one other year in the past twenty where the weather was in the 70s like it is now. She added that it was a huge success with approximately \$13,000 in ticket sales raised and after expenses the Committee deposited \$4,500 the Town's Special Needs Fund. She noted that there were 33 corporate and 37 non-profit booths plus 6 Taste of Avon booths which were significantly down this year because of their inability to use their own staff. She reported that notes of thanks will be posted or go out to many people. She noted that the Committee had a wrap up meeting on October 22, 2014 and the Committee requests from Council that we continue Avon Day next year and the date would be Saturday, September 26, 2015 with a rain date of September 27, 2015 and the location being the same; they would like the Committee to remain the same including Town employees Laurie Carlson and Sharon Brummert. She added that they have a few ideas to help get more people to come and more booths and they would like to have the opportunity to schedule a meeting with the Town Manager and then Town Council to discuss some modifications that they are thinking about. She thanked the Recreation and Parks Department, Department of Public Works, Board of Education, Avon Police Department, Avon Volunteer Fire Department, and Town Council and Town Manager for all of your support as we would not have been able to do it without you. Chairman Zacchio, on behalf of the Town

Council, thanked the Avon Day Committee because without you it cannot get done. He noted that the commitment that the Committee makes every year is a big one and they really do appreciate it; the Special Needs Fund appreciates it because it gets replenished through this event and so many people in Avon do need that assistance and it embodies the community spirit that we love here in Avon. He noted that we love that this Avon Day concept took hold years ago and continues to take hold and it is really with the volunteers like you that keep it going so thank you and all of the staff who is involved. He added that the Department of Public Works is a major part of it and Laurie Carlson and Sharon Brummert are a big part of it and get a lot of that work done; we really do appreciate it and it is important to us so thank you and on behalf of the Town Council we of course would like to continue it and would look forward to having a meeting with you to discuss different ideas on how you can expand or attract different people to the event. All other Council members extended their thanks.

VI. COMMUNICATION FROM COUNCIL

Mr. Stokesbury commented on a note received from a resident following the Election about poor lighting at the side entrance at Avon High School. He knows that the Town Manager and Superintendent of Schools have talked about it and the Superintendent of Schools and the schools are working on improving the lighting. He noted that he and the Superintendent of Schools looked at it during one of the home football games and the curbing at that small gym entrance does not have a handicap cut so the Superintendent of Schools thought he might be able to work that into the capital proposal that we have already seen for work at the front of the high school if that gets through. Chairman Zacchio questioned why we do not utilize the rear entrance as we had once done for municipal elections; they would come in through the gallery, see the students' work, a nice meeting place for people to see each other instead of in and out of the locker room side that seems like it is congested. He added it might be something we might want to suggest to the Registrar of Voters. Mr. Pena commented that one of the reasons we moved the entrance location was before the addition of the high school it did not have handicap access which was through the front and would make better sense now if we have the ability to do that. Mr. Stokesbury commented that it is certainly something to consider for the 2016 Election. The Town Manager commented that he did talk to Ann Clark, Registrar, and it is something that they will explore for the next election.

Mr. Pena commented that he was at Company 1 during the elections and a few residents to him regarding the exit out of the firehouse, there is a step down and it is not user friendly if you are familiar with it, in particular for the elderly. He mentioned it to Ann Clark, Registrar, to review with the Town Manager as well. He also mentioned to the Ms. Clark that Company 1 is not any better than when the polling place was at Town Hall with the parking lot situation. The Town Manager commented that the parking lot is part of the Fire Department's capital budget requests. Chairman Zacchio asked the Town Manager to work with the Registrar of Voters as they setup for the elections and review the polling places for any issues (step downs, lighting issues, or circulation for pedestrian traffic) because there seems to be enough of an issue starting to happen and would like the Registrar of Voters to look at. Mr. Stokesbury commented that one of the challenges is that early November is the start of early onset of darkness.

VII. OLD BUSINESS

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

On a motion made by Mr. Pena, seconded by Mr. Evans, 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 January 8, 2015 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. Stokesbury, it was voted:

RESOLVED: That the Town Council appoint Eric Johansen to the Building Code Board of Appeals with a term to expire on December 31, 2015.

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. Secret Lake Association – a power point presentation is attached and made part of these minutes

Jean Dellarmaggio, representative for the Secret Lake Association, introduced two members of the Association Board of Directors, Susan Anderson and Linda Texiera. She thanked the Council for this opportunity to make this presentation and she also thanked the Town Engineer and the Director of Public Works for their continued support and assistance in pulling together the presentation and giving us ideas on approaches. She reported that last year they revised their capital improvement presentation and broke it down into smaller bites that they thought would be more financially manageable and they introduced a phased in program for the repaving and renovation of existing storm sewers for the streets that lie on the Avon part of the Association. She is delighted to report that Phase I was completed this year, Mountain Ledge and Goodwill Trail were completely remediated, the storm sewers on those streets were rebuilt and enlarged in their capacity. She acknowledged the Town staff that was out there, they were incredibly cooperative; Paul Welsh was a big help to them and very responsive; they have some special needs neighbors they were able to accommodate with the cooperation of the Public Works team so overall it went without a hitch and it was a terrific Phase I. She noted that Phase II through IV of the paving project are now going to be incorporated in the Public Works' overall paving management program. She reported that during Phase IV is the repaving and remediation of Secret Lake Road and that is primarily what she is here for tonight. She will not push for this as something in the near future but they did push these other aspects of the capital improvement proposal out into the future, in particular raising that part of Secret Lake Road. She noted that if there was any possible way to take it back into consideration as we get closer to the time of repaving Secret Lake Road we wanted the Council to know that is something that they are very interested in and concerned about. She added that beyond that they are delighted to have the progress that they have had and look forward to the next phase. Chairman Zacchio commented that the approach we took last year was much easier for them to be able to fit into the capital budget and the Public Works team did a tremendous amount of work there and it looks great. He noted that they we had a few complaints about the road being closed when the paving was going on. He added they are going to work to keep moving that forward. Chairman Zacchio questioned the last time we had that kind of flooding. Ms. Dellamarggio responded it flooded in 2005 and again in 2008 and 2011. Mr. Stokesbury questioned if that area is south of Company 4.

Ms. Dellamarggio responded yes.

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

Larry Baril, Town Engineer, made a presentation. He noted that the requests for the Engineering Department are being made in priority order. He added that for the next fiscal year he is not requesting funds for the Old Wheeler Lane Bridge over Roaring Brook however it is a priority for the Engineering Department and there is activity going on with that project now. He noted that it will require funding next year. He commented that a consultant has been hired and has come up with design alternatives and in order to meet his construction schedule the next critical path item is to do a public information meeting which will be targeted for the middle of January. He noted that funding is not being requested for the next fiscal year for the Old Farms Bridge over Farmington River, a very high priority, and his best guess is looking for money starting next year for any aesthetic and non-State of Connecticut Department of Transportation requirements for the bridge. He added that the State of Connecticut has taken over funding of both the design and construction of this bridge. He noted that the request for Town-Wide Aerial Mapping has been on his list for four or five years now. He commented that the Town has seen a significant number of changes since 1984 and the mapping that is currently used is inadequate for what they are trying to use it for. He noted that it has been split into a two-year program. He commented that this is what the Engineering Department does; in order to do a design those are not simple questions when looking at mapping that is thirty years old. He added that it helps them with any project that we have to do in Town and gives them at the very least quality preliminary information.

Mr. Baril reported with regards to the request to Replace Box Culvert over Thompson Brook – Tillotson Road that there is no indication that it has deteriorated further that he has seen but it does not mean that it is not happening. He noted that when it fails it will be catastrophic as it will fall into the brook, the road will be closed, and repairs will likely last longer than one month. He added that he is not requesting any monies for next fiscal year as the aerial mapping is a greater need and higher in priority. He noted that Council did put some seed money in for design work; he has not done the design yet as they have not had any promise for money to replace it. He added that he did get some highly qualified estimates from contractors like Canton Village to do a box culvert replacement which will be less expensive and it is something that can be done in a much quicker construction fashion.

Mr. Baril reported with regards to the request to reconstruct Old Farms/Thompson Road he cannot tell Council what the intent to spend the \$15,000 is. He noted that we did some reallocation of funding off the bridge project to cover some costs this year. Chairman Zacchio questioned who does know how the \$15,000 was derived. Mr. Baril responded that number was derived between Tom Daukas, Special Projects Engineer, and the Town Manager.

Mr. Baril reported with regards to the Reconstruction and Drainage in Cider Brook Road that some funding has been allocated in the last few years to do sewers and begin a process to do storm drainage. He noted that last year he discovered that the bridge on that road is in very poor condition. He added that Council allocated \$75,000 last year and he would like to reallocate that money and add to it to replace that bridge before we rebuild the road. He thinks that is the higher priority. Mr. Stokesbury questioned if that is the bridge at the north end of Cider Brook. Mr. Baril responded yes, not far from Waterville Road. He noted that the road really needs to be

completely reconstructed as it has very limited formal drainage and near non-existent curbing. He suggested driving it and you will be surprised that a road like this exists in Avon. He noted that if we cannot fund this as a single project then he would like to build a fund and then rebuild it in “x” number of years. Mr. Baril also highlighted future requests. Mr. Pena questioned Mr. Baril’s statement about mapping which may be a source of revenue from developers and private firms. Mr. Baril responded that it is not uncommon today for municipalities to sell the data; you can allocate costs based on the reasonable cost to reproduce. As an example, the Town of Newtown did a project like this and were charging \$2,500 for a copy of their aerial data. He noted that to a developer that is unbelievably cheap. He commented that for developers that do significant projects they pay a lot of money to surveyors to get full field topography and rather than having that expense could pay for aerial data. He noted that he has had conversations with Avon Water Company and Connecticut Natural Gas who would be interested in that data as it would be a lot cheaper as a partnership arrangement rather than on their own.

Mr. Baril reported on requests for the Sewer Department/AWPCA. He noted that these projects are funded by the Sewer Fund which is paid for by the sewer users. He commented that with regards to the Lateral Expansion Program public interest tends to be their driver these days. He noted that they have done the combined reconstruction/pavement projects successfully with Deepwood Drive and Haynes Road. He noted that a few weeks ago they received a petition from residents on Paper Chase who are interested in expanding sewers there. He reported with regards to the Farmington Interceptor Replacement that the Town of Farmington treats a fair percentage of our effluent. He added that the interceptor sewer that takes almost all of the flow from Avon into Farmington and it is undersized. Mr. Baril commented on the request for Infiltration and Inflow Rehabilitation and that we got a supplemental appropriation this year, initiated the study, it is well underway and have found a number of leakers that we have already corrected. He added that the project is a little behind schedule. His request for \$100,000 and its purpose for the monies will be known until late spring 2015 and target those major leakers and get those repairs underway as quickly as possible. He noted that the study and repair estimates are also potentially refundable under the Clean Water Fund at a 55% grant program. He added that we have been very successful and noted that our Sewer Facilities Plan was funded significantly through that program. Mr. Stokesbury questioned if fixing the leaks through the I/I Study is only for the pipes that are in the Town right of way versus a lateral along private property. Mr. Baril responded that this is only Town owned systems. Mr. Stokesbury commented that if the study finds a leak on a private homeowner’s lateral it is their obligation to fix that. Mr. Baril responded yes. He added that it is not likely that those leaks are going to be the significant ones. He noted that they found one on Brookmoor where it was flowing like a pipe half full and it was all ground water; we found the leak in a manhole and the manhole has been sealed. He added that we are trying to fix leaking manholes and leaking Town-owned pipes and also trying to identify anybody who has illicitly connected to the sewer with a sump pump, ring leaders, floor drain in their garage, etc.

Mr. Baril reported with regard to the request for the Route 44 Pump Station Replacement that two new pumps have been installed and can be used in a reconfigured station in the future. He noted that a pre-fab system is being installed in Southwick that we believe has a direct comparative potential solution for Route 44. Mr. Stokesbury questioned that this request is for the structure. Mr. Baril responded yes.

c. 8:00 p.m. Public Works – a power point presentation is attached and made part of these minutes

Bruce Williams, Director of Public Works, and Alex Trujillo, Deputy Director of Public Works, made a presentation. He reported that last year was a good year with the pavement management program completing two and a half miles. Chairman Zacchio commented that they did a great job at Country Club Road. He noted that the streets listed are in priority. He noted that with the Road Surface Rating (RSR) the higher the number the better and approximately twenty-five miles of road are in this condition (see photos) throughout the Town. He noted that with Old Farms Road the thought was to pick up where the road improvements had left off about twelve years ago from the columns heading to the Avon Old Farms School but stopping prior to where the potential improvements would tie in. The Town Manager commented that is an area that he and Mr. Williams have talked a lot about as they get a lot of complaints about that section of Old Farms Road, north of the School, and thought a mill and overlay is timely and would be a good idea. Mr. Evans commented on the roads being listed in priority and asked if those roads are a priority before you do Old Farms Road and then go to Secret Lake Road. Mr. Williams responded that they are in priority according to the Pavement Management Program. He noted that Old Farms Road was treated as a separate project to discuss what we could do to get away from the complaints that we are fielding from bicyclists and motorists; its road surface rating is a 58. Chairman Zacchio commented that a lot of people use it as a cut through.

Mr. Williams noted that next year their goal for Secret Lake is Cliff Drive. Chairman Zacchio questioned how much widening is done when you are doing that. Mr. Williams responded that they did not do any widening. Chairman Zacchio noted that Cliff Drive is built into a hill. Chairman Zacchio commented on an excellent job at Countryside Park. Mr. Williams commented that the intent with the requested building improvements at Fire Company 1 is to make the building more efficient. He noted that they would brick in the back of the building and put in two doorways, one into the training room and the second into the recreation area. He added that on the sides they would brick half way up the walls and put a new front with energy efficient glass. Chairman Zacchio questioned if that is work that we intend on doing sourced through Public Works. Mr. Williams responded no; a mason and window contractor would be involved. He noted that the cost to make these improvements is approximately \$42,500. Mr. Pena commented that there is a sign in the area there is concern to watch your step. Mr. Williams responded that there might be something we can make to accommodate the needs there.

Mr. Williams reported that next year should be the last year for funding of the underground fuel storage. He noted that they are testing the soil and once the contaminated soils have been removed they can backfill, pull out the conduits to the buildings and do their overlay and landscaping to meet the zoning regulations; then that project will be complete. Chairman Zacchio questioned that the contaminants are at the surface. Mr. Williams responded that the grave from the tanks came back clean; this is the dispenser area. He highlighted a few other facility improvements, including Fire Company 1 boiler plant and metal roofs on Buildings 1 & 2 at Town Hall. He noted that there is some lead paint issues on the roofs that would have to be addressed prior to doing that. He highlighted the Avon Police Patrol building layout. He noted that they have outgrown their patrol building; a lot of program changes have occurred over the years and having issues with the HVAC because of those changes. He added that some money

was funded which started the process and they are in the middle of that right now. The Town Manager reported that there is \$20,000 in the current year capital budget to hire an architect to do a feasibility study and give us some ideas. Mr. Williams is looking for additional seed money when the results come back so we can start improving their work area.

Mr. Williams reported on Infrastructure Security Improvements. He noted that the intent is to focus on the Town Hall complex with some exterior cameras, new doors, new electrified locks that we can control. The Town Manager commented that this is a result of an assessment that we had done, the same process that was used for the Board of Education buildings. He noted that Countryside Park was not a subject of the review but a best practice to look at it and he may want to add a camera there because we have had some issues with illegal dumping.

Mr. Williams reported on Sidewalk Improvement Plan, in particular West Avon and Country Club Road. He reported on the Town phone system and recently had some failures with the voicemail system. He noted that the Town has three separate phone systems, one each at Public Works, Company 1, and Town Hall complex. He added that they are all dated in excess of twenty years. He noted that our intent is to get into the digital area.

Mr. Williams highlighted the Exhaust Extraction System at Company 3. He noted that we put one in Company 1 several years ago which the Fire Association bought from Simsbury and has been working fine. He added that the system in Company 3 is not efficient or healthy.

Mr. Williams summarized that the requests for the next fiscal year totals approximately \$2.69 million. Mr. Stokesbury questioned the \$100,000 for the Town phone system and asked if it is a placeholder or actual replacement. Mr. Williams responded that we have been contacting different vendors and that number is starting to come down a little. He added that there is some discussion in talking to the Board of Education to see if we can combine phone systems. Mr. Stokesbury questioned that the figure is a hardware cost. Mr. Williams responded that it would be hardware and labor. He noted that there is approximately 111 handsets in the Town Hall complex alone. Mr. Evans asked if the Facility Improvements summary request list is in order of priority. Mr. Williams responded no, with exception of the Pavement Management Program being at the top of the list. He noted that it is hard to compete with different departments and their needs. Mr. Evans commented that is what the Council will have to do. Chairman Zacchio commented that traditionally Mr. Williams would work with the Town Manager and each of the Town department heads and walk through how they would see this fitting into whatever the Town Manager feels is appropriate as it goes in budget order. The Town Manager commented that it is important to keep in mind that this is unfiltered and he has not done anything with this yet. Mr. Pena questioned what the \$50,000 per year in the sidewalk improvement plan buys us. Mr. Williams responded that you could be \$50-60 per linear foot for concrete, rip and replace. The Town Manager commented that West Avon Road is such a great project because we have all of the bituminous, we have the right-of-way; it is a rip and replace for concrete installation. Mr. Pena commented that 1,000 feet is a lot of sidewalk. The Town Manager commented that we can do all the way on West Avon Road on the east and west side down to Scoville Road and even east on Scoville Road. Mr. Pena commented that would be a great improvement.

Alex Trujillo, Deputy Director of Public Works, reported that the request for fleet next year is approximately \$586,000. He noted that Truck #5AV had downtime of approximately 57 days last fiscal year with a cost of approximately \$20,000 in repairs with roughly 75,000 miles on it; it

is one of the trucks that fulfills their ten heavy routes. He added that when this truck is down then other trucks have to jump over to this route and takes that much longer to complete a snow operation and causes havoc around Town. Chairman Zacchio commented on the \$20,000 in repairs and asked if that includes labor. Mr. Trujillo responded that he thinks that is parts only and will confirm with the Town Manager. He noted that the only labor that would be included would be outside vendors. Chairman Zacchio commented that he is thinking fixed costs versus variable costs. Mr. Trujillo reported that the GMC Ariel Truck is annual inspected and certified and failed last year which required a brand new turntable and was down for a total of 63 days last fiscal year with a cost of approximately \$6,600 with roughly 90,000 miles on it. He noted that this truck is also used to collect wood chips. He reported on the request to replace the Bobcat in the Buildings & Grounds Division with approximately \$1,200 in repairs last fiscal year and down for a total of 127 hours with limited capabilities. He noted that they are also proposing replacing a Chevy Suburban in the Engineering Department; it currently has 103,000 miles with repair costs of approximately \$4,600 last fiscal year. He commented that corrosion is common as a result of salt treated roads. He noted that he is trying to increase the life cycles of all of the vehicles within the fleet management program. He reported on the request from the Fire Marshal's Office for a new vehicle used for fire investigations and emergency management functions. He noted that the current Fire Marshal uses his own vehicle to respond to the calls and has to carry all of the necessary tools and equipment and is subject to carrying contaminated items from fire investigations that may be hazardous to humans. He added that he is proposing a vehicle similar to what the water pollution division has which is a utility body, ¾-ton vehicle so that he can standardize the vehicle and through this life cycle should it need to be transferred somewhere else it is capable of doing it and do not end up with an undersized vehicle that is limited in its capacity. Chairman Zacchio thanked Mr. Williams and Mr. Trujillo for their presentation. He commented that Mr. Trujillo does a great job with fleet management.

d. 8:30 p.m. Police Department – a power point presentation is attached and made part of these minutes

Mark Rinaldo, Chief of Police, made a presentation. He reported that the Police Department's capital requests for FY 15/16 are for \$110,000 in two categories: radio system and emergency operations center (EOC). He noted that when they meet during storm emergencies or other mass disasters the space in the room is tight; they need better equipment, a larger room, and provide a more efficient service to the Town. He commented that to expand the room they would use the alcove space, approximately 120 square feet, at the back entrance to the Police Department. He added this request also includes computer equipment and maps. He noted that there is radio communication in the EOC as a product of optimization they did several years ago. He added that they also use that room for their accreditation program so it would be multi-use.

Chief Rinaldo reported on the request for the radio system to fund approximately \$60,000 which includes being prepared for any contingencies that they may have and to hire a consultant to tell what the best system is to go to. He noted that the Fire Department, the Police Department, and the Board of Education each have their own radio vendor and it is not efficient. He added that the estimate to upgrade the radio system is \$2 million. He noted that last year the Fire Department gave a presentation to Council on the simulcast system. He noted that Intertech had proposed that regionalization was feasible but costly and as a result regionalization faded. He commented on the thought to consolidate the Town departments' radio system. He highlighted the tower sites which will continue to fail and/or need repairs. Lt. Walsh played examples of

medical calls with radio problems. Captain Blatter highlighted Purchase vs. Managed Care Lease options. He noted that with managed care lease after 5 years everything is new again however at some point in time your lease is going to exceed the cost of the purchase but with a purchase other costs go up. Chief Rinaldo commented that it is important to have money in contingency should we have a catastrophic failure at one of the tower sites and at the same time look at a Town-wide public safety system which all departments are onboard with and would be the most efficient way to go. He added that the system would be put under one agency and would form a user board who would make recommendations based on a radio consultant's expertise. Mr. Stokesbury questioned that with the pricing given it is only for the public safety component or inclusive of other departments. Chief Rinaldo responded that would be Town-wide. He noted that there would be enhancements to systems, i.e. Board of Education. He added that Burlington just put in a radio system for \$10 million but is not familiar with the workup of their system. Mr. Pena commented that the Board of Education and Fire Department came before Council asking for money for communication systems. He sought clarification that the consultant will look at the needs of all departments. Chief Rinaldo responded yes. He added that this recommendation is coming from the committee which comprises of the Board of Education, Fire Department, Police Department, and Public Works. Mr. Pena questioned if there is any funding available for a radio system. Chief Rinaldo responded that there was funding years ago but the government is moving towards body microphones and body cameras. He noted that they did receive a few federal grant to upgrade their communications system years ago right after 9/11 and that is going to depend on what Washington does with their money and where they want it to go. He has not seen any money for interoperability programs and does not see it as a priority in the next couple of years. The Town Manager commented that part of what tipped the scale against regionalization a couple of years ago when we had the Intertech study done was that the State cut out all of the subsidies so it is unlikely that we would find any money to offset the cost of a new public safety radio infrastructure. Mr. Pena questioned when the consultant would complete the work. Chief Rinaldo responded it should take approximately three months. He noted that they are fortunate to have a lot of the work already done. Council thanked the Police Department for their presentation.

VIII. NEW BUSINESS

14/15-31 Long Range Financing Plan-Dennis Dix (Financial Advisor)

Dennis Dix, Financial Advisor, made a presentation (which is attached and made part of these minutes). He noted that he is the Senior Practicing Municipal Advisor in the State of Connecticut and have been so for approximately twenty years. He added that the federal regulators which seized him July 1, 2014 has changed his function from Financial Advisor to Municipal Advisor. He reported that short term Bond Anticipation Notes (BANs) can be rated, however the only time he has done so was for Avon in 2008 or 2009 when the market was so bad that even AAA had no access to the market. He noted that "ability to pay" means strength of the grand list, per capita income and Avon is seventeen in per capita income in the State of Connecticut at \$55,879; the State of Connecticut is \$36,700; the United States is \$27,000. He noted that Greenwich is number four at \$92,700 per capita income and Farmington is number twenty-six at \$50,500 and Simsbury is number fifty-five at \$41,883, also AAAs. He reported that with bonding and notes, they are issued as general obligation municipal securities meaning the Town pledges its full faith in credit to the payment of the principal and interest audit.

Mr. Dix noted that the Town is paying faster than the statutes require. He added that willingness to pay involves tax collections and Avon is 99.99%, passing budgets, passing referendums for capital projects. He reported that with regards to short term borrowing, this is what we do as we start a project until we know the project is completed, we know our final costs, and then we go to bond it. He noted that we also look at bank loans because issuance costs on short term borrowing tend to be fairly constant so if you are going to do a municipal security a \$1 million plus with issuance costs of \$15,000 to \$25,000 but little pieces like \$500,000 or \$600,000 we do not want to incur a lot of issuance costs relative to the amount you borrow; we approach local banks on a bid basis, for example four or five years ago Avon did this with Simsbury Bank. He noted that terms are exactly the same but there is no municipal security involved, it is strictly a bank loan and an investment by the bank; the issuance costs are less by about half then what it would be; the offset is the interest rate is a little higher.

Mr. Dix reported on long term borrowing and noted that sometimes it can be a bank loan whose term is approximately fifteen years. He is recommending on an ongoing basis that Avon not go twenty years ahead of this borrowing as part of the willingness to pay as AAA. Mr. Evans questioned if refunding is the same as refinancing. Mr. Dix responded yes. Mr. Stokesbury questioned what the last interest rate was on the last bond issue. Mr. Dix responded it was 1.57%.

Mr. Dix reported that the Town Manager asked him to look at some possibilities/options for some potential projects, some you have heard about tonight, and here are some ways to pay for them. Chairman Zacchio commented that these are estimates and numbers being put out there for purposes of illustration because these are not approved projects. The Town Manager added that this is all for illustrative purposes but when we think about the cumulative cost of these projects he looks at this in terms of capacity for debt service overall in comparison to keeping that 1.5 mills constant and this is also how we are going to be funding our capital program in the coming years. He noted that in fiscal year 2015/2016 we will see a reduction of approximately \$100,000 in debt service, in fiscal year 2016/2017 a reduction of approximately \$500,000, and the plan would be, unless we do some borrowing, to continue to fund capital. Chairman Zacchio commented that the needs are there.

Mr. Dix reported on the debt service capacity. He noted that it becomes very critical in terms of your planning and thinking because it is going down constantly but embedded in the mill rate, if you go forward and keep that 1.5 mills constant every year even though debt service is going down this becomes a capital reserve in this particular differentiation between the fixed mill rate and the declining debt service. He added that this is a wonderful way to pay for a lot of projects we have heard about tonight. Mr. Stokesbury questioned if the 1.5 mills grow with the growth of the grand list. Mr. Dix responded yes; all of his projections are zero growth grand list, very conservative. He noted that it will go up as the grand list goes up; if it is embedded you can legitimately say there is no new cost to the taxpayers of doing something that stays within that 1.5 mill capacity. Chairman Zacchio commented that within that capacity we are using a lot of that today to offset our capital projects in a way that we can do it with ease to the taxpayer because we are not having to raise additional capital dollars which is something that we need to be very cognizant of because we need those capacity dollars as we move forward. Mr. Dix commented that credit agencies like to see this type of thing.

Mr. Dix reported that he put together scenarios with four of nine variations selected by the Town Manager; it is a combination of notes and bonds. He noted that with Scenario A you would borrow from General Fund on a due to/due from basis; it is not a fund balance spend down. Chairman Zacchio commented that it is a collateralized loan. He noted that we are using projects because they are contemporary but for the Council's purposes you can think of the \$1.5 million or the \$7.6 million as any spend that we are considering and can be interchanged for Fisher Meadows, radio communications, or a fire station. He noted that for the illustrative purposes they are contemporary items that we are talking about in a planning stage but we could use those dollars or not use those dollars for any one of the projects that we have talked about or have heard through capital improvement plan presentations. He added that this is meant to give us an illustrative design around what is available and how that might affect the BAN we stay in at 1.5 mills and the capacity that we are using to use for debt service which is ultimately important to us. Mr. Evans questioned with the athletic complex why not issue the BANs for that and wrap that whole thing into the bond issue since you already have costs of issuing a bond. Mr. Dix responded that it makes sense except for the timing as there is a two and a half year difference. Mr. Evans questioned if you can go that far out on the BANs. Mr. Dix responded yes, you can but at the end of the third year you have to start paying down just like a bond issue and you have lost the advantage of the low interest. Mr. Stokesbury commented that we may want to pay it off quicker rather than over a 15-year bond.

Chairman Zacchio commented that with Scenario B you are still new tax revenue neutral but not in terms of how we use the capacity against debt service. The Town Manager commented that for those couple of years where it blips up you can see how little you would have available for capital. Chairman Zacchio responded yes, then capital is on its own which is a figure that is built into the budget just like the 1.5 mills is from year to year but is not going to get done nearly as much as we have been able to accomplish in the last couple of years and probably will accomplish next year. Mr. Dix commented that it gives you tremendous flexibility which is the key to this. The Town Manager commented that it is a number of years out and with the increase in the grand list that number is going to go up as well, the value of 1.5 mills so it will buy you some additional capacity.

Mr. Dix reported that the scenarios are guidelines to think about, to give you a feeling that you have a lot of flexibility. Mr. Stokesbury questioned how close we have gotten to the 1.5 mills going backwards with all of the school construction. Mr. Dix responded that last year you were at 1.74 mills. Chairman Zacchio commented that was the Library and Schools and then it drops. Mr. Dix noted that your last bond issue was 2012. Chairman Zacchio commented that we knew when we did it we would have that blip year that would jump over the 1.5 mills. Mr. Stokesbury commented that one of the early charts was existing debt service showing the drop off in 2028 and he has a bit confusion all along as to what debt is in the existing debt because we have had some presentations where either the fire station or other particular proposed projects are included in debt service so this must have that stripped out. Mr. Dix responded yes, this is bonds of 2002 for Fisher Meadows and Thompson Brook School with the last payments in fiscal year 2015/2016, bonds of 2009 for Avon High School and Avon Middle School and come off in fiscal year 2025/2026, and Library bonds which were issued in 2012 and will tail off after fiscal year 2015/2016. Chairman Zacchio commented that we have approximately \$30 million in debt out today and the figures that are being shown now are purely the \$30 million and the capacity that is available to us to the 1.5 mills with these anticipated spends. He added that what we might have

seen in the past was that same chart that also had anticipated a couple of projects in it that showed how it would still look but all that is currently out is \$30 million and that is what we asked for tonight. The Town Manager referred to Tab M in the budget book and the amortization schedule of the projects and what is out. Chairman Zacchio commented that Mr. Dix comes in every two or three years and it was important to get a perspective on where our debt stands today, what we mean when we say capacity, what we mean when we say we will operate within this BAN that is 1.5 mills and what we have been using over the last few years as a Council to offset some costs in debt service without an impact to the tax base. He noted that he wanted to make sure that we all have the numbers straight and an opportunity to see from Mr. Dix exactly what is out today, what it looks like, and we will probably have to make decisions based off of that.

Mr. Stokesbury commented that the Town has been extremely conservative in what we bond, long-term, bricks and mortars basically. He noted that we see other communities take other approaches whether they are bonding, a grab bag of projects into one, doing fire trucks, etc. He asked Mr. Dix's opinion of maybe more liberal bonding policies, what is the impact on any of those steps with the rating agencies because we have heard for over a month now a long laundry list of capital needs from fire trucks to engineering costs and money is cheap. He questioned if any of those are options that we should be discussing further. Mr. Dix responded that there is an old philosophy that if it rolls on wheels you do not finance it. Mr. Stokesbury commented that even if we are talking about fire trucks with a fifteen to twenty-five year service lift. Mr. Dix responded that brings in the next consideration which is useful life. He noted that you do not want to be bonding something beyond its useful life. He added that part of the philosophy of bonding is to spread the cost across time and future inhabitance. He noted that you could in many ways pay cash for many of these capital projects and maybe you should but if you have an extended useful life you have to consider the other side of it philosophically that future residents are paying for the benefit that they are getting from it at that time. He noted that there is no true right or wrong. Mr. Stokesbury questioned if there is a right or wrong when you are the rating agents. Mr. Dix responded that if you stay within the useful life range or any other standards it is ok.

Chairman Zacchio commented that we have gone to referendum with a variety of projects in the past including the Town Clerk's vault and a roofing project that was voted in favor of. He thinks the point is a good one because it is now that we are starting to think about if that changes or how that changes. He noted that over the past three decades we have faced infrastructure and infrastructure gross needs along with the growth of the Town including mostly the Schools, but not withstanding the Public Works Department, the Police Department as the Town built and got closer to build out. He noted that now that we are more close to build out you can start to think a little bit differently about the philosophy and the theory or not around how we bond and what we bond because rolling stock has always been a hands off for Avon, but our financial positions compared to other towns are two different places. He noted that we are elected to think about how we would operate that bonding setup and not necessarily how our neighbors might do it. Mr. Stokesbury commented that one of the risks that we have is that interest rates are going to move up at some point so by deferring expenditures we are going to have increased costs. Chairman Zacchio commented that there is a fiscal policy piece to it. Mr. Dix encourages Council to borrow less than the statutes allow. The Town Manager commented that he doesn't want to leave the impression that we are not talking to Mr. Dix every year around this time but this has been the first time in a couple of years that we have had him come in front of the

Council and talk about some moving parts out there, primarily because we have had some large projects that have blipped up on the horizon. He noted that every year around this time he is talking to Mr. Dix about getting next year's projections together and there are times in the past where he will ask him to do a couple of scenarios.

Flo Stahl, 2 Sunset Trail, commented that when we look at the various assumptions, like Fisher Meadows, the interesting assumption was on the sports complex because we know that it is going to cost between \$5 and \$6 million but in that case the assumption was \$1.5 million. She asked the Town Council how that assumption was arrived at and could you give us details on how you intend to fill the rest of the cost of the project. Chairman Zacchio responded that we do not even have a project, as we have said from the beginning, the Thompson Road project is taking what was in a Master Recreation Plan to a concept drawing so that we could understand what the costs associated to it would be; none of those projects are approved. Ms. Stahl understood but we know the cost and she asked how you came into the assumption of \$1.5 million and how do you intend to back fill it to get to the \$5.5 million. Chairman Zacchio responded that it is an illustration and not an assumption. He noted that if we had a project we could make that number higher or lower based on that BAN and the amount that we would be willing to contribute to a project. He thinks the \$1.5 million is what the Town Manager took an assumption on and would be all that we would be willing to at this point to consider whether it was Fisher Meadow or any other project because of the way we were using the debt service. Mr. Stokesbury commented that it is in a likely range of considerations. The Town Manager commented that he chose the \$1.5 million because it is close to Fisher Meadows at \$1.2 million and that number is a couple of years old so he thought there would be an escalation factor and the offset between \$1.5 million and \$5 or \$6 million gets back to the conversation that we started with approximately a year ago in that the offset would be other dollars, not including Town dollars, with private fundraising, State grants, other offsets.

Chairman Zacchio commented that if we were to move forward with any one of those projects those numbers that sit there today may change based on what we would choose to fund, what we would choose that would fit the needs in that environment, and what we would be willing to build. Mr. Stokesbury commented that anything that goes to referendum would be tied to a number not to exceed. Chairman Zacchio responded that we are getting outside the scope of this conversation that is just a presentation on debt capacity, but yes, typically when we would go to a referendum on something it would be using the Library as guidance for our last bond, up to and not to exceed a certain amount even though the project cost is significantly more than that with expectations for those gaps to be filled with other sources of revenue and in that case it was a grant from the State Library Board and private fundraising. Ms. Stahl commented that she understands that. She commented that at this point it is premature to state what pieces of that would come from other sources. Chairman Zacchio commented that it is premature to say that it is a project at this point we are considering moving forward with. He added that we asked a Recreation and Parks Committee to take a cartoon drawing and put real drawings and costs associated to it so we could start to think about what that means. He noted that we do not have a project approved that we would be moving forward with. Ms. Stahl commented that none of these projects in the presentation are approved. Chairman Zacchio commented that he would give the same answer for Old Farms Road, this is just an illustration and projects and dollars against capacity. Ms. Stahl commented that the only difference being is that we do have an amount for this idea whereas with the others we might not. She added that having drawings and an amount it makes it a little bit different when we make an assumption. The Town Manager

commented that there are numbers for Old Farms Road as well. Ms. Stahl responded that is right and your assumption is the cost but in the case of the sports complex the assumption was not the cost. Chairman Zacchio understood what Ms. Stahl was saying but would look at it in the light of the Town Manager's assumption as he described it was based around the need around Fisher Meadows. He added that Old Farms Road may or may not turn into the project that we anticipate in this illustration; it may stay right where it is and be half of that without an opportunity to purchase open space and land. He noted that these scenarios are for illustrative purposes alone and meant for the Council to understand the BAN in which operate today, what that capacity is, and to give us ideas and choices around how we move forward with a project or no project and how we utilize those dollars in terms of the CIP budget. Ms. Stahl understood. Council thanked Mr. Dix for his presentation.

14/15-32 Board of Education-Request for Supplemental Appropriation \$290,377 (Fisher Drive Pre-K and Special Education)

The Town Manager commented that his recommendation is to approve it and will also require Board of Finance approval. He added that it is an interesting program. John Spang, Assistant Superintendent for Finance and Operations, commented that there are five different revenue sources and the spending is on the rent for the building, for the utilities, there is a cost for an additional teacher, and need for a school nurse. He noted that it is a one-year appropriation. Mr. Stokesbury questioned what building this is. Mr. Spang responded that we share space with the Montessori School at 150 Fisher Drive. Mr. Stokesbury questioned how long the lease term is. Mr. Spang responded that it ends on June 30, 2015.

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

RESOLVED: That the Town Council hereby recommends that the Board of Finance amend the FY 14/15 Budget by increasing:

REVENUES

General Fund, Intergovernmental, Education Program Grant, Open Choice, Account #01-0330-43343 in the amount of \$148,500; General Fund, Other Local Revenues, Rent & Reimbursements, Account #01-0360-43619 in the amount of \$52,000; General Fund, Charges for Services, BOE Tuitions Receipts-Parent Paid, Account #01-0340-43507 in the amount of \$12,000 for a General Fund total of \$212,500; and State and Federal Education Grants Fund, Intergovernmental, Education Program Grants, Pre-School IDEA 619, Account #13-0330-43343 in the amount of \$77,877, for an all funds total of \$290,377 and increasing

APPROPRIATIONS

General Fund, Board of Education, General Service Account, Account #01-9401-52185 in the amount of \$212,500; and State and Federal Education Grants Fund, Board of Education, Education Grant Programs, Account #13-9401-59200 in the amount of \$77,877, for an all funds total of \$290,377, for the purpose of providing Pre-K and special education services.

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

Chairman Zacchio commented that it is a really neat way you did this and it works well.

14/15-33 Review, Discussion and Approval: Year End Transfers and Appropriations

Peggy Colligan, Director of Finance, distributed a new page that replaces a page in section D. The Town Manager commented that the only change deals with the final assignments on Fund Balance. He added on how smooth the process was this year in terms of the reconciliation and working with the Board of Education, quite an improvement all around. Ms. Colligan reported that revenues are not covered in the booklet that Council received and refers to Tabs A through C as housekeeping for budgetary and charter compliance with a lot of end-of-year entries and transfers that they are required to do. She summarized the revenues and highlighted the expenditures. She noted that Avon did very well in revenues for FY 13/14 and all five categories except for Charges for Services (came in at 99%) exceeded 100% of collections. She added that permit activity was up and collections are staying at a steady exceeding 99%, conveyances taxes are exceeding their budget appropriations; we do experience a lot of one-time revenues in the miscellaneous section (i.e. CRRA rebates for disposal of landfill waste, CIRMA rebates, Interlocal arrangements with Canton we receive payments for). She noted that in terms of use of Fund Balance in the General Fund we only appropriated approximately \$28,000 which was a very small amount during the year for a Public Works trailer and a heart and hypertension claim. She noted that we used \$120,000 in Assigned Fund Balance to balance our pension contributions and has no impact on the Unassigned General Fund Balance. She noted that in total on the revenue side we came in at a \$1.3 million in excess of the budget and painted a very favorable picture for us so in closing the year we could look at options of what to do with these funds and looking ahead to the current year and the projected year that we are talking about in all of our capital projects tonight. Mr. Evans commented that we increased over our estimates, for example, on conveyance taxes and asked if that means there is more buying and selling of property than we projected when we first made our estimates and to what extent. Ms. Colligan responded yes. The Town Manager responded it was \$73,000. The Town Clerk commented that could be one large commercial property sale that we did not anticipate. She noted that this year we will have the Avon Mill Apartments. Mr. Evans was wondering if there was any particular type of trend we have seen like an increase in recent residential sales or something that is responsible for that increase. The Town Clerk responded not from last year but this year there is an increase in sales. The Town Manager commented that it is on the permit side as well. He noted that in FY 12/13 our permit revenue was \$670,000 but for FY 13/14 it was \$370,000 so it is very volatile and the reason for the increase in FY 12/13 was due to the CREC School and Reflexite expansion. Chairman Zacchio commented that the budget is built on a series of forecasts and best estimates. Mr. Evans questioned if the excess revenue goes to General Fund Balance. Ms. Colligan responded that the recommendation being made is for some of it to be placed there as well as increasing some assignments. She noted that all of the Special Revenue Funds did very well and keeping up with our practice of at least 10% Fund Balance and in some cases there is more, depending on the activity.

Ms. Colligan commented that transfers in the amount of \$243,253.62 did not require any use of Fund Balance in the General Fund nor any supplemental appropriations; it was all done with the existing department appropriations. She noted that encumbrances were also included without any impact to using any Fund Balance; money was turned back for unused encumbrances of approximately \$130,000 and went back to Fund Balance in the General Fund. She added that escrow money was returned that was put aside for Special Education costs that were not used; it came in September 2014, we talked with the auditors and it is in our FY 14/15 Revenues in the amount of \$140,000, an unbudgeted revenue in our current year's budget. Mr. Stokesbury questioned how that impacts us when we are doing the new budget. Ms. Colligan responded that the \$140,000 will be going into General Fund Unassigned Fund Balance if it is not asked for to

use for a purpose. Mr. Stokesbury commented as opposed to rolling it over to subsequent operating budget; we are not using that money for the budget we are in now or the budget we are planning. Ms. Colligan responded we currently are not nor is there request to do so. Chairman Zacchio commented that we had a policy to work towards 10% and at that time 10% was probably in line with a lot of communities that were AAA bond rated might have had, but most now are 15-18%. He noted that might be a policy question whether we want to continue on that and something we will probably discuss in the spring. The Town Manager reported that we are making progress on Unassigned Fund Balance and go from 10% to 10.5% as a result of this closing. He added that once we hit 10% the conversation becomes whether or not we raise the bar; the most important thing is to have a policy and stick to it. Chairman Zacchio commented that in the past bond agencies have sat before us to talk about how they have developed their thinking and have said you have this policy and you are moving towards it and they are pleased with that, even the years we have moved away from it slightly because of storms because the trend is for us to move towards that policy and that you are sticking with it. Mr. Evans questioned why would we consider setting to a different sight and then struggle to meet it if we finally got to where we think we should be, consistent with our policy, why isn't ok just to leave it there. The Town Manager responded that it is a future policy discussion to be sure that it is set at the right bar.

Ms. Colligan reported on Supplemental Appropriations Other Funds. She noted that the Payment in Lieu of Road Improvements appropriation was from a developer that paid to have this particular work done and the Town is putting it into the Road Overlay account so at a later date they can do a whole section of road with this and did enough to have it pass the developer's agreement at that point of time but in lieu of the developer doing it the developer agreed to make a donation. She added that there have been several of this type in excess of \$200,000 or \$300,000. The Town Manager noted that we have another coming for Woodford Drive.

Ms. Colligan reported on Transfers and Fund Balance Assignments. She noted the capital reserve being setup (item #3), initially with \$112,000 in excess debt capacity from the year we issued notes so instead of rolling it into General Fund Unassigned it was setup as a capital reserve and second time able to add to it and bring it up to this level. The Town Manager commented that with the capital reserve at this point and contribution that we make this year we will have just over \$900,000. He noted that the plan would be two-fold and would do this through the budget process just like we budget assignments for pension or OPEB; part of it would go to road replacement/work and the other part he would like to use to enhance the Board of Education's capital budget for next year. He recalled that as a result of Special Education enrollments for fiscal year 2013/2014, they were higher than anticipated so there was an unanticipated grant revenue that went along with it in the range of \$300,000. He noted that the idea would be to increase the Board of Education capital budget by the amount of the grant revenue. He and the Superintendent of Schools and it will get them a long ways in terms of meeting their needs for fiscal year 2015/2016. Mr. Stokesbury commented that is because they met that Special Education Need through that operating budget. The Town Manager responded the Board of Education managed the operating budget to absorb those costs. Chairman Zacchio commented that one of the benefits of having hit that 10% or even being able to increase a little bit this year is having the capacity to re-engage the money back into the public sector, get science rooms built instead of putting into the Undesignated Fund Balance which is a huge benefit to the Board of Education and Town. The Town Manager commented that we would get an incremental bump in Unassigned Fund Balance from 10.1 to 10.5% and use the balance for

assignments and the largest one by far is capital. Chairman Zacchio reported that we are increasing Undesignated Fund Balance and we are funding projects that would otherwise be in capital to be able to make capital really pretty robust which is a nice place to be. He added that to the Finance Director's credit and the current and former Town Managers it is the planning around how this becomes the reality over the years of pushing the right financial policies to get us to this spot and a great spot to be.

Ms. Colligan noted that there is one assignment that actually leaves the General Fund – a \$50,000 transfer that goes to the Compensated Absences Debt Service Fund which is for future payouts of severance pay. She noted that from other years sometimes we are only able to put one or two assignments on so this is very good that we are able to use as a planning tool going forward to make some future obligations. The Town Manager commented that is important as we do have at least one long-term employee that is retiring in fiscal year 2015/2016. Mr. Stokesbury questioned the assignment for the 27th payroll and its anticipated obligation. Ms. Colligan responded that it is roughly \$300,000 not considering overtime. Mr. Stokesbury commented that then perhaps there will be another funding at the end of fiscal year 2014/2015 to be fully funded. Ms. Colligan responded that when we did it before, approximately every seven years, we try to get it so that the gap is pretty small that if we needed to cover it in the operating budget we would try to do that first. Mr. Stokesbury clarified that this assignment substantially funds it. Ms. Colligan responded yes. Mr. Evans questioned if that is only the Town side. Ms. Colligan responded yes, but on the Board of Education side this payroll falls at the end of the summer and is minimal compared to a regular payroll for them. Mr. Evans questioned if it is different for calendar years than fiscal years. Ms. Colligan responded that it would have to do with your payroll timing.

Ms. Colligan reported on Fund Balance – Unassigned, Assigned & Committed. In general, she also reported that in terms of the expenditure appropriation side in the General Fund there was a return of funds of approximately \$300,000 (Town and Board of Education combined) so that helped increase Fund Balance. She added that we closed some capital projects for another \$17,000 coming back to the General Fund. She noted with the Special Revenue Funds the Sewer Fund did very well as it also funds a lot of capital projects and also have a future project with the Town of Farmington that we are trying to build Fund Balance to pay the future debt service that Farmington will be issuing; they are usually in the range of 60% Fund Balance and their revenues exceeded their appropriations and they funded \$600,000 worth of operating transfers out for the capital projects and their Fund Balance went from 1.6 to 1.58 so they are in good shape. She also noted that our Internal Services Fund – Medical Claims that covers both the Town and Board of Education medical plan and we had a very good year that saw positive operating results in the range of excess of \$300,000 which will add to the retained earnings and will be in a 20-30% range.

Council commented those are excellent results; well done. Chairman Zacchio commented that it is years of good planning. The Town Manager noted that he received the GFOA for the budget presentation again. Ms. Colligan commented that it is a lot of people that work on the budget. Council extended congratulations to all.

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

RESOLVED: That the Town Council hereby recommends that the Board of Finance approve the Fiscal Year End Transactions: Transfers and Encumbrances, Supplemental Appropriations,

Assignments, Appropriations from Fund Balance, as outlined in the booklet Final Fiscal Year Transactions FY 2013-2014, and as described in the memoranda from the Director of Finance to the Town Manager.

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

**14/15-34 Governmental Accounting Standards Board (GASB)-Approval of Policies
 Required by GASB 67 & 68**

The Town Manager reported that this is a policy that basically reflects what we do now but we have to codify it and finalize it.

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

RESOLVED: That the Town Council approve GASB67/68 Funding Policies: a) Funding Policy – Retirement Plan for Police Officers, Non-Organized Employees, Public Works Employees, and Dispatchers of Town of Avon and b) Funding Policy – Retirement Plan for Board of Education of Town of Avon.

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

14/15-35 Approval of Real Estate Tax Refunds, \$28,428.48

Chairman Zacchio reported that this is the property on Timothy Way that a few months back we authorized an easement through to grant access to the piece of property. He noted that even earlier than that this piece of property was actually linked to the Bridgewater Subdivision and because of the way they ran the Bridgewater Subdivision it isolated that piece of property. He added that it was thought to be an approved lot, it has been taxed as an approved lot over a number of years; it was not an approved lot because it did not have access until we gave it access and then it has gone through the process to be approved. He reported that the Assessor is recommending that we do this as a refund of the difference between what an approved lot cost and what an unapproved lot would have cost over the number of years it was affected. The Town Manager commented that it goes back to 2004. Mr. Evans questioned if there is a statute of limitations on that. The Town Manager responded that he thinks so which is why it only goes back that far.

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

RESOLVED: That the Town Council approves real estate tax refunds to Silvio Brighenti Family LLC for a total of \$28,428.48.

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

14/15-36 Capitol Region Council of Governments-Resolution

Chairman Zacchio reported that this resolution allows the towns as listed to join CRCOG. He noted that we have talked to Dick Hines – Town Council Representative for CRCOG who is in favor as is the rest of CRCOG because the bigger the lobbying party the better it is for the consortium of towns that belong to it.

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

RESOLVED: That the Town Council approve the following resolution:

WHEREAS, the towns of Berlin, Columbia, Coventry, Mansfield, New Britain, Plainville, Southington, Stafford and Willington, have voted to join the Capitol Region Council of Governments (CRCOG) Metropolitan Planning Organization (MPO); and

WHEREAS, the MPO for the Capitol Region will govern the allocation of federal transportation funding within the Region; and

WHEREAS, the Federal 23 CFR 450.310, Metropolitan Planning Organization (MPO) Designation and Redesignation Process requires that units of general purpose local government vote in favor of MPO Redesignation in order for such redesignation to take effect; and

NOW THEREFORE, BE IT RESOLVED, that the Avon Town Council hereby votes to accept the towns of Berlin, Columbia, Coventry, Mansfield, New Britain, Plainville, Southington, Stafford and Willington, in part or in whole, into the CRCOG MPO.

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

Mr. Stokesbury questioned if there is a difference between being just a member of CRCOG and being in this MPO. The Town Manager responded that the MPO is a generic term as some of these towns are in another regional council of governments but once they are admitted to CRCOG they would be treated the same as we are, a voting member, have rights and responsibilities, and requirements to pay dues. Mr. Stokesbury clarified that there is only one level of membership. The Town Manager responded yes, CRCOG is the MPO.

IX. TOWN MANAGER'S REPORT/MISCELLANEOUS

Misc. A: Purchasing Update: The Town Manager reported that with the RFI – Banking Services we are still in the process of reviewing the responses and working with the Board of Education on this. He noted that there are interviews next week for the architect for the facility design at the Police Department; we have \$24,000 in the current year capital budget to hire an architect to take a look at the footprint of the facility and give us some ideas about capital improvements that can be made to maximize the envelope. He also reported that there is a CRCOG bid for gasoline coming up.

Misc. B: Construction Update: The Town Manager reported that the solar project for DPW went to Planning and Zoning Commission at their last meeting and the site plan was approved, the building permit has been filed and approved so we are ready to go. He noted that for the AHS and AMS projects will be moving forward soon.

Misc. C: Solarize Avon: The Town Manager reported that Astrum is very excited about working in Avon. He noted that there were approximately 57 sales leads from the kick off meeting that we had in November. The Town Clerk noted that nearly 80 residents attended the meeting. She added that there are additional workshops in January, February, and March.

Misc. D: Town Council Standards of Conduct Policy: The Town Manager reported that the policy is going on five years old since it was last revised and with any policy like this the longer you live with it you determine the strengths and weaknesses of different issues that come up. He added that there are a couple of unintended consequences of the original policy that he has been talking to the Town Attorney about to try to identify ways to correct for those. He noted that they have some ideas in mind that he would likely put on the agenda for the next Council meeting to talk about as well as a recommendation. He added that the Board of Education has a parallel policy which would likely require some revisions as well to track with the Council

policy. He has talked to the Superintendent of Schools who has in turn talked to their Policy Subcommittee to know that is something they would anticipate seeing. He noted that he will probably have the Town Attorney attend the next Council meeting to help facilitate the discussion. Mr. Stokesbury questioned the approval process for revision. The Town Manager responded that it requires Town Council approval. Mr. Stokesbury questioned if Council would be voting on it in January. The Town Manager responded no, it would be the initial review with recommendations. Chairman Zacchio asked the Town Manager as he goes through it, that the intent of the policy when we put it together was to follow the authority and decision making and the dollars that went with it as key pivot points as we designed it; the very essence of why our siblings cannot work as police officers because we have decision making and control over that yet they could work for the Board of Education where we do not have decision making and control over it from a dollars perspective. He added that whatever the changes might be stay within those boundaries as we would not be interested in changing that. The Town Manager responded that in looking at the minutes from when the policy was originally adopted and talking with Dwight Johnson, former Town Attorney, it is clear that was what the intent was but he thinks some of the language leads to unintended consequences where you do not have that nexus and you get illogical applications. Mr. Evans asked if there is going to be some proposed changes to the policy if in the Council packet in advance of the January meeting to circulate a black lined copy of it. Mr. Stokesbury commented that he would seek to be shown what the change does to a particular scenario. The Town Manager responded that you will see the legal opinion that gets into some of those scenarios and the actual strikeout language with the revised policy.

Misc. E: Small Town Economic Assistance “STEAP” Grant: The Town Manager reported that applications were due on November 28th for the next round and we did submit an application for \$500,000 to tear out all of the bituminous walkways on West Avon Road (east side/west side) and replace it with concrete. He noted that for \$500,000 based on the Director of Public Works’ calculations we can really make quite a dent in that. He added that we have had a good track record so he is hopeful.

The Town Manager reported that an item came up at the last Council meeting about the AMS tennis courts. He has a draft operations policy. He noted that the lights will not be on after 10:00 p.m. and they are on a timer that goes off automatically after one hour and there are other procedures around all of that which he has a draft from the Director of Recreation and Parks and will be able to distribute those to you for your information. Mr. Pena commented that the electrical box at the tennis courts is open and questioned if the actual panels locked where it keeps somebody from prying them open or destruction. The Town Manager responded that he will check. Chairman Zacchio commented that they were locked the last time he looked at them.

The Town Manager reported that there is a Country Club Road sidewalk meeting scheduled for Wednesday, December 10th at the Avon Free Public Library at 7:00 p.m. He noted that letters were sent to all abutters on the north side of Country Club Road even though we are initially looking at West Avon Road to Stagecoach, thinking perhaps at some point we would be talking about extending the project. He added that at the meeting he will give a brief introduction and then the Town Engineer will be the primary presenter with a conceptual plan of what the design would look like and will answer any questions that come up. He noted that we are receiving some phone calls in response to the letter sent and it is 50/50 on the proposed sidewalks. He noted one resident who stated that there is a good likelihood that the Town will maintain and

remove the snow/ice from the sidewalks but there is a buffer of trees that separate them from Country Club Road and does not want that disturbed. He added that as a result of the public information meeting they will summarize the feedback we get and make sure that gets back to Council. Mr. Pena questioned that if residents have a question regarding maintenance how will that be addressed. The Town Manager responded that all we can say about maintenance and based on the discussions we have had here so far is that is likely that the Town would assume maintenance responsibility and add the caveat that it is subject to Council and requires an ordinance to be adopted. Mr. Stokesbury commented that we have not addressed the big issue of how do we go about obtaining the easement right as necessary. Mr. Pena questioned if there will be a town-wide e-mail blast if anybody wants to attend. The Town Manager responded that he is treating this like we would a sewer project, primarily notifying the abutters and certainly if anyone else wants to attend they can do that but he is not putting out a town-wide mailing. He noted that it is not a regular meeting, not an agenda item, but the same format we use for sewer extensions. Chairman Zacchio commented much like we did with Haynes Road residents. Mr. Stokesbury commented that he would be attending as a resident giving our own opinion but not an opinion of the Council.

The Town Manager shared some thoughts on the Avon Recreation Complex. He reported that looking back over the history we started down this road about a year ago now. We have the preliminary design and the budget. At the last Council meeting he was asked to send a letter to the Planning and Zoning Commission asking that they take a look at the Plan of Conservation and Development and consider revisions; they did at their last meeting and he understands that the Director of Recreation and Parks and the Town Engineer are going to be attending the next Planning and Zoning Commission meeting to talk a little bit more about the project. He added that Council also asked him to look at the potential financial impact which Dennis Dix was able to do tonight. The Town Manager reported now that we have those pieces in place for Thompson Road he looked at the remaining budget in place for the services of BSC Group. He noted that we did an appropriation of \$40,000 and there is some money left there as the contract was approximately \$31,000. He added that we have done work on the high school site in the past and if you look at the Statement of Need you will notice that KBA took a look at it back in December.

The Town Manager noted that he had a conversation with BSC to see what it would be for them to take a fresh look at the high school site, look at what KBA had done, see if they agree with it, see if there is a better way to do it; the thinking being that we have gone through this very deliberative process about the Thompson Road property, we have some money left over from the original appropriation, why not do it for the high school site and that way you can look at it and you have three points: construction documents for Fisher Meadows – that project subject to further review by Council, is ready to go if we wanted to go with that concept, you have an updated preliminary budget and design for Thompson Road and the other most likely site is the high school. Chairman Zacchio commented that it was the first site in the Master Recreation Plan from a position perspective. The Town Manager commented why not go through the same process there. He noted that is what he is thinking towards and he would intend, if everybody thinks it is a prudent thing to do, to put it on the agenda for the next Council meeting, suggest you go ahead and re-task the Recreation and Parks Committee to go through the same process that they did for Thompson Road and take a look at the high school. Mr. Pena questioned if the \$9,000 that is left over will accommodate that kind of study. The Town Manager responded yes. Mr. Evan clarified that it would cover the entire cost for this study. The Town Manager

responded yes. Chairman Zacchio commented that you already have drawings; it is really just putting real costs and looking at the current layout and applying fields there. He added that if you can do it for \$9,000 it is a no brainer. He noted that you would assume the same people on the Recreation and Parks Committee, the Athletic Director, the Director of Recreation and Parks, have public meetings, and go through the same process. Mr. Stokesbury commented that you would be kicking out the timetable a bit, but we need to compare the option. Chairman Zacchio commented that considering the confusion that came with assessing the other site it might be prudent to notify abutters that we are going to do an assessment of the fields so they do not feel slighted. Chairman Zacchio commented that we are taking a conceptual idea that has a number thrown at it that is really not real and putting real numbers on it so that you have three good plans, three opportunities to look at our needs and how they apply best, and when and if we move forward, how we move forward. He added that without it, he thinks it would be wrong not to do it and we have heard from residents that they would like to see that work done as well. He commented that if they can do it for the \$9,000 it is easy; if there is more than that we have to talk about where it is coming from and how we might do that. The Town Manager responded that he knows we can get it done for the amount that we have appropriated for Thompson Road.

Mr. Evans questioned if we need to schedule this as an agenda item to move forward with it. The Town Manager responded yes; you need to re-task the Recreation and Parks Subcommittee. He did not think Council needs to take any action on the appropriation and once we put it on the agenda and notice it, assuming we go forward, then he would send something out to the abutters officially letting them know. Mr. Pena questioned if we would give BSC direction as certainly this is not something for everybody; it is really a sports complex. Chairman Zacchio commented that he sees everybody using the track at the high school. He would not give BSC any direction but say that we have a Statement of Needs which includes the high school's needs and the Town's needs, have it just like we did at Thompson Road. He noted that they threw amenities in at Thompson Road because it was good use of the property and why leave it open when you can do other things but it is different at the high school. He would give BSC a more open format; you have a Statement of Needs and tell us how it is best used. Mr. Stokesbury commented that they have to address whether it is a net gain or loss of number of fields but do their best on that site. The Town Manager commented that he would suggest an alternate to say to do an artificial field in the existing footprint of the track. Mr. Stokesbury commented that you would assume that is going to be one of their options. Chairman Zacchio commented that it has limitations but it does not mean that it cannot be done. Council concurred.

X. EXECUTIVE SESSION

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

RESOLVED: That the Town Council go into Executive Session at 10:15 p.m.

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

The Town Manager and Town Clerk attended the session.

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

RESOLVED: That the Town Council come out of Executive Session at 10:30 p.m.

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

XI. ADJOURN

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

RESOLVED: That the Town Council adjourn the meeting at 10:30 p.m.

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

Attest:

Ann L. Dearstyne, Town Clerk