

**AVON TOWN COUNCIL
SPECIAL MEETING MINUTES
March 28, 2017**

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: Zacchio, Stokesbury, and Pena. Mr. Speich was absent.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairman Zacchio.

III. PUBLIC HEARING: None

IV. MINUTES OF PRECEDING MEETING: March 2, 2017 Special Meeting
March 21, 2017 Budget Work Session

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

RESOLVED: That the Town Council accept the minutes of the March 2, 2017 Special Meeting as presented.

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

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

RESOLVED: That the Town Council accept the minutes of the March 21, 2017 Budget Work Session as presented.

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

V. COMMUNICATION FROM AUDIENCE – None

VI. COMMUNICATION FROM COUNCIL

Mrs. Maguire recognized the sad day in Avon last week and thankful for the first responders and people that were there and the school district for providing support for the students. She expressed condolences to the family. She is now looking overhead on her travels and wants to make sure that we are being diligent enough about overhanging limbs.

Mr. Stokesbury echoed Mrs. Maguire's thoughts regarding the bus accident.

Chairman Zacchio commented that the Boy Scout Troop 274 is holding an Eagle Scout ceremony on April 23rd. He signed the proclamations which will be presented and noted that this event falls before the next Council meeting and it cannot be added to tonight's special meeting agenda; we can formalize the recognition at Council's next regular meeting on May 4th.

VII. OLD BUSINESS

16/17-15 FY 17/18 Budget Development

Chairman Zacchio commented that normally we have accomplished this task at our normal Saturday budget workshop in February when we hear department presentations and make final adjustments for the Town Manager to present to the Board of Finance. He noted that because of the extenuating circumstances with the Governor's budget we took a different path this year; we still had the February budget workshop but did not get to a point where we were comfortable with the budget given the new Governor's revenue projections that came out shortly thereafter. We held a three-board meeting on some of the challenges and collect input on how we might move forward. We held another budget workshop on March 21st where the Council accepted the Town Manager's approach that included the budgets as presented by the Council and the Board of Education with revenue adjustments from 3.07% to a little over 4.0% from shortfalls in the Governor's budget, and some adjustments recommended by the Town Manager and staff regarding interest rates and a few other smaller line items and also an approximate \$200,000 shift out of the capital budget and funded through the taxpayers and covered by an increase in LOCIP from the State given we receive that money and be able to pave a little bit more. The proposed tax increase is now at 3.62%. We are ready to present it forward to the Board of Finance for their consideration and the Public Hearing is on Monday, April 3rd.

Flo Stahl, commented that it is wonderful to see grass roots America democracy. She will not be present for the Public Hearing and will forward the following remarks to the Board of Finance. She noted that she would much rather find the middle ground than publicly oppose the budget; far more of a pragmatist than a revolutionary; but this is a challenging year so we must really work together, the governing body, the administrators, and the entire tax paying community, we have to draft a reasonable budget on this very challenging year and although we wish for a zero increase once in a while we have become persuaded that a gradual increase year after year meets the Town's needs and keeps expectations balanced; that increase has been in the 2%+ range and become accustom to it even thought that seemingly small increase amounts to a sizeable multiplier in five years. In her opinion it is not reasonable to expect taxpayers to shoulder the entire burden of rising taxes and mill rates; the real driver in this budget and past budgets is not road repair, not aging equipment or debt payment, our grand list as inadequate as it is might cover that; now as always it is the Board of Education's and the Town's sharply rising personnel costs, health benefits, pensions that drive tax increases. We know how wonderful and dedicated our personnel are but unfortunately that is not the point. We also know that there are contracts are in place, but the chickens have come home to roost and taxpayers cannot wait any longer for some remedies; this year right now everyone has to take a hit and share in the pain. In addition to postponing some capital improvements and stretching out other expenditures which she is sure you have done using surplus and all of that. There has to be an accommodation of some kind by the Board of Education or Town employees. She reported that capitalism and private unions go hand in hand and she has been a very a pro union all of her life because the market exerts pressure; capitalism and public unions is a mismatch and we are seeing the results of that. Our employees are wonderful personnel and must become part of the solution this year in some way. She thanked everyone for their service and said good-bye.

Chairman Zacchio noted that the Board of Finance Public Hearing is next Monday followed by the Budget Workshop next Wednesday. The Town Manager reported that all funds are at a 2.09% expenditure increase over the current year; one thing that does change as a result of the consensus that was reached last week is that the tax increase drops from 4.03% to 3.62%. He noted that the Council's action tonight is to approve the proposed FY 18 budget in the amount of \$90,913,236 and recommend the same to the Board of Finance.

Mr. Stokesbury commented that this is a middle ground, not where we want to be but it is also not scraping the very bottom of the range because of the uncertainty with the State budget which we do not know what we will get or when and could be deep into the fiscal year and with all of that uncertainty it is important to send a message to the Board of Finance that we need some flexibility to get us through the challenging year. He is strongly in favor of sending this to the Board of Finance. Chairman Zacchio commented that there are a number of risks in our revenue; the Teacher's Pension although we are hearing from our State representative probably won't come to us, we have to be smart enough to know that is \$407 million in the Governor's budget that has to come from some place and for us is the small increase in LOCIP and the MRSA grant. He concurred that not knowing what the next four or five months will bring; we brought a budget in that would have been less than 3% in keeping with the 2.5% cap that the State saddled us with to begin with; we are looking at more than 20 positions on the Board of Education side to make that happen and the Council did a lot of nifty knitting in terms of the budget on the Town side to make that happen; the small incremental amount from 2.9% to 3.62% is what the Governor has shorted us in revenues which we really have no choice but to accept at this point and try to hedge for. He is concerned that we are going to see a change in October/November that is going to cause us to go back and try to figure out how to solve for that. He noted that we are not pulling from the surplus account at this point even though people are calling for us to do that; the problem is that we have a 10% Policy and we are just over 10% now and we have a revaluation year in 2018 that Council and the Board of Finance are going to need some ability to smooth so it is pain now or later and echoed to the Board of Finance that we need every penny of this right now in order to get through the year. Mr. Stokesbury commented that if the State budget comes in late and we need to revise numbers, unfortunately that falls very heavily on the Board of Education proportionately and we all know that is extremely hard to do during a school year. Mr. Pena commented that this has been one of his most difficult budgets, dating back to 2007/2008 during the recession; he has been walking the Town and explaining the budget process and it has been receptive, they don't blame the Town; it is a very difficult year; it is a good budget for what we know is front of us right now. He supports the budget as it is now. Mrs. Maguire echoed the sentiments of the Council; it is a good budget; we run a tight ship and are not looking to spend money where it doesn't need to be spent; it is a good number that will keep our Town running smoothly and take care of infrastructure and everything that needs to be done in our Town. She supports the budget. She noted that to put through such a high number and take into account potentially the teacher pensions sends the wrong message and the taxpayers or ourselves do not support that and needs to be handled another way, taking into account the revenues is perfect; good work to the team. Mr. Pena thanked the Town Manager and his staff for the work done to put together this budget.

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

RESOLVED: That the Town Council recommends the FY 17/18 Proposed Budget of \$90,913,236 to the Board of Finance as follows:

REVENUES

Property Tax & Assessments	\$	80,285,864
Intergovernmental		3,859,329
Licenses, Fees & Permits		1,120,775
Charges for Current Services		4,258,827
Other Local Revenues		399,634
Other Financing Sources (Uses)		988,807
TOTAL	\$	90,913,236

EXPENDITURES

Town Operating Budget	\$	24,096,598
School Operating Budget		58,292,975
Sewer Operating Budget		2,015,307
Capital & Debt Service Budgets:		
Debt Service		2,818,850
Capital Budget (CNREF, Facilities & Equipment)		3,689,506
<i>Subtotal: Capital & Debt Service</i>		<i>6,508,356</i>
TOTAL	\$	90,913,236

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

16/17-47 Appointment: Board of Assessment Appeals (R – 12/31/2019)

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

RESOLVED: That the Town Council table agenda item 16/17-47 Appointment: Board of Assessment Appeals (R – 12/31/2019) to the May 4, 2017 meeting.

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

VIII. NEW BUSINESS**16/17-51 Presentation by L.R. Kimball: Radio System/Communications Report**

Lt. Kelly Walsh reported that we are here to present the radio project as it stands right now and the next steps to move forward. She introduced Sgt. David Gannon and Lt. John Schmalberger and L.R. Kimball Project Manager Mike Manning. Chief Mark Rinaldo was also present.

Mike Manning, Senior Consultant, L.R. Kimball, and Project Manager for this project, gave a presentation (a copy of which is included and made part of these minutes). He reported that a project this size has three stages: a needs assessment provided through interviews with the different stakeholders (fire department, police department and Public Works) and the Town Manager, Chief, and Deputy Chief were involved in those meetings. We ask questions about the current system and infrastructure, strengths, weaknesses, and what improvements are needed, then do a regulatory analysis and put together a Communications Analysis and Recommendations Report. He noted that this report has been provided to the Radio Committee and accepted by them.

Chief Rinaldo reported that when we commissioned the Committee we invited the Board of Education, Fire Department, Public Works, and Police Department. He noted that we have been

through many regional studies and this was more of a regional study within our own Town of a Town wide multi-use system; it was effective and included all of the stakeholders who will continue to be included if we get to phase two. Mr. Manning applauded the Town for taking in all of the stakeholders rather than one department taking charge; this approach maximizes efficiencies and get buy in from everyone.

Chairman Zacchio questioned if UHF is the basis right now. Mr. Manning responded no. Chairman Zacchio questioned how many towns are ahead of us and what their experience has been. Mr. Manning responded that he has a project in similar size in a city not far from here and going with an 800 MHz system, P25 Phase 2 system. He noted that if you look at the State of Connecticut there are agencies that use UHF, VHF, 700 MHz, and 800 MHz, analog and digital systems. Chairman Zacchio commented that 800 MHz is a higher frequency. Chief Rinaldo commented that Bristol is the other town; Farmington and West Hartford is an 800 MHz system and everyone else is UHF.

Mr. Manning reported that currently there are coverage gaps: at three sites you have Police and Fire, two of the sites you have Command, and only one site has Public Works and Education Administration. He noted that Avon operates in analog mode. Chairman Zacchio questioned the Town's percent of coverage now compared to the 95%/95% standard. Mr. Manning responded that 24% of the Town has a Delivered Audio Quality (DAQ) below 3.4. He noted on the 12 dB In-Building Coverage map, the green area is 3.4, pink area is 2.0 to 3.4, and red is 2.0; 79% in 3.4, 21% below that. He reviewed the DAQ performances. He noted that modern equipment will let you know when you are out of range. He noted that a new system will have to be properly grounded. Chief Rinaldo commented that it cost quite a few dollars to repair our system when it was not properly grounded. Mr. Manning noted that P25 is a suite of standards that allows digital equipment to interoperate and expands capabilities in operability and improve opportunities for the Town to look at federal grant funding. He added that with a 4 channel system there is one channel used as a control channel for the network and the other three become two and become a talk path with the center. Chairman Zacchio questioned how old the P25 standard is. Mr. Manning responded at least ten years old. Chairman Zacchio questioned if it will be replaced soon. Mr. Manning responded no. He noted that simulcast allows you to light up all of the transmitters versus just one now and will increase coverage considerably. He noted that a loop system will not have a single point of failure. He noted that with modern P25 Phase 2 systems there will be different options to exercise; you can design an all call feature or dispatchers can control the system in ways that they cannot do today. He noted that with trunked paths agencies are not limited to one channel and have potential equal access to all talk paths at the same time. He noted that encryption might be good so people with scanners cannot listen in on the call. He noted that there are sites available and advised the Town not to mandate the fourth site, leave it up to the vendor and get a coverage guarantee. The Phase 1 – Options illustration is the worst case scenario and would not go less than this. Mr. Stokesbury questioned what the fourth location is, labeled as "SBA Tower." Mr. Manning responded that he did not recall the one that their technical person used for modeling.

Chairman Zacchio questioned that when we go out for RFP and get quotes from vendors how do we make sure we are getting a system that plugs and plays anywhere and avoid going obsolete or not able to keep up with the technology curve. Mr. Manning responded that we will avoid that by going with a P25 system which is standard and allow for the infrastructure, technology, and

subscriber units to interoperate. Mr. Stokesbury questioned if we have a federal government commitment to P25 for x years and the answer is no. The Town Manager commented that the next step would be for Kimball to put together an RFP and go through some high level of design development and could specify that we are not looking for sole source solutions. Mr. Manning added that it would specifically require the vendor to provide a P25 system.

Mr. Pena questioned if Kimball is working with other municipalities in Connecticut on projects like this. Mr. Manning responded that he is working with one other project in Connecticut, a little bit bigger. He noted that Kimball works with towns, cities, counties, states, provinces; they have done systems throughout the country, the company not only does land mobile radio but does Next Generation 911, etc.; it is public safety communications and technology. He reviewed pricing. He noted that the core is the technology that controls the system, either you own it or share it. \$5,764,475 is worst case. He noted that system discounts, loyalty discounts, and other things that vendors will provide to earn your business are not taken into account; typically you see 20-25% in discounts and that does not limit your ability to negotiate from there. He noted that benefits to an owned core is that you control it and have the ability depending on the core and configuration to expand regionally by becoming a host for other communities and providing communication services. He added that the State of Connecticut says that you can utilize their core as of today they would not charge you to do that other than for the connectivity to the core itself. He noted that it is less expensive if you went with a shared core.

Chairman Zacchio questioned where communities around Avon in terms of their radio systems, their life cycle, are they thinking about replacement, can we share a core with communities with us if we upgrade at once. Chief Rinaldo responded that we talked about sharing a core and the cost but there is no real advantage as we would still have to purchase some equipment; other communities are looking at this and not having much luck either. Chairman Zacchio commented that there has been a gap on the west side of Avon since the days of crank radios and technology never caught up with the ability to do that and maybe this technology solves for that. He questioned if we will guarantee that coverage will improve given the geography of Avon. Mr. Manning responded that if you hold them to a requirement of 95/95 coverage will improve; if you are at 76% and you require them to go to 95% then coverage will improve. He noted that one of the tests that will still be required is once the system becomes available online you will test it electronically and take the boots on the ground and put them out there in the field and have them listen and transmit on the system and do coverage tests with the Dispatch Center. If coverage testing fails it is up to the vendor to make it right. He noted that Kimball would be here to help the Town select the vendor and assist with contract negotiations. The Town Manager noted that for the RFP that we structured for the consultant we made sure they are independent, the Town's expert advisor on this. Mr. Manning offered his assistance 24/7. Chairman Zacchio questioned how far we are from satellite communications as he thinks about our problem with geography. Mr. Manning responded that he would not venture a guess however think about the cost of using a satellite phone versus a cellular phone. He noted that with satellite radio he hits dead spots. He added that we make sure that the towns stay on top of what is happening with the national public safety broadband initiative; this is a system that will not only take care of your needs and will carry forward into the next ten to twenty years. Chairman Zacchio commented that we are interested as it has been a problem for a decade and will only get worse as communications start to get more complicated and have been talking about it for a while.

Mr. Stokesbury asked if Chief Kline has anything to add from a Fire Department perspective. Chief Kline responded that they have worked with the Committee and this is the way to go, have Kimball advise us on what we need; the system we have is antiquated; P25 is the technology now. Mr. Stokesbury commented on making it work and dealing with the potential for change over time and dislike that this is tied to Avon as many of us would like to see regionalization and many of us would be concerned about dependency on the State system. He noted that when we do the specs that it is likely to easily merge with our neighbors and taking the leading spec, P25 system, would be the right move. He is concerned what the State spec is and what they may put upon us and would want to be highly probable to be within their specs. He wonders about those gaps on the west side and why we cannot spec for additional towers not knowing how much each of these tower locations cost in this \$5 or \$6 million budget; if we have dead spots on the west side of town why aren't we talking to Burlington or Canton because they have the same issue on the other side of the river and can we solve more inter-locally rather than with the large macro tower sites. He questioned if there is room for micro transmitters; how do we fill in these gaps. Mr. Manning responded that you come up with a standard that you want; 95/95 is the target he would go for and then turnaround and leave that to the vendor community; let them fix the problem; they will provide a system design and we will make sure that it works and making sure that they are not throwing in things that you do not need.

Mr. Stokesbury questioned if there are different types of towers and that being proposed are three or four large locations covering 25 square miles. He questioned if smaller transmitters could be used to fill in the more difficult spots. Mr. Manning responded that there are technological solutions even putting a mobile vehicle repeater into cruisers and fire trucks but ideally you want a system where you do not have to do that. He noted that there are technologies that can allow you to address in-building coverage; there may be critical buildings in Town that are beyond 20 dB loss and have to put in some type of technology that will allow the rebroadcasting within that building. He noted that we will work with the Town's Radio Committee to come up with the best solution to fit the Town's needs. Chief Kline agreed that the vendor should provide the solution but how they provide it: one option is receive only sites so on the west side of Town at Company #4 or the fourth tower being the AT&T tower at the Landfill the Town has emergency service rights to that tower so we could put a transmitter at either location so the 4-watt signal out of the portable would hit one of those sites and the system would pick it up and if that is the strongest signal would rebroadcast it through the whole Town. Chief Kline added that we could do the same with the Police Department. Mr. Stokesbury questioned if the proposal, the aggregate of these estimates, takes into account the cost of leasing the access on these tower sites. Mr. Manning responded that he does not believe a leasing cost was built into the proposal. Chief Rinaldo commented that we do not have any leasing costs with the current towers that we have. Mr. Stokesbury commented that if we are adding where is it going to be and what is it going to cost.

Mr. Pena questioned if there is something higher than the P25 system. Mr. Manning responded that there is different types of technology; P25 stands for Project 25, designed to come up with a way to allow digital systems to interoperate. The Town Manager questioned if any of the surrounding towns have P25 systems. Chief Rinaldo responded that Bloomfield and Windsor are looking at it. Mr. Manning noted that if you have a P25 capable radio you also have the ability to communicate on conventional analog. Mr. Pena questioned that if we do have P25 and other towns do not can we still communicate with them. Mr. Manning responded yes. Chairman

Zacchio commented that it is backward compatible depending on the configuration. Chief Kline agreed; the Fire Department's mutual aid agreements with surrounding towns and our communications there is key; right now on his UHF radio he can only talk to Simsbury Fire directly; Canton and Farmington are on a VHF channel so they have in-vehicle repeater that link two mobile radios to talk UHF to VHF; with the P25 we can go through the system or if the radio is in the same band can talk directly; they do mutual aid communications quite frequently. Mr. Pena questioned if we should seek out other towns and see about doing something on a regional basis. Chief Rinaldo responded that he cannot speak for other towns; there is an interest but it depends on cost. Mr. Manning commented that if you were going to join someone else's network you still have to put in the infrastructure and subscriber units; depending on the agreements it may be a shared cost to stay on that system or you can offer your own system to other agencies and help offset your costs if that is a decision that the Town wants to go with. Chairman Zacchio noted that each town needs towers to cover their areas but the systems can talk to one another. Chief Rinaldo commented that is just the radio system; each town would still have its own dispatch center. Chief Kline commented that a tower on the west end of Town may benefit Burlington or Canton but our system would not directly benefit them to a large enough extent to make an impact. Mrs. Maguire questioned how the coverage is in Canton, Simsbury, or Farmington if we are at 76%. Chief Kline responded that regarding fire departments Canton has a similar system with two towers, one in North Canton and the other in Canton Street Station and have coverage issues along the river and have to pick which tower to talk through; Farmington Fire Department has one repeater site on Rattlesnake Mountain and covers the whole town.

Mrs. Maguire questioned the timeframe from the bid process to completing the project and how would it transition from old to new. Mr. Manning responded that is up to the Town; we are drafting the complete technical specs and when the Town is ready it can be incorporated and the RFP can go out; then allow time for a kick off meeting, site visits, questions/answers, two to four more weeks to receive proposals, score them, award the contract, detailed design review, start building out the system, and implementing the technology. He noted that the new system will have to be demonstrated before the old system is shut down. He added that they will make sure there are contingency plans.

Chairman Zacchio asked the Town Manager for the recommended path with this project. He noted that there is interest on the Council that we investigate the system further, we have known this is a problem, we have been talking to the Police and Fire Department for a few number of years, we have had this outage on the west side of Town for a numbers of years and coverage has degraded. The Town Manager asked the Consultant what we need in the RFP to get out it to the vendor community and are we going to go with the P25 system and own the core or piggy back on the State's core. Mr. Manning responded that the Radio Sub-Committee has recommended going with an owned core, pursuing the system at a P25 Phase 2 configuration; we are able to put the technical specifications together; we would need at some point the Town's procurement language. Mr. Stokesbury commented that we would also need the 95/95 spec. Mr. Manning commented that before the RFP goes out it would go back to the Sub-Committee to make sure that there is still a consensus. Mr. Stokesbury questioned if it would be typical to bid that in the alternative with 95/95 or higher or lower. Mr. Manning responded that if they can provide higher they will; if you require 95% they may come back and offer 97% but you want to make sure that you have a minimum standard. Chairman Zacchio commented that it is a minimum

spec. The Town Manager commented that the Sub-Committee has made a recommendation to go with the P25 platform and for the Town to own the core; we should go to phase two which is to authorize Kimball to continue to work with the Sub-Committee and proceed through 90% design development, and putting it out to the vendor community saying this is the problem that Avon has and what is your recommendation for solving it. He noted that we will have to work closely with the Sub-Committee and Consultant to make sure that we structure that correctly, there may be alternates, solve at a couple different coverage levels to see price difference. He added that in order to get good numbers and learn more about it you have to go to that next step with design development; a project of this size will require referendum approval at some point. He noted that we may get some hard numbers and then have to wait awhile while perhaps another project catches up or decide on how to implement; there is a cost for doing that. He noted that the alternative is to stop at this point, you have a cost that is not well defined and could not go to the public with a high level of confidence in the cost estimate. He noted that Sub-Committee has put a lot of time into this, we go on to phase two, we have funding in the capital budget for this, we get it out to bid and see what comes back. Mr. Pena questioned if the new equipment would be installed in the Dispatch Center. Mr. Manning responded that ideally that is the way we would go but depending on the configuration an option could be to use the Fire Department and have the core there; if it was going to cost money to renovate space at the Police Department but you could put it at the Fire Department at no cost; we want options and ability to look at them and make decisions. Chief Rinaldo commented that there should be enough room in the Dispatch Center. The Town Manager commented that it is very much like the RFP we put out for solar panel arrays; we had a framework in mind, put it out to the community with what we were trying to achieve. Council gave consensus to move forward with the next phase of this project. Chairman Zacchio extended thanks to the Sub-Committee.

**16/17-52 Review, Discussion, Set Public Hearing Date: Sidewalk Easement from
Avon Meadow Condominium Association, 20 Avon Meadow Lane**

Chairman Zacchio reported that this is the property on Route 10 just north of Riverdale Farms between Riverdale Farms and the Simsbury town line.

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

RESOLVED: That the Town Council set a public hearing to be held at their May 4, 2017 meeting to consider the acceptance of a Sidewalk Easement for the area of the property between the highway line designated as “Simsbury Road (CT Route 10 and 202)” and the line designated as the “Project Limit” which runs along the westerly portion of property known as 20 Avon Meadow Lane as shown on a certain map or plan entitled “PROPOSED AVON STREETSCAPE IMPROVEMENT PROJECT”, Scale: 1”= 40’, July 17, 2015, Sheet 1, prepared by the Town of Avon Engineering Department.

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

**16/17-53 Review, Discussion, Set Public Hearing Date: Sidewalk Easement from
BM Services, LLC, Avon Meadow Lane (Parcel #1160110)**

Chairman Zacchio reported that this property is also in the parcel located north of Riverdale Farms between there and the Simsbury town line.

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

RESOLVED: That the Town Council set a public hearing to be held at their May 4, 2017 meeting to consider the acceptance of a Sidewalk Easement for the area of the property between the highway line designated as “Simsbury Road (CT Route 10 and 202)” and the line designated as the “Project Limit” which runs along the westerly portion of property known as parcel number 1160110 at Avon Meadow Lane as shown on a certain map or plan entitled “PROPOSED AVON STREETSCAPE IMPROVEMENT PROJECT”, Scale: 1”= 40’, July 17, 2015, Sheet 1, prepared by the Town of Avon Engineering Department.

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

16/17-54 Contract Recommendation: Paperchase Trail-Hurdle Fence Drive South Project (AWPCA)

Chairman Zacchio commented that last year we went to bid for this project and bids were not what we expected them to be; we have gone out to bid again and this is the result of that decision. The Town Manager mentioned the bid summary and another contractor was the low bid for the project; the bid was structured in a Chinese menu alternate fashion so the AWPCA could pick and choose various services and not have to rebid the project; they decided to take out the site restoration as the Town Engineer had evaluated in the meantime and determined that we could do it in-house at a much lower cost and the cost range for the contractors that came in was from \$18,000 to \$85,000; the AWPCA took that component out of those bids and re-tabulate and the result is that Suburban Sanitation is the low bidder and recommendation from the AWPCA. Mr. Stokesbury questioned what the restoration is for 30 Paper Chase Trail. The Assistant to the Town Manager responded that it is a very complicated site that result from bringing the sewer line through the property. Mr. Stokesbury questioned if this needs to wait or if we have a budget for this project. The Town Manager responded that it is awarded subject to as in the contract documents.

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

RESOLVED: That the Town Council award the contract to Suburban Sanitation of Canton, CT, based on their bid in an amount not to exceed \$474,467.87 and subject to budget approval at referendum on May 10, 2017.

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

16/17-55 Supplemental Appropriation: Avon Board of Education, \$170,183

Chairman Zacchio reported that this is an amount in excess for Special Education Choice which is always used for education purposes and will be handed to the Board of Education for their budget.

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

RESOLVED: That the Town Council hereby recommends that the Board of Finance amend the FY 16/17 Budget by increasing the following:

REVENUES

General Fund, Intergovernmental, Education Programs Grants, Acct # 01-0330-43343, in the amount of \$170,183 and increasing

APPROPRIATIONS

General Fund, Board of Education, BOE Expenses, Acct # 01-9401-55000 in the amount of \$170,183, for the purpose of providing special education tuition, professional development, and personal services, for the District.

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

The Town Manager noted that we put it on the Board of Finance meeting agenda last night and they picked up on an issue with the chart that is attached to the memo; there was a typo, it does not affect the bottom line or what we are recommending but we worked with Board of Education finance staff to resolve it; the amount being requested remains the same and is revenue that has come in in excess of what was budgeted and the funds are restricted for education purposes.

16/17-56 Authorization to Sign: Legal Representation re: Town Microgrid System

The Town Manager reported that there is an interesting opportunity to pursue this project; it would give the Town buildings a certain amount of resiliency in the event that we have a weather event or other event that causes the electricity coming in from the grid be interrupted for a period of time. He noted that a key feature with the microgrid is that it can island itself off. He added that in conjunction with the Avon Village Center Project there is some State grant funding available for this type of project but do not know how long it will be available or do not have a good feel for what the cadence is going to be moving forward with the Avon Village Center Project. He added that we could look at the possibility and feasibility of locating it in proximity to the Town Offices. He noted that Paul Michaud has a lot of experience in this area and Murtha Cullina brought in a subject matter expert to meet with Town staff and members of the Avon Clean Energy Commission. He added that we would like to put together an RFP with our expectations, the problems we are trying to solve, what we want to achieve, and ask the vendor community to ask us how best to solve that issue.

Bernie Zahren, Avon Clean Energy Commission Chairman, commented that this whole concept started with our forward thinking about the 1.2 million square feet of new space right behind here but we do not have a conceptual plan from them yet to be able to spec out what type of system might be able to serve them as well. He added that we had an earlier meeting with Eversource and were very supportive; they need these kinds of things. He noted that military has decided to put microgrids at every critical base for both weather events and cyber-attacks. He commented that for Town security purposes that is one situation. He added that the second difference is that this would run all of the time, making power for this facility, and allow us to pay less for the power as we would to Eversource. He noted that there are unanticipated complications with this relative to the new Town Center or somewhere else. He added that if the generator is on Town property we are allowed to sell power to the new Town Center or anybody in the nearby area as long as the interconnection is put in place. He noted that we could go under Route 44 and tie in Company #1 so we have them in relative secure fashion for emergency outages and provide power at a discount on a regular basis. He reported that we also met with ECG Group. He noted that we do not know what kind of system it will be. He shared illustrations of the generators in an apartment building in Philadelphia. He noted that we do not have a good thermal use yet but if designed right and the Town Center can be integrated they can easily do some type of heat recovery system for the new Town Center. The Town Manager commented that Murtha Cullina is happy to help us through this process much like they did with the solar panel project where they are acting as the Town Attorney, helping us through the RFP

process, help translate and understand the results and if we move forward negotiating the contracts. He noted that they have proposed a separate letter of engagement for them to do that work; a key feature is that if we go through the RFP process and there is a proposal that is feasible and the Town decides for whatever valid reason not to go forward with that project then Murtha Cullina would be looking for a payment of \$5,000. He added that if we find projects that are feasible and go forward it would be structured much like the agreement with Solar City for the PPAs and the successful vendor would pay the legal fees. He noted that in talking with Mr. Zahren, the Avon Clean Energy Commission (ACEC) and understanding the opportunity that we might have, it seemed prudent to proceed with it. He is looking for approval to enter into the agreement with Murtha Cullina, get the RFP ready for the ACEC.

Mrs. Maguire commented that it is a great idea; the way of the future and something that we should explore to protect ourselves. She noted that it has worked well with the solar panels. Mr. Stokesbury commented that you have drawn the comparison to the solar power roof top systems put in place and under those Solar City is responsible for maintaining those systems and run into very little risk. He noted that we all assume those systems collectively are running well, he is not aware of up to date information to verify that but would be good to have at some point. He noted that we had another energy project that hasn't gone so well at the Library with geo-thermal issues and are looking at expenses to the Town to interpret and enforce our rights under those agreements in a more traditional contract. He wants to make sure that going forward that this type of contract is very protective of our interest and future outlays for fixes if it does not work. Mr. Michaud responded that the contracts being contemplated are very similar to what we did with the solar panel RFP and would be done through a PPA; any fixes would be done by the company and the Town would have no exposure. Chairman Zacchio noted that there is consensus from the Council. He noted that this Council has been pretty progressive with energy efficiency ideas that have come out of the Commission as well as adopting a solar panel process. He thanked Mr. Zahren and the team for moving forward with this. He likes the progressive idea of moving it in-house. Mr. Stokesbury commented that if it is scalable there are all sorts of options. Mr. Zahren responded that we are being progressive in the sense that we want energy security and hope to save money but also looking to what we think is really important for the future. He added that the selling point for the Avon Village Center when you have something like this in place in a big marketing tool for them.

The Assistant Town Manager reported that Eversource came to our last ACEC Meeting and did some outreach to our community; a letter will go out in late April to advertise the home energy solutions program, a home energy audit with certified contractors that will come into a residence for \$124 to do a whole home audit and the average homeowner gets about \$1,000 in products (LED light bulbs and other products for further improvements) and if you meet income eligibility thresholds you can do this program for free. She added that on May 9th an event will take place at the Library to the general public and a lunch and learn for our senior citizens at the Senior Center on May 26th and Eversource will come out and talk about this program. She noted that an average homeowner saves about \$200 on their energy bill after their first year of operation.

16/17-57 Approve Resolution: Explanatory Text for Annual Town Meeting, May 1, 2017

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

RESOLVED: That the Town Clerk be, and she hereby is, authorized and directed to prepare

and distribute an explanatory text with respect to the proposed budget for the Town for the fiscal year July 1, 2017 through June 30, 2018, as recommended to the Town by the Board of Finance, in accordance with the requirements of the Charter of the Town and Section 9-369b of the Connecticut General Statutes.

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

16/17-58 **Set Poll Hours: 6:00 a.m. to 8:00 p.m. Town Meeting Referenda**
May 10, 2017, May 31, 2017 (if necessary), June 21, 2017 (if necessary)

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

RESOLVED: That the Town Council approve the extension of the polling hours of the Town Meeting Referendum from 6:00 a.m. to 8:00 p.m. on May 10, 2017, May 31, 2017 (if necessary), and June 21, 2017 (if necessary).

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

IX. TOWN MANAGER'S REPORT/MISCELLANEOUS

Misc. A: Purchasing Update: The Town Manager reported that an HVAC bid is going out and shared with Canton. He noted that an RFP for the phone system will go out very soon and is for both the Town and Board of Education. He noted that we had a consultant come in and do a phone number audit and find quite a few lines that we were paying for and had not been pruned; it was useful because it defined the platform that we need. He complimented the Library Director for doing a good job with this project.

Misc. B: Construction Update: The Town Manager reported that all permits have been approved for the Police Department Improvements project. He noted that a storage facility will be installed near the bike trail and an area of Building 3 will be bumped out to add a new Emergency Operations Center. He reported that Fire Company Improvements are underway. He reported that all approvals are in place for Fisher Meadows. He noted that we have pledges from the Avon Soccer Club to offset the cost of some of the equipment, approximately \$7,500. Mr. Stokesbury questioned if we can advocate for the fields in the April newsletter. The Town Manager responded that he will look into that.

Misc. C: Country Club Road Intersection Analysis/Study: The Town Manager reported that we have a report back on the two intersections at West Avon Road and Burnham; there will be recommendations but Fuss & O'Neill wants to first do some traffic studies. He expects to be back shortly with a report on that. Chairman Zacchio asked to look at the option of closing the Burnham intersection at Country Club Road and make it a cul-de-sac; it seems that most accidents are due to people crossing at that intersection. The Town Manager responded that he would pass that along.

Misc. D: Building Official Retirement: The Town Manager reported that Jim Sansone will be retiring; an excellent Building Official goes a long way. He noted that we advertised and have a number of very good applicants with interviews next week. Mr. Pena noted that Jim is not only knowledgeable but friendly and outgoing to the end user. The Town Manager commented that he is unique in that regard; he knows the code and knows how to work with people. Mr.

Stokesbury commented that with other retiring key personnel that have stayed on with special projects, he asked if that is a possibility with Jim. The Town Manager responded no.

X. EXECUTIVE SESSION:

- A. Real Estate
- B. Pending Claim/Litigation
- C. Collective Bargaining

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

RESOLVED: That the Town Council go into Executive Session at 9:00 p.m.
Mrs. Maguire, Messrs: Pena, Zacchio, and Stokesbury voted in favor.

The Town Manager, Assistant to the Town Manager, and Town Clerk attended the session.

XII. ADJOURN

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

RESOLVED: That the Town Council adjourn the meeting at 9:15 p.m.
Mrs. Maguire, Messrs: Stokesbury, Zacchio, and Pena voted in favor.

Attest:

Ann L. Dearstyne, Town Clerk



TARGETED RESULTS.

EXPERTLY MANAGED.

Town of Avon, Connecticut

**Public Safety
Communications Consulting Services**

March 28, 2017



Kimball Introductions

Michael J. Manning, Senior Consultant
Project Manager
(802) 316-6393
mmanning@fedeng.com



Detailed Work Plan

Phase 1 - Communications Systems Analysis and Recommendations

- Task 1.1 Kick-Off Meeting
- Task 1.2 System and Infrastructure Assessment
- Task 1.3 Stakeholder Interviews
- Task 1.4 Regulatory Analysis
- Task 1.5 Communications System Analysis and Recommendations Report



2

Phase 1 - Findings

System Overview

- Avon's Public Safety and Public Service Communications System uses UHF conventional analog repeated transmissions.
- There are four repeater systems used for dispatching:
 - Police
 - Fire
 - Command - Backup for Police and Fire
 - Public Works and Education Administration

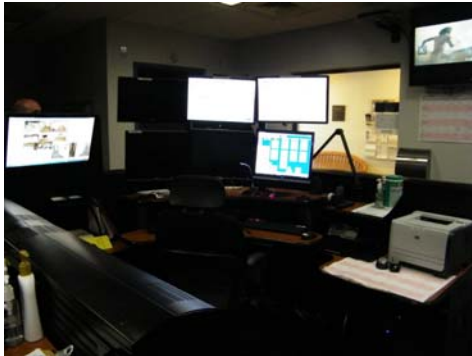


3

Phase 1 - Findings

Avon Police Department

- Dispatch Room
- Control Station Equipment Room



4

Phase 1 - Findings

Ridgewood Water Tank Site

- Police Dispatch, Fire Dispatch and Command
- Public Works/Schools Administration



5

Phase 1 - Findings

WFSB Tower Site

- Police Dispatch and Fire Dispatch Only
- No Command or Public Works/Schools Administration



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Phase 1 - Findings

Huckleberry Hill Water Tank Site

- Police Dispatch, Fire Dispatch and Command
- No Public Works/Education Administration



7

Phase 1 - Findings

System Findings

- Avon's radio communications, "system," lacks the functionality, features and security of modern public safety grade networks.
 - For talk back or received communications, voting (compares and selects the strongest audio) is available for dispatching, but is currently not utilized.
 - Avon has analog and digital equipment but everything is operated in analog mode.
 - The WFSB site does not have the Command repeater, resulting in a coverage gap.



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Phase 1 - Findings

Conceptual Coverage Analysis

- L.R. Kimball conducted conceptual propagation studies to analyze the existing coverage of the Town's radio communications system.
- Coverage Gaps
 - No coverage along the western boundary of the Town
- A recommended goal for the Town of Avon's Public Safety Communications coverage is a Delivered Audio Quality (DAQ) of 3.4, across 95% of the service area / 95% of the time.



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Phase 1 - Findings

DAQ	Performance Description
1.0	Unusable; speech present but unreadable
2.0	Understandable with considerable effort, frequent repetition needed due to noise or distortion
3.0	Speech understandable with slight effort, frequent repetition needed due to noise or distortion
3.4	Speech understandable with repetition only rarely required, some noise or distortion
4.0	Speech easily understood, occasional noise or distortion
4.5	Speech easily understood, infrequent noise or distortion
5	Speech easily understood

Phase 1 - Findings

Existing 12 dB In-Building Coverage

- DAQ of 3.4 or better is 76%
- DAQ below 3.4 is 24%

Phase 1 - Findings

Existing Talk-Out 12 dB In-Building Coverage



Phase 1 - Findings

Concerns

- First responders and dispatchers must attempt to select the correct channel / site based upon location. Imagine having to select the correct cellular tower as you were traveling and using your phone.
- The system doesn't tell the first responder when he / she is out of range.
- The current system inefficiencies add risk to those who depend upon this lifeline.

Phase 1 - Findings

Analog Audio Samples



Pursuit # 1 – Dispatcher Lost Contact with First Responder



Pursuit #2 – Supervisor Unable to Contact Officer



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Phase 1 - Findings

Concerns (Continued)

- Inadequate HVAC (heating, ventilation, air conditioning)
 - Huckleberry Hill WT Site
 - Currently being addressed
- Inadequate Backup Power
 - Huckleberry Hill WT Site
 - Currently being addressed
- Inadequate Grounding
 - Multiple Sites do not meet Industry grounding standards



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Phase 1 - Options

New System for the Town of Avon

- The current standards for P25 public safety grade systems have improved the security, efficiency and reliability of wireless communications.
- To meet the Town of Avon's needs of today and the future, the Town should implement a 4 channel (6 talk paths), 4 site P25 Phase 2 simulcast radio system.
- Incorporated with a backhaul configuration (microwave or optical fiber) for complete redundant site interconnection.



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Phase 1 - Options

- The trunked P25 platform can be programmed to permit layers of priority access based on individual user needs.
- The talk groups used by agencies responsible for life safety can have the highest priority allowing them to always move to the top of the call queue list on the LMR system.
- The Avon Police Communications Center will have the ability to preemptively take control of the network and dispatch on any talk group, regardless of system loading, to enable critical information to be relayed to the field in major incidents or significant events.



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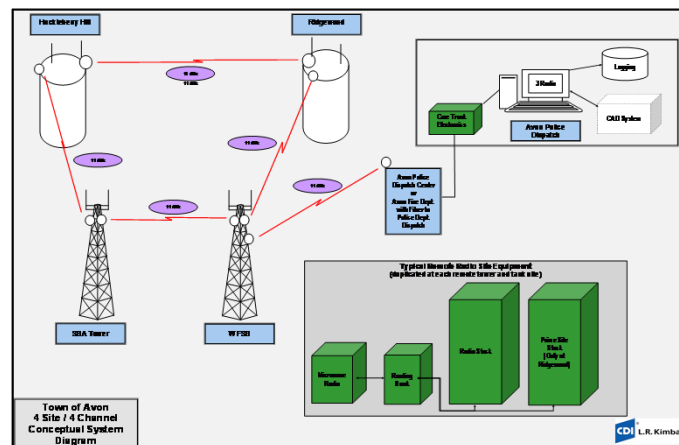
Phase 1 - Options

Enhanced Interoperable Communications

- The P25 trunked platform will allow seamless communications between all of the Town's agencies.
- Interoperable communications with local, county and state agencies can be maintained or enhanced.
- Communications can also however be secure with optional AES encryption capabilities across platform.

Phase 1 - Options

4-Site, 4-Channel P25 Phase 2 Simulcast System (Shared or Owned “Core Equipment”)



ROM Pricing with Town of Avon Owned "Core"

ROM System Cost	
System and Infrastructure	
Radio Network	\$2,408,000
Alarm and Control Network	\$115,000
Paging	0
Digital Microwave Network	\$950,000
Critical Spare Hardware	\$180,000
Test Equipment	0
Dispatch Console System	\$695,000
Remote Radio Facility Upgrades	\$337,500
SUBTOTAL -Infrastructure	\$4,685,500
Project Services	\$937,100
Year 2 Maintenance	\$91,250
SUBTOTAL - Services	\$1,028,350
SUBTOTAL -Construction Contingency	\$50,625
System and Infrastructure Grand Total	\$5,764,475

Actual system costs are highly dependent on final system design choices as well as conditions in the land mobile radio market during the system procurement phase. Therefore, CDI's budgetary estimates are conservative in nature so that the vendor proposal pricing does not exceed the estimates. The cost estimates prepared for the conceptual design reflect non-discounted pricing. Frequently, system vendors provide additional discounts for system and subscriber purchases of this size and scope. System discounts of 20% to 25% are common (and mirror many state contracts), and discounts larger than that have been seen. However, it is not possible to forecast the level of discount a vendor will offer at the time of proposal submission.



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ROM Pricing with the Sharing of the State of Connecticut Core

ROM System Cost	
System and Infrastructure	
Radio Network	\$1,508,000
Alarm and Control Network	\$115,000
Paging	0
Digital Microwave Network	\$950,000
Critical Spare Hardware	\$180,000
Test Equipment	0
Dispatch Console System	\$695,000
Remote Radio Facility Upgrades	\$337,500
SUBTOTAL -Infrastructure	\$3,785,500
Project Services	\$757,100
Year 2 Maintenance	\$91,250
SUBTOTAL - Services	\$848,350
SUBTOTAL -Construction Contingency	\$50,625
System and Infrastructure Grand Total	\$4,684,475

Actual system costs are highly dependent on final system design choices as well as conditions in the land mobile radio market during the system procurement phase. Therefore, CDI's budgetary estimates are conservative in nature so that the vendor proposal pricing does not exceed the estimates. The cost estimates prepared for the conceptual design reflect non-discounted pricing. Frequently, system vendors provide additional discounts for system and subscriber purchases of this size and scope. System discounts of 20% to 25% are common (and mirror many state contracts), and discounts larger than that have been seen. However, it is not possible to forecast the level of discount a vendor will offer at the time of proposal submission.



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Next Steps

We will work with the Town of Avon as your trusted advisor and advocate through:

- Creating a Request for Proposal
- Invitation to Bid Process
- Vendor Selection
- Contract Negotiations



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Conclusion

L.R. Kimball is here to serve as the Town of Avon's partner to develop solutions and offer trusted advice and guidance in the replacement of its mission critical radio system



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Discussion

Can we answer any additional questions or provide other information?

