

**AVON TOWN COUNCIL
MEETING MINUTES
November 5, 2015**

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: October 1, 2015 Meeting

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

RESOLVED: That the Town Council accept the minutes of the October 1, 2015 Meeting as submitted.

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

V. COMMUNICATION FROM AUDIENCE - None

VI. COMMUNICATION FROM COUNCIL

Mr. Stokesbury commented that it was Election week so it's back to business for us. He reported that a number of us attended the joint ceremony with Farmington for the Live Fire Training Facility and was a delightful event. He added that it is very symbolic of the ability of two towns to come together and solve issues within the towns and looks forward to the opening ceremony in hopefully late spring. He also reported that he attended the dedication for Solar City which is another step forward for the Town and nice to see that project come online.

Mrs. Maguire commented that the Live Fire Training Facility ground breaking ceremony was a special event for the two towns to come together with great presentations and speeches and glad to be a part of that. She thought that Election Day went well and expressed thanks for the lights at Avon High School which were better than what we had and should have something like that going forward and should also bring it over to Roaring Brook School because it got pretty dark there at the end of the night. She noted that the steps at Fire Company #1 have been corrected and things appeared to go well there. She reported that she went to the College Fair at the Library and it is nice that our Library hosts these events for our community.

Mr. Evans congratulated everybody who ran in Town for public office. He commented that serving as an elected official is an honor and a privilege and also a lot of hard work to serve the community.

Mr. Pena reported that last year he attended the Lighting of the Menorah along with Mr. Evans, which was a nice event as has been in the past. He noted that during discussion at the event he noted that we light the menorah and we have a Christmas tree but we do not actually have a lighting event for it. He would like to have a Lighting of the Christmas tree. He spoke to the Town Manager, the tree is put in the Town gazebo by Public Works, and he thinks it would be very nice for the residents to know that we are lighting the Christmas tree. He has a tentative date and hopes that Council agrees and he thinks it would be a worthwhile event. Council agreed.

Chairman Zacchio commented that the Live Fire Training Facility ground breaking ceremony went very well. He noted that during his speech one of the takeaways was how communities can work together to accomplish something, especially for a volunteer organization like the Fire Department which worked out extraordinarily well for them, funding came from a lot of different sources, we had grant funding from the State, there is a fairly sizeable portion coming from the Town through the capital budget appropriation, and both fire departments did a tremendous amount of fundraising. He noted that it was truly a collaborative effort between both the towns, the town governments, the administrators, our Town Manager and staff who did a lot of work with the Farmington administration around the contract and ownership and how the facility would work in terms of our shared agreements so outstanding job. He also commended the Farmington Town Manager who worked very well with our Town Manager and getting that work complete. He commented that Avon Football is playing this weekend at home against Rockville in the CCC Division 3 East Championship which is our first year in the CCC Division and noted that the 2:00 p.m. game is a fundraiser for Wounded Warriors with a 50/50 raffle as well as the sale of wrist bands and proceeds from those as well as concession sales will also go to the charity. Mr. Stokesbury noted that most, if not all, of Avon's fall sports are doing exceptionally well in CCC so transition has gone well.

VII. OLD BUSINESS

15/16-14 FY 16/17 Budget: CIP Budget Presentations

- a. 7:00 p.m. Board of Education – a power point presentation is attached and made part of these minutes**

Gary Mala, Superintendent of Schools, introduced Jeff Bernetich (Board of Education member), Heather Michaud (District Business Manager), and Myles Altimus (District Director of Operations). He added a note regarding the Avon Football game on Saturday and that the entire gate will go to the Wounded Warriors as well. Mr. Mala extended personal and professional congratulations for those that are continuing in public service; it is the heart of our communities and congratulations on remaining in your seats. He thanked Bruce Williams, Director of Public Works and Alex Trujillo, Deputy Director of Public Works, who we have been working very closely with and have provided great assistance to Mr. Altimus in his transition into the position and very optimistic about how we can continue to foster that relationship. He thanked Mr. Bernetich and his sub-committee members (Kathy Zirolli, Jay Spivak, and Ken Birk) for examining the work for the capital budget. He noted that with the lights at Avon High School we have had some labor issues that need to be resolved; we have contracted a provider to replace twenty-four fixtures and anticipating that they will be completed within the next two to three weeks and working on it diligently to resolve it.

Mr. Mala reported that this capital budget was assembled using a different system than we are used to, using two people who were not affiliated with the school district prior to the summer months who had experience in operations and facilities look and provide an assessment of our facility needs and then prioritize them. He noted that one person happens to be Mr. Altimus who was the former Facilities Operations Director and Facilities Manager in both Watertown public schools and spent most of his career in the Westport public schools. He commented that we had fresh lens looking at our buildings.

Mr. Mala reported that the Board of Education is requesting approximately \$1.4 million for ten items. He noted that milling and paving parking lots and roads in Town continues to be a priority. We are proposing phase one of three and pricing was obtained by a cooperative effort between our office and the Department of Public Works. He noted that the total cost of the three phases would be approximately \$1.7 million. He noted that the Middle School appears to have the most immediate need, excluding the Annex building.

Mr. Mala reported on the AMS Science Labs item and noted that the Town Council and Board of Finance funded phase one already; there is a building committee working on it. He noted that phase one is the conversion of some classroom space on the first floor into science labs and phase two will be to renovate the current science labs to make them more appropriate to present a more contemporary curriculum. He added that phase two would be the last phase and he appreciates Council's consideration.

Mr. Mala commented that over the years certain bathrooms were renovated, for example, the girls' restrooms were renovated at Roaring Brook School and six years later the boys' restrooms needs to be renovated. He commented that for the Pine Grove School bathroom ventilation we learned that the ventilation systems in the bathrooms did not work which is a health and safety issue with a total cost of \$20,000. He commented on the RTU items. He reported that the Roaring Brook School RTU replacement in the amount of \$165,000 would be phase two of two to finish the 11 RTUs that remain to be replaced. He noted that we did some in the last capital budget and we are at the point that we need to continue replacing these units at the other schools. Mr. Mala commented that with the Pine Grove School RTU replacement we are recommending to begin that process at a school that is over twenty years old. He added that we are requesting phase one of three in the amount of \$227,000 to begin the replacement of those same type units.

Mr. Mala commented that the kitchen floor at Avon Middle School has asbestos and starting to see the effects of age and the kind of activity that happens in there; some of the tiles are breaking, the Health Department has made statements to us that we should consider this to be a priority and that entails an abatement just in the Avon Middle School kitchen, not the cafeteria space which has been examined and has a number of years life left. He noted that the cost is approximately \$48,000 which includes the cost to disconnect and move equipment. Chairman Zacchio questioned if that is the last of the old 8x8 tile flooring in the school. Mr. Mala responded yes, through your support and that of the Board of Finance and the community we were able to do hallways last year and now into these remaining projects.

Mr. Mala commented on duct cleaning as phase one of four and that we have no record of the units ever being cleaned and are requesting to begin that cleaning in those systems. Chairman Zacchio questioned what schools that includes. Mr. Mala responded it would be all. Mr. Altimus commented that the \$60,000 being requested will take care of the Avon Middle School

which is our highest priority. Mr. Mala commented on the HVAC maintenance equipment and that Mr. Altimus has shared that we do not own proper equipment to do more heavy maintenance on these units; we have the labor but also need more specialized equipment. He commented on the request to replace the 2002 F350 and noted that the front end horns stops the engine if you have front impact from moving into the chassis and the vehicle is beyond repair. He noted that Alex Trujillo, Deputy Director of Public Works has reviewed the condition of this and may make note of it when the Department of Public Works makes their capital budget presentation. He added that the Board of Education continues to maintain their own plowing service so it's needed.

Mr. Mala commented that in the full book for the Board of Education's capital improvement plan you will see the out years and continued phasing and look forward to your consideration of these requests.

Mr. Stokesbury questioned if the list is in priority order with number one being the highest priority. Mr. Mala responded yes. Mr. Stokesbury questioned what has happened with the Board of Education 10-year capital plan that we have always spent so much time on and if this is an adjustment to the plan and through your budget process that document would still be available. Mr. Mala responded that it is a slight adjustment to the sequence; that 10-year plan served as the basis for the examination. He noted that the process is not any different, we just have different people that physically walked every square footage of the buildings and these came out as the priority in order as they are recommended.

Chairman Zacchio questioned the HVAC maintenance equipment request and a number of those items falling under what we would normally have in a capital presentation and why are we lumping together or for some of these bigger maintenance items we are now investing \$40,000 in equipment and can that better be served as an outsource to hire somebody to do the maintenance on the bigger items and have you done an analysis on whether that makes more financial sense. His concern is that as time goes on the equipment changes, we have to keep up with it through a purchasing perspective where companies that do this as a living keep up with it on a natural basis and own the equipment. He is struggling with why we are going to buy a bunch of equipment to do maintenance that we can have done in an outsourced environment unless the outsourced environment is \$100,000 and we can do it for \$40,000. Mr. Mala responded that when you are outsourcing this kind of work you would pay a much higher rate. He noted that with regards to the return of investment on \$40,000, we could provide to you in a short turnaround. He added that we made a decision to include it here because we wanted it to be fully transparent to inform you and all those that are going to look at these requests what we are actually attempting to do. Mr. Stokesbury questioned if they could be part of a cooperative use between the Town and Board of Education. Mr. Mala responded yes and conversations have taken place and everyone is open to that. Chairman Zacchio commented that he did not think that we own any of that equipment on the Town side.

Mrs. Maguire commented that she is happy to see parking lot asphalt listed. She noted that she and Mr. Pena were at Roaring Brook School and how the bus area is a real mess and there is a dip as you come off the curve and a real hazard. She questioned what the plan is for this work and would that area at Roaring Brook School be reinforced down the road because of the weight of the buses. Mr. Mala responded that when you strip off the old paving you have to look at the

underlay and see what that material is and what its compaction is and make an assumption that the weight of the buses caused it to sink and when redone would make it sufficient to hold that weight and more. Mrs. Maguire commented that area has really no handicap accessibility unless you go right in front of the doors but if you are coming from that parking lot a ramp might be helpful. Mr. Mala responded that could easily be done within the confines of an operating budget. He noted that at Avon High School there is now a cut on the side and from the capital budget last year the ramp on the front of the building is now compliant with ADA. Mr. Altimus responded that the priority is Avon Middle School and Roaring Brook School would be next and get done what we can for the capital request. Mr. Mala noted again that the total project cost for all district parking lots would be \$1,701,000.

Chairman Zacchio asked the Town Manager, based on including parking lots as part of the Pavement Management Plan for the Town and Board of Education, how that works into the Plan and if we should have them separate or have them managed together. The Town Manager responded that he has not talked to Mr. Mala or Mr. Altimus about this yet but he has spoken to Bruce Williams, Director of Public Works, and the parking lots are addressed in the Pavement Management Plan and it probably is wise to lump the parking lots in with the Pavement Management capital items so we are not running into two separate accounts. He added that as we move into FY 2016/2017 we will make sure that we have priorities right. He noted that Mr. Williams is going to have Galasso come out and make sure that the estimates are up-to-date. He added that when he comes up with the proposed budget that it will all be collapsed into the Pavement Management Plan. Chairman Zacchio commented that the price is based on today's oil prices. Mr. Mala added that their capital budget committee chairperson pointed out that maybe we have to take advantage of the low oil price. Mr. Evans commented that when you start this project at the Avon Middle School you pave every square inch of the parking lot and all of the driveways and then move on to the next school and that this cannot start until next fiscal year. Mr. Mala responded that the last time contractors were ready to go at the end of the school year. Mr. Pena commented with regards to the Roaring Brook School bus area there were comments made by residents about it being rough walking through that pavement to cross over. Mr. Mala responded that taking care of one school at a time is the best way to do it.

Mr. Stokesbury commented that on the night of Election Day at the Avon High School at the gym entrance with the new sidewalk ramp and saw one very unfortunate gentleman who was in a wheelchair use the ramp perfectly and made it all worthwhile. Mr. Mala commented that we will be doing something to put some exterior lighting in certain areas where they probably should have been. Mrs. Maguire commented that the lights really made a difference that night. Council thanked Mr. Mala and his team for their presentation.

b. 7:30 p.m. General Government

i. Town Clerk

ii. Social Services

The Town Clerk reported that we are continuing to address the issue with the undersized vault which is approximately 400 square feet and by law should be at least 800 square feet and as we push to a population of 20,000 it has to be 1,000 square feet. She welcomed the Town Council to stop in and look at the current vault; it is tight. She noted that the land and vital records are in there. She added that she should have meeting minutes from every department in there but

cannot as there is currently no room for them. She reported that we have taken big volumes and consolidate them to smaller volumes to make more room on the shelves but that has been maxed. She noted that it is critical. Chairman Zacchio questioned if there is going to be any relief legislatively to go with electronic filing. The Town Clerk responded that everything she has back to 1961 is on the computer, the Public Records Administrator has been very clear that there is no elimination of hard copy even if you put it into electronic format. She noted that it is also online and helps save on wear and tear of the actual vault space. She added that the hard copy cannot be left outside of her view. She noted that the cost for this project is approximately \$437,000 including in-kind services by the Department of Public Works.

The Town Manager reported on the Dial-A-Ride van for the Social Services Department which is out in FY 2019/2020 and would replace the van that we bought in FY 2013/2014.

VIII. NEW BUSINESS

15/16-20 Avon Chamber of Commerce-50th Anniversary Proclamation

Chairman Zacchio reported that the Avon Chamber of Commerce is celebrating its 50th anniversary and they provide a vital role as a liaison between new businesses coming into Town and the Town itself, it provides a lot of opportunities for networking for business and Town leaders and noted that Mr. Pena is involved with them and acknowledged Lisa Bohman, Executive Director. Chairman Zacchio noted that there are 350 members in the Chamber. Ms. Bohman thanked the Town Council for recognizing the milestone in their history, it means a lot to their officers, directors, and members who are a non-profit, volunteer organization and help drive the economy here in Avon as well as in the valley and very much appreciate it. Chairman Zacchio read the following proclamation.

Whereas, the Avon Town Council on this the 5th day of November, 2015 recognize the AVON CHAMBER OF COMMERCE on their 50th Anniversary.

Whereas, the AVON CHAMBER OF COMMERCE was organized in 1965. Today some 340+ businesses represent many local jobs. The businesses of Avon include manufacturers, consulting firms, technology providers, restaurant owners, and lodging to name only a few. The Chamber serves as an advocate to local businesses and many other businesses in the Valley.

Whereas, the AVON CHAMBER OF COMMERCE is committed in the growth and success of all businesses. The Chamber works with local and state government on impacting issues, providing educational forums and host many networking events.

Be it further proclaimed that the members of the Avon Town Council extend a sincere thank you and congratulations to the AVON CHAMBER OF COMMERCE for their fifty years of service in the Town of Avon.

15/16-21 Approve Part III of Comprehensive Personnel Plan (Affirmative Action Plan) 2015 Update

Chairman Zacchio reported that we have approved changes to Part I and II of the Comprehensive Personnel Plan. He noted that Part III deals with the Affirmative Action Plan and because of a number of changes in laws as well as best practices William Vernile, Director of Human Resources has almost rewritten the Affirmative Action Plan which was first put into place around 1975.

William Vernile, Director of Human Resources, reported that Part III (Affirmative Action Plan) was last updated in 2002 with the assistance of UCONN Graduate School as a joint project with the Town of Wethersfield. He noted that in the Plan certain goals extended through 2005 but it helped established policies and procedures that are consistent with the Personnel Rules and even though those goals are long past the actual process has been effective every year; it is a Plan that we constantly follow in all of our recruitments. He added that this revisions gives you the opportunity to reaffirm our non-discriminatory policies, our harassment policies, and personnel procedures on how we fill positions. He noted that we have updated all of the minority agencies that we contact every time we do a recruitment. He added that under federal law they have changed some of the classifications and categories that different positions fall into and that has been updated. He reported that in the Appendix we take an introspective look at our current utilization of all of our full-time and part-time employees, promotional opportunities that we have had over the last year, and project three years out and try to anticipate what type of vacancies we might have and what goals we might have in terms of filling those positions with minorities or protected class individuals. He noted that it is important to update the Plan as it is also used when we apply for grants with the State as they ask for a copy of the Plan.

Mr. Evans commented that the revisions are very thorough and well written. He questioned if this needs to be reviewed by our legal counsel to the Town and if so, has it been. Mr. Vernile responded that all of the procedures that we have in there were reviewed by counsel when we initially updated it so we have not changed those practices so it is more of a reaffirmation of what practices we have in place. Mr. Evans commented that to the extent that there has been changes in law, in particular in case law on discrimination, and one of the reasons that you suggested as it had not been updated since 2002 so to make sure that we are in compliance with law and did not know if this is the kind of thing that our employment labor lawyer would take a look at it to make sure that we are in compliance. Mr. Vernile responded that the references that we have in there come from our Personnel Rules and when we revised them a couple of years ago there was an extensive review by our labor counsel.

Mr. Pena questioned if we have a comparison on where we were back ten years ago. Mr. Vernile responded that as part of putting this together he did a review of that initial three year period and at that time we estimated that there might be twenty-seven vacancies during that period of time and the reason was that we still had our defined benefit pension plan and there were incentives so it was easy to figure who might be leaving but looking back at those twenty-seven anticipated positions we ended up meeting seven of the goals of the twenty-seven which is approximately 26%. He added that he looked out three years beyond that and during that period of time there were seven additional goals that were met so over a six year period we met just over 50% of the targets that we had. He noted that if we can continue to do that it will place the Town in a good position.

Mrs. Maguire questioned if the Board of Education has a similar type of plan. Mr. Vernile responded that he was not sure, but would assume that they may.

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

RESOLVED: That the Town Council approve Part III of Comprehensive Personnel Plan (Affirmative Action Plan) 2015 Update.

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

15/16-22 Old Wheeler Lane Bridge-Supplemental Appropriation

Chairman Zacchio reported that we have been on a path to replace the Old Wheeler Lane Bridge after it had been assessed as being in poor condition by the Federal agency that come out every few years to inspect all bridges. He noted that it is not about to break, it is structurally sound, it is a rating system that pre-empts replacement of bridges before they get to the point where they are not structurally sound. Larry Baril, Town Engineer, commented that it has always been in the design plan to see if the schedule could be met to accommodate the summer of 2016. Chairman Zacchio commented that we have an opportunity as money is available to do it and we are being asked to add it to the list a little earlier than we anticipated. He noted that we did not plan for that financially as we would have planned for it in the next fiscal budget. He added that 80% of the cost of the bridge is refundable to us from the Federal agency and in this case the request for a supplemental appropriation would come out of undesignated fund balance to fund the activities that we need to fund now so we are prepared for the construction season and it will come back to our coffers through the Federal re-appropriation process. He noted that we had intended on putting it directly back into undesignated fund balance but because of the timing we might think about smoothing that in differently since if we do it now and we put 100% back into undesignated fund balance next year we put a \$350,000 bogie in our budget next year without even getting started. He added that we want to do it in a smooth way that pays back the unassigned fund balance as we would normally do but also does not prohibit us from having a healthy opportunity for the CIP budget next year.

Chairman Zacchio had asked the Town Manager to think through ways of doing that. The Town Manager responded that he does not have a recommendation yet. He noted that this is very similar to what we ran into with the Old Farms Road and Bridge Projects where in one case it is 100% reimbursable and the other case it is 90% reimbursable but we have to put the money up front and cash flow these projects. He added that we have prepared the resolution in a way that is basically identical to the supplemental appropriation for those projects which indicates that we are going to refund fund balance. He has to think through with the FY 16/17 budget is that we have another \$650,000 that we are going to have to identify for FY 16/17 so we can pay for 100% of the cost of the project and if we budget it as we normally would through capital then we run into the issue of eating up all of this capacity and undermine our ability to do other large projects, i.e. Pavement Management Plan would suffer the most. He is not sure the best way to approach it just yet and will talk to the Town Engineer and Peg Colligan, Director of Finance. He noted that a lot of it will depend on what the State says in terms of how quickly the reimbursements will come through. He will come up with a solution and recommendation and talk about it as part of the budget process. Mr. Pena questioned if we had a similar incident in 2009 when we had to put money up front and it was delayed. Chairman Zacchio responded yes and we want to try and avoid having it hit all in that fiscal budget as we will deflate our CIP and we do not want that to happen.

The Town Manager commented that we had our review with Standard and Poor's and we submitted responses to all of the questions that they had and the one issue that they wanted to have a follow-up conversation on was the appropriations from unassigned fund balance for the Old Farms Road and the Bridge Projects. He added that there were no issues but they wanted to hear it from us that the plan is to reimburse fund balance and understand better why we did it the way that we did which was purely timing and puts an asterisk on fund balance because our goal

is to stay above 10% so that now when we give our financial reports to the Board of Finance on a monthly basis we are reporting on two numbers, what unassigned fund balance would be without those supplemental appropriations and what it is with, and one number is 9.7% and the other is 10.1%. Mr. Evans commented that the materials are pretty clear that this is a good idea to do this now. He questioned if the funds will be reimbursed to us why do we need to put it on our capital budget and just do it as a supplemental appropriation against our undesignated fund balance with the footnote or would the agencies look negatively upon that. The Town Manager responded that may be the way we approach it eventually. Mr. Evans commented that our responsibility is the \$200,000 at the end of the day and we should be able to manage that in our capital budget since the reimbursement would be guaranteed before we go forward with this and should not have to burden our capital budget for an accounting measure. Chairman Zacchio responded that via the rating agency process we are paying it back in the next fiscal year regardless of when we get it back from the Federal agency versus leaving it hanging until we get back from the Federal agency. Mr. Evans commented that it is a short-term loan to ourselves. Chairman Zacchio asked the Town Manager to work with the Board of Finance on how we structure this and at the end of the day we need to do it now to act and for the Town Engineer to move forward and that is the important part. The Town Manager responded that is also the reason that we are breaking it apart as we have a very short window of opportunity given the impact on Roaring Brook School next summer. Mr. Stokesbury commented that the other option could be external borrowing. He has represented banks in Connecticut lending to towns very short-terms funding for this purpose; we may not have a political appetite to do it but it could be another way to borrow the money for a year and pay it back when it comes in. Mr. Evans responded that we should look into using our own money versus borrowing. Chairman Zacchio asked the Town Manager to come up with a recommendation on how we structure the pay back but fundamentally. He added that Council agrees that we need to make a supplemental appropriation tonight for \$350,000 in order to get this moving and pay it back at some time in some methodology best left to the Town Manager and the Board of Finance to determine how we approach that.

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

RESOLVED: That the Town Council favorably recommends to the Board of Finance an appropriation not to exceed \$350,000 from Account #01-0390-43913, General Fund, Other Financing Sources, Unassigned Fund Balance and transfer from Account #01-8700-58000, General Fund, Other Financing Uses, Interfund Transfers Out

to

Account #03-4930-53391, Capital & Nonrecurring Expenditure Fund, CNREF: TOWN, Replace Old Wheeler Lane Bridge and Account #03-0390-43918, Capital & Nonrecurring (Facil & Equip), Other Financing Sources, Interfund Transfers In, in the amount of \$350,000 for the purpose of rehabilitating the bridge over Roaring Brook on Old Wheeler Lane.

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

15/16-23 Police Vehicles-Supplemental Appropriation

Chairman Zacchio reported that this supplemental appropriation request is to purchase two police cruisers based on a recommendation by Alex Trujillo, Fleet Manager, to fund this out of Fund 7, a revenue account that holds funds which the Town gets paid from a portion of construction jobs stemming in large part from the Avon Mountain/Route 44 Project. He noted that when police officers are working on those jobs a portion of the money comes back to the Town and most of it

is used to pay overtime for the officers. He noted that we have accumulated a fund balance and have been drawing it down at intervals mostly to purchase police cruisers, one marked unit in 2010, two utility marked units in 2013, two utility marked units and a Tahoe in 2014, and this year we will be buying two more regular marked units. The Town Manager noted that as Fund 7 draws down, these types of requests will start appearing in the capital budget.

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

RESOLVED: That the Town Council favorably recommends to the Board of Finance an appropriation not to exceed \$108,000 from Police Special Services Fund, Other Financing Sources, Unassigned Fund Balance Account #07-0390-43913 and transfer from Police Special Services Fund, Other Financing Uses, Interfund Transfer-Out Account #07-8700-58000 to Capital Projects Fund (Facil & Equip), Town-CIP Equipment, Vehicles Account #02-4844-53311 and Capital Projects Fund (Facil & Equip), Other Financing Sources, Interfund Operating Transfers In Account #02-0390-43918 in the amount of \$108,000 for the purpose of purchasing two new APD Cruisers.

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

15/16-24 Appointment: Youth Services Advisory Board (R – 12/31/2015)

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

RESOLVED: That the Town Council table agenda item 15/16-24 Appointment: Youth Services Advisory Board (R – 12/31/2015) to the November 17, 2015 special meeting.

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

15/16-25 Appointment: Avon Water Pollution Control Authority (U - 12/31/2018)

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

RESOLVED: That the Town Council table agenda item 15/16-25 Appointment: Avon Water Pollution Control Authority (U – 12/31/2018) to the November 17, 2015 special meeting.

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

IX. TOWN MANAGER'S REPORT/MISCELLANEOUS

Misc. A: Purchasing Update: The Town Manager reported that we do not have a recommendation yet from the Building Committee for the Avon Middle School Science Classroom Project; it is down to two architects and leaning towards one architect based on the pricing that was submitted and they are now in the process of doing backgrounds and checking references. He noted that he told Council last month that he expected to have a recommendation for this month but it has not come together yet but we should be in good shape for December. Mr. Stokesbury questioned if that is impacting the timeline. The Town Manager responded no.

The Town Manager reported that we have responses back to the Request for Proposals that we did for the Avon Police Department Radio Project. He noted that we received five responses and Chief Rinaldo is managing the project with a committee of users that he is working with including Tom Kline with Avon Volunteer Fire Department, a representative from the Board of Education and Public Works as the goal is to make this into an integrated Town wide radio system. He noted that we are not going to have a solid budget number to put in for planning

purposes for FY 16/17 and looking in the out years you have a wide range of options. He added that the Chief will talk about this more when he comes before Council to present his capital budget but we are looking at anything from \$2 million to \$6 million and so much of it is going to depend on the different options. He noted that what you will see in the capital budget request for FY 16/17 is some additional funding that he refers to as contingency money in this line item. He noted that we have an aging system and in this current fiscal year we budgeted \$60,000, \$20,000 for the study and \$40,000 for emergency repairs and it would be wise to continue to add to that and if it is not necessary we can roll it over into the budget whenever we go to replace the equipment. Mr. Pena questioned if this upgrade would include the 911 system that Chief Rinaldo has discussed. The Town Manager responded yes. Mr. Pena questioned if there is any grant money available. The Town Manager responded that there was money available a couple of years ago when the State was pushing towards PSAP consolidations but that is dried up now.

The Town Manager reported that there have been a few delays with the fire apparatus. There is a bad batch of steel so they got behind on a chassis and the first engine will now be completed in March and they should get the second chassis this November. He noted that Alex Trujillo, Fleet Manager, is continuing to monitor and make sure that things come out the way they need to.

Misc. B: Construction Update: The Town Manager reported that paving plants are still open but at this point we have completed all of our paving work for FY 14/15. He noted that this past fiscal year will go down as one of the largest volume paving seasons we have had in a long time; it was really helpful to get the appropriation in the spring so we could get in line and get things rolling. He added that to the extent that we can do it for FY 16/17 he would like to do the same thing but will depend on what we end with from FY 14/15 and the auditors are in working now, he has some preliminary numbers, but until they finish the journal entries and get some good trial balances he does not want to put anything out there. Council agreed that would be a priority for them if there is opportunity to repeat what we did last year and get a jump on the paving. Mr. Stokesbury questioned if the Director of Public Works is on top of what the priorities would be. The Town Manager responded yes.

The Town Manager reported that the Avon Water Company project is moving along. He noted that his office has not received any phone calls about it. He added that they coordinated really well with the Board of Education for down times in the morning and afternoon and it has been seamless.

The Town Manager reported that Sycamore Pool is being worked on. He reported that the dugout covers and batting cages are in at Buckingham. He noted that with the batting cages we did install the conduit to run the electrical for the pitching machines but we still have to pull the wire. Chairman Zacchio responded that is critical to be done by spring. Mrs. Maguire commented that there was a request for hooks so kids could put their bags up. The Town Manager responded that he would follow up on that. He added that we continue to work on the hillside.

The Town Manager reported that the sidewalk on West Avon Road is in tough shape, we submitted an application for a STEAP grant but it was not approved primarily because we had so much success with the Avon Town Center projects. He noted that it should be replaced with concrete. He added that there is approximately \$4,500 in the sidewalk account and if we can get

a contractor this fall to start we are going to do so. He noted that this may be an item that he puts in for a capital budget request to finish it off in FY 16/17.

The Town Manager reported that at the Avon Free Public Library the geo thermal system is problematic. He added that Tradesmen is in there, chasing down leaks that are coming up through the copper piping, it is losing pressure, and they may at some point have to take out some of the bricks in the patio. He noted that a lot of those bricks were funded through donations so the Library has been excellent about documenting exactly where those bricks were so they can be put back the way they were. He added that there is no warranty we can fall back on for this system.

Misc. C: Clean Energy Communities Award: The Town Manager reported that in October there was an awards ceremony held at the Oakdale in Wallingford, many communities were represented, Representative Brian Becker and Avon Clean Energy Commission member Mitch Kennedy were also in attendance. He reported that the Town received a plaque and recognized with a star level of silver. He noted that the Town's Comprehensive Energy Plan has turned out to be a good road map for us. He added that we have a major metric coming up for the end of FY 15 with the reduction of energy usage by 20% based on a 2008 baseline. He has spoken to the Superintendent of Schools about this and are looking at using Steve Weisman, from Peregrine Consulting who we had the grant with to do the original Comprehensive Energy Plan, to zero in a few metrics and update them.

Chairman Zacchio commented that the Council needs to have a conversation at some point about the Avon Clean Energy Commission and what their future charge is and how we want to focus them in the future. He recalled that when we initially put that Commission together it was to build the Comprehensive Energy Plan to help us understand our buildings better, how we can be more efficient, types of energies we can engage in and as a result we have a great Plan, the Avon High School, Avon Middle School, and Public Works Facility now have solar on top of them, and able to do a lot of efficiency lighting projects. He noted that both Town and Schools have saved a lot of money energy-wise with some of the suggestions from the Plan. He commented that we have probably some of the best minds in energy efficiency on that Commission in the State; they are real professionals who really understand the markets and what can be done. He asked how we focus them in the future as they are meandering through meetings at this point. He has spoken to Bernie Zahren about this. He suggested that Council have a conversation on this topic around how we want to address this. Mr. Evans questioned if it would be fair to ask the Commission to help lead us in the areas where we should consider leading them. Chairman Zacchio responded that the recommendation should come from the Town Manager and working with that Commission on things that they can work on. He noted that they have accomplished our initial charge with flying colors and able to utilize it in a number of different ways; whether that needs to be updated or how we need to address that but he would like to give the Commission direction and charge as to what the Council would like them focusing on or consider what we want to do with the Commission long-term. The Town Manager responded that he will work with the Commission and coordinate.

Misc. D: Synthetic Field Project: The Town Manager reported that we have scheduled a joint meeting with the Board of Education on the synthetic field project for Monday, December 7th at 7:00 p.m. at the Avon Senior Center. He noted that primary presenters will be Ruth Checko,

Director of Recreation and Parks, and Tim Filon, AHS Athletic Director as well as Luke McCoy. He commented that it will be a repeat of what Town Council saw at their June meeting. He noted that we are going to get into more of the operational details as a lot of the questions that came up at the June meeting were more along the lines that you would hear during the permitting stage of the project. Mr. Pena questioned how we will get this message out. The Town Manager responded that looking back he had sent a letter to abutters around the Avon High School when we were going to be looking at that location as a potential site for a synthetic field and would be a wise idea to go back to that list. Chairman Zacchio commented that a letter should now go to abutters at both sites. He added that the discussion is around the site and agreement on the site so we can actually move towards thinking about permitting and design. He commented that in addition to a letter sent to abutters we should be using the Town web site. He noted that this is an opportunity for public weigh in. Mr. Evans questioned if this meeting will include public comment. Chairman Zacchio responded yes. Mr. Pena questioned if this will be the only meeting. Chairman Zacchio responded that the only goal of this meeting is to get the Board of Education up to speed on the plan on their site as they have not seen it, we will touch on the MH Rhodes site, we will have public comment, and our goal is site decision and not financing, how big we build it, etc. He noted that the high school site offers a different approach than the MH Rhodes site; MH Rhodes site is one field and the high school site is one field plus track, lights, and/or press box plus another possible field at the field hockey site. He added that before we can start talking about any of that we need to know if the Board of Education is on board with the site and the community thinks it is a good site and then if we have a site decision we can move forward on how we plan a project. He commented that his expectation is that sometime in the future after that meeting we will come back to a meeting or ask similar to what we have done in the past for the Board of Education to give us a letter in terms of what they think the best site is and what they would support. He noted that we own the building and facility but the Board of Education is the lessee and that makes this different than a piece of property that we as a board have control over so they are a partner in this and we have to have their blessing.

Misc. E: Household Hazardous Waste Collection: The Town Manager reported that a Household Hazardous Waste Collection will be held on November 7th in Simsbury.

Misc. F: Standard and Poor's Ratings Review: The Town Manager reported that one of the questions that we had from S&P was about a long range financial plan. He noted that we have done plans like that in the past but typically they have been around specific capital projects. He reported that what they are looking at is having communities formally look ahead at a revenue and an expenditure perspective over a multiple year forecast which is easy to do. He noted that there are very few communities that have done this and we are having trouble finding examples; we want to find the best practices, identify it, look at it, and see how we can adapt it for our use. Chairman Zacchio commented that it is a great opportunity for us to be a leader in the valley and the State around how the financial plans of tomorrow will be developed for rating agency purposes and for municipal purposes.

Mr. Evans commented on the possibility of the BMW dealership and questioned how they are taxed on the cars and if they pay the Town an excise tax? The Town Manager responded that the inventory is not taxed.

Mr. Stokesbury reported that he has a conflict with item B under Executive Session and pursuant to Town Council Policy #19 he will recuse himself from that item as he represents a homeowner in the immediate area of the subject parcel that might be at odds with the Town's interest.

X. EXECUTIVE SESSION:

- A. Collective Bargaining
- B. Land Acquisition

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

RESOLVED: That the Town Council go into Executive Session at 8:30 p.m.
Mrs. Maguire, Messrs: Zacchio, Pena, and Evans voted in favor.

The Town Manager and Town Clerk attended the session.

XI. ADJOURN

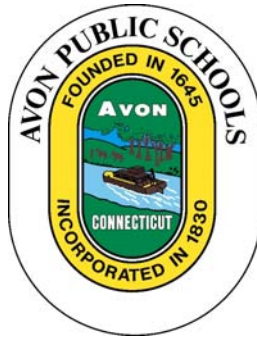
On a motion made by Mr. Evans, seconded by Mr. Pena, it was voted:

RESOLVED: That the Town Council adjourn the meeting at 8:40 p.m.
Mrs. Maguire, Messrs: Zacchio, Pena, and Evans voted in favor.

Attest:

Ann L. Dearstyne, Town Clerk

Avon Public Schools



Capital Improvement Plan 2016 / 2017

Summary of 2016-2017 Requests

1. Parking Lot Asphalt and Milling (PH I)	\$567,000
2. AMS Science Labs (PH II)	\$228,000
3. RBS Boys Bathroom Renovation	\$ 30,000
4. PGS Bathroom Ventilation	\$ 20,000
5. RBS RTU Replacement (PH II)	\$165,000
6. PGS Air Handling/RTU Replacement (PH I)	\$227,000
7. AMS Kitchen Asbestos Tile Removal	\$ 48,000
8. Duct Cleaning	\$ 60,000
9. HVAC Maintenance Equipment	\$ 40,000
10. Replacement BOE Truck (2002 F350)	<u>\$ 65,000</u>
TOTAL	\$1,450,000

Parking Lot Asphalt: Milling and Replacement

- All District parking Lots are assessed as being in poor condition.
- Conditions will continue to worsen due to age and wear and tear.

Phase I Cost

\$567,000

(*Total Project Cost = \$1,701,000)

Parking Lot Asphalt: Milling and Replacement



Parking Lot Asphalt:
Milling and Replacement



Parking Lot Asphalt:
Milling and Replacement



AMS Science Labs

- Phase II of a two year project
- Labs were installed forty years ago
- Present labs are not designed for today's curriculum

Phase II Cost

\$228,000

*(*Total Project Cost = \$439,000)*

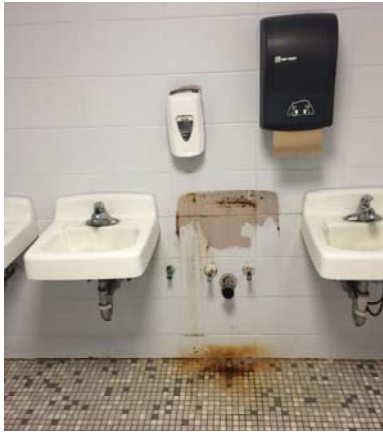
RBS Boys Bathroom Renovation

- Girls bathroom was renovated over 6 years ago
- Fixtures are outdated
- Plumbing

Total Cost

\$30,000

RBS Boys Bathroom Renovation



RBS Boys Bathroom Renovation



PGS Bathroom Ventilation

- Bathroom ventilation fans have failed and cannot be repaired
- Replacement fans are not available with current voltage
- New fans and rewiring to support new voltage is required

Total Cost

\$20,000

RBS RTU Units-Phase II

- Phase II of II
- Recommended in architectural/engineering study
- 11 RTUs remain to be replaced
- Systems commissioning included

Total Cost Phase II

\$165,000

PGS Air Handling Units/RTU Replacement

- Equipment Lifespan is 15 years and 20 years
- Equipment age is 23 years

Phase I of III Cost \$227,000

(*Total Project Cost = \$701,000)

HVAC Equipment Summary October 2014

<i>Avon High School</i>			
Type / #	Install Date	Age	Service Life (years)
Boiler (2)	1998	17	35
RTU's (20)	1998	17	15
RTU's (16)	2007	8	15
Water Heater (2)	1998	17	20
<i>Avon Middle School</i>			
Type / #	Install Date	Age	Service Life (years)
Boiler (2)	2010	5	20
RTU's (13)	2009	6	15
<i>Thompson Brook School</i>			
Type / #	Install Date	Age	Service Life (years)
Boiler (2)	2000	15	35
Chiller (1)	2000	15	23
AHU (7)	2000	15	15
FCU (57)	2000	15	20
Water Heater (1)	2000	15	20
<i>Pine Grove School</i>			
Type / #	Install Date	Age	Service Life (years)
Boiler (2)	1992	23	35
Water Heater (1)	1990	25	20
Water Heater (1)	2009	6	20
HC Coils (18)	1992	23	20
Condensing Units (5)	1992	23	20
<i>Roaring Brook School</i>			
Type / #	Install Date	Age	Service Life (years)
Boiler (2)	2008	7	20
RTU's (14)	1993	22	20
RTU's (7)	2011	4	20
RTU's (1)	2009	6	20

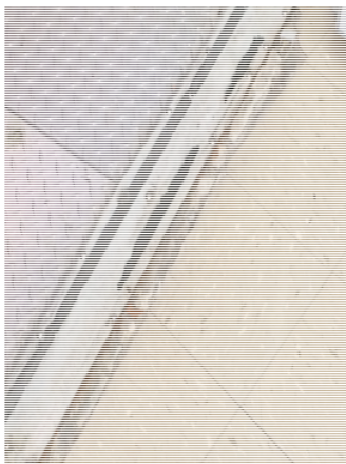
AMS Kitchen Asbestos Tile Removal

- VCT Tile in Kitchen is worn and fragmented
- Health Department has raised concerns
- Asbestos tiles and mastic need to be abated and replaced.

Total Cost

\$48,000

AMS - Kitchen Asbestos Tile Removal



AMS Kitchen Asbestos Tile Removal



AMS Kitchen Asbestos Tile Removal



Duct Cleaning

- Phase I of a 4 year project
- HVAC ducts are overdue for cleaning.
- No record of last time ducts were cleaned.
- Cleaning ducts will improve efficiency of all HVAC systems

Phase I Cost

\$60,000

*(*Total Project Cost = \$227,000)*

HVAC Maintenance Equipment

- District does not own proper equipment to maintain HVAC systems
- HVAC maintainer is utilizing his own tools

Total Cost

\$40,000

HVAC Maintenance Equipment

Fluke Multimeter
Gauge sets
Pressure regulator
Torch set
Vacuum Pump
Refrigerant scale
Miscellaneous Duct tools
Flow Hood
Miscellaneous Hand Tools

Replacement Truck *(2002 F-350)*

- Recommended by DPW Fleet Manager for replacement
- Front end horns structure damage can no longer support snow plow

Total Cost

\$65,000

Replacement Truck
(2002 F-350)

