

**AVON TOWN COUNCIL
MEETING MINUTES
December 7, 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, Pena, and Speich.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairman Zacchio.

III. PUBLIC HEARING: None

IV. MINUTES OF PRECEDING MEETING: November 2, 2017

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

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

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

V. COMMUNICATION FROM AUDIENCE: None

VI. COMMUNICATION FROM COUNCIL

Mr. Speich thanked everyone involved with the Christmas tree lighting, it was his first time attending and thought it was a wonderful evening.

Mr. Pena asked the Town Manager to extend thanks to Public Works who did an excellent job setting up for the Christmas tree lighting; he also sent an e-mail to Public Works; about 200 attended, some good singers including Mrs. Maguire; he hopes we can continue again for years to come.

Mrs. Maguire reported that December 3rd was a busy day – she attended a presentation of the four freedoms from the Norman Rockwell Museum at the Library, a collaboration between the Avon Taxpayer's Association and Library, there are five more parts to the series; it is well worth it, the first part was a great presentation. She thanked the Fire Department for inviting her, along with other Council and Board of Finance members to celebrate these volunteers and the wonderful things they do and Chairman Zacchio received the Honorary Firefighter Award.

Mr. Stokesbury echoed Mrs. Maguire's thoughts to the Fire Department and thanked them. He referenced a newspaper article regarding "North Carolina County Web Site Hack: Hackers Demand \$23,000 Ransom," it hasn't been resolved yet, it is a county about the size of Connecticut; it is a very real problem, have to be vigilant always, particularly concerning. He referenced an article in today's paper, "West Hartford Council Members Recommend

Terminating the Purchase of UCONN Property,” the old West Hartford campus, the purchase price is \$1 million, for the Town to get out of it they are losing their \$250,000 non-refundable deposit after spending about \$250,000 checking the property out.

Mr. Stokesbury stated that it is his pleasure to be the first Council member to formally recognize the many years of service that Mark Zacchio has provided the Town and its many residents. Avon has been well served by Mark’s leadership and dedication to doing what’s right for Avon. Through diligent planning Mark has lead the way controlling Town budget while maintaining necessary and appropriate Town services, still he has found a way to fund new fire trucks, repave roads, new school roofs and much more year after year, all without unnecessary long-term debt. Mark leaves us with a strong Town financial statement ready to meet the many challenges arising out of the State’s dismal financial condition. Mark’s friendship with countless Avon residents and close affiliation with numerous community organizations has enabled him to find a balance and consistently build a consensus of opinion among residents on annual budgets and other major issues. Perhaps most importantly as our favorite Townie, Mark’s knowledge of the history of Avon has helped us maintain Avon’s small town character while reacting to our growth, changing demographics, and challenging economic times. Thank you Mark for your leadership, wisdom, and unselfish dedication to Avon. And with that I’ll give it back to Mr. Speich. Mr. Speich also thanked Mark for all he does for the Town Council; he has only been here for a couple of years but have been on boards before this; he thanked him for his friendship and leadership and whenever he had a question he knew Mark was always available; your knowledge of the Town is unending it seems and the people you know seems to be unending; we will miss you and thank you for all that you have done. Mr. Pena stated that it has been an honor and pleasure to serve with Mark; he thanks him as a Councilman and his friend which goes a long way to him and appreciates all of the help Mark has given him and calls to discuss and get his input which he appreciates very much; he thinks that the Council will continue the same, it is not party but individuals doing the best for the Town; Diet Dr. Pepper is the drink of Texas and when he first moved to CT twenty-six years ago he brought boxes here as he could not find it and why he does not share it; he would contact the distributors; he shared a can with Mark, there are not many that he gives. Mrs. Maguire commented, Mark, while I have a heavy heart on your retirement from the Council we celebrate you, your accomplishments, your vision, and your leadership. I met you twelve years ago through your incredible wife Debbie. My daughter Maggie was in her first kindergarten class at Roaring Brook School (RBS) and I remember going in and congratulating Debbie on your election to the Town Council. I remember attending a meeting many, many years ago when it was held at the Library and the discussion included plans for a new Library; it seems like a lifetime ago. Mark, as a native of Avon you have seen tremendous change through the years; the Town has grown a lot and during your watch the growth has been smart growth with Avon maintaining its high standards. You made public safety and the concerns of our citizens’ top priority; you oversaw and ensured that our Town was fiscally responsible, maintained its top ratings and provided outstanding services to all of the residents. The people of Avon and this Council will forever be indebted to you for the selfless service you have provided the Town. When we searched for a new Town Manager, you were there. When we renovated our Library to make it state of the art, you were there. When the Town was without power and under the grips of a fierce storm, you were there. When the Town celebrated its many successes, you were there. And when the Town Council faced sadness you were there to provide leadership, direction, comfort, and friendship. You have listened, supported, and shown incredible patience to all of our citizens. You have shown compassion and

offered solutions. The standards you have set for the future of the Council are high as they should be and we will do our best to carry on the legacy you have created. After all of your hard work, enjoy the brief time off, but don't forget us. There is much to be done in Town and we will always look to you for guidance. Whatever you choose to do, I know you will go on to do many great things in service and in the community. I know that your next ventures will produce excellence and change lives. Thank you for your leadership and friendship. At this time the Council would like to recognize you with the following proclamation:

RESOLVED: That the Town Council, on this 7th day of December, 2017, adopts this resolution in recognition of Mark W. Zacchio's 19 years of exemplary service to the Town of Avon. Mark served on the Town Council for twelve years and was elected by his fellow Council members to serve as Chairman four times for a total of eight years. Mark also served on the Board of Finance and the Inland Wetlands Commission; and

WHEREAS: In all of these positions, but especially as Chairman of the Town Council, Mark demonstrated his exceptional qualities as a leader, public servant and advocate for Avon and its residents. Mark applied his intricate understanding of Avon's history and governmental structure to identify solutions to challenges facing the community. He conducted meetings with great finesse, always encouraging the articulation of all points of view. He conducted himself as a true gentleman; and

WHEREAS: Instances abound where Mark demonstrated his commitment to the community. In October, 2011, Avon endured a devastating winter storm that decimated the electrical infrastructure. Much of the Town was without electricity for days and many streets were impassable. Mark immediately recognized the magnitude of the cleanup effort and he subordinated his professional obligations to Avon's needs volunteering countless hours to ensure restoration efforts proceeded as quickly as possible; and

WHEREAS: Mark is a tireless and effective advocate for Avon and its interests. He worked closely with Avon's legislative delegation to ensure the communities' needs were met. His efforts ensured that funding promised by the State for the Library Addition and Renovation Project was received; and

WHEREAS: These are only a few examples of how Mark's talent, knowledge and dedication have benefitted Avon.

NOW THEREFORE, BE IT FURTHER RESOLVED: That the Town Council of the Town of Avon, on behalf of its citizens, recognizes Mark W. Zacchio for his excellent work on behalf of the community and, with profound thanks and deep appreciation, directs that this RESOLUTION be spread upon the minutes of the December 7, 2017 Town Council Meeting and that a copy be presented to him.

Mrs. Maguire stated that the resolution is signed by the Council members with our thanks.

Chairman Zacchio expressed his thanks and being super. When he got involved nineteen years, it was sort of on a whim, had no idea what it would grow into, no idea the caliber of the people he would get to work with, both professionally and elected, never had a dream in his head it would come to sitting on a Council let alone leading it. The first elected board he was on was the Board of Finance and shares the following story that really settled within him. He was on the Board of Finance meeting and the first meeting he went to was amidst the budget time but had a financial background. As he finished the meeting, he went home and said to his wife that he was

in deep trouble as he could not figure out who was a democrat or republican; am I supposed to side with people, he did not know how it worked; this guy Tom Gugliotti is more conservative than I am and Tom became a mentor. He noted that one of the things that makes Avon great is that we leave our D's and R's at the door and through that process we see each other eye to eye, we work with each other on the issue in front of us and look for solutions that are good for Avon; we don't look for or make political decisions and what keeps Avon going in the right direction. He added that the patience and hearing those point of views was always with this deeply instilled mindset that we are one community, one Avon, we have these discussions, work together, and find the best solutions because at the end of the day, when you are sitting where I am sitting and you walk away, that is something you can hang your hat on and know that you have done well for the Town; so keep doing it, that is his message; that is the culture we have created here and why our Town continues to soar and we will in the future. He appreciates all of this deeply, he didn't expect it, he appreciates your friendship, your professional work over the years, we have accomplished some great things and there's a lot more to come; some great projects on the horizon with the Town Center, potential for open space with the Fire Department, the radio system with the Police Department; we have some great projects geared up here to go and a financial footing to do it off of so Godspeed.

VIII. OLD BUSINESS

14/15-20 Old Farms Road and Old Farms Road Bridge and Intersection (State Projects # 04-129, 04-116 & 118)

Chairman Zacchio commented that we have had some discussions with Avon Old Farms School (AOFS) around relocation of the road and have come to a place where it makes good sense for the Town and AOFS and struck a deal that he thinks will be good for us long term. The Town Manager reported that we have talked about this project over the last few meetings; in May we had Fuss & O'Neill come in and go over preliminary design and drawings for the relocation of the road between North-South section between Thompson and Scoville. He noted that since that time we have done a lot of work, advanced the design, worked closely with AOFS who is an important stakeholder in this process, and we have come to a relocation that makes a lot of sense.

Mr. Baril, Town Engineer, and Ted DeSantos and Marshall Gaston with Fuss & O'Neill, are in attendance tonight. Mr. Robertson noted that Ken LaRocque, AOFS Headmaster, has been a great partner in this process and to the extent that there are any costs that result from the relocation of the road on a net basis AOFS has agreed to pay for those. He added that there is a lot of work left to do but tonight we want to talk with you about the proposed relocation, get your consensus on it, and the next step would be to gear up at the higher level of design effort to get it ready for a LOTCIP application and get in line for some funding. Mr. DeSantos discussed the nature of the changes in the design from the last time they presented. He stated that they have been working with AOFS on the alignment of Old Farms Road as it comes past the School. He noted that the nature of the changes has focused on the safety of students who would have been potentially crossing the road. He added that the prior alignment was largely in the footprint of the existing road bed and adding a special pedestrian crossing feature there for students and faculty to cross to the School gardens and grounds on the other side. He noted that the work has been to shift the alignment to the west in the way that you have seen, at its furthest point maybe 250 feet away from the existing road bed, the purpose of which relocating from Town land onto

School property by bringing that property that is left to be a contiguous part of the School grounds thereby no longer a need for students and faculty to cross the road. He added that the effort has focused on making sure that, to the greatest extent possible, we are not encroaching on wetlands or impacting sensitive environmental resources because the charge of Fuss and O'Neill from the very beginning has been to arrive at a project that was both able to be permitted and was a cost effective design; the alignment that has been achieved meets that criteria. He added that the other change from when they saw Council last is the nature of the intersection; Old Farms Road at Thompson Road will be changed; today Old Farms Road is a through movement whereas Thompson comes in to form the third leg of the T and what they are doing is taking Old Farms Road and bringing it to a "T," a 3-way stop intersection with Thompson Road; a few benefits are pedestrian safety for students who may be crossing in the area, traffic calming as traffic in all directions will have to stop, and an environmental benefit as there will be a reduced overall wetland impact of the intersection.

Mr. Stokesbury asked Mr. DeSantos to point out the Rails to Trails on the large scale print. Mr. DeSantos did so. Mr. Stokesbury asked, as proposed, how far west it is moving from the funky intersection at Scoville Road right now. Mr. DeSantos responded about 100 feet. Mr. Stokesbury asked if all the way up to the Rails to Trails is about 1,000 feet or so. Mr. Gaston responded yes. Mr. Stokesbury questioned if the intent of the creation of the "T" a design to push more traffic to Thompson Road. Mr. DeSantos responded that he does not think it would change the volumes or demand flows on either of the road; the design is about calming traffic and slowing speeds down through that area; it is a very rural road, a very lovely setting but people are driving it too fast; a lot of their work is centering around how to slow traffic down when coming by the School property, particularly at intersections where they expect crossing and the reason for the "T" intersection. Mr. Stokesbury questioned if there has been any traffic study done suggesting what the impact would be on Thompson Road travel. Mr. DeSantos responded that they have done full traffic counts at four locations within what will ultimately be the project limits so north, two on the center, and one on the east/west section so they know the average daily traffic, hourly traffic, speed of traffic, classification breakdown on vehicles in the existing condition and proposing this concept. He added that they know from a capacity analysis, which is vehicle operations and delay per vehicle that this proposal works and will work well from a capacity standpoint. Mr. Stokesbury's concern was that if we are changing traffic pattern is there any indication or expectation that it is going to have more traffic diverting to Thompson Road rather than continuing north on Old Farms Road to Scoville. Mr. DeSantos responded it wouldn't change people's origin or destination; you won't see a profile change in traffic volumes and speaking as a traffic engineer, the volumes that are experienced on Thompson and Old Farms Road are really low in the grand scheme of things; there won't be a congestion issue on Thompson as a result of redistribution, there is simply not enough traffic where you would be concerned about that; the issues here are the speed and safety of pedestrians. Mr. Stokesbury clarified that there is no plan to push more traffic to Thompson or factor in your proposal. Mr. DeSantos responded there was not.

Mr. Speich questioned what happened to the traffic circles they had seen before. Mr. DeSantos responded that you had expressed favoring mini roundabouts; those options are still on the table but we are just focusing on the alignment change.

Mr. Baril asked Mr. DeSantos to talk about the intersection of Scoville and Old Farms and a change with a potential to put in a 4-way stop because of the fourth leg being the AOFS driveway. Mr. DeSantos commented that with the 100 foot shift to the left, the fourth leg becomes the driveway to the School where the silo corner is. He added that the 4-way stop intersection could be very safe and creates the traffic calming effect that they are trying to achieve.

Chairman Zacchio commented that the Council had talked about any additional costs around shifting it from its location to there would be borne by the School. He asked the Town Manager to have a fairly tight rein on what the costs are in place versus movement. He noted that you don't know what you are going to run into when you start relocating the road; we know what is there today; what may seem like minimal additional cost could turn into something more if we run into something with that relocation that needs to be addressed. He gave his vote for it and makes more sense, the traffic pattern is better and as a partner to AOFS we want to be able to not have the road bisect their campus and give them an opportunity to have more open space for them to utilize how they choose plus there is a safety issue with kids crossing the street. Mr. Pena questioned what the estimated added cost is to the relocation. The Town Manager responded not yet; this is a leap of faith and demonstrates what a great partner AOFS has been in this process; we won't know that until we get into a higher level of design development. Mr. Pena asked if AOFS knows that. The Town Manager responded yes. Mr. Stokesbury commented that the letter from the AOFS Headmaster reflects that. Chairman Zacchio noted that AOFS is a good partner and the letter was very clear but you don't know what you run into when you start moving the roads; we have run into this before where costs escalate quickly because of an issue we run into that we never would have expected and as long as that it is understood it makes sense to him. Mr. Pena concurred. The Town Manager commented that if there is consensus the plan is to continue with the design development process; our goal is to have an application ready for the LOTCIP Program being administered through Capitol Region Council of Governments (CRCOG) as soon as they announce the application opening. Council gave consensus to the Town Manager.

16/17-21 Fire Facility Assessment Committee Report

Chairman Zacchio commented that Council had appointed a Fire Facility Assessment Committee (FFAC) to look at options around the Fire Department's needs, specifically on the northern area of Town around Lovely Street and surrounding neighborhoods; their report is complete and they are here to present it to us tonight. He noted that Jim Speich chaired the Committee along with others including the Assistant to the Town Manager.

Mr. Speich reported that over the last year the Committee, including himself, Jamie DiPace, Rob Shillington, Chief Trick, and the Town Manager and Assistant to the Town Manager, met numerous times; we have been talking about this for as long as he has been doing capital improvement budgets for the Fire Department and we have been before the Council before regarding Company #2 and its location and wanted to see if there was a way to solve the problem in the Secret Lake area and we flushed out some ideas per the charge given to the Committee. The Town Manager commented that we met four or five times; there was a hiatus in there because there was a lot of additional back and forth regarding the budget process. He noted that the charge was concise and the idea was to analyze the need for a new station as outlined in the

Plan of Conservation and Development (POCD) and should the need be identified, explained precisely why, what problems are we trying to solve, and if the primary solution is a new station to think outside of the box and some other ways the problem could be solved. He referred to the Committee's report and noted that all of this was done in house, no consulting money, between our resources at the Fire Department and GIS resources we were able to plot out a lot of the coverage scenarios.

The Assistant to the Town Manager highlighted the report; both the Plan of Conversation and Development 2006 and 2016 versions make a recommendation that a new fire station in the northwest area of Town is needed, specifically on Lovely Street north of Roaring Brook and would replace Company #2 on Secret Lake Road; the Plan identifies four deficiencies in the existing Company #2: small size of the facility, lack of flexibility with apparatus placement, response time concerns, and the small size of the property which would prohibit expansion. She added that in November 2016 Council charged the FFAC with two items: the need as outlined for a new fire station and to determine how the construction of a new fire station would solve for that need and some alternatives; the first few meetings worked to address the first charge item, a lot of discussion was had around the four discrepancies: small size of the facility – modern fire apparatus are very different than the apparatus in play when the facility was first built in 1930/40s and as a result the modern fire apparatus bought today will not fit in the bays at Company #2 and a lot of times custom apparatus will have to be purchased and referred to Attachment #2 which has been shared before during the Fire Department's capital budget presentations in the past; an example is our new Engine 7 purchased very recently is about seven inches too long and a foot too tall to fit in Company #2; custom apparatus like Engine 10 would have to be purchased in order to be housed in Company #2. The second deficiency identified by the POCD was the lack of flexibility with apparatus placement; Engine 10 is one of the only two apparatus to fit in the bay at Company #2; Engine 11 fits as well with not a lot of room for any parking errors so the Fire Department is very limited in what can be placed where as they choose or see fit. The third deficiency identified by the POCD was response time concerns – we did a basic response time study with the Fire Department providing five years' worth of call data and thanked Tom Kline for this information; we looked at response times from each of the four pumpers which are housed at each of the four stations and the conclusion of the study was that when compared to the other stations Engine 10 at Company #2 had relatively similar response times so it does not appear that Company #2 has a greater response time than other stations, but it does have an accessibility issue; when it was constructed it was a neighborhood fire station for Secret Lake residents and residents that responded to fires from Secret Lake walked to the fire station to respond and the roads are very narrow, there are stop signs, speed bumps which slows movement of firefighters into the neighborhood to the station and movement of apparatus out of the neighborhood. The fourth deficiency identified by the POCD was the small size of the parcel; there is no room to add bays or office space and nothing more that can be done to the station as it is on its property. She noted that based on these four deficiencies the Committee came to the consensus that Company #2 is insufficient for the Fire Department's operations as they are currently. She added that in fulfillment of the Council's charge the Committee worked to determine if a new fire station would solve for the need; to work on this item we looked at a lot of coverage scenarios that Gina Kline developed a few years ago, also seen in capital budget presentations over the years. She noted that the yellows areas around the fire stations are two minute response time radius and the purple are five minute; these three scenarios will play into some of our recommendations. She added that the Committee came to the consensus based on

each of these different options that their preferred solution is going to be the construction of a new fire station on Lovely Street north of Roaring Brook. The Town Manager commented that there is a lot of background in the report but the bottom line is that it is a poor, antiquated facility in a poor location. The Assistant to the Town Manager reported that also in fulfillment of the Council's charge the Committee provided six alternatives to a new station. She highlighted each of them: status quo, doing nothing and none of the deficiencies that are referenced in the POCD would be addressed; close Company #2 and do nothing else and firefighters would likely be re-assigned to Company #4 and the Chief has expressed concern about the retention of firefighters in Secret Lake as well as the neighborhood support that would be available for weather events. Chairman Zacchio commented that accepting that we need to do something else north of Roaring Brook School and the case that happens Company #2 most likely shuts down but in the lack of that happening it would make more sense to keep two open wouldn't it; some response time is better than no response time. Mr. Speich clarified that Company #2 would still be open. Chief Trick commented that the ultimate goal would be for the brush truck or some auxiliary vehicles to be stored there with some Fire Department presence at that station. The Assistant to the Town Manager reported that the third option would be to complete upgrades to existing stations and will be discussed during the Fire Department's capital budget presentation this evening and due to the size of the property and location of the stations there are no opportunities for expansion at Company #2 or Company #3; fourth option would be to tear down and rebuild Company #2 on its site but would not change the location of the station and accessibility issues with Secret Lake; fifth option would be a butler building, a small building on a small piece of property with one piece of equipment but it came to light that we would need temperature control, gear storage, rest rooms, office space and the more space you have the more the project begins to cost, there are also some aesthetic issues with this type of building in a residential neighborhood; and the final option was a regional solution by executing a mutual aid agreement with a neighboring community but the neighboring communities are having a difficult time getting and keeping volunteers and getting them to respond to emergencies when necessary and would be difficult to make this request and also that if you get something you have to give something in return and if this option came to fruition it would be likely that we would need a true regional dispatch system for fire response where the closest apparatus to the emergency responds to the call regardless of municipal borders. She reported that in conclusion Company #2 as it currently exists is not sufficient for Fire Department operations for reasons listed in the POCD; the Committee is recommending a new station on Lovely Street north of Roaring Brook.

Chairman Zacchio commented that it is a lot to absorb; it is a great body of work and exactly what we asked the Committee to do; it is a road map that we can use with options or a combination of options that can solve a problem with coverage and response times. He noted that one thing that has always been a barrier to this idea was that we do not have land but not a barrier that we can't overcome; something similar with the Library once we knew we were going to expand it, we began to buy the houses that surrounded it to give us enough room to do what we did with the Library so there are ways that the Council can approach that. Mr. Stokesbury questioned the relative number of calls coming out of Secret Lake compared to the other fire stations and what that number would be mean to us. Chief Trick responded that Company #2 in that location or northwest part of Town is a key component in getting there quickly, can exit to Route 44 quickly and back us up coming in from the west for any events on the western part of Route 44, quick and easy access to back up Company #4 going to the far west/southwest end of Town, and they back up Company #3 by going across the ridge and down to their area of

operations; keeping it within a mile or so geographic circle of Company #2 is ultimately what we are looking for, still have the quick access to Route 44 or south and actually increases our response times with a relocation; other concerns we had were recruitment/retention of members in the Secret Lake area as we don't want them to travel too far; if they were reassigned to other stations we may lose them because generally by the time they would travel to Company #4 the bays would be empty and have more responders on the road in their personal vehicles and want to discourage that as much as possible and is out of our Operations Manual that you go to the firehouse if at all practical. Mr. Stokesbury commented on the increased response times but the definition of response time only deals with the truck leaving the station to the scene of the event and if we move it out of Secret Lake and speed bumps from travel by individual firefighters it could be quicker. Chief Trick responded yes, it would be quicker to respond to the new location because they have to travel into Secret Lake, over those roads to get to the fire station. Mr. Stokesbury asked how many calls the Secret Lake apparatus responded to compared to others for a given year. The Assistant to the Town Manager responded that out of about 3,000 total responses across the four pumper apparatus, Engine 10 responded to 14% compared to Engine 9 (Company #1) at about 30%, Engine 14 (Company #3) at about 28% and Engine 7 (Company #4) at about 12%. Asst. Chief Kline commented that the two engines with the higher percentage are in business districts with high traffic roads. Mr. Stokesbury recognized that it is just one number. Chief Trick wanted to make sure they were clear about the gap; Engine 14 is their designated mutual aid engine through the daytime period.

Mr. Pena questioned what action we are looking for. Chairman Zacchio responded that one is to accept the report and disband the Committee if we think the charge has been met. He asked the Town Manager if this rolls into long term planning or if there is a strategy to implore with the Council around how to look at property acquisition or work with a sub-group around the best locations or feasible locations from a zoning perspective. He added that he thinks the action being sought by the Council tonight is to consider whether the Committee met the charge, which he personally thinks they have, to accept the report which then serves as a bit of a guide for the future in terms of how the Council approaches, disband the Committee and the strategy will come from the Town Manager. The Town Manager responded that this Committee was appointed by the charge and if Council feels that the Committee has met the charge Council should act to accept the report. He added that moving forward with a formal public building project there is a Town Council Policy around that but would suggest tasking staff to look at that area and looking at potential land acquisition. He noted that we are going to have some requirements in terms of how far out from Company #4 we want to go. He commented that assuming Council accepts this report, staff needs to take some time, look at the parcel map and identify some properties. He added that the report is included on the agenda tonight so there is an understanding for this potential need in the broader context of the capital budget as a whole in the Capital Improvement Plan and also what the Fire Department has in mind. He noted that the existing stations not including Company #4 are going to require some upgrades; we are doing very extensive capital work at Company #4 now; the big rock on the horizon for the Fire Department is the self-contained breathing apparatus replacement that comes due in 2021 and our strategy has been to fund that on a pay as you go basis; the first round of funding is in FY 18 and in FY 19 he is going to request \$250,000 to \$300,000 and have to continue that until we get to the point we have to make those purchases.

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

RESOLVED: That the Town Council accept the report dated November 30, 2017 from the Fire Facility Assessment Committee with thanks for outstanding information and keeping the Committee together for future needs of the Town.

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

The Town Manager recommended that the Committee be left in place and perhaps recharged at a future point. Chairman Zacchio extended his thanks to the Committee and a good idea to keep the Committee together because you may be able to use them with their detailed knowledge of this as we move forward and think about how that strategy begins to develop. Mr. Stokesbury thanked Jim Speich for chairing the Committee and bringing his expertise on both sides of the equation.

17/18-24 **FY 18/19 Budget: CIP Budget Presentations**

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

Chief Rinaldo congratulated Chairman Zacchio and thanked him for his years of service and has always been impressed with his intimate knowledge of the law enforcement issues. Chairman Zacchio commented that he had an inside source of his father. Chief Rinaldo highlighted the E.O.C. Expansion. He noted that the Director of Public Works is doing an excellent job in managing this project. He added that an RFP was just sent out for the tower move and thanked the Assistant to the Town Manager for her work on that. He noted that the E.O.C. is critical to our operations Town-wide and will be a very functioning area and serve the needs of the Town and Police Department for the next twenty years. He highlighted the Department's capital request of \$250,000 for the Radio System Project. He noted that the system is at the end of its useful life; a consultant came in and recommended a new system. He estimated the cost to be in the \$4 million range. He highlighted the Radio History; they have improved the system the best they could. He highlighted the Radio History Summary. He noted that he wants to avoid re-doing any part of the project due to the result of going with a low bid in the coming years. He highlighted The Future of the radio system. He noted that the preferred vendor has been asked to cut a little more off of what we are asking to do by Mike Manning with Federal Engineering and get the \$3.8 million moved down substantially. He added that two days ago we had a bank robbery and as they were going through the woods they could not communicate very well with their Communications Center; it is a problem and we need to address the issue. Chairman Zacchio commented that a lot of folks don't understand it is the quality of the system but it is also the dead spots in Avon where there is no communication and the goal of 95% knowing that we have geography that is challenging, where seconds count we need to be able to communicate whether it is Fire Department, Police Department, or Public Works so it is a project that has to be done; there is a lot of work that has gone into it and a lot of reserving in funding that we have been trying to think about for the future; the very basic ability of public safety to operate is communications; it doesn't seem like a lot but it has teeth. He added that without this our professionals can't do the job they do to protect us so this is really important in the future. Chief Rinaldo commented that we have talked about regionalization and we need to do that within our own Town with the Board of Education, Public Works, Fire Department, and Police Department so if we have a good system we can provide a very good quality and be able to respond appropriately.

Mr. Stokesbury commented that we are all acutely aware of the need and how it would be used by the other departments. He wants to be sure that the Council is presented with a total, that we know how much the system would cost and the individual cost down to the department level for particular hand held units, etc. He does not want to be surprised at the end that we've been looking at one number and not including some implementation costs on the Board of Education, etc. side. Chief Rinaldo responded that this is a comprehensive proposal and includes everyone. Mr. Stokesbury commented that it is a misnomer to have it as part of your presentation, you may be the most critical user of it but it is a Town wide capital request and need to be careful to present it as such and give it its own category; it is a unique project. Chairman Zacchio agreed that was a good point and a critical one. Mr. Speich commented that the value of \$3 or \$4 million is a lot and questioned if we have any comparables we could look at from other towns who may have done the same kind of thing. Chief Rinaldo responded that Windsor is a little bit behind us; the type of system we need is about a \$3 or \$4 million system, locally within Avon; Berlin just put in a \$10 million system, Wethersfield's system was about \$5 million. He noted that our system would be a P25 which is the industry standard. He hopes that within the next month or two they will come back with some better numbers.

The Town Manager noted that there a lot of dimensions to this; we need to have a system that allows for intra-departmental cooperation; we are looking to consolidate in Avon; we have had conversations with other communities to see how they might fit into our plan; one of the issues is that other towns are at a different cadence; in terms of acquisition, making sure there aren't any surprises so when we bring a number it is accurate and looking at different acquisition methods, i.e. flat out bonding and we own or lease purchase, or service package. He added that between our expertise, talking with other communities and their experience and Federal Engineering who has a nationwide reach in these projects we are covering our bases. Chief Rinaldo noted that Federal Engineering is working with three or four other towns in Connecticut; the numbers that they are confirming for us are in line with the other towns. Mr. Speich commented that the acquisition methods should be investigated because these systems change quite often. The Town Manager responded that the P25 is the current standard but it is the nature of products. Chairman Zacchio commented that we have some pretty good ideas but if there is any opportunity when the time comes for us to bundle with other towns doing the same thing; it is hard because maybe the spec is not the same, similar to what the Superintendent of Schools did under the reverse bid process or what the Deputy Director of Public Works does on selling equipment. Chief Rinaldo responded that there has been a lot of discussion around bundling with other towns; we save money on the subscriber units; if we have three or four tower sites in Avon and add another town who has three or four tower sites it will be interoperable, we may be able to share it and give us a better range of coverage. He noted that Stonington is doing the same type of system and they want to go on the State core but they are not sure whether they can get the coverage that they need. The Town Manager added that the State is an important element in this and he is on the E-9-1-1 Commission now so to the extent we can leverage those assets we will. Chief Rinaldo commented that for tonight's presentation it is critical to have some money in contingency in case something fails within our system, we need an additional \$250,000 added to the current capital budget which has about \$130,000 left in that account; if something does happen we need to fix it; we have already had issues; we have to do the generator on the Canton Motor tower site but holding off because why spend money if we are going to go with another system. Council thanked Chief Rinaldo for his capital budget presentation.

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

Rob Shillington, Vice President, stated on behalf of the Fire Department and all of their members thanked the Council and the Town Manager for your continued support over this last year and over the many years. He noted that their Corporation Vice President Mike Galliher will lead the presentation this evening. Mr. Galliher highlighted the Department's mission statement and their requests fit it perfectly and what they are asking for leads to the five aspects being supported. He also highlighted the Department's Summary of FY 18/19 Capital Requests.

Mr. Galliher reported on the Fire Apparatus Replacement request. He highlighted the request for \$400,000 to fund their needs for apparatus. He reported that the Proposed Northwest Fire Station request would be skipped as it was discussed at length during the Fire Facility Assessment Committee's report. Mr. Stokesbury noted that the speed humps are back in on Secret Lake Road. Chief Trick commented that they have not been painted yet and tough to see at night. He noted that the fire apparatus size is a factor in the usefulness they have out of Company #2 and right now besides Engine 10 their brush truck is there. Chief Trick noted that since the floor improvements at Company #4 Engine 9 is up there now which used to be at Company #1 which now houses Engine 7.

Mr. Galliher reported on the Fire Station Facility Upgrades request in the amount of \$100,000 and funding that keeps the facilities operating, makes them livable and operable. He noted that a consistent across the four stations are the heating systems. He noted that improvements to the apparatus ventilation system at Company #3 is important to remove the exhaust cast off from apparatus as they park in the station.

Mr. Galliher reported on the Company #4 Improvements request. He noted that there is some work going on there to mitigate flooding. He added that they are looking to do additional improvements; right now you enter through the apparatus bay; they would like to make the station more functional and serves their needs much better than what they are accommodating now. Assistant Chief Bruce Appell reported on the need to add more bay space. He noted that we spent a lot of money from the \$100,000 set aside last year to do station improvements being that we had a water issue in the basement of Company #4 and had to do mitigation there, gut it and rebuild it. He noted that the Director of Public Works wanted to renovate the Captain's office and the upstairs dispatch office which is adjacent to the bay; working with the architect and looking at some of the feasibilities they are running out of apparatus bay space to park support trailers, emergency response vehicles which can be parked outside and takes a while to get them cleared in the winter. He added that the bay would be about 20' by 50' at the back of Company #4 and stay above freezing and can add a 16' addition off the north side of Company #4 and develop a Captain's office, move the gear into the current Captain's office, the front watch room would be a connector where the radio room is. He noted that part of the gear issue is that station does not have an exhaust system so as soon as trucks start up exhaust goes straight into the gear which gets contaminated of which becomes a longer term cancer issue that the fire services in general are trying to mitigate; looking at it in dollars and cents they could get Company #4 all wrapped up, basement being done this year, increase of about \$400,000 get the outside done, small addition, bay space, and get that station completely done.

Mr. Appell reported on the Company #1 Improvements request. He noted that the architect also looked at this station. He added that this station was always approved for a four bay station; they need space at all of the stations; with Company #1 being their headquarters needing office space and primarily bay space, clean up the outside. He noted that it comes in at about \$1 million to do Company #1 alone which becomes a relatively expensive cost amortized out. He added that they feel is prudent to do Company #4 first as far as dollars and cents goes and try to factor in Company #1 and maybe tie it into a new Northwest Station. He noted that the new Northwest Station does not solve the needs of all of the stations and none of the stations have been touched with exception of Company #3 since they built at inception. He noted that they are paying a lot for heat at Company #1 with single pane windows and entry doors; this is a place that we vote at; securing back wall at the sliders; the estimates are from the architect.

Mr. Galliher reported on the Fire Service Equipment request with an estimated replacement cost of about \$1.1 million for new Self-Contained Breathing Apparatus (SCBA). He noted that some Council has already put some money aside; keeping you aware that this is a crucial need for the Department.

Chief Trick commented that some of the initiatives they referenced, for example, the exhaust systems in the fire stations, the level of cancer that has been occurring in firefighters has become almost epidemic proportions and recognized through the absorption of chemicals, the by-products and making great head ways to try and make sure that they have separation of gear; they are starting off the first of the new year with a cancer mitigation program, start making sure that their firefighters exchange their hoods on the fire grounds, deconning themselves on the scene because they are finding that the levels of exposures are equal to being at a hazmat incident and due to the different changes in the last 25-30 years of building construction products of the stuff that goes in our homes and has become a big problem and some of that is being addressed through some of the initiatives discussed in their capital budget but also in their operating budget. He also noted the State through statutes has adopted NFPA 1901, Standard for Automotive Fire Apparatus which was a recent legislative change. He noted some of the initiatives they are going on right now with the SCBA Committee – the fire grant program is going to be opening and the Board of Directors has made a conscience decision to spend corporate funds to enlist the help of a professional grant writing service to help review and for their submission purposes so between the expertise they have within the Fire Department and the little edge they're hoping they have about a 50/50 shot. He noted that if West Hartford and Simsbury can get grants for SCBA he is not sure why Avon has been unsuccessful but they are going to try for it. He noted that they will only pick up the tab for 44 units which is every seated position the Department has; in March they ran a number of \$769,669.95 to replace SCBA units and did not include other upgrades to the compressor and other auxiliary equipment. He noted that the \$1.1 million is a little high; if they get the grant, theoretically with the numbers being looked at \$442,000 would be covered by a grant and leave a balance of approximately \$400,000 to \$450,000. Chairman Zacchio responded that we should plan for the whole thing. Chief Trick commented that they are doing whatever means and methods are necessary to be the most fiscally responsible that they can and to do what they need to do to make sure they can also get the equipment that they need to perform their tasks and functions in the safest manner.

Mr. Stokesbury asked the Chief for a list of apparatus with specifications, age, and where they are located; it helps them to know how they are located at each station and help evaluate in the

multi-year. He asked if the support vehicles need to be at a fire station or could they be at a different Town facility, perhaps located more centrally or in another area. Assistant Chief Appell responded that we have requested potentially storing some stuff at the Department of Public Works but was turned down as they have no space; they have looked at the fire stations; there is some space at the MH Rhodes property that they can put some of the stuff that are not used during the winter but the problem with that facility it is not an emergency access building and may take a few days to be plowed out and is the excuse he gets when they put a response vehicle some place and has to be able to get it out all of the time. Mr. Stokesbury commented that his point is there may be a better cost effective location to build a bay to build what you need and still service the Town rather than being stuck with the footprints that we have, we know Company #4 had water issues and we know there are relatively tight spaces. Chief Trick noted that we also own the property across the street from Company #3. Mr. Stokesbury commented that we own a Transfer Station a quarter-mile away from Company #4 that potentially could be a site for storage. Chief Trick responded that they are looking for a tempered building so it is above freezing; they are open and receptive to any possibilities; they have been working closely with Public Works. He noted that he has had numerous conversations with the Director of Public Works on some of these projects for the fire stations and he keeps them in his budget; we are always working closely to know what his needs, our needs are so you can understand what all of our needs are. Mr. Speich questioned what piece of apparatus is next in their plan. Assistant Chief Appell responded that Rescue 8 (1988) and Engine 9 are next for replacements. He noted with Rescue 8 the additional firemen sit sideways on a long bench in the back with no 3-point seat harnesses and becoming an end-of-life to get parts for the truck. He noted that they have been putting some money into this apparatus fund and scour vendors for demo units and internally deciding on the size of the Rescue they need. He noted that they have a 1995 Ford which supports the fire police that needs replacement; they are in the process of acquiring one vehicle to replace the old ambulance that was decommissioned a year ago but the fire police have two vehicles. He noted that as they are responding more out of Company #2 they need more multi-function pieces that can run 365 days a year to get up driveways and service that area. He added that it is a fluid document. Mr. Speich commented that the whole idea behind that fund was to keep funding it. Chairman Zacchio responded yes; set up a reserve which has been successful so far in terms of the apparatus piece and keep rotating that until such a time that can pause off when the trucks become new enough. Chief Trick commented in the capital budget presentation made a few years ago they had it laid out and put it out 2025-2026 where they have a breather with apparatus. Mr. Speich commented on the crumbling staircase at Company #1 which have been crumbling for twenty years and is a safety issue. Council thanked the Fire Department for their presentation. Chairman Zacchio thanked the Department for their support and all you do for the Town so keep up the good work and we will try and support you the best we can.

VIII. NEW BUSINESS

17/18-28 Approve Proclamation: 100th Birthday Greeting for Gordon Roch

Chairman Zacchio read the proclamation for Gordon Roch who is celebrating his 100th birthday tomorrow.

“GREETINGS

Congratulations **GORDON ROCH** on your 100th Birthday!

On behalf of the Town Council and the Community of Avon
we would like to extend to you pleasant thoughts
and heartfelt wishes for a happy day.
Your 100th Birthday is a great day for celebrating!
YOUR 100TH BIRTHDAY
IS A WONDERFUL MILESTONE,
A SPECIAL TIME FOR ENJOYING
ALL THE MEMORIES OF
SO MANY YEARS WELL-LIVED.
HAPPY BIRTHDAY!

This recognition was spread upon the minutes of the December 7, 2017 Town Council Meeting.”

Chairman Zacchio reported that he will present the proclamation to Mr. Roch at Apple Rehab at his birthday party tomorrow afternoon. He noted that Mr. Roch was involved with the VFW for a number of years.

17/18-29 Celebrate Avon 2017 Recap by Nancy Anstey, Chair

Nancy Weiner-Anstey, Avon Day Committee Chair, reported on results from Celebrate Avon 2017 held on Saturday, September 23, 2017 from the Committee’s Final Report to the Avon Town Council (a copy of which is included and made part of these minutes). She noted that they have about \$8,500 in the budget for Celebrate Avon 2018. She noted that the Committee’s workload has doubled and they are seeking additional assistance. She noted that the date chosen for Celebrate Avon 2018 is Saturday, September 22nd, typically the fourth Saturday in September unless it falls on a Jewish holiday and October is too busy with other events to hold something like this. She noted that the Avon Volunteer Fire Department (AVFD) is hosting the Statewide 75th Anniversary celebration is the weekend before; concerns are that booth and vendor participation may be down and attendance will be significantly decreased. She noted that if we continue Celebrate Avon there is a possibility that we won’t be able to bring in the funds to finance our expenses and would look to the Council to help them pay for those costs and may mean designating additional money in the budget. She noted that we could take a hiatus in 2018 and bring it back in 2019; it would certainly take more dollars in terms of publicity and something we may not be able to fund; Council has been so generous and we are appreciative. She noted that is important that Council have all of the facts and make an informed decision for 2018; we will honor it and work as best as they can with the parameters they have. Chairman Zacchio thanked the Committee for putting it on; this is a community based celebration which is important and raising money for the Special Needs Fund and \$4,000 goes a long way in the Social Services Department to help those in need in Avon so thank you and the Committee; he is thrilled to hear the Committee wants to stay on because they have done an outstanding job. He was not able to attend this year’s event but he heard it was awesome, people loved the format, it was as successful as it has ever been; the accomplishment of the year is important.

Chairman Zacchio commented that the AVFD being picked to host the 75th Anniversary celebration is huge; it will be a spectacular weekend, there will be fireworks, a carnival, and poses an interesting problem to have Celebrate Avon from a saturation stand point; he is comfortable going in either direction; your concerns are valid, the weekend after may be difficult to do; he does not want to sunset it forever; if you take a hiatus and the Town should support the

special advertising if that is what is necessary to bring it back in 2019 if that is the course you all choose to take. Ms. Anstey commented that if we take a year off we do not donate to Special Needs Fund so the Committee's thought was to take some of their start up fund to give a donation for 2018 and make all of us feel better. Chairman Zacchio responded that a donation campaign could also be done and use that as a platform for being back next year and collecting for the Special Needs Fund. Mrs. Maguire commented on October not being good for soccer and football, etc. Ms. Anstey responded that there is too many other demands and other events that have been scheduled forever; the first weekend in October which we did a couple of years was not successful. Mrs. Maguire questioned about doing it before the firemen's event. Ms. Anstey responded that Simsbury's Septemberfest is the first weekend after Labor Day so then it would fall the weekend before the 75th Anniversary. Mrs. Maguire commented that we had talked about doing it in the springtime. Ms. Anstey responded that it began over Memorial Day weekend but became too difficult and was changed to September. Mr. Pena commented that in October the weather is questionable. Ms. Anstey responded that it is a very difficult decision that we have placed onto you. Mrs. Maguire commented that a no-show Celebrate Avon; we are giving you a huge celebration for the Fire Department but we still want to support Special Needs we'll be back in a year, make a donation; go that route as an option. She does not want for the Committee to have had put so much into this past year to take a year off because they created a great event and then it is suddenly gone for a year. Mr. Speich commented that doing it the weekend before, if you had a choice and still want to do it, would be the best time to do it; he agrees with concerns about the weekend after; he is not sure a lot of people would necessarily be looking forward to the carnival. Mr. Pena commented that he is not a fan of not doing it in 2018; having a fundraiser for the particular purpose would help in lieu of not having it; Celebrate Avon is established, people know what it is and to continue it would be nice even if the date has to be changed. Mrs. Maguire commented on why not the weekend before. Mr. Speich asked Chief Trick about the carnival. Chief Trick responded that there is an outside carnival vendor coming in and will be held at MH Rhodes but there is not an exact schedule at this time. Mr. Speich commented that if it is just Sunday there is no harm. Chief Trick noted that the demographics that are coming to come to the 75th Anniversary celebration are a whole different group. Jamie DiPace, Town Council Representative for the Avon Volunteer Fire Department, commented that the carnival being planned is for Saturday and Sunday, possibly even Friday night. Mr. Stokesbury agreed that trying to do it the weekend after the Fire Department event is not right. He questioned if there is any way to integrate some component of the Celebrate Avon fundraising as part of the Firemen's weekend to keep the cash flow moving for the Special Needs Fund. Chairman Zacchio commented that the Council would love to see Celebrate Avon continue but also if doesn't we will support some way of helping it get off the ground in 2019; it is the Committee's position that will sway the Council the most. He asked the Committee to come back and report on what they would like to do after thinking about what was said tonight; we will support it either way. Ms. Anstey thanked Council for that. Chairman Zacchio noted that whatever the Committee thinks will work, you are doing us a favor in organizing it and having it, this is something that we would love to see continue and we all support and have always supported. He asked the Committee to come back to Council with a recommendation and why and the Council should be receptive. Ms. Anstey responded that they will gladly do that; she requested to be on the February agenda. Council thanked Ms. Anstey and the Committee.

17/18-30 Contract Recommendation: Revaluation Services

Harry DerAsadourian reported that every five years we do a revaluation. He noted that working with the Town Manager's Office we put an RFP out, we received four bids, quite a swing in prices, however the low bidder of P.B.S. Systems is consistent with past experience and noted that they performed our last revaluation in 2013 and one other in 2003; the quality of work was very good, they were timely, responsive, and have a good handle on the values in Town; it is a family owned company and the principals live in the Farmington Valley. He commented that the next closest bid was \$139,500 which was quite a difference. He noted that what has kept the price down is that the Assessor's Office takes on a lot of the clerical responsibilities and management of the data which we have done in prior revaluations; our reliance on the company is to do the analysis of the land values, construction costs, the field reviews; our Office continues to do building permits so we stay engaged with what is happening in the community, what type of additions are being built; that has brought and kept the price down as well; we use our own computer assisted mass appraisal system which was implemented in 1990 and has been upgraded so we are not reliant on any one company and has kept cost and control of the project in house. He noted that based on these factors and past experience he feels that P.B.S. is the best company to pick and he requests approval and authority for the Town Manager to execute a contract. Chairman Zacchio questioned what kind of revaluation this is. Mr. DerAsadourian responded that he calls it a hybrid; it is not practical to go out and inspect every property with privacy issues and families working; we are constantly going out on building permits so we are familiarizing ourselves with the properties out there; we go out on deck permits, roof permits, observation as you drive around Town and see if you think there is something new. He feels that we are engaged, constantly looking, and part of the statute allows you to do a certain percentage of homes each year to achieve that inspection rate and we are doing that; all new homes are inspected; we have some assistance on the internet with realtor.com which is checked periodically and the realtors themselves making sure that permits were pulled for items on/in the house and if not they are having the property owner take out a building permit. He feels that the data is pretty clean; we are familiar with what is happening in the community. Chairman Zacchio commented that it is a hybrid between statistical and drive-by. Mr. DerAsadourian responded that each property is going to be looked at from the exterior; they will physically visit all of the sales from the past 12-18 months to validate the sales and then drive by each property and look at the value that has been established and the house and the sales and the surrounding homes to make sure that makes sense. Chairman Zacchio commented that we get a lot for the \$88,000. Mr. DerAsadourian responded yes and their quality of work the last time was good. Mr. Stokesbury asked Mr. DerAsadourian if he finds P.B.S. Services, LLC to be the lowest responsible bidder. Mr. DerAsadourian responded yes. Mr. Speich commented that the last revaluation in 2013 was completed in conjunction with the Town of Canton. Mr. DerAsadourian responded yes, at that time we were providing services to the Town of Canton with an agreement and are not doing that any longer. Chairman Zacchio thanked Mr. DerAsadourian. He added that it is always nice that our low bidder is also the responsible bidder.

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

RESOLVED: That Town Council awards the contract to P.B.S. Services, LLC, of Hartford, CT, based on their low bid in an amount not to exceed \$88,400 for the Town of Avon 2018 revaluation.

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

17/18-31 Review, Discussion and Approval: Year End Transfers and Appropriations

Peggy Colligan, Director of Finance, was present to highlight the Year End Transfers and Appropriations. The Town Manager noted that it is all good news, collection rate is strong, revenues exceed expenditures by some but not too much, we are adding to Unassigned Fund Balance so it made progress over last year, we are in compliance plus with our policy. He noted that in the last section where management recommends a series of assignments there is one where we would be putting \$100,000 into a capital assignment with a specific request for prefunding for irrigation at Fisher Meadows; the irrigation system needs to be replaced and since we have the other work going on down there now is the time to do it, the Director of Public Works came forward in his capital budget with a request for \$320,000; the Town Manager will recommend Council approve \$100,000 as an assignment to capital which allows us to get started with the irrigation work, we have some seed money to get going in the spring, and it reduces the requirement and impact to capital for FY 19 as it would come down to \$220,000 and maybe even less.

Ms. Colligan reported that this year the book is a little bit different as Council had asked to have more reports included and to let her know if they did not satisfy your total needs. She noted that a revenue report was included of budget to actual so it shows individually all the revenues in the general fund that you would be interested in that we report to you on a monthly basis and tells you the actual performance for the year closing FY 16/17 and what the prior year looked like. She asked if that met Council's needs. Chairman Zacchio responded that it did for him; he liked the detail better and see each line item. He yielded to the Council. Mr. Stokesbury commented that he found it easy to understand and we had a general idea of where we were going month by month so there is not too much here we did not know is coming. Mr. Pena commented that it was very good. Mr. Stokesbury commented that not just for us but an interested citizen picking it up; it is transparent and follow it which is important to us. Ms. Colligan noted that it is only general fund. She asked about seeing operating results on other funds and can talk about it as we go through the budget process.

Ms. Colligan reported that net we had positive operating results in the General Fund revenues in the range of \$327,000. She reported that also new was a request for uses of General Fund Unassigned Fund Balance and provided a ten-year history and something we can think about putting into the Tab B Revenues section of the budget book. She noted that the rest of what is under Revenues, Transfers, & Encumbrances is for budgetary and charter compliance; nothing that is a recommendation or accounting method change that we are asking; it is housekeeping, the transfers you are approving from the different expenditure accounts, encumbrances for the Town and Board of Education supported by purchase orders, in our financial system, and reviewed by the auditors. She noted the expenditure report that is highly summarized and all detail on budget transfers by account number; Council approves up to 1/10 of 1% which is roughly about \$26,000 of the Town operating budget; we have two entries going to the Board of Finance which is above that threshold.

Ms. Colligan reported on Supplemental Appropriation – General Fund of which there are no entries for using Unassigned General Fund Balance at the end of the year or during the year; the entries you do see are what we refer to as a wash entry – a revenue to fund the expenditure; a grant for the storage issues that the Town Clerk has in the vault and a grant for \$4,250 used

towards consulting fees and service for the Plan of Conservation and Development, and the last one is for the lighting program made up of grants and donations; all are no impact to the General Fund.

Ms. Colligan reported on Supplemental Appropriations – Other Funds and are also a wash, no impact on the individual funds; revenues that have come in and we need to report that we have received them and will fund expenditures. She noted that the first one is a donation from the Soccer Club is going to capital projects (Fund 2) and for a future purchase but we reflect it in the year we received it; it is a non-lapsing fund and will be there when they want to spend it in the spring to purchase the goals; the second one is for the STEAP grant and getting close to the \$450,000 for Phase IV and to record the revenue for the expenditures to date that have been made; the third one is for the Capital Non-recurring for the reimbursements received for the design and construction of the Old Wheeler Lane Bridge (Fund 3) and that project was completed in August 2017 and we have received all of the funds – that \$350,000 of this project was use of Fund Balance in FY 15/16 and we will return that full amount back to the General Fund this year. Mr. Stokesbury commented, as shared by Ms. Colligan privately, that the Town Engineer deserves much credit for running that project well and getting funding on time. Ms. Colligan concurred; it makes it easier to manage when it is on time, we worked with Engineering on a quarterly basis to make sure that we were in sync. She reported that the fourth resolution is for Police Services (Fund 7) to record revenues that come in from firms using the police services for construction jobs and that nature; we have also used this Fund to assist in some capital purchases for police vehicles. Chairman Zacchio commented that we had a lot of that come in from the Avon Mountain reconstruction. Ms. Colligan reported that the fifth resolution is for State and Federal Grants on the Education side; an accounting entry as recommended by the auditors, it is a wash to Fund 13 which never has a fund balance or encumbrances or accounts payable.

Ms. Colligan reported on Transfers & Fund Balance Assignments; entries one through five are pretty standard to requests that have been done in the past in prior years; the first entry is from an agreement in place when Public Works has an off sale auction we allow them to put the funds into an assignment within the General Fund for a capital item purchase in the future and is usually for small items, we do that every year when they had successful revenues; item two is the \$100,000 for the Fisher Meadows irrigation system. She noted that Public Works as part of their expenditure appropriation returned \$144,000 back in their budget and when we were approached and asked if they could do transfer for irrigation system funds it was easy to support as they had available appropriation and expenditures in total for the General Fund returned about \$300,000. She reported that item three is standard and do when we can to fund our future retiree health benefits, \$168,000; item four is \$200,000 to fund employee or pension contributions and these two items have helped us a lot and our budget plan where we are able to as part of the budget process, budget in total and reduce by the assignment and use it when we need be and have been doing it the last couple of years. She reported that item five is standard, \$50,000 transfer from General Fund to the Compensated Absences-Debt Service Fund to pay severance, sick, and vacation; it will cover it where our current situation is through the end of the year; we have had some very large severance pays in the prior years but this should still leave us a small balance. She reported that item six is a bit unusual; it is a transfer from Capital & Non-Recurring Fund into the General Fund to pay back the \$350,000 from FY 15/16 and about \$24,000 for a capital project that has been completed and closed. Mr. Stokesbury commented on item three; \$168,000

transfer for Post-Employment Benefits and questioned why the balance is then only \$168,000. Ms. Colligan responded that we have been funding it the past couple of years but used the full amount in our FY 16/17 and FY 17/18 budgets so we have no balance left there. Mr. Stokesbury commented that when we speak about planning towards fully funding post-retirement benefits costs and looking at it at a 10-year horizon where we believe, following recommendations, we will be able to sunset that obligation. He questioned if this transfer is consistent with that. Ms. Colligan responded yes; we have been funding it from three methods, a special reserve fund set up quite a few years ago and phasing in to gradually build up the operating budget portion of it, Fund 16 \$250,000 each year so we are at about \$950,000. Mr. Stokesbury questioned how this interplays with that. The Town Manager clarified that this transfer offsets next year's OPEB contribution through the operating budget. Ms. Colligan commented that we hit Fund 16 a little hard to fund for our FY 17/18 budget which accelerated the draw down on our special reserve fund; we anticipated having about \$101,000 on the schedule; we are at \$81,000 and with interest may get to the \$101,000 but this helps take the pressure off the operating budget. The Town Manager commented that the bulk of the money is in the trust fund. Mr. Stokesbury clarified that this is not the primary fund for Post-Employment Benefits savings. Ms. Colligan agreed.

Ms. Colligan noted that at the end of all of this we have positive operating results of about \$630,000 in operating gain and does not include the \$350,000 being transferred in and as a result are requesting \$100,000+ to return to the General Fund Unassigned Fund Balance, \$200,000 for pension, \$168,000 for OPEB, \$50,000 for Compensated Absences, and \$100,000 for that capital project; this pretty much covers the \$630,000; a percentage at the end on a GAP basis, expenditures and operating transfer out will be at 10.75% and above our 10% threshold. Mr. Stokesbury commented that we are able to increase the percentage as our operating budget increases which is remarkable. Chairman Zacchio added that the discipline that this Board has had to put that money back; we took it out and put it up front to get the bridge done, some other communities might get that reimbursement from the State and find ways to spend it but we have the discipline of putting it back. The Town Manager commented that it is remarkable; at his annual CCM budget presentation one of the examples he uses as a top flight financial practice. Mr. Stokesbury commented that this brings up the conversation we had in the past about what should our policy be for Fund Balance and we should continue to look at that 10% number and perhaps change the policy to be more aggressive and raise it to a higher number; we have clearly done it and we want to have a policy to protect the money. Chairman Zacchio added that having that policy in place gives us a target and makes us think about Undesignated Fund Balance in a different way than we are at that 10%; when we set the 10% we probably had less than 6% and we set a policy of 10% and we got there in five or six years and part of that is because the rating agencies like to see that you have a policy and are working towards it and once you get there, we are an A-rated community but there are communities with policies that have 14, 15, or 18% and the agencies always want to see you stretching to that goal so even if it is incremental to 12% or 10.5% it is something else to move towards. Mr. Stokesbury noted that we also have new stressors on our budget and operations which is the State debacle and the rating agencies are going to be looking at each town and how they are responding to that challenge; we have to be very proactive. Ms. Colligan commented that not to say the percentage is not important but it is a mathematical function of expenditures and operating transfers out so even if we get borderline with the 10% we always address the fact that the dollar amount is increasing; you may have a hard time hitting the percentage if we had a year where we transfer a lot to capital. Mr. Stokesbury commented that we should be cautious as we evaluate it but it is all important. The

Town Manager commented that he attended a meeting this morning where a neighboring AAA community just went to the market and had to go through the rating agency process and they were very concerned because they did not have 15% Unassigned Fund Balance and rating agencies were hammering because of the stress that they are under from the State because of intergovernmental revenue, what is happening economically with Aetna, what is happening regionally so we are at 10% policy wise, 10.75% in practice but it is highly likely that as we look at our Debt Policy and Unassigned Fund Balance Policy you will see a recommendation from that inches that up, at the same time we are buying down our return assumption on pension and continue to ramp up our funding for OPEB and some debt service going over to capital which we have giant needs for so there are a lot of dimensions. Ms. Colligan noted that the General Fund is not subsidizing our Special Revenue Funds so for those that should have a fund balance they also have been exceeding 10%. Ms. Colligan commented that the only one that we need to talk about and we are monitoring with Engineering is a large portion of capital projects that are being funded by the Sewer Fund and we know on the horizon we are going to be paying toward the treatment plant changes; we have been preparing some long range forecasts and the Town Engineer also has a consultant looking at the fees for sewers so we can plan ahead. She noted that we are doing very well in Medical Claims – Internal Service Fund; we have been staying in a range of 24-25% of retained earnings and it is a credit to the Board of Education for FY 16/17 with the changes made to the HSA accounts, their expenditures have come quite a bit down and the retained earnings have gone up so we are in excess of closer to 28-29% now.

Ms. Colligan reported on Fund Balance – Unassigned, Assigned, and Committed and noted that they are all non-General Fund and for charter compliance; Fund 3 for revaluation for legal fees and retainage to the consulting firm for Old Wheeler Lane Bridge and Town Aid Road (Fund 8) where there is a very sizable fund balance to purchase additional treated salt in FY 16/17 and Fisher Meadows Maintenance Fund (Fund 12) to pay for legal services regarding the renegotiation of the Avon Water Company and Town of Avon Fisher Meadows Agreement which is in process; these have no impact to the General Fund at all.

Mr. Stokesbury commented that we have had a range of experiences closing out fiscal years and have sat on both sides, the Board of Education and Town Council, for many years and asked Ms. Colligan for a summary of how that process went between the two sides of the Town this last year. Ms. Colligan responded that it went very smoothly; we have the ability to go into the Board of Education financial system, read only, and they have the ability to access ours, read only, so if there is communication where we know everybody has a lot going on that has helped as we could look up something, still do the e-mail and wait for a return answer. She noted that the Board of Education is required to file an ED001 Report to the State by the end of September so they pretty much have to wind up all of their numbers much earlier than the Town does; sometimes the reconciliation process to get through the capital projects may slow it down a bit, but optimally it would be great to have everything done by the end of October; this year has been our smoothest closures ever and our auditors even said that we were way ahead of the game and there were not a lot of questions as accuracy had improved as well. Mr. Stokesbury asked who the primary contact is at the Board of Education. Ms. Colligan responded that we work with Heather Michaud primarily and her staff. Mr. Stokesbury commented that that finance staff was efficient and is responsible for what you reported. Ms. Colligan added also the reporting that happens after all of their events during the year, their regular monthly reporting, if that stays on schedule it makes for a much smoother close.

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

RESOLVED: That the Town Council hereby recommends that the Board of Finance approve the Fiscal Year End Transactions: Transfers and Encumbrances, Supplemental Appropriations, and Assignments, Appropriations from Fund Balance, as outlined in the booklet Final Fiscal Year Transactions FY 2016-2017, and as described in the memoranda from the Director of Finance to the Town Manager.

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

The Town Manager recognized Ms. Colligan and her staff. Council agreed and thanked her and the whole team.

17/18-32 Supplemental Appropriation: Avon Police Bicycle Patrol Unit, \$1,000

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

RESOLVED: That the Town Council hereby recommends that the Board of Finance amend the FY 17/18 Budget by increasing:

REVENUES

General Fund, Other Local Revenues, Miscellaneous Funds, Account #01-0360-43912 in the amount of \$1,000.00 and increasing

APPROPRIATIONS

General Fund, Patrol Services, Materials-Other, Account #01-2107-52239 in the amount of \$1,000.00 for the purpose of purchasing Police Bicycle Patrol Unit mountain bicycle, as stipulated in grant request to Walmart Foundation.

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

17/18-33 Supplemental Appropriation: Oak Bluff Dry Hydrant, \$47,771.60

Chairman Zacchio commented this is a project that we have been working on for a few months; it received an affirmative from the Inland Wetlands Commission this week in terms of the permitting; the Town Manager and his staff have done a tremendous amount of work to move this along as quickly as possible and the Fire Chief has been involved as well. He added that installing a dry hydrant here will give us some better ability to fight fires in that area, an easier access to a pond other than trying to break through ice and use a boom and makes sense in an area that is not serviced by typical public utilities for water. He noted that the Town Manager found a funding source, as explained at the last meeting, under a FEMA grant as a result of FEMA doing an audit in terms of reimbursement to Town covering the October 2011 storm and we received another \$47,771.60 which happens to coincide nicely with the amount of money we think it will take to install a dry hydrant and we really do want to move on it. He needed that the other methodology would be to put these funds into undesignated surplus and then draw from the surplus but it doesn't make sense to move those monies around; this is a good available source, it makes a lot of sense to him, it moves it quickly, we are able to get that project assuming weather permits fairly quickly by doing so. The Town Manager commented that assuming it is approved we will go into final design, get it out to bid; this is a pretty good estimate; it may come in a little bit higher; if it requires some additional funding, depending on the amount we will either solve for it internally or worst case scenario sweep it under a capital account or very worst case scenario which is unlikely if it is a lot of higher than we anticipate we need to do a supplemental appropriation but he thinks we are in good shape. Mr. Stokesbury commented that we still need

to obtain some easements. The Town Manager responded yes; we are working through that and the easements will require Town Council approval at some point but we have been in touch with the abutters. Audience members thanked Town Council.

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

RESOLVED: That the Town Council favorably recommends to the Board of Finance an appropriation in the amount of \$47,771.60 from Account #01-0330-43313, General Fund, Intergovernmental, FEMA Grant (For FY12- Alfred 4046-DR-CT) and transfer from Account #01-8700-58000, General Fund, Other Financing Uses, Interfund Transfers Out

to

Account #02-4829-53060, Capital Projects Fund (Facil & Equip), Town CIP- Facilities, Dry Hydrant Oak Bluff, in the amount of \$47,771.60 and Account #02-0390-43918, Capital Projects Fund (Facil & Equip), Other Financing Sources, Interfund Transfers In, for the purpose of building a dry hydrant at Oak Bluff.

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

IX. TOWN MANAGER'S REPORT/MISCELLANEOUS

Misc. A: Purchasing Update: The Town Manager reported that we had a smooth roll out for our new telephone system. He noted that with the microgrid feasibility the applications were we to go forward with this process are due by the end of the month but have looked at this in multiple ways and the economics aren't working with what the consultants have to work with so he is confident that there will be another round of grant funding that gives us more time to reassess.

Misc. B: Construction Update: The Town Manager reported that with Fisher Meadows we are going to be mobilizing but the Director of Public Works' plan is, weather permitting, to get going on the parking lot improvements. He noted that Sycamore Hills looks nice, replaced the fence and cleared it out. He noted that on the trail improvements, some of the fence posts have gone up and will be completed over the next couple of weeks. He noted that behind the Town Offices the Carpiolato Group is 100% on board with moving that trail but will likely wait until the spring; the issue is they have to clear cut the hillside and we don't want to leave it that way if they can't get to the trail improvements and pick it up in the spring. He noted that the sewer projects are exactly where they should be, a lot of them wrapped up and some lawn work in the spring. He added that with School Street the extensions were coming in and neighbors wanted to get involved; the Town Engineer reacted quickly and we pulled the levers internally and with the AWPCA to make sure we could accommodate that.

Misc. C: Sexual Harassment Training: The Town Manager reported that in 2009 the Council had a lot of foresight when you think about what is in the news now and Council required that every permanent full-time and part-time employee go through sexual harassment training every other year; by statute it is only required for management employees; Murtha Cullina comes out for a two-hour primer and it is good vaccination.

Misc. D: Elderly Tax Relief: The Town Manager reported that the Assessor has provided an update on the program which comes up for review in 2018; the amount of the benefit adjusts by

the increase in the mill rate; we will look at income guidelines, etc. as part of our full review in 2018.

Misc. E: Collective Bargaining Agreement between Board of Education and Administrative & Supervisory Association: The Town Manager reported the Board of Education just entered into an agreement with the Supervisor's union; copies have been filed; the Council does have authority to reject the agreement, however he would not recommend that; it is a good agreement and general wage increases are coming under what he is seeing reported out by CCM but if you feel that you want to have a special meeting about it we can do that.

Misc. F: Panhandling: The Town Manager reported that we are continuing to work the Avon Police Department and Social Services; we have two panhandlers that we are seeing the most from; he tried speaking to both of them; we think the fellow from Chicopee is gone for good and there is another person who is tougher because they are legitimately homeless, refusing assistance, we are trying. He noted that we got calls today from Channel 3 who was looking to do a story about it. Chairman Zacchio responded that they did.

The Town Manager thanked Chairman Zacchio and everything that needs to be said has been said but he sees things from a slightly different perspective; as much as all of you do, being chair is different; he appreciates the time, guidance, and all of the wisdom passed along and being a new Town Manager when he became Council Chair in 2010 was a learning experience for both of us. Chairman Zacchio thanked the Town Manager.

X. EXECUTIVE SESSION:

- A. Real Estate/Land Acquisition
- B. Pending Claims
- C. Collective Bargaining

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

RESOLVED: That the Town Council go into Executive Session at 10:04 p.m.

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

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

XI. ADJOURN

On a motion made by Mr. Zacchio, seconded by Mr. Speich, it was voted:

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

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

Attest:

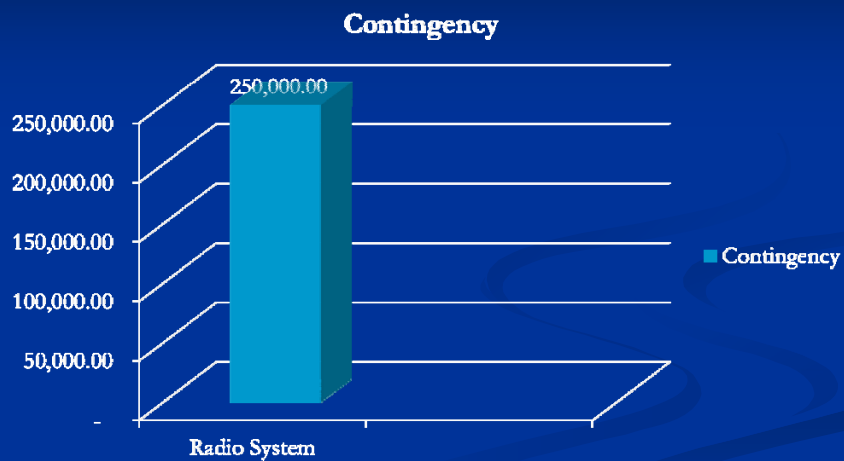
Ann L. Dearstyne, Town Clerk

Avon Police Department



FY 2018/2019 Capital Improvement Program

CAPITAL REQUEST \$250,000.00



E.O.C. Expansion Public Works

- Emergency Operations Center (E.O.C) expansion under way
- Bruce Williams, Project Manager
- Foundation completed
- Tower Move, RFP pending
- Project on schedule, anticipated completion Spring 2018.

Radio System Request \$250,000.00

- Additional funding needed for Consultant Services and unanticipated emergency repairs.
- If no equipment failure, then the Contingency Fund may be set in reserve until decision is made on Town-Wide Public Safety Radio System.
- Early estimates on a Town-Wide Public Safety Radio System may range between \$3,000,000.00 to \$5,000,000.00.

Avon Police Communication/ Radio History

- 1995-1999 Consolidated Regional Public Safety Answering Points discussion.
- 2001 Avon Town Council authorized a radio system optimization and service agreement. This allowed for upgrades to the systems at the Police Department.

CRCOG commissioned study to Consolidate Public Safety Answering Points. (Shown in later slides)

Avon receives Federal grant of \$220,000.00, awarded for computer-aided dispatch and records management software.
- 2002 – 2008 Multiple PSAP consolidation initiatives started; ultimately lacked the necessary support to proceed with consolidation.

Avon Police Communication/ Radio History

- 2008 Equipment fails at WFSB site. Police and Fire Department joint project to replace combiner.
- 2011 Police Department upgrades and redesigns the Communication Center.
- 2012 Final PSAP Consolidation Study completed between Avon/Simsbury and Canton. Project ends as feasible but costly. State incentives end.
- 2013 Fire Department receives proposal for Simulcast Upgrade project.
- 2013 FCC Mandated narrow-banding of Avon's radio system completed.
- 2014 Police Department meets with Public Works, Fire, and Board of Education officials to discuss a Town-Wide Public Safety Radio System.

Avon Police Communication/ Radio History

- 2015 Town Council funds study for Town wide Radio System.
- 2016 L. R. Kimball (now Federal Engineering) retained to conduct System Assessment. Conducted in three phases.

Phase 1-Infrastructure and Needs Assessment, Feasibility Analysis and Preliminary Design and Cost. Complete.
- 2017 Phase 2-Detailed Design, Invitation to Bid Development, Contractor Selection and Procurement. In Progress.
- 2018-2019 Phase-3 Implementation and Project Management. Pending Budget approval.

Avon Police Communication/ Radio History Summary

- Problems with our radio system date back over 20 years.
- The Police Department and Town of Avon have worked diligently to address and correct problems as they occur and have approved funding to remediate those failures.
- Some of the failures were the result of low bid projects and or vendors.
- One of the failures was the result of the environment, lightning strike. Fortunately, this was covered by the towns insurance carrier.
- The cost over that period is estimated over one million dollars (including regional money for PSAP studies, and other town funded studies, repairs and upgrades).
- PSAP Consolidation has also been discussed since 1995.

Avon Police Communication/ Radio - The Future

- We are currently negotiating with the preferred vendor on the costs of the system.
- We met last Thursday.
- However, Successful Funding of a Public Safety Communication Town Wide Radio System is essential to public safety.
- The goal is and we will hold the vendor accountable to a Delivered Audio Quality (DAQ) of 3.4 (speech understandable with repetition only rarely required, some noise or distortion) or better across 95% of our Town 95% of the time.

Avon Police Communication/ Radio - Future Consolidation

- Based on our Consultants recommendation the Town of Avon should implement a 4 channel (6talk paths, 3-4 site P 25 Phase 2 simulcast radio system.
- We should own the core. This would potentially put Avon in a better position should PSAP consolidation be mandated.
- We would already have the infrastructure in place and other communities could join our core.
 - Improved service.
 - Local control.
 - Shared expenses.

Avon Police Department Capital Budget Closing

- Town Wide Radio System:
 - Funding for a Town Wide Radio System estimated cost \$3,000.00 to \$5,000.00.
 - \$250,000.00 for expenses and emergency repairs due to current condition of system.
- Emergency Operation Center Expansion/Patrol Building Upgrade:
 - In Public Works Capital Budget
 - Progressing very well and on schedule.
- Future Projects:
 - Crime Scene Vehicle
 - Police Shooting Range

Avon Police Department



FY 2018/2019 Capital Improvement Program



Avon Volunteer Fire Department

2018 – 2019

Capital Improvement Presentation

Proposal to Town Council

December 7, 2017

Avon Volunteer Fire Department Rationale for Capital Requests

The Avon Volunteer Fire Department must have the ability to achieve the mission of our organization. By achieving the core actions in our mission statement, below, the AVFD is able to contribute significantly in reducing the level of risk for the Town of Avon and most importantly for the residents within our community.

- Life Safety
- Fire Prevention
- Fire Suppression
- Rescue Support
- Other Community Support to Citizens of Avon

Without the essential funding for equipment, training, and facilities that the Avon Volunteer Fire Department requires to fulfill its mission; the community faces an unknown level of risk.

The AVFD will continue to monitor the bigger picture and support the changing needs of our community.

Avon Volunteer Fire Department

Summary of 2018/2019 Capital Requests

1. Fire Apparatus Replacement	\$ 400,000
2. Northwest Fire Station	\$ 1,400,000
3. Fire Station Facility Upgrades	\$ 100,000
4. Fire Station Four Facility Improvements	\$ 400,000
5. Self Contained Breathing Apparatus	\$ 375,000
Total: \$ 2,675,000	

2

Avon Volunteer Fire Department Capital Requests

FIRE APPARATUS REPLACEMENT

3

NFPA 1901: Standard for Automotive Fire Apparatus (2009 Edition)

- “Because the changes, upgrades, and fine tuning to NFPA 1901, *Standard for Automotive Fire Apparatus*, have been truly significant, especially in the area of **safety**, fire departments should seriously consider the value (or risk) to fire fighters of keeping fire apparatus older than 15 years in first-line service.”
- “It is recommended that apparatus greater than 15 years old that have been properly maintained and that are still in serviceable condition be placed in reserve status and upgraded in accordance with NFPA 1912, *Standard for Fire Apparatus Refurbishing*, to incorporate as many features as possible of the current fire apparatus standard.”
- “Apparatus that were not manufactured to the applicable NFPA fire apparatus standards or that are over 25 years old should be replaced.”

Source: NFPA 1901, Annex D Guidelines for First-Line and Reserve Fire Apparatus, D.1 General (1901-176).

4

Fire Apparatus Replacement

Other Considerations for Determining Useful Life

- Vehicle mileage
- Engine hours
- Quality of the preventative maintenance
- Quality of the driver training programs
- Whether the apparatus was manufactured on a custom or commercial chassis
- Quality of the components used
- Availability of replacement parts

Source: NFPA 1901, Annex D Guidelines for First-Line and Reserve Fire Apparatus, D.2 How the Standards have Changed (1901-176).

5

Fire Apparatus Replacement

Considerations for 2018/2019 Budget and Beyond

- Reaffirm Authorization of **\$400,000** in 2018/2019 budget year
- Continued planning and annual funding of apparatus replacement scheduled through fiscal year 2029/2030
- Adoption of a 20-year replacement policy for apparatus after all equipment in current fleet have been replaced
 - Offers more consistent, reliable long-term replacement plan
 - Is more conservative than the NFPA standard of 15 years for front-line responding units
 - Annual “allowance” in today’s dollars for future apparatus replacement estimated to be **\$400,000** per year (beginning in fiscal year 2029/2030)
 - AVFD will maintain and manage the developed apparatus replacement schedule

6

Avon Volunteer Fire Department Capital Requests

PROPOSED NORTHWEST FIRE STATION

7

Fire Station Assessment

Limitations of Current Company 2 Fire Station

- Secret Lake Road
 - Narrow, privately owned road not maintained by the Town
 - Significant rainfall can cause Secret Lake to flow over the road making the fire house **inaccessible** from the Avon side
 - Speed control measures in neighborhood impede response time for personnel going to and apparatus leaving the fire house
 - Responding apparatus must **come to a complete stop** before each speed hump before proceeding over at 5-10 mph



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Fire Station Assessment

Limitations of Current Company 2 Fire Station (continued)

- Secret Lake Road



9

Fire Station Assessment

Limitations of Current Company 2 Fire Station (continued)

- Secret Lake Road



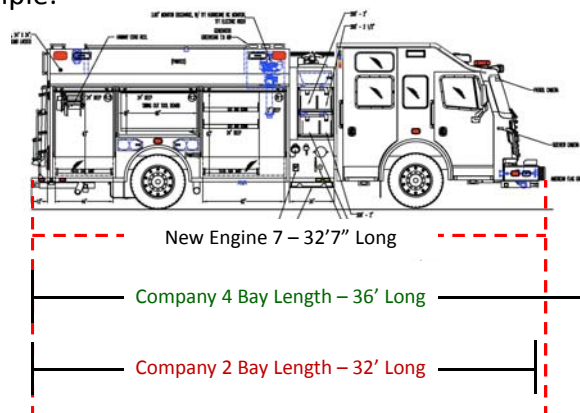
Photo Credit: Secret Lake Association Facebook Page. August, 2011

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Fire Station Assessment

Limitations of Current Company 2 Fire Station (continued)

- Fire house size
 - Too small to accommodate modern apparatus
 - Example:

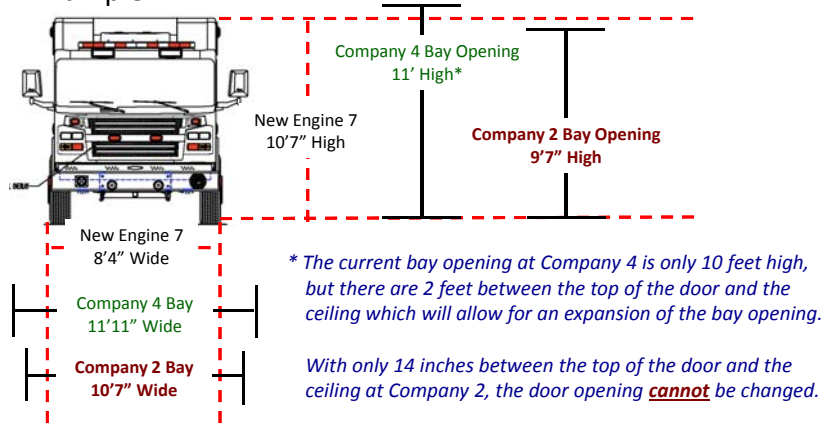


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Fire Station Assessment

Limitations of Current Company 2 Fire Station (continued)

- Fire house size
 - Too small to accommodate modern apparatus
 - Example:



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Avon Volunteer Fire Department Capital Requests

FIRE STATION FACILITY UPGRADES

13

Fire Station Improvements

Considerations for 2018/2019 Budget

- \$100,000 is needed for work on maintenance and/or upgrades at the existing fire stations.
 - All of our fire stations are aging and are in need of renovation.
 - The needs of the department have changed and the existing stations do not provide enough office space or storage.
 - The full cost associated with renovating the fire stations is not completely known at this time and requires more thorough analysis of our needs, and the future needs of the Department.
- Focus improvements at Company 1, 3 and 4 until decision on replacement of Company 2 has been made.

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Fire Station Improvements

Facility Upgrades and Maintenance

- Due to the age of the fire house facilities, many significant repairs and/or replacements will be necessary to maintain the firehouses in the coming years:

Facility	Age (Years)	Upgrades/Maintenance
Company 1 (Darling Drive)	39	<ul style="list-style-type: none"> • Replace boiler/furnace
Company 2 (Secret Lake)	50+	<ul style="list-style-type: none"> • Roof replacement • Replace boiler/furnace • Outside drainage

- Total estimated cost for facility maintenance: TBD

**Can defer or avoid some upgrades to Company 2 if a replacement fire station is approved.*

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Fire Station Improvements

Facility Upgrades and Maintenance

- Due to the age of the fire house facilities, many significant repairs and/or replacements will be necessary to maintain the firehouses in the coming years:

Facility	Age (Years)	Upgrades/Maintenance
Company 3 (W. Avon Road)	53	<ul style="list-style-type: none"> Replace boiler/furnace Apparatus ventilation system
Company 4 (Huckleberry Hill)	45	<ul style="list-style-type: none"> Replace boiler/furnace Roof replacement

- Total estimated cost for facility maintenance: **TBD**

**Can defer or avoid some upgrades to Company 2 if a replacement fire station is approved.*

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Avon Volunteer Fire Department Capital Requests

FIRE STATION FOUR IMPROVEMENTS

17

FIRE STATION FOUR PROPOSED IMPROVEMENTS

- New front door entrance and room for gear storage.
- Add two tempered bays in the rear of building for support vehicles and trailers.
- Convert heating plant to a gas furnace.
- Cover basement floor with an epoxy coating.

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Avon Volunteer Fire Department Capital Requests

FIRE STATION ONE IMPROVEMENTS

19

FIRE STATION ONE PROPOSED IMPROVEMENTS

- New 16' by 60' bay added to the North side of the building with a 14' high door.
- Rebuild the crumbling outside staircase.
- Repair the retaining wall assembly.
- Replace single pane glass windows, main entry door and sliding doors on the building's west side

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Avon Volunteer Fire Department Long Term Projects

FIRE SERVICE EQUIPMENT

21

Fire Service Infrastructure and Equipment Long Term Projects

- Self-Contained Breathing Apparatus (SCBA)
 - Purchased all new respiratory protection in 2005
 - **Required** to replace 183 SCBA cylinders FY 2019/2020 through FY 2021/2022
*"All composite SCBA cylinders have a **maximum service life of 15 years**, provided they are hydrostatically re-tested on a regular basis in accordance with DOT regulations.*
*At the end of the 15 year service life, **composite cylinders must be removed from service and destroyed** (to ensure that they cannot be used again)."*
 - Planning to replace cylinders and entire respiratory protection system (air packs)
 - Estimated replacement cost: **\$1,100,000**



Source: U.S. Fire Administration Special Report: Prevention of Self-Contained Breathing Apparatus Failures, Nov 2001.
<http://www.usfa.fema.gov/downloads/pdf/publications/tr-088.pdf>

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Avon Volunteer Fire Department Capital Requests

**ON BEHALF OF OUR MEMBERS,
THANK YOU FOR YOUR CONTINUED SUPPORT**

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Avon Volunteer Fire Department Capital Requests

APPENDIX

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Fire Apparatus Replacement Schedule

Major Apparatus	Response Type	Model Year	Recommended Replacement (NFPA)	Planned Replacement
Rescue 8	Primary	1988	2003	2018
Engine 9	Reserve	1993	2008	2019
Tanker 5	Primary	1996	2011	2021
Engine 10 ⁽²⁾	Primary	2001	2016/2021	2025
Engine 14	Primary	2001	2016	2025
Ladder 12	Primary	2001	2016	2029
Engine 11	Primary	2015	2030	2040
Engine 7	Primary	2016	2031	2040

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Fire Apparatus Replacement Schedule

Support Apparatus	Response Type	Model Year	Suggested Replacement	Planned Replacement
Truck 6	Fire Police	1989	2004	immediate
Truck 16	Fire Police	1995	2010	immediate
Truck 17	Training	2015	2030	2030
Brush 15	Brush Truck	2002	2017	2024
Truck 18 ⁽¹⁾	Utility/Training	2005	2020	2020
Car 19 ⁽²⁾	Duty Officer	2007	2022	2025

(1) Truck 17 & 18 were purchased by the AVFD Corporation but are used regularly for incident responses and to transport personnel to training in town and out-of-town.

(2) Car 19 was purchased by the AVFD Corporation and is used regularly as the Duty Officer response vehicle.

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Fire Apparatus – Truck 6

Fire Police / Support

Old Truck 6 (1989 27 yrs old)



New Truck 6



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Fire Apparatus – Truck 16

Fire Police / Support

Old Truck 16 (1995 – 21yrs old)



New truck 16 (2002)



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Fire Apparatus – Brush 15

Mini-Pumper / Brush Truck 15



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29

Fire Apparatus – Engine 9

Engine 9 (1993)



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Fire Apparatus – Rescue 8

Rescue 8 (1988)



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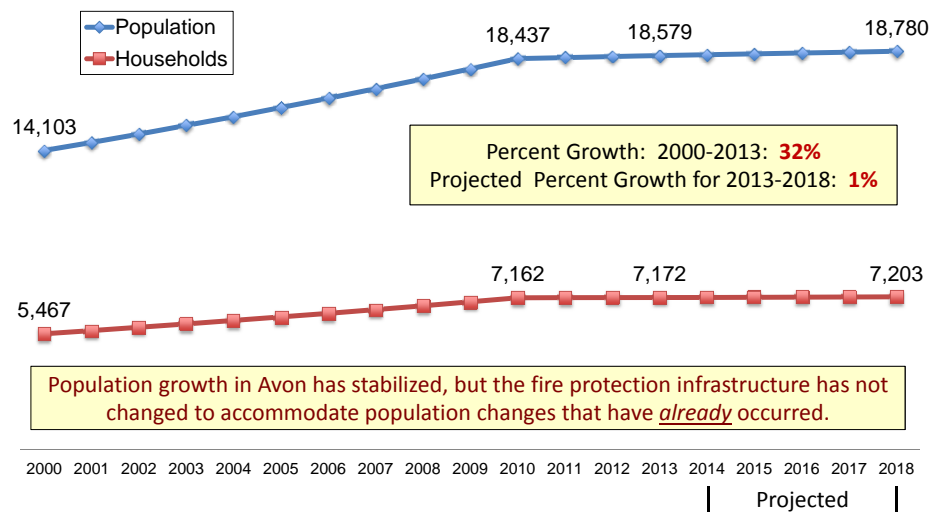
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Avon Volunteer Fire Department Capital Requests

PROPOSED NORTHWEST FIRE STATION ASSESSMENT

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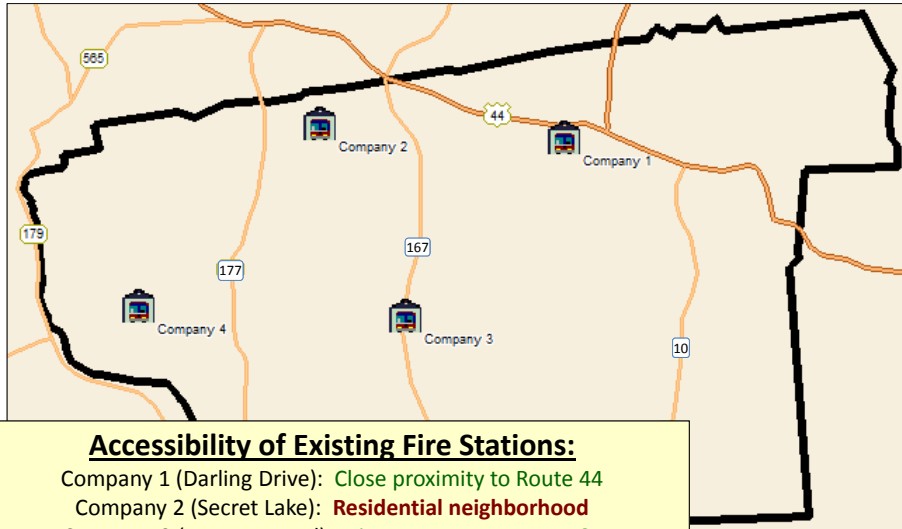
Town of Avon Fire Protection Needs *Population Growth*



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Town of Avon Fire Protection Needs

Current Fire Station Placement



Accessibility of Existing Fire Stations:

Company 1 (Darling Drive): Close proximity to Route 44
Company 2 (Secret Lake): **Residential neighborhood**
Company 3 (W. Avon Road): Direct access to Route 167
Company 4 (Huckleberry Hill): Direct access to Huckleberry Hill Road

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Additional Facts, Figures and Analysis

Available upon request

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2017 CELEBRATE AVON'S REPORT TO THE AVON TOWN COUNCIL

Celebrate Avon was held on Saturday, September 23, 2017. The event began at 11:00 a.m. and concluded at 5:30 p.m.

Celebrate Avon 2017 was a success, aided by wonderful weather. \$8,345 was raised through ticket sales (down \$ 1,200). After expenses, the committee's check to the Town of Avon's Special Needs Fund was \$4,000. We have \$8,473 to begin Celebrate Avon 2018.

Corporate and non-profit booths remained virtually the same this year with 63; due, in part, to the decrease in booth fees. Ticket sales were down, due to the fact that the Inflatable's provided their own staff and we only received a percentage of the proceeds.

The Celebrate Avon Committee worked diligently this past year, conducting monthly meetings and working directly with Recreation & Parks, Public Works, School Principals, Police Department and Volunteer Fire Department. The Committee thanks all of these departments for their cooperation and assistance throughout the year and on the day of the event.

Special thanks to Laurie Rotondo of the Public Works Department and Sharon Henry of the Recreation & Parks Department for their tireless hours of work during the year and at Celebrate Avon itself.

Of course, Celebrate Avon would not be possible without the cooperation from our Town Manager, Brandon Robertson, and the Town Council. The Committee thanks you for your support and assistance.

The Committee has been discussing how to:

- Involve High School Students as volunteers at Celebrate Avon;
- Retain this year's food vendors and possibly add a few more;
- Increase corporate booths and sponsors;
- Increase the Celebrate Avon Committee with more town employees; and
- Get additional volunteers to staff the Inflatable's
- (please refer to the attached list of comments and suggestions and we will discuss)

The Committee requests that:

- The current committee remain the same (all committee members have agreed to continue with their same level of involvement);
- Additional town employees be added to the Committee to help with the increased workload
- Town Employees Laurie Rotondo and Sharon Henry continue at their same level of involvement;

The Committee has a dilemma and requests your assistance:

- The date chosen for Celebrate Avon 2018 is Saturday, September 22nd, with a rain date of Sunday, September 23rd.
- The Avon Volunteer Fire Department is hosting the Statewide 75th Anniversary celebration for Volunteer Fire Departments the weekend before.
- We are concerned that booth and vendor participation, as well as attendance will be significantly decreased due to the Fire Department's festivities.
- Due to a packed Fall Calendar, the date for Celebrate Avon can't be changed.

Potential Options and Thoughts:

- If we hold Celebrate Avon in 2018, we would most likely be faced with decreased booth and restaurant participation and a significant decrease in attendance. We would then need additional funding from the town to cover expenses and donate to the Special Needs Fund. This may require the allocation of additional funds in the budget.
- Celebrate Avon could take 2018 off, so there would be no competition with the 75th Anniversary festivities.
- If Celebrate Avon takes 2018 off, substantial publicity and possibly new activities and entertainment would be necessary to entice the public to return in 2019. This may require additional Town funds, especially if we were to use some of our "Start-up Funds" to donate to the Special Needs Fund in 2018. A question remains: would people come back?

We welcome the opportunity to discuss this dilemma further if necessary, so the Town Council can make an informed decision for 2018.

Although we're unable to make the January Council meeting, we would gladly continue the discussion at the February meeting.

We convene the first working Celebrate Avon Committee Meeting in April.

Thank You!

Respectively Submitted,

The Avon Day Committee