

**AVON TOWN COUNCIL
SPECIAL MEETING MINUTES
NOVEMBER 18, 2004**

I. CALL TO ORDER

The special meeting was called to order at 7:00 p.m. in the Selectmen’s Chambers by Chairman Hines. Members attending: Messrs Carlson, Shea and Woodford. Absent: Mrs. Hornaday

II. COMMUNICATION FROM AUDIENCE- None

III. COMMUNICATION FROM TOWN COUNCIL-None

IV. OLD BUSINESS

96/97-32 Review, Discussion, Approval: Charge to Update January 1998 Facilities Maintenance Study Committee Report

Chairman Hines reported the only change in the original Facilities Maintenance Study Committee Charge was the makeup. He reported we should put the appointments on the agenda for the December meeting, in order for them to begin January 1st.

On a motion made by Mr. Woodford, seconded by Mr. Shea, it was voted:

RESOLVED: That the Town Council adopt the following CHARGE to “**The 2005 Facilities Maintenance Study Committee**”:

BE IT RESOLVED: That the Town Council and the Board of Education have recognized a need to review their respective facilities maintenance needs, and further evaluate opportunities for mutual cooperation;

RESOLVED: That a Committee, “**The 2005 Facilities Maintenance Study Committee**”, consisting of seven (7) members; 3 at large; 2 (1 each) from the Town Department of Public Works and the Board of Education equivalent; and 2 ex-officio members (the Superintendent of Schools and the Town Manager), is hereby established for the term of January 1, 2005 to June 30, 2005 to:

1. Organize in an appropriate manner to carry out the functions of the Committee to include a chair appointed by the Town Council and a vice-chair and secretary from among the membership to be selected by the Committee
2. Familiarize itself with the “**Final Report, Facilities Maintenance Study Group Report**” Dated January 8, 1998, and determine whether the conclusions reached in the report are still valid, or whether further study is needed, and to report said findings to the respective Town Council and Board of Education no later than June 30, 2005.

Messrs: Hines, Carlson, Shea and Woodford voted in favor.

04/05-12 FY 05/06 Capital Improvement Program Budget Review

a. 7:00 p.m. Recreation and Parks

The Chairman of the Recreation and Parks Committee presented the FY 2005/2006 Capital Improvement Program proposal as follows:

Recreation Facilities – Comprehensive Master Plan	\$ 40,000
- (1 st of 2)	
Athletic Fields – Buckingham Rd	
- Phase 1 Completion	78,000
Tennis Court Lighting – Thompson Brook School	40,000
(1 st of 2)	

Building Renovations – Senior Center/Community Room
(1st of 3)

	<u>25,000</u>
TOTAL	\$ 179,800

The Recreation and Parks Committee Chairman reported our receiving State Grant funds for the Buckingham Field project largely enable us to finish it, but it requires a contribution from the Town.

Chairman Hines questioned how many of the chairs at the Senior Center need replacement. The Director reported there were 115 padded chairs that were originally purchased there are 111 now in need of repair or replacement, there were 112 unpadded chairs of which 100 remain. Chairman Hines reported the unpadded chairs are in good shape. The Director reported they are, but there is not an adequate amount for the seating in the facility for an event, requiring up to 225 for some events. Mr. Shea questioned how many events a year would require more than 200 chairs. The Director reported around 20 to 25 events, on Fridays and Saturdays. The Town Manager reported he asked the Director to find pricing on a comparable non padded chair, and how many were needed to replace the padded ones, then we would approach the Seniors for a possible contribution. The Committee Chairman reported we are also looking to any regular users to make contributions.

He further reported as far as the Master Plan is concerned, there is no question of the need, originally we requested in the \$40,000 range – it is almost \$80,000 now, because of the increase scope of the plan. He reported we collected sample studies from surrounding towns, and there are people who have done these studies successfully. He reported they are either landscape architectural firms or engineering firms some of which specialize in parks and recreation master plans.

Chairman Hines reported when we formed this Recreation Committee, and we asked for this plan, he envisioned that the Committee would be putting this plan together, and never going as far as what is being recommended. We are looking more for what kind of activities and fields do we need, whether indoor or outdoor, demands of schools and so forth and not as to whether a site could actually take care of that or not with a lot of surveys. He stated that he hoped that the Recreation Committee could recognize and determine whether our sites can handle our needs and the Engineering Department might be able to help with the surveys.

Mr. Carlson reported his reaction is for what has been described the staff will end up spending most of the time feeding a consultant a great deal of information, they are going to turn around and write a paper telling you exactly what you told them, you will get back exactly what you gave to them. We were looking for an assessment of needs. We are not hearing that and we are not looking for someone to design fields

Chairman Meyers stated that the Committee or the Staff do not have the expertise and time to accomplish a thorough study for the town's needs 20 years out.

Mr. Shea reported before we expend \$80,000, we want to and should know whether we need that much and what do we get for that amount of money. He wants a master plan and it should be done as soon as possible. Before we expend the \$80,000 we should have the School people – Mr. Sunblade and the Committee met and reach the same conclusion as to what is needed.

The Director reported that we may be able to get some financial assistance from the Booster Club. He will be meeting with them in the near future. Mr. Woodford stated he would be uncomfortable with the Booster Club or the Acorn Group participating in funding the cost of a Master Plan. That is not their purpose – it is a town responsibility.

It was the consensus that the Town Council would like to see 3 or 4 Master Plans that have been developed for other community and from that the Committee should be able to develop an outline of the scope of services that the Committee will need to proceed further.

b. 7:45 p.m. Public Works

The Director of Public Works presented the FY2005/2006 Capital Improvement Program Proposal as follows:

Roadside Mower	\$ 90,000
Utility Pickup Truck – 4 Wheel Dr. #9	40,000
Dump Truck (w/plow & sander) #10	<u>117,000</u>
TOTAL	\$ 247,000

The Director reported all three items in the proposal are really important. The roadside mower is needed all year round, to be able to access sewer lines, so that trucks can get in there for service. This replacement is necessary, workers now have to go in with hand held cutters to allow pickup truck access, and trees constantly fill in the areas especially along the rails-to-trails.

The Director reported the pickup truck belongs to Machinery & Equipment, outfitted with tool carrying capacity, which services in the field, and these people need a truly reliable truck. The present 1991 vehicles is still running and will be used in the fleet by summer help, as it still has a few miles in it.

The Director reported we received two dump trucks in this year’s CIP, one we have used and the other we received this week. The truck in this proposal will replace a vehicle which is over 10 years old, we need reliable trucks that will not break down when we need them for plowing. We are aware of the budget problems, but snow plow work is something that people see and a lot of our reputation is based on small things that make a difference, such as hitting a mailbox, and then forget about all of the good work we do, these things are critical and are required by Public Works. Chairman Hines reported there are a minimal number of complaints about snow plowing by residents.

c. 8:15 p.m. Engineering Department

The Deputy Town Engineer presented the Capital Improvement Program FY 2005/2006 for Sewers as follows:

Sewer Treatment – Farmington Plant	\$ 66,030
Lateral Extension Program (1 st of 5)	200,000
Capital Replacement of infrastructure & Upgrade to date (1 st of 5)	<u>50,000</u>
	\$ 316,030

The Deputy Town Engineer reported our share to increase the Farmington Plant is \$66,030 per year. We did not have a lateral extension program last year, there are several areas in Town that have septic problems, therefore we are going to extend the sewers in those areas and according to our estimates \$1,150,000 to implement, this first phase is \$200,000. The Town Manager reported we have developed a Sewer Facilities Master Plan, but are running behind. We received a letter from Deepwood Drive residents last February, signed by 25 people, requesting sewers be extended throughout Deepwood Drive, referred to the Water Pollution Control Authority, who are undertaking the Sewer Facilities Master Plan. Once we have the Sewer Facilities Master Plan in place, which we anticipate will be sometime this fall, then we could go ahead and better indicate what the cost of that would be, as they would be assessed for an extension if it were appropriate. The Town Engineer reported that is what happens sometimes, by the time we get sewers for them, they have made the major repairs, but sewers

then look good even at \$10,000 a unit compared to what it costs to fix a system, and even then it may not meet codes, and they have to put something on the land records indicating that. The Town Manager reported the federal government, state government and environmental movement are discouraging the use of septic systems, it could be at some point in time extended to include areas that may already be built but do not have central sewers. The master plan will be looking at areas where there is a potential for problem, inventorying what the Health District has for permits, looking at the age of systems in the houses, and there will be potentially recommendations in there to do that. Chairman Hines questioned what percentages of our properties have sewers right now. The Town Engineer reported around 45%, including all of the commercial. Chairman Hines questioned whether it is Farmington and Simsbury who get the increases. The Town Engineer reported we have quite a bit of capacity for Simsbury, in Farmington we are in reasonably good shape, because of tightening up the ground water access.

The Town Manager reported the last time we had a sewer facility master plan done was in 1973. It basically is a requirement if we are going to seek any additional state or federal funding for sewers. It is also set forth basically in a format and in a standard that the State mandates. If we are successful and we get our plan, which would essentially be the same type of plan laid out in any other town in the State. We anticipate that we may have a letter from the State as early as January or February, at that point in time the Water Pollution Control Authority and Fuss & O'Neill who will be doing the survey work, will be in to recommend and make presentations. Our share of it, is already in the Sewer Fund, so this would require an appropriation in mid year from the Sewer Fund, then it would go to the Board of Finance, we need their approval before we can implement it.

The Deputy Town Engineer presented the FY2005/2006 Engineering Department Capital Improvement Program proposal as follows:

Infrastructure Management Plan – GIS	\$ 20,000
Renovations to Bldg. 5,6,7 (1 st of 2)	500,000
Replacement Old Farms Bridge over Farm. River including Old Farms Rd from Tillotson to Rt. 10	50,000
Drainage Improvement – to correct drainage, icing problems	40,000
Reconstruction Old Farms/Thompson Rd – State funded	<u>50,000</u>
TOTAL	\$ 660,000

The Deputy Town Engineer reported we are continuing to work on our major collector roads, utilizing funds remaining in the budget, on Deercliff a smooth surface was done, in April we will work on straightening out the curve and telephone polls will be relocated. Fortunately a lot of our developers do some of the work for us during construction, widening access roads, paving, etc. He reported the summer intern located all of the catch basins and manholes. This deals with the Governmental Accounting Standards Board program, where we have to inventory all of our infrastructure, trying to put costs on everything we have in Town, so that we know how much we need to put aside for emergencies, and repairs, and through the GIS by updating the mapping which will greatly help out. Right now many employees know where these things are, but when they move on and new employees do not know, the mapping will greatly help them.

The Town Engineer reported through that we can monitor capacities and conditions of sewers and set standards. We need direction as to who is going to take care of them, we do not have a sewer department, and it is important that we do address that, either privatize it or take it over through our own Public Works Department or possibly the Water Company form districts. We could possibly make a

district, for what goes into Farmington and make that part of Farmington and they would be responsible for maintenance and billing, the only thing would be that we would probably keep our own Water Pollution Control Authority for extensions and so forth. The Town Manager reported we have to either get further into the sewer business or get out of it.

The Deputy Town Engineer reported the renovations for Buildings 5,6, and 7, continues as space for Town staff is limited. In Building 7, an internal steel structure will be done to hold the floors. Carpenters will begin installing a new flooring system, and structural system. In the spring roof trusses will be done and windows and doors need to be installed to tighten up the area. In the following phases we would have to put in an elevator, the final phase would be connecting exterior corridors to Buildings 5 and 6. Chairman Hines questioned whether remaining funds would take care of the roof structure. The Town Engineer reported yes, we need to stabilize it, it has been vacant for 35 years. Chairman Hines questioned whether the entire project can be done with the \$1,000,000. The Town Engineer reported yes. The Town Manager reported we are moving ahead slowly, the Town is acting as General Contractor on the project.

The Town Engineer reported the Old Farms bridge project was moving along but then Federal Funds just totally dried up, he kicked it back but anticipates we will be ready to go in 2006/2007, but nobody knows. We want to be complete and ready to go. That project involves not only the bridge but half a mile of Rte 10 and Old Farms between Tillotson and the bridge.

04/05-24 Appointment: Inland Wetlands Commission

On a motion made by Mr. Woodford, seconded by Mr. Carlson, it was voted:

RESOLVED: That the Town Council appoint Louis N. Usich, Jr. to serve on the Inland Wetlands Commission for a term to expire December 31, 2007.

Messrs Hines, Carlson, Shea and Woodford voted in favor.

V. NEW BUSINESS

04/05-39 Request to Sponsor Avon Day, 2005, UNICO

On a motion made by Mr. Carlson, seconded by Mr. Shea, it was voted:

RESOLVED: That the Town Council approve UNICO to continue to sponsor Avon Day 2005.

Messrs Hines, Carlson, Shea and Woodford voted in favor.

**04/05-40 Award Bid and Supplemental Appropriation (Amount to be determined)
Replacement Generator, Public Works Garage**

On a motion made by Mr. Woodford, seconded by Mr. Shea, it was voted:

RESOLVED: That the Town Council favorably recommends to the Board of Finance an appropriation not to exceed \$20,600 from Account #01-0390-43913 General Fund, Other Financing Sources, Undesignated Fund Balance to General Fund, Capital Improvement Projects Facilities, Account #01-8501-53369 and Capital Projects Fund (Facilities & Equipment), Town CIP-Facilities, DPW Generator, Account #02-4829-53369 for the purpose of funding the purchase of the Generator at the Public Works Department.

Messrs Hines, Carlson, Shea and Woodford voted in favor.

04/05-41 Review and Approval: Year End Encumbrances, Transfers and Supplemental Appropriations

The Town Manager reported there is a relatively comprehensive report, including an update on where the undesignated fund balance stands. We need Town Council approval on this and a recommendation to the Board of Finance on encumbrances, transfers and supplemental appropriations. Chairman Hines questioned the percentage we now have in the surplus. The Town Manager reported we started a year

and a half ago at 7.83%, as of June 30th of 2004 we are down to 5.71% of undesignated general fund balance, that is after the \$500,000 being taken out to apply to the tax rate in the current year, also after all of the appropriations from last year which included 10 Sunnybrook Drive. We had budgeted about \$293,000 for that project and it looks like it is going to come in considerably less. This undesignated fund balance figure includes those appropriations that had been made, we came in right about where the Board of Finance had hoped. We still have the conveyance tax revenues in the current year, we also have the appropriations for the McLaughlin property, hopefully a good part of it offset by conveyance.

On a motion made by Mr. Woodford, seconded by Mr. Shea, it was voted:

RESOLVED: That the Town Council approve the Year End Encumbrances, Transfers and Supplemental Appropriations, a copy is available in the Finance Office.

Messrs Hines, Carlson, Shea and Woodford voted in favor.

VI OTHER BUSINESS - None

VII EXECUTIVE SESSION (Negotiations/Litigation)

On a motion made by Mr. Carlson, seconded by Mr. Woodford, it was voted:

RESOLVED: That the Town Council go into Executive Session at 8:45 p.m.

Messrs Hines, Carlson, Shea and Woodford voted in favor.

On a motion made by Mr. Woodford, seconded by Mr. Carlson, it was voted:

RESOLVED: That the Town Council come out of Executive Session at 9:50 p.m.

Messrs Hines, Carlson, Shea and Woodford voted in favor.

On a motion made by Mr. Woodford seconded by Mr. Carlson, it was voted:

RESOLVED: That the Town Council add to the Agenda Item **#04/05-42, Consideration for the sale of the Foster Property, 345 Waterville Rd.**

Messrs Hines, Carlson, Shea and Woodford voted in favor.

04/05-42 Consideration for the sale of the Foster Property, 345 Waterville Rd.

On a motion made by Mr. Woodford, seconded by Mr. Carlson, it was voted:

RESOLVED: That the Town Council authorize the Town Manager to sign on behalf of the Town of Avon a sales agreement with Mr. Burnham for the sale of the Foster Property in the amount of \$250,000.

Messrs Hines, Carlson, Shea and Woodford voted in favor.

VIII ADJOURNMENT

The special meeting was adjourned at 9:55 p.m.

Attest:

Caroline B. LaMonica
Town Clerk