

**AVON TOWN COUNCIL
MEETING MINUTES
DECEMBER 11, 2006**

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. in the Selectmen’s Chamber by Chairman Carlson. Members present: Mrs. Hornaday, Messrs Woodford, Shea and Zacchio were in attendance.

II. PUBLIC HEARING: None

III. MINUTES OF PRECEDING MEETING: November 2, 2006

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

RESOLVED: That the Town Council approve the minutes of the November 2, 2006 meeting as read. Mrs. Hornaday, Messrs Carlson, Shea, Woodford and Zacchio voted in favor.

IV. COMMUNICATION FROM AUDIENCE - None

V. COMMUNICATION FROM COUNCIL

Mr. Shea reported it was a very classy, well done event for Caroline LaMonica to celebrate her years of service, as Town Clerk to the Town of Avon. He also commended Diane Hornaday, Penny Woodford, Ann Tilson, Lorraine Becker and all others who helped to organize this event.

Mr. Woodford reported there is an inordinate amount of signs around town advertising different things and questioned what can be done about it. The Town Manager reported we have a Zoning Enforcement Official that can handle that problem, and this will be referred to him.

Mr. Zacchio reported the party for Caroline was great and wanted to thank everyone who helped to put it together. Mrs. LaMonica stated although she did not want a party, it was very nice and thanked the Council for organizing it.

VI. OLD BUSINESS

06/07-02 CIP Budget Presentations

a. 7:30 p.m. Board of Education

Mr. Eagen reported on the budget as follows:

	Estimated	
	<u>Total Cost</u>	<u>FY 07/08</u>
1. Roaring Brook School Roof Replacement 49,000 sq ft (FY 60/07, \$107,500 appropriated)	715,000	607,500
2. Replacement Floor Covering – Avon Middle School	69,804	69,804
3. Resurface Avon Middle School tennis Court	54,775	54,775
4. Playscape Upgrades, Pine Grove school	31,688	31,688
5. HVAC Replacement	135,000	27,000
6. Avon Middle School Roof Cementitious Panel Screen Replacement, Repairs to Perimeter Flashing, and Deteriorated Expansion Joints	70,000	35,000
7. a. Architectural analysis for Towpath Annex Renovations	35,000	<u>35,000</u>
Total for FY 07/08		\$ 860,767

Mr. Eagen, as Chairman of the Board of Education Capitol Budget Sub-committee, reported they have prepared a five-year plan, but basically we will be addressing the 2007/2008 Fiscal Year and we have some visuals to supplement the narrative. He reported the Town has been very responsive to the school system capital needs over the years and we thought it was important to highlight some of the completed projects that you have funded. Recent projects completed this past year are the Avon High School Track Resurfacing, the Pine Grove School Roof Replacement and the replacement to the Middle School fire alarm system.

Mr. Woodford reported there is a drop in the ground level as you enter onto the track and appears to be getting worse. This wearing away of the track surface is probably due to wearing football cleats on the track. Mr. Eagen reported cleats are not supposed to be worn on the track but we can look into it. Mr. Eagen reported the track resurfacing has proven to be an important asset not only to the school but also to the community at large. He also reported the Pine Grove School Roof was an enormous undertaking. He reported the fire alarm system at Avon Middle School required very complex wiring to the old system to make it compatible with the new one. Focussing on FY 07/08 we are requesting \$860,000 for this upcoming fiscal year for various capital expenditures. Two thirds of our request is for the Roaring Brook School Roof replacement. It has been on the Plan for six years, we talked about dividing the cost over three years, a portion of it has already been funded, but further delay will compromise the integrity of the building. We are asking that this be kept in the current requests rather than spreading it out over a 3-year period. Mr. Woodford questioned where the figure of \$715,000 came from. Mr. Eagen stated this is an estimated cost and is only for the old portion of the roof, which was originally done in 1961-1962. He stated it has had maintenance over the years but nothing has been done during the past several years.

Mr. Eagen reported the Roaring Brook Roof is the most important item in our request, followed by replacement floor covering at Avon Middle School, resurface tennis court at Avon Middle School, and upgrading the Playscape at Pine Grove School. We have also developed a plan for replacement of HVAC units, and Avon Middle School Roof Cementitious Panel Screen Replacement. We will also have to do some kind of a study of the annex to see what might be necessary for that to be occupied for the long term for the administrative offices. Mr. Eagen reiterated the need to do the roof at Roaring Brook School as soon as possible and not carry it over a three-year period.

Mr. Franzi reported on the current steel structure that actually covers the perimeter of the building. What has been happening over the last several years, because there is not good drainage on the top of the building, to get rid of heavy water volume within a sufficient time frame, it has caused a problem. Therefore, the water has seeped down over this metal overhang that surrounds the whole perimeter of the building and is coming down around the steel structure, even in the masonry and gets down in the envelope of the building between the cinderblock and the brick veneer and water is penetrating the cracks in the inside walls and hallways. We have tried to caulk as much as we can, but the infrastructure is now proving to be an inadequate control for moisture.

Mr. Eagen reported we are also recommending replacement of floor covering at Avon Middle School, \$69,804 not only for esthetics but also for safety purposes. Mrs. Hornaday questioned what type of flooring was used. Mr. Eagen stated it was a type of vinyl and was also used at the high school.

Mr. Eagen reported the tennis court at the Avon Middle school is not usable in its' current state. The resurfacing of this court is very important because, like the track, it is not only an important school asset, but also an asset to the Town. Mrs. Hornaday questioned if this is on the Parks and Recreation plan. The Town Manager reported it is on the Master Plan.

Mr. Eagen reported the Playscape at Pine Grove School request of \$31,688 includes replacement of the main component of the big toy playscape. This is to replace the dry rot that is prevalent throughout the playscape as well as the ground in the surrounding structure that holds the play surface.

Mr. Shea questioned if the Town did the playground at Pine Grove School or did a private group do it. Dr. Kisiel reported the playscape was done at the time that the school was built, but the playscape at Roaring Brook School was done by a private group. Mr. Shea questioned if any group has shown an interest in taking on a project like this. Dr. Kisiel stated a group of parents at Pine Grove School have organized a committee to look into the possibility of replacing the current equipment with a boundless playground, because a number of children at the school are physically handicapped and have no access to the equipment that is currently on site. They have already met a couple of times but have not come to the Board of Education yet with any specific plans, but they are planning to do so relatively soon. Once their plans are completed and they have a list of donations, their intent will be to see if the Board will be able to allocate money, that has already been set aside for all playgrounds in town, to fund this project so that we can help the school district as well as our children by creating a playscape that is for all children, at Pine Grove School.

Mr. Eagen reported we are adding an item, which is new to the plan but is important. We need to begin a plan of scheduled replacements for our HVAC units because they are well beyond their serviceable life. This was prompted by a number of recent failures where we have been without heat and/or hot water in a portions of the building and hurriedly replacing units and it is putting a great deal of stress on the operating budget. We think it is unwise to wait until units fail because we can not always get the best price, not always having them when you absolutely need them at critical during the winter. This is why we are introducing the concept of scheduled replacement. The Town Manager questioned the cost of the individual units and stated, "if they are grouped, they fall under the Capital Budget." He also questioned would they normally be a maintenance replacement item, if they had not backed up so much and went into your operating budget. Mr. Eagen reported they cost about \$9,000 each but when four or five of them go in one year and our operating budgets are very tight, that can be a real problem. The Town Manager questioned if they can be put on a shorter life cycle so we can program them into your operating budget to have three to four replace every year. They should not be in the Capital Improvement Program. Mr. Franzi reported all of the roof top units have preventive maintenance. But, some of the other units are eight to ten years beyond their life and last year we had three or four unit failures that were not covered by insurance, so we need to have a back up contingency through either the Capital Plan or the Operating Budget. Last year we spent over \$30,000 just on the replacement of our three compressors at the Middle School. Now, this year the Thompson Brook School chiller is failing after the school has been open for only four to five years. Is there a possibility of creating some form of contingency so we do not tap our operating budget completely? The Town Manager questioned is it your plan to start building nine to eighteen thousand dollars into your operating budget so in the future, we will not have this problem, because in 8 to 9 years we will be facing this same issue again. Mr. Franzi reported allocating funds on a yearly basis would help avoid the situation we are facing now with having to replace several units at one time.

Mr. Eagen reported the panels that hide the air conditioning units on top of the Middle School roof have caused a problem with the roof and have also become a safety issue because the footings that support them and are failing and they are not properly secured. He stated these are enormous concrete panels that would have to be removed while we repair the roof and then reinstalled at an estimated cost of \$70,000 to be paid for over a two year period, FY 07/08 and FY 08/09. He reported this would include the complete tear down, resurfacing of that roof and replacing the current structure with a more

permanent type of weather element structure. The other alternative is not to reinstall the panels, which might effect the integrity of the architectural design of the building.

Mr. Franzi reported we think it is critical that we at least get an architectural study of the Towpath Annex so we can determine if it is viable as a permanent or long term home for our administrative offices. He reported there are clearly issues with that facility that have to be addressed in the next few years. The plan is to update a lot of the internal aspects of the facility for code compliance, all of the basic guts of that building need to be updated in order to be a long term office for the administration.

He further reported we received money from the town about 7 or 8 years ago to put a new roof on the structure and did a lot of work on the building including stripping and painting. My biggest concern is that we had a fire about five years ago and found that the wiring in that building is very old. The heating system is also inadequate because some rooms are very cold and others too warm. Another concern is inadequate ductwork for the a/c units. The other critical point is that the building is not EDA compliant. The building needs to be brought up to code for electrical, heating and ventilation for the air conditioning.

Mr. Shea questioned how many people work there. Mr. Franzi stated about 23 including the Superintendents Office and the building area is about 6,000 square feet, with only about 5,000 being used for office space and another 1,000 primarily for storage.

Mr. Eagen reported in regards to the discussion of the roof at Roaring Brook School, we might need an expert opinion on that. We could also apply to the State for partial reimbursement on the roof but we would need all the applications completed with the state prior to going out to bid, so theoretically, if we were given the money from this coming fiscal year to get the roof done, we would have to start the architectural part of it now and then begin to move forward in the next few months and actually go out with an RFP. Whatever happens during the budget process, whatever the Town Council and the Board of Finance decide, we can go from there. But the critical thing is we have to start the paperwork for the State before it goes out to bid. The State has to approve the prints. The Town Manager questioned what is the likely hood of state approval and what types of percentages have we seen being reimbursed on these projects. Mr. Eagen reported we did Pine Grove but what we found was that it would end up costing us more if we went with the State because they wanted us to go with a 1/2 inch pitch and we already had 1/4 inch pitch on the roof. We went with the architect's recommendation of a 50/50 split. He also stated the average reimbursement ranges between 22 to 24 percent. The Town Manager reported the estimated cost of the roof at Roaring Brook is greater because the pitch is much higher than the roof at Pine Grove School. Mr. Eagen stated the Pine Grove roof was more of a resurfacing, whereas the roof at Roaring Brook needs to be rebuilt.

Mr. Shea questioned, going back to the architectural plans, what is the problem here. The Town Manager reported you are cutting our future deliberations on the Capital Projects, what you are building in potentially, depends upon how accurately the second years' estimate would be. If we continue to move ahead with the idea that we are going to do it, you have already built in over \$600,000 into the Capital Budget and the further you go ahead, the harder it is going to be to build around that. He further reported we have a Capital Improvement Budget this year of about 1.7 million, which includes everything. Assuming that there is no increase or a marginal increase, you have already eaten up 40% of the Capital Budget on one project.

Ms. Roell stated the design work will remain the same, whether the whole amount is approved in April and a Referendum in May, or if only a portion of it is approved, then we need to go out a year.

Mr. Franzi reported whatever the estimate comes in at, you will still have to add 5 to 8 percent increase rate to that. The Town Manager questioned if the Board of Education would use Kaestle & Boos for this. The He stated we used them on both the Pine Grove roof and on the fire house roof. Mrs. Hornaday recommended that the Town go out to a roof consultant for a competitive price because even though people are basically not unhappy with what is happening, there are some comments about directed business, so we would be wise to go through the competitive process. Mr. Zacchio questioned is there any reason that we would not go with competitive bids. The Town Manager reported generally when we have the professional services in particular areas, we usually stay with the same firm for a period of time in order to reduce the processing requirements of going through the same process every time. Mr. Eagen stated the message is, we need to go out to bid, and the Town Council is interested in hearing about the cost of the design work and the projected potential expense of the roof within a year and then within a year after that. The Town Manager reported if it can be done by the January or February meeting, we will come back in with a recommendation on a roofing firm to help us design the specs and do the design work. Then we will have them develop the specifications to go out and get the quotes on the roof.

The Council thanked Mr. Eagen for a well presented presentation.

b. 8:30 p.m. Fire Department

The President, Mr. Speich presented the Capital Improvement Budget for the Avon Volunteer Fire Department. He reported this year we want to highlight some things more towards the facility end of it. Mr. Carlson requested that anything that has been added to the 07/08 projects be highlighted, if it was not in the 06/07 submittal to the Council. Mr. Speich reported the things that were requested in last years budget were the Command Vehicle, Portable Light Tower, which were not funded, and what we ended up with was the Roof Repair at Company 1 and the Generator replacement. He reported we asked for four Command Vehicles last year but it was decided against because the majority of the firemen live out of town. We are asking for one vehicle this year; because the Fire Chief believes it would be good to have one in town. He reported the next item is Truck 16, which is new this year. It is a Fire Police truck and the body of the truck was purchased back in 1995 but the body that is on that truck had been removed from two previous trucks dating back to the 1960's. When we put in the cascade system for the new air pack, we had a difficult time because of the rust, so it is time to replace the rear body of that truck. so it can better support the equipment. It is a utility type truck, not the ambulance type. This vehicle is for use by the fire police, who bring a lot of equipment for traffic control and also a supply of 24 air bottles. They also bring equipment to set up a rehab area when needed. He reported one of the new items is the Whelen Voice & Siren System because the ones we have are very old and antiquated. These sirens are located on top of Fire Company 1, 2, 3 and 4 and people have a hard time getting to them when they need repair. We used to have one down by Marshall's and one on West Avon Road, but these were removed. If we had an emergency response situation, and we had to call the fire fighters out and the pager system was out, this system would be our communication with the fire people. We are requesting four units right now, one for each Fire Station. We would like to start out with 2 systems in FY 07/08 and two more in FY 08/09. He reported, they would be similar to the ones they have in Simsbury, which look more like a bee hive and can be voice activated, when necessary and also have a siren. They run on batteries and it is a 110-volt circuit that run the unit and that basically keeps the unit alive.

Mr. Speich reported the next on the list is Facilities Repair/Update. Our facilities are lacking updating and repair. We have three items, the first in FY 07/08 is the exterior of Company 4. This building has never been updated on the outside. It has wood siding, which has been either eaten away by birds in some locations and the siding itself is in poor repair. We have been working with the Director of Public

Works the Superintendent of Vehicles, and they did participate in our review, which was great because they have a lot of insight on our facilities and our vehicles. The price of \$30,000 is really for the exterior of Company 4, but we have not yet decided whether it should be vinyl sided or the wood siding.

Mr. Speich reported the request in FY 08/09 is for a number of items;

- (1) Company 2, for a water separator where the trucks are;
- (2) Company 1 has a lot of sliders and large windows on the back of the building that we want to replace with a wall with insulated exit doors to reduce energy usage and also for security;
- (3) The parking lot and the stairs that come off the parking lot down to the front of the building are in need of repair.
- (4) The bay also has to be ventilated because it does not have proper ventilation for the diesel vehicles that we use today. This adds up to about \$150,000 for FY 08/09.

Mr. Speich reported the next item is the expansion of Company 1 and we are trying to decide how to best fit these things in. Right now our problem with Company 1 is in three areas; Headquarters Company, which currently houses six to eight people; the Chiefs' office and there is another office that houses two chiefs (the Assistant Chief and the Deputy Chief), and the next office is shared by the Training Chief and the Medical Officer. Generally, there are two people sharing an office and a lot of their equipment is being stored in that office. We would like to expand the building a little to the North, along one side of the meeting room, which will allow us to have three to four more offices with a storage area below that potentially we could get to from the bay area, and we can store some additional equipment. Mr. Carlson questioned if there is an alternative to private offices and stated most business today are getting away from private offices because of cost, and are using modular. Mr. Speich reported we have not looked into that but we need the space to even put in modular equipment. He reported Company 1 does have a large meeting room, which is used three to four times a week with a lot of committees that are being run, and also groups like the Historical Society, the Boy Scouts, the Red Cross. He reported the request for FY 09/10 is \$500,000.

He reported the other items are the Oak Bluff/Vermillion Cistern at \$70,000 in FY 08/09, the Stony Corners Cistern at \$80,000 in FY 10/11 and Woodland/Pioneer Drive Water Line at \$50,000 in FY 11/12, which is a continuation of our water supply plan. The Fire Marshal has worked very well with some of our builders up on Bishop Lane to get some cisterns in, which will be provided by the builders as well. He further reported the next item we plan on replacing in FY 10/11 is an Engine, which will be 28 years old in 2010. He reported that is a little longer than normal to keep a truck with a steel body, but it seems to be running fairly well. Mr. Carlson stated we need to get into discussions regarding new equipment if we, you sacrifice the way you build this equipment because you need to build it to fit into our existing building. When we get closer to building a new station, we would like to have an idea on whether we should consider building a four bay station.

Mr. Speich reported those are the items for the first five years and as far as Facility Upgrades, some projects were moved up to FY 09/10 time frame. He reported one item under Company 1 that the Department of Public Works thought we should be looking into is the sewer hookup for that station, which does not have a sewer. Company 2 will be replaced by the North West Fire Station; Company 3, we are looking for additional parking and sewer hookup, that will be part of the Avon High School Renovation; Company 4 on Huckleberry Hill, will need siding and the trim. We had thought about refurbishing the basement, the lavatory and the kitchen due to water damage this year. We have a lot of mold and the Department of Public Works has been working on it to fix that part of the problem. He further reported we have pegged a station for FY 2010/2011."

It is on hold right now but we want to remind the Council of the permanent training center, which we talked about up building on Huckleberry Hill Road in the vicinity of the land fill, but if you have been up there lately, the area has a lot of new homes and it may become an issue if we decide to have a training facility up there. He reported Lovely Street might turn out to be a better location. He reported we would like to get input from the Town Council as to how you see the future of the new station, and how we can put it on our planning cycle.

Mrs. Hornaday questioned how much land is at Company 2. Mr. Speich stated about one-half acre, and is a very small piece of property. She wondered if we build a new one, is there any hope of capturing some dollars from that property; would Company 2 then be used for storage or would it be sold? If it was enough to warrant selling it, then some of the costs could be offset. She also reported she is very supportive of the idea of a newer and larger firehouse in a better location. And I do remember paying extra money to refurbish the truck ten years ago because it had to fit in Company 3. Mr. Speich reported in speaking with the Police Chief, if a training center were to be built, it should be able to be utilized by both the Fire and the Police Departments.

Mr. Shea stated the majority of people have always been in favor of the station but there are some other issues involved. He also stated, in the past, everybody has spoken very favorably about a training center, but it was communicated to the community that the Thompson Road site was probably going to be used for additional fields. Mr. Carlson reported we have some capital priorities, which is the residents' decision. The High School project, the Library Board have Capital Projects and we have the Building 5,6 & 7 project in this complex that we started and need to bring to completion. We have to look at these issues along with the previous ones that were presented by the Board of Education tonight, that high priority as well. He reported he is in favor of doing the fire station, but as for the training center, that will require a lot more study and discussion, particularly picking up on Mr. Shea comment. He also reported we are not sure if the issues are alleviated by moving it from the land fill area to another location. We will always have a neighborhood issue because the town is developed, in such that there are not a lot of spaces that do not have neighbors around them.

Mr. Woodford reported all future capital projects depend on one thing, which is service, and if we can do that without increasing the Capital Budget, that will be even better. Mr. Carlson reported he supports the firehouse and stated the training center is a good idea, which can be a consortium with other towns and the Police Department. He also reported we will have to find the right spot for it and this will be a Capital Improvement item that.

Mr. Zacchio reported we really need to try and keep it local because the biggest complaints we get from our people is needing to travel up to the airport. Another problem we have is parking. A lot more people are involved now and when there is an event at the firehouse, cars are parked all over the place, and on the side of the grass on Darling Drive.

Mr. Carlson questioned if there was any discussion on the generator for the high school. The Town Manager reported we are on target, which is going to be another major item in the capital improvement program this coming year. He reported we hoped part of it could be put into the subsequent year but with the schedule of the generator, it will not be possible.

c. 8:45 p.m. Library

The President of Library Board of Directors, Mary Suter reported on the activities this past year, library board & library staff, the review of expansion priorities, the Capital Improvements request for the upcoming fiscal year and the reaffirmation for the need of the Library expansion and some of the current

challenges that we face. She reported since we met with the Town Council a year ago, the board and the staff have been active in continuing to educate ourselves, and plan for the future expansion of the library. Several of us have attended five more library building presentations at other Connecticut libraries. Ones we attended are West Hartford, Simsbury, Wilton, Salem and Southbury. The first four are in the process of doing expansions. Southbury is building a brand new building and we met with their library board and heard a presentation from their architect. She reported in the past three years, the Library Director and various members have attended a total of eighteen presentations at other libraries. She stated this has been very helpful in educating ourselves as to what the building process is. Several of us also attended the Hartford Foundation for Public Giving Workshop, which was on fundraising and planning for a capital campaign. We also had a speaker at a board meeting a few months ago, who spoke about planning for a capital campaign with particular emphasis on the financial record keeping that is involved. We also completed the Library donation brochure, which is just about ready to go to press. We have a marketing public relations sub committee, headed by Carl Sauerbrunn and we are just about ready to publish this and have it available at the library. We think this brochure is really important because it starts to get residents interested in making donations to the library, even though we are a couple of years away from our Capital Campaign. The Board also developed an invested policy for the assets of the board and opened a brokerage account to accommodate some of the assets. There were five members of the library staff who attended board meetings and they made presentations to the board on their specific responsibilities to enable us to learn more about the workings of the library and also gave them some insight as to how the board functions in some of the business issues we discuss at our meetings. She also reported there are postings around the library to talk about some of the challenges we are facing, i.e. our continuing need to trim the collection of the library. We hired a consultant to help us updated the library website, which we have completely redesigned, using our new design and our new logo. We have had great feed back on it, it has more capabilities and is much more user friendly. She also reported the Library Director has been talking with the Town Planner and the Town Engineer to explore the possibility of a temporary expansion of the parking lot which is very crowded and particularly when there are special programs going on. We have looked into putting more parking on the lot we acquired that is on Country Club Road. They are in the process now of doing an A-2 Survey and the Library Board has agreed to cover the cost of it. She also reported one thing we accomplished in the last couple of months, which was quite important to us, is we hired a consultant Christine Bradley, to conduct six focus group meetings for us. These groups are divided into typical patrons of the library; town government, town personnel, teachers, business people, seniors and library staff. The purpose was to gather feedback from our patrons about the library programs and services, the facilities, and what they would like to see in the expansion. She compiled the results of those discussions and attended our last board meeting and gave us a summary of her findings.

Ms. Suter reported our expansion plans remain the same as last year; 20,000 sq ft to the present building, but it is important to review them anyway. These are the key things that we want to accomplish; increase the seating for patrons of all ages, increase the space for our book collection and our aiding materials and new formats, expand library services for young adults (teens), which is a very important priority. We also want to increase the capacity for children's services and make more room for kids, books, parents and programming. We want to increase computer-accessing capabilities. Over time it is our goal to double the number of workstations in the library and provide secure areas for technology services. We need more space for groups, which is a critical priority, we need a larger community room, hopefully we will be able to have two more conference rooms and 2 to 4 small group study areas as well as some quite study areas. We need to expand the room that is dedicated to the Avon history collection. We hope to have a drive up, 24-hour book drop and finally, we need more work space for staff and volunteers.

We are also asking you to consider including \$70,000 for the architectural fees and initial-planning costs in the budget for the next fiscal year. We have been talking about the need for a library expansion since 1999, and this is the fifth year that we have made a formal request. Our board, the staff and the patrons throughout the town have been very supportive and understanding that the Town had projects that had to take precedence over the library project, but it is becoming increasingly difficult for us to meet the expectations of Avon's residents and we hope that in the next fiscal year, you will be able to include this recommendation and we will finally be able to begin to launch this project of expanding the library. She also reported the time line we proposed in the paperwork was that the Library Board and the Library Director and her staff complete the statement of needs and deliver it to the Town Council by September 2007. We are recommending by December 2007 the Town Council will appoint a Library Building Committee; the Building Committee announces RFP for architect selection by February 2008. We are also asking that the dates be adjustable within a two-month period so we can get started earlier if possible. Statement of Needs (June 2007); Town Council appoints building committee by September 2007, and we would have an RFP for an architect by December of 2007.

Ms. Suter reported keeping the library current and in pace with libraries in towns that are comparable to our own, is very important to maintain our reputation.

06/07-03 2006 Avon Day Report: Glenn Marston and Len Delgallo, Avon UNICO

Mr. Del Gallo reported we have a balance of \$2,908 left after this years expenses were paid for, which gives us a good start in planning for next year's event. We began this year with \$993.00 so we have increased it by \$1,915.00. He also reported we have also raised over \$12,000 for charities within the town and we donated \$3,047 to the Town's Special Needs Fund. He reported we also had donations from 33 Corporate Tents in the amount of \$9,600 and donations from other sources in the amount of \$13,000. Mr. Del Gallo reported our wrap up meeting was on November 1st and the Committee, to date, does not have a sponsor for next year. The committee agrees that we should go back to a one-day event and we should also have a concert and fireworks. Some of the areas that need to be improved on are the parking and overall lighting. Mr. Del Gallo reported that Avon UNICO has sponsored this event for the past nine years but have reservations about doing it again next year. He also reported even though we had to cancel the Friday night festivities due to rain, we still believe Avon Day was successful and we should continue this again next year.

Mr. Jim Fanelli, who is representing UNICO reported we have supported this event for the past nine years and it has become a great event in Avon. Over the last two years, the amount of financial support required, to make this thing happen, has increased significantly due to the cost of fireworks, which costs about \$10,000 and the entertainment, which runs about \$5,000. He reported the budget for this event has increased from about \$12,000 to \$30,000. UNICO is a relatively small organization and we give to many charities throughout the year and we do not expect any problems but we need some backup from the town, in the event of an unforeseen problem, we do not have the resources to fall back on the make this thing happen. Mr. Fanelli reported we are looking for the Town to have a backup of \$15,000 to use towards this event in case we fall short on our contribution. The money from the town would be used only in the extreme case if we could not raise the money. Mr. Shea questioned if UNICO was looking for maximum of \$15,000 but if they need any money at all, it would be less than \$15,000? Mr. Fanelli stated it would be no more \$15,000. Mr. Shea stated UNICO has been supporting this event for the past nine years and it is reasonable to have the Town be a silent partner in trying to keep this event going.

The Town Manager reported that we should support this event financially because this is still a small town, it still has that small town feeling and many people take part in this event. He reported we need to

be aware that we have a contingency with UNICO and if the money is not raised, then we can look at what we need to do.

Mr. Shea recommended that maybe a letter should be sent to the President of UNICO, reiterating what transpired at this meeting, and if need be, we will look at helping financially in the event that UNICO cannot raise all the money.

06/07-22 Adopt Revised Town Council Policy #1, Flag Lowering

The Town Manager reported, upon recommendation from the Town Attorney, we should revise our Flag Lowering Policy as Follows:

Flags are to be flown at half-mast at the following times: (1) the day of funeral for any active member of the armed services who was resident of the town at the time of death; (2) the day of funeral for a person in an official position in the Town at the time of death; (3) and day on which the Governor of the State of Connecticut declares flags are to be flown at half-mast. The Town Manager may approve a deviation from this Policy after consultation with the Council Chairman or any other member of the Council. See Policy 8)

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

RESOLVED: That the Town Council Adopt Revised Town Council Policy #1, Flag Lowering. Mrs. Hornaday, Messrs Carlson, Woodford, Shea and Zacchio voted in favor.

06/07-27 Appointment: Avon High School Renovations/Addition Building Committee (Paine/Dearstyne)

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

RESOLVED: That the Town Council appoint Mr. Louis N Usich, III to the Avon High School Renovations/Addition Building Committee.

Mrs. Hornaday, Messrs Carlson, Woodford, Shea and Zacchio voted in favor.

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

RESOLVED: That the Town Council appoint Mr. James R. Miller to the Avon High School Renovations/Addition Building Committee.

Mrs. Hornaday, Messrs Carlson, Woodford, Shea and Zacchio voted in favor.

VII. NEW BUSINESS

06/07-33 Resignation: Inland Wetlands Commission; Matthew Gugliotti

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

RESOLVED: That the Town Council accept with regret the resignation of Mr. Matt Gugliotti from the Inland Wetlands Commission.

Mrs. Hornaday, Messrs Carlson, Woodford, Shea and Zacchio voted in favor.

06/07-34 Appointment: Inland Wetlands Commission;

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

RESOLVED: That the Town Council appoint Brett Eisenlor to the Inland Wetlands Commission.

Mrs. Hornaday, Messrs Carlson, Shea, Woodford and Zacchio voted in favor.

06/07-35 Contract Renewal: Aon Consulting Services (Health Insurance)

Mr. Vernile reported we entered into a contract three years ago with Aon Consulting in February 2004 and the current contract expires January 31, 2007. Among other business that we had with them, they proposed a three-year extension on the contract for a total cost of \$94,000 which we were able to negotiate the annual fee to \$30,000 a year for a total of \$90,000 for the three-year term. He reported based on our contact with Aon and our remarketing they did for us, and they did a lot of work for the board in terms of contract negotiations. They also worked with us in terms of providing some alternatives for Metlife Insurance that we may roll off to the unions at a later time. We felt it would be in our best interest to renew our contract. There were other agencies that gave us quotes three years ago, one for \$45,000 for this type of contract, and others that were in the mid thirties. Currently, we are paying them \$25,000 per year. We decided to pay them directly so we know what they are getting, we know that they are working for us. Although they were brought up on some charges nationally for accepting kickbacks, when they were investigated on a state level they were beyond reproach. He also reported, in working with the Board of Education Finance Director, we both felt comfortable with this renewal. Based on total population, the Board of Education is responsible for 78% or \$23,400 and the Town is responsible for 22% or \$6,600 annually.

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

RESOLVED: That the Town Council accept the contract renewal with Aon Consulting Services Health Insurance for a three year term starting February 1, 2007 through January 31, 2010.

Mrs. Hornaday, Messrs Carlson, Woodford, Shea and Zacchio voted in favor.

06/07-36 Road Acceptance: Fenwick Drive

The Town Manager reported that all necessary legal documents to convey title to the road and storm drainage have been submitted and the Engineering Department has inspected this road during all phases of construction and found it to be constructed in accordance with Town of Avon standards for road construction. Acceptance of the road (0.36 miles) will bring the total mileage accepted during FY 06/07 to 0.58 miles.

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

RESOLVED: That the Town Council accept Fenwick Drive, upon the recommendation of the Deputy Town Engineer into the road system for the Town of Avon.

Mrs. Hornaday, Messrs Woodford, Shea and Zacchio voted in favor.

06/07-37 Review and Approval: Access Agreement; Avon Water Company, Set Public Hearing, 7:30 p.m. January 4, 2007

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

RESOLVED: That the Town Council approve request from Avon Water Company that a Public Hearing be scheduled on January 4, 2007 for review and approval of an Access Agreement.

Mrs. Hornaday, Messrs Carlson, Woodford, Shea and Zacchio voted in favor.

06/07-38 Review, Discussion and Approval: FY 2005/2006 Year-End Transfers and Appropriations

The Director of Finance reported this is pretty much routine, we have been doing this for a number of years; we have it segregated by supplemental appropriations transfers, encumbrances, designations and other funds. She reported this is kind of a house-cleaning document that we do at the end of the fiscal

year and is for Budgetary and Charter compliance to make sure we are not keeping any appropriations. The transfers are also required as part of the Charter and the Town Council has to authority to approve these transfers, not to exceed 1/10 of one percent of the Town operating budget, which for the FY 05/06 was \$15,000. They are pretty much in line with our prior year 6/30/2005. In terms of dollar amount, it is about four percent higher, which is in line with our Town operating budget. It is about \$206,000 versus \$196,000 in the previous fiscal year. She reported it was a tight budget year, especially in the areas of energy and utilities, so even though the volume is decreased slightly, but once again in line with the budget, in terms of the volume in number of transactions, it is in line with the activity that has occurred. We had to transfer money from a lot of small account balances to cover other areas, primarily energy and utilities. The Town returned a little over \$3,600 in appropriations back to the General Fund and overall we had positive operating results in all the funds. As far as the General Fund, we increased surplus, which we call Undesignated Unreserved General Fund Balance by \$426,950. What that does as a percentage of expenditures, which we tend to quote quite a bit in our Financial Statement and in the Budget, at \$630,205 which grew by 6.8 percent. In the FY 05/06 we were able to include over \$100,000 of FEMA money, which helped offset expenditures in the Public Works area. She reported the AVFD usually returned a portion of their unused funds to the Town. In the past we have asked them to re appropriate for the kitchen project and a few other things, but this year they agreed to transfer it back to cover the increase in utilities in the FY 05/06. She reported for Transfers and Fund Balance Designations, usually approved over a seven year time period, dollar amounts that range from 30 to 50 thousand for 27th payroll which occurred in FY 04/05 and will occur again in FY 2012/2013. We have a \$100,000 transfer to compensate absences. We have a \$25,000 transfer within the General Fund to Designated Capital Asset Replacement, a \$100,000 to Medical Claims with is an Internal Service Fund retain a 10 percent sound equity, which is pretty standard. She reported the last item is really a segregation of funds; when we take in money from developers and land acquisition and received funds from the Capital Projects, and after speaking with the Town Attorney, the Town Planner, the Town Accountant, we decided we wanted to segregate those funds out within the Capital Projects Fund. After speaking with the Town Manager we have decided to set up a special revenue fund. We are limited with the State on how to use those funds for the purpose of land acquisition. The Town Manager reported that Planning and Zoning changed its regulations. The previous regulations in subdivisions allowed for 5 percent donation of land to the community. The new regulations are 10 percent. With the 5 percent, over a period of time, we were accepting a lot of small parcels of property that we would have to insure, police and maintain. And, a lot of this was property that we did not feel was of any value to the community, so they changed it to allow for cash designations to be made to the town in lieu of open space, based upon the Commissions' review of the site plan. We have been accumulating those monies. The State statutes allow for that, but they also put specific provisions on it where it can only be spent for future open space acquisitions and similar types of transactions. He reported we get open space funds as well from the sale of property that we wanted to use for open space, like the Avonwood Fire Station site and the house on Waterville Road that was donated to the Town, and this is why we are segregating this. The third category is the Fisher Meadows revenue, which by deed is restricted to the use of Fisher Meadows and the acquisition of property adjacent to it. We have three revenue strains coming in and we are segregating them and giving new descriptions that the establishment of this fund will come back to you in January or February with the FY 07/08 budget. That way we will not run a foul of regulations and the money is used for what it is intended, in accordance with State Statute.

Mr. Carlson questioned the transfer of \$78,888.92 to the General Fund from Sanitation, which included waste handling/hauling costs, storm overtime, increased brush collection hours. The Town Manager stated the lack of the brush collection required extended hours at the land fill and CRRA increased the rates after the budget was established, also the transportation cost, for hauling the waste from the Landfill down to CRRA increased, basically because of not only volume but also the energy related

factors. That is why we came to you last year and wanted an increase in fees for the Landfill to help offset some of this increase in cost. He also reported we could still do that in the upcoming budget for July 1, 2007 if you still think there is a need. He also reported another unplanned expense of over \$48,000 was due to the expenditures related to the Avon Mountain accident.

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

RESOLVED: That the Town Council approve the year-end Transfers and Appropriations for FY 1005/2006.

Mrs. Hornaday, Messrs Carlson, Woodford, Shea and Zacchio voted in favor.

VIII. TOWN MANAGER'S REPORT/MISCELLANEOUS

The Town Manager reported he, Mr. Hines and the Police Chief met with Senator Herlihy this past week on the automated traffic enforcement program. We had previously met with Representative Witkos. Senator Herlihy said he was reluctant to support a type of traffic bill because it was against his principles. However, he did he would support a bill if the bill was developed and submitted to the legislature in December or January, that a Public Hearing was held either in Avon or West Hartford or at a mutually agreed upon location, but some kind of a public hearing, that the Town Council pass the resolution in favor of a Pilot Automated Enforcement Program, then he would basically support the program in the legislature. The Town Manager reported before we get too much further involved, in terms of sponsoring this, West Hartford and particularly Senator Jonathan Harris is already supportive of a bill. He also stated we do not want to move ahead with this if the Town Council is not supportive of it. He reported it would be prudent, by our January meeting to know if the Council supports a pilot study between Mountain Road and Waterville Road, similar to the legislation that was introduced last year.

Mr. Shea reported the issues that came up this last year were the issues of accuracy, the issues of privacy, and we thought that the State was going to work with the towns of West Hartford and Avon about some of the safety concerns on the mountain. The Town Manager reported safety is probably the generator of it because in the statement that the State made, half of the accidents on the mountain have been due to speed, so this was designed to reduce those accidents. He also stated the legislation that was introduced last year had a three-year max time-period, from beginning to end, with an evaluation component to the pilot program. The question came up in the discussion primarily with Representative Witkos but also with Senator Herlihy in terms of the funding. We assured them it was not a financial issue, it was being pursued as a safety issue. We suggested that perhaps in the legislation other than the cost of the program, that any money go into a trust fund for the victims of the accident that occurred in July 2005, or maybe some other good-deed type of trust fund. We have heard from one vendor but Capitol Region Council of Governments is planning on getting a different person in to look at the accuracy and privacy issues and we are comfortable with that. Mr. Shea reported he is frustrated that nothing has been done to address the main issue, other than safety, of who gets the ticket, the person driving the vehicle or the registered owner.

Mr. Carlson reported the safety issue that came out of the discussion with the state, we could adequately police it. From a safety standpoint, we were hoping the state could work with West Hartford and Avon with the possibility of straightening the road and/or putting in a truck lane.

The Town Manager reported the State had a lot of things they were going to do to improve that section of Route 44, the first was to trim back brush along both sides of the road. The second thing was that they put up all new signs that were significantly larger than the existing ones. The third thing; they took State Project 04-123 which was the widening of Route 44 and the elimination of the curve at the top of the mountain and accelerated the implementation of that project. The Town of Avon, through our staff

representative, including the Police, Public Works, Planning and Engineering departments have met a number of times with the State Department of Transportation officials on the design of that proposed project. We have submitted to you a number of different reports, involving architectural reviews of the median. There is going to be a median from top of the mountain down to close to the intersection of Waterville Road that will be a planted median. It will also be a raised median so that any traffic whether going up or down the mountain will be channeled along those areas and the shoulders are going to be widened. They are in the process right now of replacing the existing stop ahead warning signs that are located at the Mountain Road and Waterville Road intersections. They have already put in the cement ballast footings for the new cantilevered signs that are going to be installed. He also reported there has been talk about rumble strips that is currently under study. We have received copies of the new illumination plans for lighting, for at least the Avon portion of the road, which is currently being studied by both the Police and Engineering departments. The major reconstruction for widening the curve is scheduled to begin in the spring of 2008. They have done a portion of the right of way acquisition on the lot on the mountain and they are heavily into the design work. Once that is done they have to go through the bidding process. He reported on the town side and West Hartford side there have been speed enforcement programs put in. We put in Operation Rush Hour, part of the DUI Enforcement Grant that you approved at the last meeting is being used to provide extra enforcement on Avon Mountain. We have times and dates scheduled for enforcement for speed on that section of the mountain. As part of this project also, are the police ticketing lanes on either side of the mountain that are going to be widened and work has already been started. The automated speed enforcement program was just one component of a series of components. We do not want to spend your time and money on this project if we are not committed to it. He also reported that CROG has basically told us if we do not support it, they will not support it either. It comes down essentially to, if we can meet the criteria of Senator Herlihy, or not. If we do, then he will support the bill.

Chairman Carlson questioned if we do support this, when will it come to fruition? The Town Manager reported we will have to go through the legislative process – the Legislature would probably complete work on the bill in June or July and the study period would probably start next fall. They may have to select a vendor. Our original concept was to go in on a joint basis with West Hartford where if a ticket or citation is issued under this particular program, it has to be physically reviewed by an officer either in Avon or West Hartford. You have to have an appeals process set up to have a Public Hearing Officer appointed, under state statute. We do not have that in Avon but they do have it in West Hartford, so we would piggyback on that and the cost of it would be taken out of the citation fund, to pay for the administrative costs of the Hearing Officer process. He reported all of this was laid out in the bill and I can get the draft of last year's bill so you can have it for the next meeting.

Mr. Woodford questioned what makes you think the legislature is going to come on board this time. The Town Manager reported probably because the State DOT is supportive of this and there are 27 states that are currently doing this type of program, not only pertaining to speed but also for red light intersection enforcement.

Mr. Shea reported the Automated Speed Enforcement Program is focused on enforcement, we are focused on safety, and I am just not sure implementing this program will really address the issues that are important to us.

Chairman Carlson questioned if having police officers present would do as much or more than the automated system. The Town Manager reported one of the comments of the Police Chief was, if we want to increase enforcement above what we had in the past, it gets down to staffing levels. The

Council decided to discuss this further at their January 4th meeting, after they have had an opportunity to review last year's proposed legislation.

The Town Manager reported we have come up with additional asbestos in the Towpath School that, during the asbestos abatement program back in 80's or early 90's, they removed a lot of the asbestos leading up to the interior walls, but did not remove some of the asbestos on the inside of the interior walls, particularly for the hot water and heating system. Also, down stairs at the cafeteria at Towpath School, there were modifications made where asbestos plates were installed in the ceiling over the heating area for the food and the cost of removing this is about \$48,000 addition to the project. We are negotiating with the contractor to reduce that amount. Because of the alternative work practices, Manafort Brothers at the suggestion of our environmental consultant, asked if they could remove the heating system in the attic portion of the Towpath School by cutting off large chunks of it and get rid of it that way, rather than removing all of the asbestos off of the pipes. A letter was sent to the State and they agreed that could be done, which would cut the cost of removal, so that part is under negotiation. We are going ahead and removing the stuff which is delaying the demolition of the building and will be another week or two before they can get the building down, and there may be a residual amount that we have to come up with if we can not get these things adjusted.

The Assistant to the Town Manager, Mrs. Robinson, reported the company that supplies and maintains the soda machine in the kitchen area downstairs has decided to remove it do to lack of sales. They have informed us that their break-even amount per year is 16 cases and we have only used 6 cases. The Town Manager reported the option is, you have money budgeted in your account for meals, which is what we use to pay for the coffee, so we can purchase soda by the six pack and keep it in the refrigerator, if you opt to do that. He also reported one of the issues that we have had in the past is all the vending machines in public buildings are governed by the Commission on the Blind and we have no say on which we can have. Ms. Robinson reported the Coke machine rental probably costs us \$25 to \$30 dollars per month so it is cheaper to buy a case and keep it in the refrigerator.

Mrs. Robinson reported the CCM sponsored energy agreement you entered in to, takes affect on January 1st at a rate of .09565 cents per kilowatt-hour. Approximately half of the towns billing for electricity from CL&P is generated power, the other half is from transmission and distribution of it. We will be savings .004 cents per kilowatt-hour, starting in January from what we are paying now. That, over the balance of the fiscal year, will save us about \$3,200. She also reported according to an article in the newspaper, it was voted to implement a rate hike of about 6.9 percent to non-residential customers, effective in January and part of that rate increase will affect us due to increase in transmission and distribution costs. The Town Manager reported we will see significant increases in the utility in the budget that is coming to you, not only for electric, but for water, oil and gas also. Mr. Woodford questioned how much do we pay our consultants to get us these rates? The Town Manager reported they are included in the contract cost between the vendor and CCM. The vendor pays part and CCM membership dues pay for part of it.

Mrs. Robinson reported the construction at the high school is well underway, they are working on the site, especially on the side where the addition is going, and they started pouring the foundations last week. An issue has come up where they found a twelve-inch pipe coming out from the building onto the site but does not show up on any of the plans. Unfortunately, with all the rain we had two weeks ago, it did have water in it. This means they will have to redesign the foundations of the addition and the pipe will have to be moved. They thought the pipe may have been used for roof drains but they are not sure.

The Town Manager reported Deercliff Road has become a problem with the kids, primarily from West Hartford, joy riding in that area. One thing we are doing is putting signage up there in terms of this bump. There are decidedly different viewpoints about the road. I was informed today that a letter was written by someone who was opposed to fixing the road. So it has churned up a lot of the old Deercliff Road issues as to whether we should fix the road or not.

IX. EXECUTIVE SESSION: Negotiations/Litigation

On a motion made by Mr. Woodford, seconded by Mr. Zacchio, it was voted: **RESOLVED:** That the Town Council go into Executive Session at 10:00 p.m. Mrs. Hornaday, Messrs Carlson, Woodford, Shea and Zacchio voted in favor.

On a motion made by Mr. Woodford, seconded by Mr. Zacchio, it was voted: **RESOLVED:** That the Town Council out of Executive Session at 10:10 p.m. Mrs. Hornaday, Messrs Carlson, Woodford, Shea and Zacchio voted in favor.

On a motion made by Mr. Woodford, seconded by Mr. Zacchio, it was voted: **RESOLVED:** That the Town Council add to the agenda **Item 06/07 – 39 Contract Town of Avon and Local 1303-096 of Council 4 AFSCME, AFL-CIO** Mrs. Hornaday, Messrs Carlson, Woodford, Shea and Zacchio voted in favor.

06/07-39 Contract: Town of Avon and Local 1303-096 of Council 4 AFSCME, AFL-CIO

On a motion made by Mr. Woodford, seconded by Mr. Zacchio, it was voted: **RESOLVED:** That the Town Council approve an agreement entered into between the town of Avon and Local 1303-096 of Council 4 AFSCME, AFL-CIO effective July 1, 2006 through June 30, 2011 Mrs. Hornaday, Messrs Carlson, Woodford, Shea and Zacchio voted in favor.

X. ADJOURNMENT

The Town Council meeting was adjourned at 10:15 p.m.

ATTEST:

**Caroline B. LaMonica
Town Clerk**