

**MINUTES
PLAINVILLE TOWN COUNCIL
COUNCIL CHAMBERS – MUNICIPAL CENTER
SPECIAL MEETING
June 18, 2018 – 6:15pm**

6:15pm WORK SESSION:

-Fiber Optics

Councilwoman Pugliese called the Work Session to order at 6:15pm in the Council Chambers of the Municipal Center, One Central Square. Also present were Vice Chairman Saunders, Councilmembers Wazorko, Morante, Gnazzo, Tompkins and Cox, Town Manager Lee, Assistant to the Town Manager Colby and Town Clerk Skultety.

Kevin Ross, Director of IT and Assistant Town Manager Shirley Osle gave a proposal to upgrade town building's connectivity to fiber optics. Currently all of the schools, Town Hall, Police Department Firehouse and Library are using Fiber. The Recreation Department, Senior Center, WPC, Roadways and Buildings and Grounds use cable or DSL modems and the police repeaters use T1 lines to 2 locations.

Current issues include limited control, access and upgrades to facilities without fiber, speed of Police repeater at Toffolon School slowed by capability and current T1 lines for police repeaters are expensive and will be phased out.

Benefits include reduced monthly costs by removing extra providers, increased liability at all locations, monitored internet access at all locations, centralized camera storage and access via the Police Department. The reliability of the Town's network would improve as well as the capability for wireless access in parks allowing for improved monitoring of pool patrons. Access to all Town IT resources with the BOE such as ADMINS, Time & Attendance recording and increased longevity.

The estimated cost of the project is \$610,883 with possible reductions of E-Rate grant funding from the school eligibility of \$229,378 for a total estimated cost of \$458,755. \$150,000 of CIP funds are available bringing the net estimated cost to \$308,755. If the project was paid for over a 4-year period and after annual operating cost savings, the net increase would be approximately \$41,808.

An estimated timeline for the project would be to put together 3 RFP's for December, January go out to bid, February submit bids to USAC, April – May receive notification of potential award and begin work after July 1, 2019.

The Town Council was receptive to the project and realized the potential positive impact it would have in various areas of the Town's and Board's operations. No action was taken at this time.

**MINUTES
PLAINVILLE TOWN COUNCIL
COUNCIL CHAMBERS – MUNICIPAL CENTER
REGULAR MEETING
June 18, 2018 – 7:00p.m.**

I. PRESENTATIONS:

II. PUBLIC HEARING

1. Proposed "Ordinance Establishing Fourth Quarter Transfers for the Fiscal Year Ending June 30, 2018"
2. Additional Appropriation of \$425,000 from Unassigned Fund Balance

III. MINUTES OF PREVIOUS MEETING

Minutes of June 4, 2018 Regular Meeting

IV. ANNOUNCEMENTS – REPORTS

V. APPOINTMENTS/RESIGNATIONS

1. Appointments and Re-appointments to Boards and Commissions

VI. BOARD OF EDUCATION LIAISON (3rd Monday Meetings Only)

VII. REPORT OF TOWN ATTORNEY

VIII. REPORT OF TOWN MANAGER

1. Tax Fixing Agreement-Plainville Funeral Home
2. Shared Services with City of Bristol-Building Official Services
3. Custodial Services
4. Wheeler School and High School Projects Update
5. Recommendation regarding Environmental Services Consultant for White Oak Properties
6. Financial Dashboard
7. Happenings

IX. PUBLIC COMMENTS

X. OLD BUSINESS

XI. NEW BUSINESS

1. Consider "Ordinance Establishing Fourth Quarter Transfers for the Fiscal Year Ending June 30, 2018"
2. Consider Additional Appropriation
3. Tax Fixing Agreement-Plainville Funeral Home
4. Memorandum of Understanding-Building Official Services
5. RFP #2018-15, Environmental Service Consultant for White Oak Properties
6. Bid #2018-26, Custodial Services
7. Tax Refunds - Addendum

XII. OTHER DISCUSSIONS OF INTEREST

XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION

XIV. ADJOURNMENT

The regular meeting was called to order at 7:00pm in the Council Chambers of the Municipal Center, One Central Square.

Vice Chairman Saunders led the Pledge of Allegiance.

Chairwoman Pugliese began the meeting by acknowledging the recent passing of Plainville residents JoJo Robar and Carmine Lalama. Both men had a tremendous impact on the community and they will be missed. Council members shared their memories of the men and offered condolences to their families.

I. PRESENTATIONS:

II. PUBLIC HEARING

1. Proposed ordinance entitled, "Ordinance Establishing Fourth Quarter Transfers for the Fiscal Year Ending June 30, 2018"
2. Additional Appropriation of \$425,000 from Unassigned Fund Balance

Town Clerk Skultety read the following legal notice:

**LEGAL NOTICE
TOWN OF PLAINVILLE
TOWN COUNCIL PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Plainville Town Council will hold a public hearing at 7:00 p.m. on Monday June 18, 2018 in the Municipal Center to consider:

1. Proposed Ordinance entitled "Ordinance Establishing Fourth Quarter Transfers for the Fiscal Year Ending June 30, 2018."
2. An additional appropriation of \$ 425,000 from Unassigned Fund Balance

Copies of said proposed ordinance and appropriations are available for public inspection in the office of the Town Clerk.

Dated at Plainville, Connecticut this 14th day of June 2018
Plainville Town Council

Town Manager Lee explained the reason for the transfers was an error in budgeting and the timing of the last day of the fiscal year. The reason for the additional appropriations was mainly to cover overtime and increased costs of repairs to equipment.

Chairwoman Pugliese opened the meeting for comments on the proposed ordinance and the additional appropriations.

John Kisluk, 65 Forestville Ave commented on health insurance funds

Joanne Edman, 166 West Main St commented on the health insurance plan

Dave Albert, 56 Hollyberry Ln commented on health insurance contracts

III. MINUTES OF PREVIOUS MEETING

Councilwoman Tompkins motioned to approve the minutes of June 4, 2018 Regular Meeting. The motion was seconded by Councilman Cox and passed 7-0.

IV. ANNOUNCEMENTS – REPORTS

Councilwoman Morante reported on the meetings to which she is liaison to.

The Conservation Commission continues to distribute seeds from Project PEEP, the Trails Day hike was a success and she went on a tour sponsored by the Pequabuck River Watershed Association in Bristol.

Committee on Aging continues with summer programs and Councilwoman Morante attended the volunteer luncheon where 166 volunteers were recognized.

The Library Board of Trustees welcomed the new Library Director Trish Tomlinson. A reception will be held on June 26 in her honor.

Vice Chairman Saunders commented on the Wings and Wheels event. He thanked the volunteers for making it a great success. He went on to mention the House of Hero's chose Bob Berube's home for this year's project and thanked the volunteers for their work and donations for a well-deserved recipient.

Chairwoman Pugliese began by outlining the steps that would follow a successful referendum. A committee in working on the pumper truck specs, the specs would go out to bid and when approved, the new truck would be built and delivered to the Town. This process could take up to a year before appropriations are made and the truck is delivered. The ladder truck has recently had some repairs and is still in operation. The process would be the same for the replacement of the ladder truck but will take a little longer due to the style of truck.

Chairwoman Pugliese went on to mention she attended the Central Connecticut Chamber of Commerce Annual Meeting. Similar concerns were discussed including road bonds, school improvements and the impact to budgets due to the reduction of funding from the State. She also attended the Capital Workforce Partners Annual Meeting and commented on the positive impact the Workforce has to communities.

V. APPOINTMENTS/RESIGNATION

No appointments were made

VI. BOARD OF EDUCATION LIAISON (3rd Monday Meetings Only)

Chairwoman Saunders report included the High School Graduation to be held Wednesday, June 20 and read a detailed letter from Superintendent Brummett to the district parents regarding the recent lockdown at the PHS. Middle School student Dakota Dinielli was also recognized for her accomplishments in wrestling competitions and will be traveling to Japan to compete.

Chairwoman Pugliese reported on the extensive discussion at the last BOE meeting regarding bullying. The Superintendent and Assistant Superintendent shared in detail the district's policy and plan.

VII. REPORT OF TOWN ATTORNEY

No report was offered

VIII. REPORT OF TOWN MANAGER

Town Manager Lee presented and discussed the following topics:

- **Tax Fixing Agreement - Plainville Funeral Home**

The Economic Development Agency is recommending that the Town Council approve a tax fixing agreement for the new Plainville Funeral Home located at 81 Broad Street. On April 18, 2018 the Town Council authorized a Memorandum of Understanding which would provide a

50% tax abatement on the improvements for a period of five years. Based on the estimated value of the building supplied by the owner, the tax abatement would amount to approximately \$5,750 per year for five years.

The project is now complete and has received a Certificate of Occupancy. There is an item under **New Business** that would consider a Tax Fixing Agreement for the Plainville Funeral Home as recommended by the Economic Development Agency.

- **Shared Services with City of Bristol - Building Official Services**

The Bristol City Council approved the proposed Memorandum of Understanding with Plainville to provide building inspection services when our current Building Official, Foster Zucchi, retires in early August. Mr. Zucchi will then go from full-time to part-time and Bristol would assist in filling in for the remaining hours as needed.

Bristol has also offered to provide some transition assistance during the month of July for no cost. The Town Attorney drafted a proposed Memorandum of Understanding with Bristol.

There is an item under **New Business** that would authorize the Town Manager to execute an MOU for Building Official Services with the City of Bristol for one year beginning on July 1, 2018.

- **Custodial Services**

The Town recently solicited bids for custodial services for the Town buildings. The buildings included in the proposed custodial services are: the Municipal Center, Police Department, Library, Fire House, and Parks & Recreation Building.

Two bids were received for yearly services. The bidders were Cleaning Services and Magic Gloves Cleaning Services LLC. Cleaning Services bid \$93,636.41 and Magic Gloves \$95,500.

Town staff is recommending that Magic Gloves be awarded the contract even though they bid a slightly higher bid (+\$1,863.59). Magic Gloves provided a more detailed listing of the services that they would provide and the owner is the current custodian that formed his own business and has performed his cleaning duties over the last several years in an exemplary manner. Additionally, Magic Gloves will not charge for services performed at the Library on Saturdays where Cleaning Services did.

There is an item under **New Business** that would award the Cleaning Services contract for the Town Buildings to Magic Gloves Cleaning Services LLC in the amount of \$95,500. The budget currently has a line item of \$96,000 for these services. This would be for a five-year contract.

- **Wheeler School and High School Projects Update**

A letter dated May 31, 2018 from the Department of Administrative Services has confirmed that the Town will be receiving a reimbursement rate of 65.38% for the Frank T. Wheeler Elementary School Project.

On June 6, 2018, the Town received nine bids for the Abatement & Demolition Trade package. The low bid was submitted by Select Demo Services from Salem, New Hampshire in the amount

of \$685,000. This was below O&G's estimate by approximately \$50K. O&G has met with the low bidder and is ready to recommend awarding the bid to Select Demo Services.

The remaining 14 bid packages are scheduled to be opened June 19th at 2:00 pm and O&G intends to review them to determine that they meet the budget authorization before requesting any award.

The High School repaving bid is also scheduled to be opened June 19th as well.

Because some of this work needs to occur during the summer months, a special meeting of the Town Council will be scheduled next week after the Building Committee has completed their review.

- **Recommendations Regarding Environmental Services Consultant for White Oak Properties**

On June 12, 2018 Mark DeVoe and Town Manager Lee interviewed four firms that would provide Environmental Services relating to the White Oak properties located at 1 and 63 West Main Street. The cost of these services will be paid through a \$200,000 Grant provided by the State Department of Economic & Community Development.

Of the firms interviewed, it is recommended that Loureiro Engineering Associates, Inc. of Plainville be awarded the contract. There is an item under **New Business** regarding his recommendation.

- **Financial Dashboard**

Assistant to the Town Manager Colby reviewed the Financial Dashboard for May which is posted on the Town website.

- **Happenings**

Assistant to the Town Manager Colby reported on Town activities and events regarding the Senior Center and Public Works. More information may be obtained at www.plainvillect.com

IX. PUBLIC COMMENTS

Gary Garewski, 28 View St, comments included opposition to the Tilcon project and voiced concerns of water runoff in his backyard and neighbors yards as well.

Art Marino, Bristol comments included the Tomasso Nature Park is now open and tours are on Tues & Thurs. or upon request. He went on to encourage residents to become organ donors as he is in need of a kidney transplant.

Katherine LaBella, 50 Pierce St comments included the Tax Fixing Agreement for the Plainville Funeral Home and overflow parking on Pierce St.

John Kisluk, 65 Forestville Ave offered his opinions regarding the new fire truck and the trash pay per bag proposal.

Joel Edman, 63 Hollyberry Ln spoke against the trail proposal.

Dave Garewski, 17 Jude Rd spoke in opposition of the Tilcon project due to the proposed impact it would have.

Joanne Edman, 166 West Main St spoke in opposition of the Tilcon project and high school parking lot project.

Dave Spencer, 127 Milford St Ext offered his opinion on the publicity of the budget and referendum votes.

Lou Frangos, 10 Fairbanks St comments included the construction timeframe of Alignment C, major projects and spoke in favor of the fire trucks.

Dave Albert, 56 Hollyberry Ln comments included the tax fixing agreement and the Tilcon quarry.

X. NEW BUSINESS

1. Consider “Ordinance Establishing Fourth Quarter Transfers for the Fiscal Year Ending June 30, 2018”-See Attached

Councilwoman Tompkins motioned to adopt “Ordinance Establishing Fourth Quarter Transfers for the Fiscal Year Ending June 30, 2018”. The motion was seconded by Councilman Cox and passed 7-0.

2. Consider Additional Appropriation-See Attached

Councilwoman Tompkins motioned to appropriate \$425,000 from Account #0100-000-32110-0000, General Fund-Unassigned Fund Balance, to the accounts outlined for the Fiscal Year 2018 Budget. The motion was seconded by Councilman Cox and passed 7-0.

3. Tax Fixing Agreement-Plainville Funeral Home

Councilwoman Tompkins motioned to approve the Tax Fixing Agreement for 81 Broad Street, 06062, LLC (Plainville Funeral Home) as recommended by the Economic Development Agency. The motion was seconded by Councilman Cox and passed 6-0. Councilman Gnazzo abstained due to his employment by the Plainville Funeral Home.

4. Memorandum of Understanding-Building Official Services

Councilwoman Morante motioned to authorize Town Manager Lee to execute a Memorandum of Understanding for Building Official Services with the City of Bristol. The motion was seconded by Councilman Gnazzo and passed 7-0.

5. RFP #2018-15, Environmental Services Consultant for White Oak Properties

Councilman Gnazzo motioned to award Bid #2018-15, Environmental Services Consultant for White Oak Properties (1 and 63 West Main Street), to Loureiro Engineering Associates, Inc., Plainville, CT, in an amount not to exceed \$200,000. The motion was seconded by Councilwoman Tompkins and passed 7-0.

6. Bid #2018-26, Custodial Services

Councilwoman Tompkins motioned to award Bid #2018-26, Custodial Services, to Magic Gloves Cleaning Services, LLC for an annual amount of \$95,500. The motion was seconded by Councilman Gnazzo and passed 7-0.

7. Tax Refunds – See Addendum

Councilman Cox motioned to approve the tax refunds as listed on the Addendum. The motion was seconded by Councilwoman Tompkins and passed 7-0.

XI. OTHER DISCUSSIONS OF INTEREST

XII. MATTER APPROPRIATE FOR EXECUTIVE SESSION

XIII. ADJOURNMENT

At 8:50pm Councilwoman Tompkins motioned to adjourn. The motion was seconded by Councilman Gnazzo and unanimously passed.

Respectfully submitted by,

Carol A. Skultety, Town Clerk
& Clerk of the Town Council

Refunds

6/18/2018

Current Year

Amount

1	Bechtold, Sharon, 56 Dallas Ave	\$20.39
2	Nissan Infiniti LT, Dallas, TX	\$294.80
3	Nissan Infiniti LT, Dallas, TX	\$8.12
4	Porsche Leasing Limited, Nashville, TN	\$638.24
5	Toyota Lease Trust, Woburn, MA	\$304.25
6	Toyota Lease Trust, Woburn, MA	\$6.98

6/18/18

7	Winkleman, Seth & Kathy Steadman, 37 Tyler Farms Rd	\$205.02
	Total	\$1,477.80

TOWN OF PLAINVILLE, CT
ORDINANCE ESTABLISHING FOURTH QUARTER TRANSFERS
FOR THE FISCAL YEAR ENDING JUNE 30, 2018

BE IT ORDAINED by the Town Council of the Town of Plainville, in meeting duly assembled, that in accordance with Section 7 of Chapter VII of the Charter of the Town of Plainville, funds shall be and are hereby transferred from their original budgetary appropriation as follows

Transfers From:				
Department	Account Number	Account Description	Reason	Amount
Employee Benefits	0100-820-51211-0000	Medical insurance	Smaller xfer to health ins fur	\$ 89,160
		Total Transfers From		\$ 89,160

Transfers To:				
Department	Account Number	Account Description	Reason	Amount
Town Attorney	0100-134-52436-0000	Labor counsel	Police contract neg/health in:	\$ 8,000
Finance	0100-136-51110-0000	Full time payroll	Error in accrual	750
Assessor	0100-137-51110-0000	Full time payroll	Payout of accrued time	45,000
Town Clerk	0100-150-51110-0000	Full time payroll	Error in accrual	9,000
Data Processing	0100-155-51110-0000	Full time payroll	Error in accrual	5,000
Econ Development	0100-170-51110-0000	Full time payroll	Error in accrual	3,100
Civil Preparedness	0100-215-51120-0000	Part time payroll	Error in accrual	710
Build & Grounds	0100-310-52340-0000	Repair & Maintenance	Older equip, repairs	7,000
Tech Services	0100-325-51110-0000	Full time payroll	Error in accrual	2,000
Engineering	0100-330-51110-0000	Full time payroll	Error in accrual	1,900
Fire Marshal	0100-370-51110-0000	Full time payroll	Error in accrual	1,000
Planning	0100-380-51110-0000	Full time payroll	Error in accrual	3,100
Social Services	0100-430-51120-0000	Part time payroll	Error in accrual	600
Recreation	0100-510-51110-0000	Full time payroll	Error in accrual	2,000
		Total Transfers To		\$ 89,160

TOWN OF PLAINVILLE, CT
ADDITIONAL APPROPRIATION FROM FUND BALANCE - GENERAL FUND
2017 - 2018 BUDGET

Additional Appropriation From:

<u>Department</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Reason</u>	<u>Amount</u>
Fund Balance	0100-000-32110-0000	Unassigned Fund Balance		\$ 425,000
		Total Additional Appropriation From		<u>\$ 425,000</u>

Additional Appropriation To:

<u>Department</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Reason</u>	<u>Amount</u>
Police	0100-201-51110-0000	Full time payroll	Error in accrual	\$ 150,000
Police	0100-201-51140-0000	Overtime	Higher costs	150,000
Fire	0100-210-52480-0000	Equip Maint & Repair	Tower truck repair	50,000
Roadways	0100-305-51140-0000	Overtime	Higher costs	30,000
Build & Grounds	0100-310-51140-0000	Overtime	Higher costs	20,000
Build & Grounds	0100-310-52340-0000	Repair & Maintenance	Older equip, repairs	25,000
		Total Additional Appropriation To		<u>\$ 425,000</u>