

**MINUTES  
PLAINVILLE TOWN COUNCIL  
COUNCIL CHAMBERS – MUNICIPAL CENTER  
REGULAR MEETING  
September 19, 2016 – 7:00p.m.**

- I. PRESENTATIONS:**
- II. PUBLIC HEARING**
- III. MINUTES OF PREVIOUS MEETING**  
Minutes of August 22, 2016 Regular Meeting
- IV. ANNOUNCEMENTS – REPORTS**
- V. APPOINTMENTS/RESIGNATIONS**
  - 1. Appointments and Re-appointments to Boards and Commissions
- VI. BOARD OF EDUCATION LIAISON (3<sup>rd</sup> Monday Meetings Only)**
- VII. REPORT OF TOWN ATTORNEY**
- VIII. REPORT OF TOWN MANAGER**
  - 1. Sewer User Rate Discussion
  - 2. Roof Replacement – Water Pollution Control Facility
  - 3. Performance Contracting Discussion
  - 4. Tax Fixing Agreement – Downtown Whiting LLC
  - 5. Refinancing of School Debt
  - 6. Streetlights and Free Municipal Wi-Fi Update
  - 7. Paderewski Pond Update
  - 8. Financial Dashboard – August 2016
  - 9. Property Maintenance Update
  - 10. Happenings
- IX. PUBLIC COMMENTS**
- X. OLD BUSINESS**

**XI. NEW BUSINESS**

1. Establish public hearing for Sewer User Fee
2. Bid #2017-05E, WPC Roof Replacement
3. Consider Proposal by ECG Engineering for Performance Contracting on Various Town Buildings
4. Tax Fixing Agreement – Downtown Whiting LLC
5. Municipal Wi-Fi Agreement
6. Tax Refunds - Addendum

**XII. OTHER DISCUSSIONS OF INTEREST**

**XIII. MATTER APPROPRIATE FOR EXECUTIVE SESSION**

1. Personnel Matter
2. Town Manager Lee Evaluation

**XIV. ADJOURNMENT**

Councilwoman Pugliese called the meeting to order at 7:00pm in the Council Chambers of the Municipal Center, One Central Square. Also present were Vice Chairman Saunders, Council members Wazorko, Morante, Christopher, Tompkins and Carrier, Town Manager Lee, Town Manager Assistant Colby, Attorney Chomick and Town Clerk Skultety.

Councilwoman Christopher led the Pledge of Allegiance.

**I. PRESENTATIONS:**

**II. PUBLIC HEARING**

**III. MINUTES OF PREVIOUS MEETING**

**Vice Chairman Saunders motioned to approve the minutes of August 22, 2016 Regular Meeting. The motion was seconded by Councilwoman Christopher and passed 7-0.**

**IV. ANNOUNCEMENTS – REPORTS**

Councilwoman Morante attended the Conservation Commission and reported they are pleased with the preservation of the Linden Tree at the OLSS site as it was planted many years ago as an Earth Day activity. She also attended the Committee on Aging meeting and mentioned the

upcoming Volunteers Brunch where approximately 300 volunteers from the Senior Center will be celebrated.

Vice Chairman Saunders attended the Plainville Fire Company meeting where the results of the Balloon Festival were reviewed with positive feedback.

## **V. APPOINTMENTS/RESIGNATION**

No appointments were made

## **VI. BOARD OF EDUCATION LIAISON (3<sup>rd</sup> Monday Meetings Only)**

Chairwoman Saunders' report included the hiring of Samuel Adlerstein, the new Director of Administration and Personnel and mentioned Steve Michaud will return to a teaching position. Adrienne Romeo has also been hired to the position of Accounts Payable. She also reported a donation of \$1,000 was received from Dunkin Donuts, a successful safety drill and modified lockdown was held with the assistance of the Plainville Fire and Police departments and there will be a Turf Field Committee Wed., Sept 21, at 5:00pm to review the current sound system.

## **VII. REPORT OF TOWN ATTORNEY**

No Report

## **VIII. REPORT OF TOWN MANAGER**

Town Manager Lee presented and discussed the following topics:

- **Sewer User Rate Discussion**

A sewer rate study was developed by Tighe & Bond in 2014. The study was done to make recommendations on future sewer user charge increases in anticipation of the Phosphorus upgrades that were being required by the Department of Energy & Environmental Protection. One of the key components of the study was to have the sewer account retain at least 2 months of operating costs for emergency and unforeseen purposes.

The Town Council adopted Scenario 3 in the report which called for 4.8% increases to the user charges going forward through FY23. As such, Town staff is recommending that the sewer user charges for November 1<sup>st</sup> be increased by 4.8%. This would result in the minimum charge being increased by \$16.87 and the Standard Charge per 1,000 cubic feet from by \$2.35. For the typical homeowner who uses 8,300 c.f. of water per year, this would result in an increase of \$20.

A Public Hearing must first be conducted before the Town Council can set next year's sewer user rate.

- **Roof Replacement – Water Pollution Control Facility**

On August 23rd, the Town received seven proposals for replacing a portion of flat roof at the Water Pollution Control Facility. The existing built-up bituminous roof section has deteriorated causing water to seep into the building. This roof was installed in 1998.

Young Developers LLC of Hamden submitted the lowest responsible bid in the amount of \$118,900. Funds for the project in the amount of \$135,000 have been appropriated in the FY17 Capital Budget.

- **Performance Contracting Discussion**

At a recent Capital Projects Building Committee meeting, they discussed an Energy Performance Contract Opportunity for Plainville. ECG Engineering LLC of Danbury gave a presentation in which needed building improvements could be made now and be paid for out of future energy savings. This would involve no initial out-of-pocket costs at no risk as the energy savings would be guaranteed.

Essentially, the energy savings would finance the capital equipment replacement over a period of time. Under the program, that period of time would not exceed 18 years. After the project was paid in full, the Town would then be able to take advantage of the lower energy costs.

This would enable the replacement of aging equipment in Town and School facilities without increasing the Town budget. This proposal could reduce the cost of the school projects at both Wheeler Elementary and the Middle School as well as other Town and School buildings.

The next step in the process would be to develop a Request for Proposals from Energy Services Companies (ESCO) which could then be evaluated by the Capital Projects Building Committee. The Committee could then consider a recommendation to the Town Council.

ECG Engineering has met with O&G, Kaestle Boos, Town staff and school administration to determine how this proposal could integrate into the current school projects. The recommendation is that this should proceed forward simultaneously with the development of the school project budget.

ECG Engineering would perform the development of the RFP and the evaluation of the proposals received at no cost to Plainville. Nothing would be paid to ECG unless the Town went forward with the project. Even then, they would be paid from the guaranteed energy savings derived from the improvements.

ECG Engineering has been chosen by CCM as one of two “Energy Consultants” for this type of work to member communities.

The Capital Projects Building Committee and Town & School staff is recommending that the Town Council authorize the Town Manager to enter into an Energy Savings Contract for various town & school buildings with ECG Engineering of Danbury, CT.

- **Tax Fixing Agreement – Downtown Whiting LLC**

The Economic Development Agency is recommending that the Town Council approve a tax fixing agreement with Downtown Whiting LLC. Downtown Whiting LLC constructed the

commercial building located at 57-59 Whiting Street across from the Post Office. A MOU for this tax fixing agreement was approved by the Town Council in September 2012.

In March, the building received its Certificate of Occupancy and the Tax Fixing Agreement is ready to move forward.

Under the proposed agreement, the owner would receive a 20% tax abatement for a period of three years.

- **Refinancing of School Debt**

Earlier this summer, the Town Council authorized the refinancing of \$5,965,000 in previously issued school bonds to reduce the interest cost. On August 23<sup>rd</sup>, the Town received bids for the refinancing of the school bonds that were originally issued in 2010.

The Town currently has a bond rating of AA+ by Standard & Poor.

The refinancing bids received resulted in lowering the interest rate from 3.85% to 1.65%. This lower interest rate will save the Town \$448,737 over the remaining 15 years of the bond. This is an average savings of \$30,000 per year.

- **Streetlights and Free Municipal Wi-Fi Update**

The great majority of the LED streetlights have been installed. The remaining lights to be installed are those associated with the free Wi-Fi project for the central business district. The free Wi-Fi will encompass East Main Street, West Main Street, Whiting Street and East Street (Between Whiting and West Main Streets)

Eversource recently approved the equipment that is necessary for the Wi-Fi service. The project is now ready to move forward. However, before this can occur, an agreement to operate the Wi-Fi Service must first be approved. Town staff has been working with Green Wi-Fi for streetlight and Wi-Fi monitoring services for an annual cost of \$10,800/yr. for three years. This is in concert with what was discussed when the project was first reviewed and approved by the Town Council in 2015.

Town staff is also developing an advertising plan for the Wi-Fi that would help pay for a portion, and possibly all, of the cost of operating the system. For the interim, the operating funds would come from the CIP monies for computer upgrades.

A contract with Green Wi-Fi is currently being reviewed by the Town Attorney. While there are some technical details that need to be worked out between the Town and Green Wi-Fi, the basic terms would be for three years at a cost not-to exceed \$10,800 per year.

- **Paderewski Pond Update**

Town Water Pollution Control staff continue to monitor Paderewski Pond by taking weekly dissolved oxygen and temperature readings. To date, no fish kills have been observed and the dissolved oxygen readings are significantly higher than what would cause a fish kill. People in the area have observed that the pond looks better than it did at the same time last year.

The Loureiro Engineering report is due sometime in October.

- **Financial Dashboard – August 2016**

The Dashboard was distributed in the Town Council information package and was put on the Town web-site on Sept 16. Town Manager Lee reviewed the highlights.

- **Property Maintenance Update: September 19, 2016**

Assistant Colby reported since the last Town Council meeting on July 22, 2016 town staff has continued with property maintenance and code enforcement.

A total of 18 letters have been mailed out for violations:

- 4 – Bulky Waste
- 5 – Property Maintenance Section 5 – Vegetation
- 5 – Motor Vehicle
- 4 – Unsightly Materials

Out of these 18 violations, 14 have come into compliance with the ordinance.

Staff is currently following up with the remaining properties to ensure that the issues are resolved. Since April of 2016, 212 properties have been addressed.

If residents have any questions regarding property maintenance, they may contact Scott Colby at (860)793-0221 Ext. 209.

- **Happenings**

Intern Colby reported on activities and events within and including the Plainville Food Pantry, Senior Center, Tax/Assessor's Office, Fire Marshal, Bulk pick up and the Gap Closure Trail Study workshops. For more information on programs and activities residents are encouraged to visit the Town's website [www.plainvillect.com](http://www.plainvillect.com).

## **IX. PUBLIC COMMENTS**

Joanne Edman, 166 West Main St offered a prayer and comments including artificial turf fields.

Lou Frangos, 10 Fairbanks St asked for clarification and reasons for police overtime.

## **X. NEW BUSINESS**

### **1. Establish public hearing for Sewer User Fee**

**Councilman Carrier motioned for the Town Council acting as the Water Pollution Authority to establish a public hearing for Monday, October 3, 2016 at 7:00pm in the Municipal Center to hear public comment on sewer user fee charges for the period November 1, 2016 to October 21, 2017. The motion was seconded by Councilwoman Tompkins and passed 7-0.**

### **2. Bid #2017-05E, WPC Roof Replacement**

Councilwoman Tompkins motioned to award Bid #2017-05E, Roof Replacement at Water Pollution Control Facility, to Young Developer, LLC, Hamden, CT, in the amount of \$118,900. The motion was seconded by Vice Chairman Saunders and passed 7-0.

**3. Consider Proposal by ECG Engineering for Performance Contracting on Various Town Buildings.**

Vice Chairman Saunders motioned to approve and authorize Town Manager Lee to enter into an Energy Savings Performance Contract for various Town Buildings with ECG Engineering, Danbury, CT. The motion was seconded by Councilman Carrier and passed 7-0.

**4. Tax Fixing Agreement – Downtown Whiting LLC**

Councilwoman Christopher motioned to approve and authorize Town Manager Lee to execute the Tax Fixing Agreement for Downtown Whiting, LLC. The motion was seconded by Vice Chairman Saunders and passed 7-0.

**5. Municipal Wi-Fi Agreement**

Vice Chairman Saunders motioned to approve and authorize Town Manager Lee to execute a 3-year Master Service Agreement with Green Wi-Fi for streetlight and Wi-Fi monitoring at an annual cost of \$10,800, subject to Town Attorney Mastrianni's review and approval. The motion was seconded by Councilwoman Tompkins and passed 7-0.

**6. Tax Refunds – See Addendum**

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

**XI. OTHER DISCUSSIONS OF INTEREST**

**XII. MATTER APPROPRIATE FOR EXECUTIVE SESSION**

1. Personnel Matter
2. Town Manager Evaluation

**At 8:55pm Vice Chairman Saunders motioned to enter into Executive Session. The motion was seconded by Councilwoman Tompkins and passed 7-0.**

All seven Town Council members were present for the executive session along with Town Manager Lee. Discussion follow regarding a personnel matter and the Town Manager's evaluation. A motion was made, seconded and unanimously passed to end the executive session at 9:15pm. No further action was taken.

**XIII. ADJOURNMENT**

**At 9:16pm Councilman Carrier motioned to adjourn. The motion was seconded by Councilwoman Tompkins and unanimously passed.**

Respectfully submitted by,

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

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**Refunds**

**9/19/2016**

	<b>Current Year</b>	<b>Amount</b>
1	Alikali, Hachim, 12 W Main Apt 10	\$36.67
2	Alvarez, Heriberto, 69 Northwest Dr N-31	\$35.42
3	Bacon, Carmel, 119 Northwest Dr	\$23.13
4	Bialko, Mark or Lisa, 15 Julie Rd	\$59.50
5	Broderick, Kathleen, 131 Shuttlemeadow Rd	\$15.55
6	City Oil Co, Inc, New Britain, CT	\$59.44
7	Contaldi, Nelli, 13 Lena Ave	\$26.39
8	Covey, Anna, 88 Ledge Rd	\$37.01
9	Covey, Anna, 88 Ledge Rd	\$2.66
10	Dennis, Nicholas, 45 Winter St	\$106.76
11	Dieli, John, Bristol, CT	\$72.84
12	Dunne, Sharon, 25 Stillwell Dr	\$16.57
13	Dworkin, Erv, 338 East St	\$25.67
14	Farmington Auto Park LLC, 433 Farmington Ave	\$62.70
15	Freeman, Nina or Ronald, 33 E Maple St	\$334.74
16	Freinberg, Andrew, West Hartford, CT	\$335.26
17	Greene, Janice, 42 Johnson Ave	\$153.43
18	Hann Auto Trust, Jamesburg, NJ	\$119.94
19	Hernandez, Sylvia, New Britain, CT	\$25.75
20	Honda Lease Trust, Holyoke, MA	\$419.29
21	Honda Lease Trust, Holyoke, MA	\$82.91
22	Honda Lease Trust, Holyoke, MA	\$394.19
23	Hyundai Lease Titling Trust, Irvine, CA	\$187.43
24	Hyundai Lease Titling Trust, Irvine, CA	\$187.43
25	Hyundai Lease Titling Trust, Irvine, CA	\$359.31
26	Kapura Builders, 339 Cooke St	\$72.17
27	Knapp, Christopher or Laura, 11 River St	\$256.05
28	Lacombe, Suzanne or Keith, 204 W Main St	\$20.00
29	Lacroix, Richard or Lucy, Clearwater, FL	\$46.07
30	Ludwin, Lynn, 190 Tomlinsi Ave #12	\$55.33

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31	Malgorzata Schoenborn DMD LLC, 20 Pine St	\$61.81
32	Mallett, Richard or Dale, 25 Pearl St	\$9.72
33	Mangual, Marilia, Bristol, CT	\$93.63
34	May, Marilyn, 14 Church St	\$68.36
35	Motorlease Corporation, Farmington, CT	\$72.29
36	Myers, Sherry, 2 Shirley CT	\$144.34
37	Nissan Infiniti LT, Dallas, TX	\$92.99
38	Nissan Infiniti LT, Dallas, TX	\$125.40
39	Nissan Infiniti LT, Dallas, TX	\$165.96
40	Paradis, Scott or D'Onofrio, Rosamaria, 12 Lena Ave	\$123.64
41	Plourde S Tool Box Bargins LLC, Bristol, CT	\$49.23
42	Racine, Albert or Georgette, 23 Cody Ave	\$45.39
43	Shores, Kristin, 176 Trumbull Ave	\$41.75
44	Thibault, Martin or Joanne, Taylors, SC	\$68.62
45	Toyota Lease Trust, Chandler, AZ	\$110.84
46	USB Leasing LT, Oshkosh, WI	\$285.35
47	Wild, Robert, Newington, CT	\$82.06
48	Woodhouse, Melania or Brian, 28 Church St	\$161.87
49	Woodhouse, Melania or Brian, 28 Church St	\$199.59
50	Wyzga, Elaine, 234 East Street #65	\$378.44
51	Zamudio, Brian or Meister, Michelle, 29 Skyline Dr	\$347.17

<b>Total</b>	<b>\$6,358.06</b>
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**Prior Year**

1	Ally Financial, Louisville, KY	\$691.35
2	St Jarre, Matthew, 40 Cody Ave	\$102.37

<b>Total</b>	<b>\$793.72</b>
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