

**TOWN OF SOUTH WINDSOR
SPECIAL WORK SESSION MINUTES**

**TOWN COUNCIL
COUNCIL CHAMBERS**

**WEDNESDAY, APRIL 17, 2019
TIME: 7:00 P.M.**

1. Call Meeting to Order

Mayor Paterna called the meeting to order at 7:00 p.m.

2. Roll Call

Members Present: Mayor Andrew Paterna
Deputy Mayor Liz Pendleton
Councilor Mary Justine Hockenberry
Councilor Cesar Lopez
Councilor Matthew Riley
Councilor Janice Snyder

Members Absent: Councilor Audrey Delnicki
Councilor Karen Lydecker
Councilor Lisa Maneeley

Also Present: Matthew B. Galligan, Town Manager

3. Public Participation

Mr. Philip Crombie, 11 Bridlewood Road came before the Council and stated that he is opposed to the elimination of the part-time Emergency Management position and feels the Town Council should reinstate funding for this position.

Chief Custer informed the Council that the third week of April is National Communicators Week. South Windsor has eight dispatchers who do a wonderful job and Chief Custer wanted to thank them for all they do for South Windsor. Today there were 25 calls between 3:00 p.m. to 6:00 p.m.

Mr. Tony Vieira, Coordinator for South Windsor CERT, came forward to oppose the elimination of the part-time Emergency Management position. There should be an individual that heads up CERT. Mr. Vieira thanked Jay for everything he has done.

4. Communications

Deputy Mayor Pendleton stated that she witnessed a car accident today on Route 5. Deputy Mayor Pendleton thanked all of the first responders for their hard work. South Windsor has well-trained professionals.

ITEM:

5. Items for Discussion

A. General Government Budget for Fiscal Year 2019/2020

Emergency Management

Mr. Walter Summers, Fire Marshal, explained that over the last 48 hours, plans have changed regarding Emergency Management. The plan for over the next month is to have a team approach with the Assistant Town Manager Scott Roberts, Environmental Health Officer Heather Oatis, Fire Inspector Dave Wasilewski, and himself. Mr. Roberts has scheduled a meeting next week with representatives from the Connecticut Emergency Management to find out if there are any requirements that may be due from South Windsor. There will be discussions of any statutory requirements that South Windsor has to meet. Mr. Roberts has also reached out to CERT leadership, and it is hopeful that a meeting can be set next week. CERT will be invited to the next South Windsor Emergency Response Coalition (SWERC). These meetings are held every other month with the emergency operation team who talks about what is coming up in individual department and goals are set for the Town. At the next meeting, each member will be asked about their expectation of Emergency Management, and a needs assessment will be done for each department. After meeting with the CERT leadership, a meeting will be set up with all CERT membership to introduce ourselves, and inform them how everything will be handled. There will be discussions held regarding the training they have had or if they have any planned training coming up over the next few months. On Monday, April 22, 2019, the inventory for Emergency Management will be reviewed in each building. This will allow the Town to know what we have and what may be needed. The budget will remain as proposed. All outstanding purchase orders will be reviewed to see if there are any monetary commitments outstanding. All departments will be informed about this issue. The Town has partnered with Tolland and Coventry and has purchased Crisis Tracker which will fill out FEMA forms in the case of an emergency. Mr. Summers suggested that an update and an action plan be given to the Council in 30 days.

Councilor Snyder requested that an update be given at the beginning of June. The items she will be looking for are as follows:

- Action Plan.
- New items that are needed to be implemented for the needs of other departments with estimated costs.
- What the current inventory consists of.
- What inventory is needed to supplement the current inventory with estimated costs.

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ITEM:

5. A. (Continued)

Councilor Snyder also requested that Mr. Tony Vieira be involved with the action plan for Emergency Management moving forward. Mr. Summers stated that Mr. Roberts has reached out to Tony, and they will be setting up a meeting.

Answering questions from the Council, Mr. Summers explained that the Town is all set in case of an emergency.

Mr. Tony Vieira came forward and explained that the CERT members are all volunteers and then explained the training that the CERT members have been through.

Mr. Galligan explained that Emergency Management budget is under the Public Safety Category. Doing an inventory on the current supplies is a great idea because other Towns may need to have something provided to them in case of an emergency.

Mr. Vieira explained the CERT does not have a Board of Directors but feels a board should be established. Mr. Galligan added that in the ordinance, an Advisory Board should be established. The Town will be setting up that board and would like to have a member of CERT and a business person on that board. Mr. Summers will be pursuing this further.

Mr. Vieira stated that CERT has team leaders, and each team leader conducts training within their specialty. There are classes that can be taken that work towards a degree in Emergency Management. The person who takes over the responsibilities of the Emergency Management position would be the one to take training through the State. Mr. Galligan added that there is a Statewide Organization of Emergency Management professionals. The Town will probably want someone to go to these meetings, and through this organization, more training will probably become available. Mr. Vieira pointed out that Tom Morelli, who is a member of CERT, has quite a bit of experience through the military, and Mr. Crombie has quite a bit of experience with HAM radios. These individuals are relied on quite a bit.

Councilor Pendleton voiced concern regarding an update being given after the budget has been approved in case items are needed for emergency management. Mr. Summers stated that he would try to get something to the Council prior to the budget being approved, but feels the proposal was reviewed.

Mr. Summers stated that he feels it is very important that CERT has a command structure set up. Mr. Summers then stated that the list in the Ordinance matches what SWERC presently does, other than having residents and CERT members on the committee, which can certainly be accomplished, Mr. Summers felt that another committee does not need to be created.

(Discussion Continued on Next Page)

ITEM:

5. A. (Continued)

Deputy Mayor Pendleton agreed with Mr. Summers stated.

Mayor Paterna felt that the Town should follow what the ordinance says and would rather see the board set up as the ordinance outlines it. The SWERC program could be a part of that, but it should be an Advisory Board which identifies a certain level of permanence the program and to the Emergency Management staff. Mayor Paterna requested that this item also be reported on at the beginning of June.

Mr. Summers stated that the appointments went through the Town Manager and suggested that a Council Liaison also be appointed to this Advisory Board. The next meeting of SWERC is May 21, 2019. Mayor Paterna responded that the Council would take that into consideration.

Police Department

Chief Custer explained that the biggest driver in the budget is a request for three new officers. These positions have been budgeted to begin in January 2020. Currently, the department is authorized to have 43 officers and presently there are 40 officers. The Police Department has been working to hire new officers and presently have two officers in the police academy. It takes about one year for an individual to become an officer. The Police Department would like to hire three officers by June. Last year, the Police Department had 2,620 medical calls. Currently, the Police Department is averaging 50 medical calls per week due to the increase in assisted living facilities. The Police Department would like to make sure resident have quality of life, and 46 officers will help with that.

Answering questions from the Council, Chief Custer explained that when evaluating the need for more staffing the square miles of the Town that need to be patrolled is looked at which is 28.5 square miles and geography is also a factor in the evaluation as well as response time. The goal of the Police Department is to be at a call in three minutes, but realistically it is closer to six minutes. The new officers will be staffed in District 4, which is the center of Town and Buckland Road where our medical and traffic calls are concentrated in order to increase our response times. Traffic has picked up over the past 15 to 20 years. The thought also is to be able to reduce overtime by having increased staffing. There were two Sergeants that retired which were never replaced. Their job duties were absorbed by the Deputy Chief and a couple of the Lieutenants because it is the Police Department's goal to keep as many officers on the road at all times.

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ITEM:

5. A. (Continued)

Chief Custer explained to the Council that The Honor Guard is a volunteer organization and should have been on the Table of Organization. It is made of officers in the department that want to represent the department at different functions such as funerals, and parades and this organization will continue. The Special Enforcement Unit was eliminated because it was found that other needs arose. While that unit went away, one of the benefits was the South Windsor Police Department because involved with the Center for Digital Investigation Unit.

Chief Custer stated that longevity is part of various union contracts. There is also a shoe allowance, as well as educational reimbursement. When asked to cut in some areas, the Chief Convention was eliminated, but there are other membership dues that should remain in the budget such as the Regional Chief Meeting, Connecticut Chief Association, IAFI, and various other associations.

Chief Custer informed the Council that the Police Department has several vehicles that are over 100,000 miles. The Police Department tries to get three new vehicles each year so that there is a fleet that is reliable. A few years back the Police Department bought Dodge Chargers which are great when they are running but unfortunately these vehicles spend more time being fixed. If these three vehicles are not replaced, the Police Department will be stuck using the spare vehicles which have a lot of miles and are not reliable. This would create a catch up in later year budgets. Used police vehicles are usually traded in for approximately \$1,500 to \$3,000 when new vehicles are being bought. The Police Department has a contingency plan that is followed by getting three vehicles per year, but if something happens to a vehicle, there may be a larger request.

Last year the Council assisted the Police Department in getting a new Computer Rated Dispatch Record Management System which was implemented in 2017. What used to take a whole day coming up with STATS, takes about five minutes. South Windsor will be doing some information sharing with other Towns.

Chief Custer explained that police vehicles are idling all of the time because there is a State mandate that says as a first responder you must carry Nar can which needs to be at a certain temperature.

Chief Custer reviewed the different donations that the Police Department has received and what was bought with these donations. Increasing the department with three more officers should help to reduce the amount of overtime, but the Police Department's goal is to put more patrols on the road. There are presently eight Dispatchers. There are still shifts that have to be covered with overtime, but Chief Custer stated he is looking at trying to get part-time Dispatchers which will give an opportunity for savings.

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ITEM:

5. A. (Continued)

Capital Projects

Mr. Scott Roberts, Assistant Town Manager and Liaison for Capital Projects, explained that there are eleven projects consisting of a total budget of \$1,811,000. Each department will come forward to inform the Council of their proposed projects.

Fire/Police/EM/DPW

Mr. Brian Peck came forward and explained that the proposed project being requested is for an upgrade to the emergency communication infrastructure. The project cost is \$220,000 with a 20-year useful life span. The project consists of the following:

- A listening post would be put inside of Eli Terry Elementary School.
- The Fire Department radio repeaters at Box Mountain and Police Department Headquarters will be replaced.
- Interoperability radios for Emergency Management would be purchased.
- A new UHF radio system for the Public Works Department will be installed to improve communications between first responders.

Police Department

Chief Custer explained that the proposed project being requested is for security enhancements to the Police Headquarters to secure critical assets. The project cost is \$55,000 with a 20-year useful life span. The project consists of the following:

- Perimeter Fence.
- Security Cameras.
- Seized Vehicle Storage.
- Electronic Gates.

Public Buildings

Mr. Clay Major explained that there are four projects being requested as follows:

Town Hall Elevator – Design and Engineering – Remove and Replace 41-year old elevator. The new design will meet current ADA Requirements and State elevator Code Requirements. The cost of the project is \$50,000.

Boiler Replacements at the Community Center and Police Department – Replace 30-year old oil-fired boilers, water heaters and furnaces with natural gas units. There is a potential incentive from Eversource in the amount of \$10,000 as well as estimated annual utility cost savings between \$3,000 to \$5,000. The project cost is \$400,000.

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ITEM:

5. A. (Continued)

Public Buildings Door and Security Upgrades – installation of interior and exterior cameras provide video surveillance 24/7. Replaces doors, locksets, and hardware providing a means to secure facilities during a lockdown event. The project cost is \$75,000 with a useful life span of 20 years.

UST Removal at Community Center/Natural Gas Install at Community Center and Police Department – Remove 30 year old 6,000 gallon underground heating oil storage tank, DEEP Requirements. Eversource gas to install gas service to the Police Department and the Community Center. The project cost is \$200,000.

Board of Education

Mr. Pat Hankard, Director of Facilities for the Board of Education, stated that his projects are as follows:

Old Orchard Hill School Oil Tank Replacement – Replace 30-year old 10,000 gallon underground #2 fuel oil tank. This replacement is required by law due to the age of the tank. The project cost is \$160,000 and will be seeking a grant from the State in the amount of \$68,800.

High School Boiler Room B Boiler Conversion to Natural Gas – Remove 10,000 gallon oil underground #2 fuel oil tank and convert four oil burners to natural gas. The tank removal cost is \$8,600 which a grant will be used to reimburse. The remainder of the project cost is \$206,000.

Engineering

Mr. Jeff Doolittle, Town Engineer, explained that he is proposing a number of projects through GIS to finish the Town's database and update databases for the storm sewer system data update, sanitary sewer data update, underground storage tanks, easement data update, private well data update, and mobile utility data viewer. The projects will cost \$100,000.

Parks & Recreation Department

Mr. Ray Favreau, Director of Parks & Recreation, stated that the projects being proposed will be implemented from the Master Plan. The projects consist of Skate Park, Phase II design, Cross Town Trail Design (6.2 miles – Eversource Power Corridor), and Walk & Wheel Ways Subdivision Connector. The total projects costs are \$475,000 and a grant in the amount of \$240,000.

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ITEM:

5. A. (Continued)

Information Technology

Mr. Scott Roberts, Assistant Town Manager/CIO/Emergency Management explained that the Town is looking to extend its fiber communication network from the Wapping House to the Fire Department Headquarters as well as from the Community Center down to the new Eli Terry Elementary School. This will provide radio communications for the Fire Department and will provide network and internet access for the Fire Department also. The cost for construction is \$110,000 and has a useful life span of 20 years.

Answering questions from the Council, Mr. Clay Major explained that both sets of doors at the Community Center would be automatic, which will be beneficial for someone in a wheelchair.

Mr. Major informed the Council that the elevator would be a new elevator and a portion of the building would have to be adapted for a larger elevator.

Mr. Major then explained to the Council that when a facility is converted from oil to gas, there is typically a 10% to 15% energy efficiency savings. So based on the number of gallons the Town uses, and the cost of oil over the last three years, it was projected that there would be a \$3,000 to \$5,000 savings. An underground oil tank must be removed when it reaches 30 years in the ground.

Mr. Roberts stated that the I-291 Corridor on Route 5 is an area there may be a gap in radio communications. In the future, a cell tower may be built at Veterans Memorial Park and back hauling with fiber optic, but that is not in this plan. There was also discussion about putting a tower up on the TRAC's property.

Chief Custer explained that the perimeter fencing will be around the parking lot at the Police Department and will consist of an automated gate that can be controlled remotely. The fence material being used is a vinyl wrap. The cost will include all of the upgrades necessary and includes the cameras.

Mr. Hankard, Facilities Manager at the Board of Education, stated that the oil tank at Orchard Hill Elementary School must be removed because it has been there for 30 years. A new tank will be installed because gas is not available.

Mayor Paterna informed the public that the budget for capital projects is \$1,800,000. Included in that number is the approved purchase of two parcels of property near Pleasant Valley School.

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ITEM:

5. A. (Continued)

Mr. Doolittle explained that the Town needs to complete the mapping of the storm sewer system in the next two to three years. The sanitary sewer system needs to be captured in GIS to make it more efficient for the employees at the Water Pollution Control Plant. Mr. Doolittle then stated that it would be a benefit to the Health Department to know exactly where private wells are located throughout Town.

Answering questions from the Council, Mr. Favreau explained that the department has an administrative on-line general fund budget for the full-time administrative staff. The Parks Division is part of the taxed base general fund budget. The recreation is in a special revenue fund which is off-line from the general fund and is a self-sustaining fund that is all funded by user fees, sponsorships, and advertising which supports all 400+ programs. The capital projects budget is a separate budget, and that is for the implementation of the Parks & Recreation Master Plan. The recreation trails system in Town has received a grant in the amount of \$100,000. The total needed from the capital projects is \$235,000 to fund the Skate Park Phase II, Cross Town Trail, and the connector paths.

Mr. Galligan explained to the Council that the interest of \$250,000 for phase II of the two schools (Eli Terry Elementary School and Philip R. Smith Elementary School) are in the capital projects budget. No bonds or notes have been floated yet so it would not be a debt.

Information Technologies

Mr. Galligan stated that the IT Department affects every department in the Town.

Mr. Roberts explained that the cost increase in this budget is to connect the Fire Headquarters and Eli Terry to the fiber network. The benefit is the Board of Education will receive fiber pairs from the Town. This will enable the Board of Education to cancel a contract with a provider that they pay monthly for the length between the high school and Eli Terry Elementary School. The Town presently has 221 desktops, 100 servers and 2 data servers, (one at the Town Hall Annex and one at the Police Department). The Town also has 61 copiers/printers. The big multi-functioning copiers there are 16, but the Town has a bunch of smaller copiers or localized printers for confidentiality throughout Town. There are 262 monitors, 62 Smart phones that are monitored, and 92 laptops or tablets. IT supports every department in Town, including the South Windsor Public Library.

Mr. Galligan explained that in the future, it is hopeful that each Council member will have an I-Pad where they will receive all the information needed for meetings. This will help the Town by not using so much paper and will help with issues regarding FOI.

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ITEM:

5. A. (Continued)

Answering questions from the Council, Mr. Roberts explained that the IT Department has a couple of interns. The town helps the interns get their degree, but the interns help the Town with innovative ways to save money. Mr. Roberts also explained that South Windsor uses the same GIS software as the State, and using different software may cause problems. The Town Manager, Mrs. Vanessa Perry, and he will be meeting to discuss on-line permitting for the Building Department and the software. No funds have been put into the budget, but Mr. Dougan feels it is important to address the budget for this endeavor before the budget closes. The estimate from the vendor is between \$40,000 and \$60,000. This item will be brought back to the Council after it is discussed.


6. Executive Session

None

7. Adjournment

At 9:35 p.m. Councilor Hockenberry made a motion to adjourn the Work Session. Councilor Snyder seconded the motion; and it was approved, unanimously.

Respectfully submitted,



Deborah W. Reid
Recording Secretary