

**SPECIAL MEETING MINUTES
TOLLAND TOWN COUNCIL**

RECEIVED FOR RECORD
TOLLAND, CT

**HICKS MEMORIAL MUNICIPAL CENTER
6TH FLOOR COUNCIL CHAMBERS**

2019 FEB 19 AM 9:37

Sheila M Bailey

FEBRUARY 14, 2019 – 7:00 P.M.

MEMBERS PRESENT: William Eccles, Chair; David Skoczulek, Vice-Chair; Brenda Falusi; Tammy Nuccio; John Reagan and Paul Reynolds

MEMBERS ABSENT: Christine Vincent

OTHERS PRESENT: Steven Werbner, Town Manager; Michael Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; John Littell, Fire Chief/Director of Public Safety; Heidi Samokar, Director of Planning and Development; Scott Lappen, Public Works; Walter Willett, Superintendent

1. Call to Order: William Eccles called the meeting to order at 7:05 p.m.

PLEDGE OF ALLEGIANCE: Recited.

MOMENT OF SILENCE: Observed.

2. Public Hearing Item

2.1 Consideration of the Proposed 5-Year Capital Improvement Plan

Mr. Werbner gave his presentation with the use of a PowerPoint entitled *FY 2019 – 2020 through 2023 – 2024 Town Manager's Five Year Capital Plan, February 14, 2019*. The first part explains what capital projects are and what they include: streets, parks, buildings, school facilities, large equipment and technology. The plan is for five years. The town's five year capital improvement program is developed to ensure adequate capital investment in the town's assets and to provide an orderly method for funding these assets. The definition of capital projects is: any project, to be included in the Town's Capital Improvement Program, should fall into one of the following three program categories: 1) any new or expanded physical facility, including preliminary design and related professional services; 2) land or property acquisition; and 3) items of a non-recurring nature where the benefits are realized over a long period of time. A project should also exhibit the following characteristics to be included in the Capital Improvement Program: 1) life expectancy; and 2) cost.

He reviewed the Capital Budget planning process and the types of funding methods.

YEAR 1:

Mr. Werbner started with a summary of the Town of Vernon Water Pollution Control Plant Upgrade. The town of Vernon provides municipal wastewater treatment to Vernon, Ellington, Manchester, South Windsor and Tolland. The facility collects wastewater, treats the collected flow and discharges treated effluent to the Hockanum River. The facility provides a high level of treatment using biological and chemical treatment that operates continuously 24 hours a day, 7 days

a week. They have been planning for upgrades for several years. The total project cost is estimated to be \$85,972,000. The town is eligible for funding assistance from DEEP under the Clean Water Fund. Tolland's contribution to the plant upgrade is based upon the daily flow allocation in the Inter-Municipal Agreement ("IMA") (0.4 million gallons a day) divided by the permitted average daily flow of the plant (7.1 million gallons a day) = 5.63%. Tolland's total 20 year share of the project cost is estimated at \$4,146,805 (subject to change). Mr. Werbner recommends that the Town General Fund pay for 100% of Tolland's share of the upgrade. He reviewed his reasons for this recommendation with the Council members.

The FY19-20 significant capital projects funded by the general fund = \$164,448. This includes several BOE projects (BOE office window replacement, TIS sidewalk connection and THS VCT tile replacements), capital equipment (replacement of Parks truck and Bald Hill generator); and public facilities (repainting the Arts building and Senior Center generator).

Capital projects funded by other sources include:

Town Administration: depreciation amount for replacement of light duty vehicles for the town and BOE, GIS planimetric data update.

Utility Reserve Fund: BOE district wide energy efficient projects and Public Facilities (air conditioning for the Recreation Center, building management system for Recreation Center).

Capital Equipment: replacement of Public Works mini excavator.

Public Safety (Ambulance Reserve): AED replacement, replacement of 2006 first response vehicle, and refurbish ET 140.

Public Safety (Non-referendum debt): Replacement of rescue 240.

Recreation: new playground outside Recreation building.

Streets & Road: Drainage and detention basin repair, Plains Road culvert and road improvements.

Water Fund - Water Tank Replacement or Rehabilitation: Mr. Werbner summarized that the tank is nearing the end of its useful life.

They have three options:

- They can rehabilitate the tank by emptying it, making any necessary repairs, and then recoating the inside and outside surfaces;
- Purchase a new tank; or
- Determine after a study is done what the best alternative is.

With regard to funding, the Water fund will be responsible for paying all principal and interest for any borrowed funds. The funding source for the debt would come from the State of CT Drinking Water Fund Loan program.

Although Mr. Werbner's plan included five (5) years, he only reviewed year one in detail at tonight's meeting.

He did mention that Year 3 contains Firehouse improvement designs to Station 140, Station 340 and Station 440. He is suggesting that a Committee be formed in year 2020, with the building commencing in 2021.

He asked the Council to review the rest of the years, and encourage them to ask questions if they had them.

He reviewed Tolland's Debt Management Plan Schedule for 2019-2020 through 2023-2024. He spoke about the effects that the Birch Grove foundation issue is having on the budget. Things are

moving at a much faster speed than he originally thought. A Committee is being formed, which will be meeting to get caught up to speed later this month. A lot of decisions will have to be made by the Council and the BOE by August of this year regarding the foundation issue at Birch Grove. Originally, they had thought they had 5 – 7 years to address the problem, but that has changed considerably. They have been reviewing the numbers and the worst case scenarios. A slide was shown entitled Budget Impact of Birch Grove School Construction Done Earlier. It outlined two alternatives: 20 Year-Skip 1st Principal Payment and 20 Year – No Skip 1st Principal Payment. The second option would result in a savings of \$590,875 compared to 20 year skip of 1st principal payment. Mr. Werbner said there are existing Bills that are being introduced, and some action taking place at the federal level. There are some major decisions that are going to need to be made in a rapid period of time.

The last slide contained the budget schedule with important upcoming dates.

Tammy Nuccio motioned to open the public hearing; Seconded by Brenda Falusi. All in favor. None opposed.

No public comment.

Tammy Nuccio motioned to close the public hearing; Seconded by Brenda Falusi. All in favor. None opposed.

- 3. Adjournment:** Tammy Nuccio moved to adjourn the meeting; Seconded by Brenda Falusi at 7:57 p.m. All were in favor.

William N. Eccles, Chairman

Michelle A. Finnegan
Town Council Clerk