

TOWN COUNCIL AGENDA

Regular Meeting – February 6, 2012

7:00 PM

TOWN COUNCIL CHAMBERS

Town Hall – 505 Silas Deane Highway

Pledge of Allegiance

Recording of Attendance by Town Clerk

Central Connecticut Health District Report

Overview of Boating Infrastructure Grant

A. PUBLIC COMMENTS

1. Hearings

- a. An ordinance authorizing application for the Emergency Management Performance Grant: Federal funding passed through the State of Connecticut to support and enhance local emergency management capabilities.

2. General Comments

- a. Public
- b. Council Reports
- c. Council Comments
- d. Town Manager's Report

B. COUNCIL ACTION

The Chairman may indicate those matters of unfinished business to be considered.

1. Ordinances, Resolutions and Appointments for Action

- a. Acceptance of Resignations from Boards and Commission
- b. Appointments to Boards and Commissions
- c. An ordinance authorizing application for the Emergency Management Performance Grant: Federal funding passed through the State of Connecticut to support and enhance local emergency management capabilities.

2. Unfinished Business

- a. None

3. Other Business

- a. Parks and Recreation Escrow Account: Authorization to utilize funds from the escrow account for pool repairs.
- b. Budget Transfer Cottone Field: Authorization to utilize funds from the Cottone Field Rental Fund to cover unanticipated expenses incurred during the lighting installation.
- c. Municipal Quickspend Energy Efficiency Program (Quickspend) Grant: Authorization to apply for a grant to complete the window replacements at the Town Garage.
- d. Sale of Town Property: Authorization to sell at auction various pieces of obsolete equipment used by Physical Services.

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4. **Bids**

- a. None

5. **Ordinances, Resolutions and Appointments for Introduction**

- a. None

6. **Minutes**

- a. Regular Meeting - January 17, 2012

Citizens are able to review minutes for Town Boards and Commissions at:

<http://wethersfieldct.com/government/boards-and-commissions/meeting-minutes>

7. **Public Comments**

C. **ADJOURNMENT**

TOWN COUNCIL AGENDA ITEM

DATE: February 6, 2012

DEPARTMENT: Emergency Management

REQUESTED BY: Michael J. Turner, Emergency Management Director

ITEM: Request to apply for state EMPG sub grant from State of CT Division of Homeland Security

COST: No direct cost, however the Town in kind match to this grant is provided in form of portion of local salary

BUDGET SOURCE/AMOUNT: Engineering General Fund Budget

JUSTIFICATION: This funding offsets the expenses associated with the emergency preparedness program.

IMPACT IF NOT APPROVED: Loss of revenue.

DEPARTMENT HEAD COMMENTS: This application is for the State and Local Assistance Program (SLA) that provides funding for municipal Emergency Operations Centers (EOC), staffing and other emergency management activities.

TOWN MANAGER COMMENTS: Each year the Town applies for and receives a State of Connecticut Emergency Management Performance Grant. This grant is Federal funding that the State receives to support the emergency management functions in communities with the purpose of sustaining and enhancing local emergency management capabilities. The award amount is based on a per capita formula and must be matched by the Town. Each year the application is based on a portion of the Emergency Management Director's salary and cell phone service, both of which are already budgeted. The per capita allocation for FFY 2012 will be \$0.50 cents per capita (same as FFY 2012). Town Council must authorize the Town Manager to apply for and accept the grant.

ATTACHMENTS: Resolution for Action

ACTION REQUIRED: *Motion to approve the resolution concerning applications to the State and Local Assistance Program form Emergency Operations Centers.*

**Agenda Item No. B5a
For Action**

Approved

Public Hearing: February 6, 2012
Council Action: _____
Effective Date: _____
Moved By: _____
Seconded By: _____

Town Attorney
Date: _____

**RESOLUTION CONCERNING APPLICATIONS TO THE
STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY
MANAGEMENT AND HOMELAND SECURITY**

RESOLVED, that the Town of Wethersfield may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection including the Division of Emergency Management and Homeland Security any and all documents which it deems necessary or appropriate; and

FURTHER RESOLVED, that Jeff Bridges, as Chief Executive Officer/Town Manager of the Town of Wethersfield, Connecticut, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Wethersfield and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

PURPOSE: To allow the Chief Executive Officer/Town Manager to sign applications for obtaining financial assistance.

PREPARED BY: Michael J. Turner, Emergency Management Director

INTRODUCED BY: Hon. Donna H. Hemmann, Mayor

DATE: January 10, 2012

TOWN COUNCIL AGENDA ITEM

DATE: February 6, 2012

DEPARTMENT: Parks and Recreation

REQUESTED BY: Kathleen Bagley, Director

ITEM: Request approval to spend balance of funds from Willard Pool Filter project (\$36,787) on other pool improvement projects.

JUSTIFICATION: In February 2011, The Town Council authorized spending of up to \$88,000 from the Parks and Recreation Escrow Fund to replace the failed filters at Willard Pool. The new filters were installed for the 2011 summer pool season and we have a fund balance of \$36,787. Staff has identified projects at the pools that will improve the efficiency of the pools filter operations, keep up with the general maintenance of our pools and save funds in chlorine costs for Mill Woods.

COST: \$36,787.00

BUDGETSOURCE/AMOUNT: #2065 53311 \$36,787.00

IMPACT IF NOT APPROVED: These projects will need to be funded in the operating budget for next year and work will be delayed until the 2013 swim season

DEPARTMENT HEAD COMMENTS: The Willard pool projects include reconfiguring plumbing in the deep pool surge tank (\$2,400), replacing gate valves for filter operation (\$3,700), relocate auto-fill probes to surge tank (\$7,000), replace filter room doors (\$3,150) and recaulk the pool deck (\$9,150). The Mill Woods pool projects include replacement of the filter motor (\$4,000) and replacing the existing 750 gal. Chlorine tank with a 1,200 gallon tank and rebuilding the containment walls, concrete walls that enclose the Chlorine tanks (\$5,450). For both pools, we will budget a contingency of \$1,937.

TOWN MANAGER COMMENTS: The requested projects will help to maintain operations in the next pool season and since the funding is from the escrow account, will not impact the Town's general fund budget. I recommend approval.

ATTACHMENTS:

1. Pool Project Expenditure Details

ACTION REQUIRED: *Motion to authorize the use of Parks and Recreation Escrow funds that were designated for filter replacement at the Willard Pool for various pool improvement projects at Willard Pool and Mill Woods pool.*

Wethersfield Parks and Recreation - Jan. 31, 2012
 Pool Projects

Council authorized spending from Parks & Rec. escrow	88,377 for Willard Pool filters
Willard Filters cost	<u>51,590</u>
balance	36,787

Additional Pool Projects

Willard Pool

Reconfigure deep pool surge tank plumbing	2400 improves filter operation
Replace gate valves in Pit	3700 improves filter operation
Relocate auto-fill probes to surge tank	7,000 improves filter operation
Replace doors at filter room	3,150
Recaulk Pool Deck	9,150

Mill Woods Pool

Replace filter motor	4,000
Replace Chlorine tank & rebuild containment walls	<u>5,450</u> 1,200 Gal. capacity instead of 750 gal.
subtotal	34,850

Balance from Willard Filter project	36,787
Request for Additional Pool projects	<u>34,850</u>
Balance	1,937

TOWN COUNCIL AGENDA ITEM

DATE: February 6, 2012

DEPARTMENT: Parks and Recreation

REQUESTED BY: Kathleen Bagley, Director

ITEM: Request transfer of funds from Cottone Rental Fund (#2066806 53311) to Cottone Lights Fund (#2064 48960).

JUSTIFICATION: This transfer will close out the project for the lights on Cottone Field.

COST: \$7,124.00

BUDGETSOURCE/AMOUNT: #2066806 53311 \$7,124

IMPACT IF NOT APPROVED: This project will have a negative balance in this account.

DEPARTMENT HEAD COMMENTS: Two unanticipated costs were encountered during this project; an underground junction box (vault) for electric connections (\$3,891) and circuit breakers for the new lighting system (\$3,600). The Cottone Rental Fund has a current balance of \$10,500. The Cottone Lights Fundraising Committee has recommended taking the additional funds of \$7,124 for the lights out of this account. I concur with their recommendation.

TOWN MANAGER COMMENTS: The two expenses were necessary for a safe installation of electrical equipment. This transfer will balance the account and close out the project. I recommend approval.

ATTACHMENTS: None

ACTION REQUIRED: *Motion to authorize the transfer of \$7,124 from the Cottone Rental fund to the Cottone Field Lighting project.*

TOWN COUNCIL AGENDA ITEM

DATE: February 6, 2012

DEPARTMENT: Administration

REQUESTED BY: Rae Ann Palmer, Assistant Town Manager

ITEM: Authorization to apply for, accept and execute grant documents for a Department of Energy and Environmental Protection (DEEP) Municipal Quick Spend Energy Efficiency and Conservation Program grant to complete window replacement at the Physical Services building.

COST: \$30,500

JUSTIFICATION: If awarded, this grant will provide funds to complete window replacement at the Town garage with no impact on the mill levy.

IMPACT IF NOT APPROVED: Eventually, Town funds will need to be appropriated to complete the project.

TOWN MANAGER COMMENTS: Town staff received notification of a competitive funding opportunity through DEEP, as indicated above. Eligible applicants for this grant were limited to the 142 municipalities that were not eligible for direct grants from the United States Department of Energy under the American Recovery and Reinvestment Act of 2009, Energy Efficiency and Conservation Block Grant (ARRA EECBG) and that received funding under the Office of Policy and Management Municipal Energy Efficiency and Conservation Block Grant (OPM EECBG) formula grant. Wethersfield is one of the 142 eligible municipalities. This program intends to award grants for energy efficiency projects that can be completed quickly that will enable the State to expend unobligated funds that are available under Connecticut's American Recovery and Reinvestment Act of 2009, Energy Efficiency and Conservation Block Grant (EECBG) award from the United States Department of Energy (USDOE). A total pool of \$300,000 is currently available for this program. One of the allowed categories of the program is to continue projects that were awarded in the first round of grants.

In 2009 the Town was awarded an Energy Efficiency and Conservation Block Grant to complete the window replacement project at the Pitkin Community Center. Staff is requesting permission to apply for funds for window replacement at the Town garage, which will replace all of the second floor windows and complete the window replacement at that Town building. This would be considered a continuation project from the first grant. Given the size of the applicant pool and the small amount of funding available, staff felt that this project would be a viable application. The application announcement and turnaround time were very short, therefore, staff has applied for the grant. If Town Council does not want to move forward, the grant can be withdrawn.

ATTACHMENTS: None

ACTION REQUIRED: *Motion to authorize the Town Manager to apply for, accept and execute contract documents for a Municipal Quickspend Energy Efficiency Program grant for window replacement at the Physical Services building.*

TOWN COUNCIL AGENDA ITEM

DATE: February 6, 2012

DEPARTMENT: Physical Services

REQUESTED BY: Heather Vargas, Operations Analyst

ITEM: Request authorization to send to auction the following pieces of equipment that are either at the end of their useful life or are no longer used by Town staff:

- 1999 Ford Taurus with a failed transmission;
- Tire machine with split rim cage;
- Compressor;
- Old style police light bars and brackets;
- Truck seat;
- Emissions analyzer.

JUSTIFICATION: The equipment is not used and can bring additional funds from the sale for the future purchase of equipment. The transmission repair for the Taurus will cost \$2,238 which exceeds the book value of the car.

IMPACT IF NOT APPROVED: Equipment will need to be stored in the garage or disposed of.

TOWN MANAGER COMMENTS: In accordance with Town Code §37-3, attached, the Town Council may, on the Town Manager's recommendation, authorize the sale of Town personal property by auction. I recommend approving this request to dispose of the equipment. Funds will be deposited into the CNEF reserve for the purchase of vehicles and equipment.

ATTACHMENTS: Chapter 37 of the Town Code

ACTION REQUIRED: *Motion to authorize the sale by auction of a 1999 Ford Taurus, a tire machine, a compressor, old style police lights and brackets, a truck seat and an emissions analyzer.*

CHAPTER 37 TOWN PROPERTY, SALE OF

[HISTORY: Adopted by the Town Council of the Town of Wethersfield as Secs. 4-2-1 through 4-2-4 of the Code of 1972. Amendments noted where applicable.]

GENERAL REFERENCES

Town Council rules of procedures — See Ch. A180.

§ 37-1 Sale procedure.

Any real or personal property of the Town which the Council shall determine to offer for sale shall be so offered by resolution, and a full description of such property shall be included in the notice of passage of the resolution. Such resolution shall invite sealed bids for such property to be opened publicly by the Town Manager and shall fix a minimum price therefor which shall be established by the Council after consultation with the Town Manager and the Assessor. Such property shall not be sold for less than the minimum price. All sales shall be to the highest qualified bidder unless the Council, within 30 days after the opening of the bids, votes to reject all bids. No bid shall qualify unless it is submitted together with cash or a certified check for at least 10% of the amount bid. The cash or certified check of the highest qualified bidder shall be applied toward the purchase price, and in the event that said bidder defaults, said sum shall be forfeited to the Town as liquidated damages. All sales of real property shall be by quitclaim deed. The Manager is authorized to sign on behalf of the Town all documents necessary to effect the sale of any property made pursuant to this section.

§ 37-2 Form of resolution.

The form of the resolution mentioned in § 37-1 shall be as follows: "RESOLVED: That the following described properties of the Town of Wethersfield be offered for sale at not less than the minimum price stated for each such property; that sealed bids for any such properties be submitted to the Town Manager at his office not later than 12:00 noon on

(at least 10 days after notice of passage of resolution is published); that cash or a certified check for at least 10% of the amount bid be submitted with each bid; that said sum submitted by the highest qualified bidder be forfeited to the Town as liquidated damages if said highest qualified bidder defaults; that such bids be opened publicly by the Town Manager at said time; that each of said properties be sold to the highest bidder therefor, provided that such bid is not less than the minimum price established for such property and provided that within 30 days from the date of the opening of said bids, the Council does not reject all bids:

Description of property	Minimum price"
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§ 37-3 Exemptions.

The provisions of §§ 37-1 and 37-2 concerning the sale of the property shall not apply to sales of personal property having a value of less than \$100, as determined by the Manager, nor shall such provisions apply to the sale of any items of personal property where the Manager recommends the disposal of such personal property by trade-in on other equipment, public auction or negotiation for the sale of the same, provided that the Council approves such recommendation prior to the transfer of the title to such personal property.

§ 37-4 Disposition of found goods.

The provisions of Sections 50-10 through 50-14 of the General Statutes are adopted, establishing a procedure for the disposition of goods lost and found.