

TOWN COUNCIL AGENDA

Workshop Meeting – Monday, May 3, 2021

7:00 PM - VIRTUAL MEETING
IN ACCORDANCE WITH GOVERNOR'S EXECUTIVE ORDER

Pledge of Allegiance

Recording of Attendance by Town Clerk

Proclamation – Bike/Walk

Proclamation – Apraxia Awareness Day

COMMENTS:

- 1. Public**
- 2. Hearings on Ordinances and Resolutions**
- 3. Reports from Boards and Commissions**

A. DISCUSSION ITEMS:

B. COUNCIL ACTION:

- 1. Workshop Items for Referral to Regular Business Agenda for Action**
- 2. Resignations and Appointments for Action**
 - a. Acceptance of Resignations from Boards and Commissions
 - b. Appointments to Boards and Commissions
- 3. Central Connecticut Health District COVID Funding Request**
- 4. Governor's Executive Order – Modification Budget Timeline Extension**
- 5. Collective Bargaining Agreement, AFSCME 1303-408**
 - a. Supplemental Information
- 6. Fire Engine #11 Repair or Replacement**
 - a. Repair Quote
 - b. Lease-Purchase Scenario
- 7. Historic Document Preservation Grant**
- 8. Minutes**
 - a. April 19, 2021 Public Hearing -Budget Meeting
- 9. Public Comments**
- 10. Executive Session**
- 11. Adjourn**

The meeting may be viewed on:

- COX channel 16 or Frontier channel 6101
- Town of Wethersfield's Facebook page
- Youtube® Channel, "Wethersfield Government Access TV" shortly before the meeting begins at: <https://www.youtube.com/channel/UCfuf-C0gYVVxmD5iIffTnsQ>

There are two, five-minute public comment sessions at Council meetings. If you are interested in speaking at the meeting, please call the following number → **929-205-6099**. When prompted, enter the meeting ID **921 4904 8876** followed by "#".

When you have joined the meeting, you will be placed in the *Waiting Room* on mute until the host accepts your request. Once accepted, you will be able to hear the meeting, but not be heard until it is your turn to speak during public comment. You will be selected based on a first-come, first-served order. Please remember to state your name and address.

TOWN COUNCIL AGENDA
Workshop Meeting – Monday, May 3, 2021

Written comments will be accepted at councilcomments@wethersfieldct.gov. The deadline to submit emails on the day of the meeting is 3:00 p.m. for the first comment session.

Citizens are able to review minutes for Town Boards and Commissions at:
<http://wethersfieldct.gov> - use the Agendas and Minutes tab on the right side

TOWN COUNCIL AGENDA ITEM – Appropriation of Cares Act/CRF Funds to CCHD

DATE: May 3, 2021

DEPARTMENT: Town Manager

REQUESTED BY: Central Connecticut Health District

ITEM: Central Connecticut Health District CARES ACT Funding Request

TOWN BID/RFP #: N/A

STATE CONTRACT #:

BID/RFP DATE:

TERM:

RENEWALS:

TERMS OF RENEWAL:

COST: \$28,400

BUDGET SOURCE/AMOUNT: COVID Cares Act/CRF Funding

JUSTIFICATION: As a result of the pandemic, the town was required to begin a process to address the numerous executive orders and restrictions that were placed upon the municipality. This was deemed a health emergency and the state, through federal or other resources, provided funding to municipalities to reimburse part of the increased costs of operations. Wethersfield was notified in February that they would receive \$346,911.82. Municipalities that have Health Departments were eligible to submit for reimbursement under the town. Unfortunately, Health Districts were not eligible to receive funds directly from the state and were required to recoup costs through the member town allocations. This appeal reflects Central Connecticut Health District's (CCHD) request to be reimbursed for required contact tracing support in town facilities, agencies, schools and town businesses; technical support and assistance for school re-opening plans; enforcement for COVID related Executive Orders; and complaint resolution related to COVID related Executive Orders. Appropriating these funds will help address shortfalls in CCHD's current budget year related to lost revenue ordinarily derived from temporary events and business inspections.

IMPACT IF NOT APPROVED: CCHD will have expenses that exceed revenue needed to provide required services for the town.

DEPARTMENT HEAD COMMENTS: N/A

TOWN MANAGER COMMENTS: CCHD has been an invaluable partner with the pandemic. They are part of the town's emergency operations group that meets weekly to discuss on-going COVID issues. CCHD worked side-by-side with staff to address the numerous administrative challenges over the past year. If the town had its own Health Department, they would be receiving these funds. I recommend this appropriation.

ATTACHMENTS: None

ACTION REQUIRED: *Motion to appropriate \$28,400 from the \$346,911.82 Cares Act/CRF funds received from the State of Connecticut as part of reimbursement through December 31, 2021 to the CCHD for pandemic related assistance.*

TOWN COUNCIL AGENDA ITEM – Executive Order 10E, Section 2(h)

DATE: May 3, 2021

DEPARTMENT: Town Manager

REQUESTED BY: Gary A. Evans, Town Manager

ITEM: Executive Order 10E, Section 2(h) – Modification Municipal Budget Timeline

TOWN BID/RFP #: N/A

STATE CONTRACT #: Executive Order 10E

BID/RFP DATE:

TERM: FY 22 Budget Adoption

RENEWALS:

TERMS OF RENEWAL:

COST: \$

BUDGET SOURCE/AMOUNT: General Fund

JUSTIFICATION: On April 6, 2021, Governor Lamont signed into effect Executive Order 10E allowing for extending municipal and board of education adoption timelines upon a majority vote of its legislative body. It is necessary for the legislative body to vote tonight in order to meet the requirements of the Executive Order timeline. Per the Executive Order, the final budget shall be approved before June 30, 2021.

IMPACT IF NOT APPROVED: The Council shall pass a budget no later than May 15, 2021; as such, the town may not realize additional funding made available through the American Rescue Plan, state, or other available resources.

DEPARTMENT HEAD COMMENTS: N/A

TOWN MANAGER COMMENTS: This option is being made available by the state and provides the municipality flexibility to adjust a timeline. As mentioned above, the delay does allow the town to better understand the use of COVID relief related funding and may provide an opportunity for the town to have the official state budget allocation amounts. The negative is that the tax bills may be delayed. It is estimated that the town needs a minimum of 3 weeks from budget adoption for bills to be prepared and mailed. Bills are due and payable within 30-days of mailing.

ATTACHMENTS: 2 Attachments

Executive Order

ACTION REQUIRED: *Motion to modify the FY 2022 Municipal (Town) and Board of Education budget timeline from being no later than May 15th, as currently stated in the Charter, to being approved before June 30, 2021.*

TOWN COUNCIL AGENDA ITEM – AFSCME Local 1303-408 Union Contract

DATE: May 3, 2021

DEPARTMENT: Town Manager/Human Resources

REQUESTED BY: Gary A. Evans, Town Manager

ITEM: Request approval of the AFSCME Local 1303-408 Collective Bargaining Agreement, July 1, 2020-June 30, 2023

BUDGET SOURCE / AMOUNT: Town Hall/Dispatch

JUSTIFICATION: Collective Bargaining Agreement Authorization

IMPACT IF NOT APPROVED: This agreement was negotiated in good faith, with a negligible increase in costs to the taxpayer for services provided. The Union has ratified the Agreement. If the Council does not approve, then we will most likely move to arbitration. This will cost a significant amount of money. The outcome of the Arbitration may be an award that costs the Town more than what the current anticipated costs of this three (3) year Agreement are and outweighs the overall savings gained through the recommended contract. Finally, bringing a Collective Bargaining Agreement to Arbitration exacerbates the relationship between Management and Labor.

DEPARTMENT HEAD COMMENTS: N/A

TOWN MANAGER COMMENTS: I recommend approval of this Collective Bargaining Agreement as the terms were negotiated fairly and acceptable to management.

ATTACHMENTS:

- Memorandum to Town Council outlining financial impact of the Agreement

ACTION REQUIRED: *Motion to ratify the AFSCME Local 1303-40 Collective Bargaining Agreement covering July 1, 2020 to June 30, 2023.*



Town of Wethersfield
Town Manager/Human Resources

Memo

To: Mayor Rell and Council Members
From: Gary A. Evans Town Manager
Date: May 3, 2021
Re: Ratification of AFSCME, Local #1303-40 Physical Services Collective Bargaining Agreement

The AFSCME, Local #1303-408 Union consists of 34 members, who are designated under Physical Services”.

Union members met in April and voted to ratify their Collective Bargaining Agreement. This Agreement is now presented to the Town Council for approval.

Duration: Three (3) year agreement: July 1, 2021-June 30, 2024
General Wage Increase (GWI)/Steps/Pension/OPEB/Insurance Premium:

Item:	Current	Year 1 FY 21	Year 2 FY 22	Year 3 FY 23
Wage increase	-	0.00%	2.50%	2.00%
Pension Contribution	5.75%	5.75%	6.00%	6.25%
OPEB contribution	3.75%	3.75%	4.00%	4.25%
401(a) contribution	6.00%	6.00%	6.25%	6.50%
Medical cost share	15.00%	15.00%	15.75%	16.00%

Financial Summary

As indicated above, the approximate cost of this contract is year 1: \$21,029; year 2: \$41,911; and year 3: \$46,348, for a total of \$109,288 over three years. However, the town traditionally considers the true cost of a three-year contract by multiplying year one by three, year two by two, and year three by one and factoring changes in employee contributions to pension, OPEB and medical. This is considered the cost for the “life of the contract.” As a result of negotiated changes in salary and wages (“steps”) and fringes, the estimated cost over the life of the 3-year contract is \$173,970.

Other Provisions:

- Post Retirement Spouse due to remarriage “new spouse”, are eligible for coverage under the Town’s insurance plan for a maximum of 10 years or until age 65, whichever occurs first. At age 65, the spouse is not eligible for coverage. Post retirement dependents of the “new Spouse” are not eligible for health insurance coverage. This is potentially significant cost savings to the Town.
- Clarifying union membership to meet the 2018 Supreme Court, Janus Decision requirements
- Amending the “order-in” list for dispatchers to reset annually versus semi-annually
- Improving communication around vacation scheduling
- Adding “sibling” for use of sick leave
- Establishing a restrictive “Recognition Day” recognizing 5-year milestones
- Clarifying notice requirements related to shift changes
- Creating a hybrid schedule with Bid Shifts and rotations
- General removal of outdated and/or scribner’s errors within the document

Thank you to Attorney Kenneth Plumb for assistance in negotiating this contract. I also want to thank the Union Negotiating Team, consisting of Karen Tomczyk, Anthony Arborio, Frank Liberatore, and Attorney Christopher Henderson.

With Council approval we will move forward and implement the new provisions of the Collective Bargaining Agreement.

Thank you.

TOWN COUNCIL AGENDA ITEM

DATE: May 3, 2021

DEPARTMENT: Town Manager's Office

REQUESTED BY: Chief Richard Bailey

ITEM: Replacement or Repair of Fire Apparatus – Sutphen Tanker Engine #11, Wethersfield Volunteer Fire Department

COST: Repair -\$210,000 **BUDGET SOURCE/AMOUNT:** Lease-Purchase/CNEF/Other
Replacement - \$600,000 estimate

JUSTIFICATION: Engine #11 is a 2003 Sutphen Tanker. The attached quote documents the excessive amount of work required to properly repair the tanker. The estimate includes \$169,420 in known damage or issues. It is possible that during the dismantling of the Engine, other issues arise that need to be addressed. Therefore, the request includes an approximate \$30,000 contingency. The town has negotiated with Shipman's to allow the town mechanic to provide some service on the vehicle in order to help reduce costs. It is anticipated, but not guaranteed that the repairs should extend the life of the tanker by approximately 10 years. Other financial considerations for repairing this vehicle includes future engine failure (\$50,000 estimate) and transmission issues (\$20,000). While those are not current issues, it should be factored into decision-making.

The other option is to replace the tanker for approximately \$600,000 which may provide approximately 20-25 years without major repair. A second attachment is a financial calculation showing the impact of a lease-purchase for \$600,000. Based on the assumptions, the first payment would be in FY23, allowing for some existing payments of other purchases to drop-off this year and next.

IMPACT IF NOT APPROVED: Based on the condition of this vehicle, it is currently recommended to not use without repair.

TOWN MANAGER COMMENTS: Chief Bailey is requesting the replacement of Engine #11 due to the excessive amount of work needed. I have provided the Council a breakdown of the work and other cost concerns related to maintaining the vehicle going forward. I have also provided the Council with the costs related to purchasing a replacement for the tanker, for discussion purposes.

ATTACHMENTS:

1. Shipman's Quote for Repair of Engine #11
2. Finance Department report dated 4/30/2021 – Schedule of Lease Payments

TOWN COUNCIL AGENDA ITEM

ACTION REQUIRED: *Motion to authorize the Town Manager to _____ for a cost not to exceed \$ _____ and to execute all agreements, and/or contracts necessary for the same.*



SHIPMAN'S FIRE EQUIPMENT CO., INC.

172 Cross Road, P.O. Box 257
Waterford, CT 06385-0257
Tel.: 860442-0678 Fax: 860-444-7395

"Providing Service & Trustworthy Solutions Since 1957"

April 7, 2021

Shipman's Fire Equipment Company is pleased to submit the following quotation to the Wethersfield Fire Department to refurbish a Sutphen Tanker Engine # 11

- Remove cracked center cab from chassis, inspect, repair damage and have a third party inspection for ND testing of welds.
- Remove and replace front and center cab bushings from framework, repair and reinstall
- Remove hose bed deck, water tank, command light and officer and driver side compartments.
- Inspect water tank for structural integrity, report findings to Chief and schedule repair if needed
- Remove tank cradle
- Fabricate new tank cradle with additional supports for strength
- Blast and coat new cradle with rust inhibitor paint
- Install new tank rubber support mounts
- Install new tank cradle
- Remove deteriorated rear metal frame work
- Fabricate new frame work
- Blast and coat new frame work with rust inhibitor paint
- Install new rear frame work
- Reconnect all wiring in loom as needed
- Repair or replace rear compartment supports
- Remove heavy rust with a dustless blast, and refurbish frame, subframe, and scale as needed
- Apply 1 coat of rust inhibitor and paint
- Remove and replace all brake cans
- Remove and replace all suspension bushings
- Remove pinion housing and replace gasket
- Remove all brake drums, tire chains, inspect and replace if needed (separate quote)
- Remove foam pump PTO and install blank on housing as needed
- Modify existing broken front cross member
- Remove and replace 5" exhaust pipe
- Remove and replace fuel tank with new Sutphen fuel tank
- Install new rubber gasket between pump house and body
- Install new rubber gasket between pump house and cab
- Recoat frame area to include front to pump and, pump area and to rear of truck
- Coat frame with raptor texture
- Rebuild tank to pump, tank to fill valves and reinstall
- Reinstall all above components not previously listed

- Vacuum test pump for any deficiencies quoted and reported for approval
- Pump test after final inspection before delivery

Items included in the quote are as follows:

- Metal for cradle
- Metal for rear frame
- Crane to remove and reinstall tank and center cab
- Dustless blast
- Paint for frame
- Third Party ND testing
- Cab bushings
- Rear beam bushings
- Brake cans
- Rear pinion seal
- Sutphen fuel tank
- 5 inch exhaust pipe and fittings
- 4 Rubber cab seals
- Tank to pump and tank to fill valves
- Hazmat and shop supplies

TOTAL COST FOR REFURBISHMENT

\$169,420.00

This quote is good for 30 days from issuance

Any major deficiencies outside the scope of work, will be reported and quoted to the Chief for approval.

Pricing includes all shipping and installation at Shipman's Fire Equipment Co. Inc.

Payment terms are as follows: \$56,473.33 is due 14 days after signing and the next payment of \$56,473.34 is due July 21,2021 and the final payment is due upon completion of the project.

Progress inspections will be scheduled regularly with the Chief (or defined delegate) at his or Shipman's request.

After the project is launched, should the department cease to move forward with the project, all expenses to date will be invoiced to the customer.

Please note: Should quote be accepted, any charges incurred for inspection and evaluation, thus far, will be forfeited by Shipman's Fire Equipment

Please call me with any questions,

Harold Harrington, Apparatus Supervisor
Shipman's Fire Equipment
172 Cross Rd
Waterford, CT 06385
860 442-0678
860 235-0729

Quote accepted by Chief, Richard Bailey _____
Date _____

Finance Department

Schedule of Lease Payments - FY22 Proposed Budget

Type3	Actual											K	L
Type2	Lease	A	B	C	D	E	F	G	H	I	J		
Sum of Amount	Fyear	2021	2022	2023	2024	2025	2026	2027	2028	2029	Grand Total		
1 17545 - Townwide Radio		403,553	403,553	403,553	201,776						1,412,435		
2 19234 - Sutphen Fire Truck		63,669	63,669	63,669	63,669	63,669					318,345		
3 21087 - FY16 5-year Equipment		62,494									62,494		
4 TD Bank - FY17 Dump Truck		36,470	36,470								72,940		
5 TD Bank - FY17 Payloader		27,067	27,067								54,133		
6 TD Bank - FY18 Turf Replacement		178,310	178,310	178,310	178,310	178,310					891,551		
7 TD Bank - FY18 Rolling Stock		118,112									118,112		
8 TD Bank - Street Lights		317,022	317,022	317,022	317,022	317,022					1,585,112		
9 TD Bank - FY19 RS/Fire Engines		261,313	261,313	133,140	133,140	133,140	133,140	133,140	133,140	133,140	1,454,609		
10 Grand Total		1,468,010	1,287,404	1,095,695	893,918	692,142	133,140	133,140	133,140	133,140	5,969,731		
	\$ Change		(180,606)	(191,709)	(201,776)	(201,776)	(559,002)	-	-	-			
	% Change		-12.30%	-14.89%	-18.42%	-22.57%	-80.76%	0.00%	0.00%	0.00%			
New Lease Scenario											2030	2031	2032
11 VoIP Telephone System - estimated			-	70,000	70,000	70,000	70,000	70,000	-	-	-	-	-
12 Engine 11 Replacement - estimated			-	88,000	88,000	88,000	88,000	88,000	88,000	88,000	88,000	88,000	88,000
			1,287,404	1,253,695	1,051,918	850,142	291,140	291,140	221,140	221,140	88,000	88,000	88,000
13	\$ Change			(33,709)	(201,776)	(201,776)	(559,002)	-	(70,000)	-	(133,140)	-	-
14	% Change			-2.62%	-16.09%	-19.18%	-65.75%	0.00%	-24.04%	0.00%	-60.21%	0.00%	0.00%

VoIP Telephone System - estimated - \$300,000; 6.00%; 5 years; \$48,000 total interest
 Engine 11 Replacement - estimated - \$660,000; 6.00%, 10 years; \$220,000 total interest

TOWN COUNCIL AGENDA ITEM

DATE: May 3, 2021
DEPARTMENT: Office of the Town Clerk
REQUESTED BY: Susan I. Schroeder, Town Clerk
ITEM: Historic Documents Preservation Program
COST: None **BUDGET SOURCE/AMOUNT:** \$7,500 HDP
JUSTIFICATION: \$7,500 grant for preserving the documents of the Town of Wethersfield to be preapproved by the State of Connecticut/ State Library/ Public Records Administrator.

IMPACT IF NOT APPROVED: The Town would be responsible for paying for maintaining ongoing preservation of land records, as required by CGS.

DEPARTMENT HEAD COMMENTS:

The Town Clerk’s office collects money for a variety of documents filed in the office for the State of Connecticut. Most of the money collected goes to the State, some goes to the Wethersfield General Fund and for office operations. This targeted grant money is designated to help the town maintain public and permanent records. It cannot be substituted for town funds to process public and permanent records but it can be used to extend or enhance a project. If a municipality is in good standing, (i.e. monthly reports with appropriate payments paid) we may apply.

Wethersfield has applied and received either a competitive or targeted grant from this program since it has been started. The competitive grants were used for our secured records room; adding shelving to sally port; boxing and organizing maps for building; and for bringing all land use files to be arranged in one file and placed on shelving in building and engineering. It also maintains the town wide records management program. I would like to apply for the targeted grant of \$7,500, a portion to be put towards continuing the records management program, which benefits all the town departments. The remainder would be used to replace broken volumes, scan the most recent maps that need to be put into the system and have the images put on a disk so they may be available for purchase to the title searchers.

TOWN MANAGER COMMENTS:

I approve supporting this effort. It provides reimbursement for some of the work the Town Clerk does in recording and maintaining the records in the vault.

ATTACHMENTS:

ACTION REQUIRED: *Motion to authorize the Town Manager, as the delegated person to sign, submit, and accept a grant for \$7,500 for the Town of Wethersfield.*