

# **TOWN COUNCIL AGENDA**

## ***Regular Meeting – Monday, June 6, 2022***

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**7:00 PM**

**TOWN COUNCIL CHAMBERS**  
*Town Hall – 505 Silas Deane Highway*

*Pledge of Allegiance*

*Recording of Attendance by Town Clerk*

*Recognition of Councilor Mary Pelletier*

### **A. PUBLIC COMMENT**

#### **1. Hearings:**

- a. Pedestrians Interfering with the Flow of Traffic Safety and Fraudulent Solicitation of Alms Ordinance

#### **2. General Comments:**

- a. Public
- b. Council Reports (reports on Boards and Commissions)
- c. Council Comments (comments on any topic)
- d. Town Manager's Report
- e. Town Clerk Communications

### **B. COUNCIL ACTION**

*The Chairperson may indicate those matters of unfinished business to be considered*

#### **1. Resignations and Appointments from Boards and Commissions:**

#### **2. Approval of Ordinances and Resolutions:**

- b. Pedestrians Interfering with the Flow of Traffic Safety and Fraudulent Solicitation of Alms Ordinance

#### **3. Unfinished Business:**

#### **4. Bids:**

- a. Award of contract to Ambassador Wheelchair Services for the provision of Elderly transportation services for Dial-a-Ride
- b. Approval of Consultant for Historic Analysis of Kycia Farm Barn

#### **5. Other Business:**

- a. Ordinances and Resolution for Introduction
  - 1. Grant-in-aid Funding Allocations to the Town for Public Infrastructure and Library Improvements
  - 2. Resolution for School Bond Referendum
  - 3. Change in Town Council Meeting Schedule – Cancellation of one July meeting and one August meeting

#### **6. New Business:**

#### **7. Minutes:**

- a. May 2, 2022 Regular Meeting
- b. May 5, 2022 Special Budget Meeting
- c. May 10, 2022 Special Budget Meeting
- d. May 11, 2022 Special Budget Meeting

e. May 16, 2022 Regular Meeting

**8. Public Comment**

**9. Executive Session:**

- a. Personnel Matter – Town Clerk
- b. Pending Litigation - Ridge Road Development vs Town of Wethersfield

**10. 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>

Written comments will be accepted at [councilcomments@wethersfieldct.gov](mailto: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.

**FOR ACTION**

Public Hearing: June 6, 2022

Council Action:

Effective Date:

Moved By:

Seconded By:

**ORDINANCE**

**CHAPTER 113-4 PEDESTRIANS INTERFERING WITH THE FLOW OF TRAFFIC**

It shall be unlawful for a pedestrian to enter and/or approach close enough to a passing vehicle on a highway defined by CGS 14-1 which would:

- (1) create an immediate hazard to himself or herself, or
- (2) cause, attempt to cause, or create the likelihood of causing the slowing or stopping of vehicles on a highway.

Nothing herein shall prohibit events permitted by the Department of Public Safety to take place within a highway during which traffic and pedestrian traffic will be managed to protect public safety such as parades, festivals, and charitable events or fundraisers.

A person acting in violation of this ordinance shall be subject to a fine not exceeding \$50.

**CHAPTER 116-14 FRAUDULENT SOLICITATION OF ALMS**

**Definitions** - As used in this article, the following terms shall have the meanings indicated:

**ALMS** – Money or things of value donated to a solicitor.

**FRAUDULENT MANNER** – The receipt of alms through fraudulent actions including, but not limited to, the asking of, or soliciting of alms, through use of any of the following misrepresentations:

Fraudulently stating or expressing that the donation is needed to meet a specific need, when no such need exists.

Fraudulently stating or expressing that the solicitor is collecting alms as a member or agent of a charitable or civic organization with which the solicitor is unaffiliated.

Fraudulently stating or expressing that the solicitor has a physical disability through means including but not limited to the use of any makeup or device to simulate deformity, when no such need exists.

**SOLICITOR** – Anyone who asks for or solicits alms.

**CHAPTER 116-15 Prohibited Conduct.**

A. No person may ask, beg, or solicit alms, including money and other things of value, in a fraudulent manner.

B. A person committing an act prohibited by this article shall be subject to a fine not exceeding \$50.

**B.1  
FOR ACTION**

**APPOINTMENTS TO BOARDS AND COMMISSIONS**

**SENIOR CITIZENS ADVISORY COMMITTEE**

Lynn Sperini	D	270 Wolcott Hill Road	6-6-22 to 6-30-24
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**CENTRAL CONNECTICUT HEALTH DISTRICT**

Ann Marie Diloreto	D	143 Eastern Drive	6-6-22 to 6-30-24
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**GREATER HARTFORD TRANSIT DISTRICT**

Cindy Jacobs	D	71 Sunrise Terrace	6-6-22 to 6-30-26
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**INSURANCE COMMITTEE**

Lauren J. Rhines	D	366 Ridge Road	6-6-22 to 6-30-27
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Proposed by – Councilor Forrest

Date of Action – June 6, 2022

**COUNCIL AGENDA ITEM - RFP AWARD**

**DATE:** June 6, 2022

**DEPARTMENT:** Social, Youth and Senior Services

**REQUESTED BY:** Kathleen A. Bagley, Director  
Erica Texeira, Assistant Director

**ITEM:** Award of contract to Ambassador Wheelchair Services for the provision of elderly transportation services for Dial-a-Ride.

**TOWN RFP #:** 2022-15

**STATE CONTRACT #:**

**RFP DATE:** May 3, 2022

**TERM:** One year.

**RENEWALS:** Yes

**TERMS OF RENEWAL:** Two renewals, terms negotiable.

**COST:** \$137,000/year – approximately 833 rides/month (10,000 rides/year) \$13.70/one-way ride

**BUDGET SOURCE/AMOUNT:** General Fund: \$120,000;

Reallocate ARPA Funds from Fiscal Year 2021-22(Dial A Ride Service) - \$17,000

**JUSTIFICATION:** Dial-a-Ride service allows seniors and those with disabilities to maintain independence by having access to transportation for medical appointments, food shopping and basic needs as well as socialization (e.g., transportation to Senior Center). For many subscribers, Dial-a-Ride is their only means of transportation to medical appointments and to obtain basic needs.

**IMPACT IF NOT APPROVED:** Dial-a-Ride would cease and those who use it would not have access to transportation within their means.

**BACKGROUND:** The Town contracts out its Dial-a-Ride service which provides transportation to those over 60 or those with a documented disability under 60. This contract is advertised as a one year with the option to renew and negotiate a fee for two additional years. The basic service operates Monday – Friday 8 AM to 5 PM. The basic service area includes Wethersfield, Newington, Rocky Hill, and Hartford. The provider must offer reservation service, dispatching, vehicles to accommodate a variety of needs and disabilities, screened and trained drivers, and door-to-door service for individual riders for medical and non-medical trips, and pre-scheduled group trips to grocery stores.

**DEPARTMENT HEAD COMMENTS:** Staff recommend the Dial A Ride contract be awarded to Ambassador Wheelchair Services, 5 Glastonbury Avenue, Rocky Hill, CT for alternate #2 for \$137,000 for 10,000 rides at a cost of \$13.70 per ride. They proposed the lowest

cost and have demonstrated their ability to provide the services necessary to handle our requirements. Currently, they have provided transportation services for the Parks and Recreation Department's Therapeutic Recreation Adult trips and their sister company, Autumn Transportation, LLC is the current transportation contractor for the Wethersfield Board of Education. The cost of the service is partially offset by subscriber fees (\$78 per person with sliding scale for those who have a financial need). Subscriber fees for next year are estimated at \$13,000 based on approximately 200 subscribers.

Staff are recommending that the current ARPA funds budgeted in Fiscal Year 2021-22 for the Dial A Ride Service be used to make up the difference between next year's approved budget of \$120,000 and the \$137,000 being requested by Ambassador Wheelchair Services. This difference of \$17,000 can be funded through the current ARPA funds (FY 2021-22) because of the reduction in trips due to COVID 19. The trip reduction will result in not utilizing all the ARPA funds budgeted for this year. For Fiscal Year 2021-22, \$123,000 was budgeted from ARPA funds to cover the cost of the Dial A Ride Service. Due to COVID 19, trips have been dramatically reduced and the estimated costs for trips this fiscal year is \$50,000; leaving an estimated balance of \$73,000.

**TOWN MANAGER COMMENTS:** Recommend approval.

**ATTACHMENTS:** RFP Results

**ACTION REQUIRED:** Motion to accept the proposal of Ambassador Wheelchair Services for Dial-a-Ride Services alternate #2 at a cost of \$137,000 for fiscal year 2022-23 with a per ride cost of \$13.70 and reallocate \$17,000 from ARPA funds.



**TOWN COUNCIL AGENDA ITEM – APPROVAL OF CONSULTANT FOR  
HISTORIC ANALYSIS OF KYCIA FARM BARN**

**DATE:** 06-06-22

**DEPARTMENT:** Parks and Recreation

**REQUESTED BY:** Kathleen A. Bagley, Director

**ITEM:** Approval of Consultant for Historic Analysis of Kycia Farm Barn

**TOWN BID/RFP #:** 2022-13

**STATE CONTRACT #:** N/A

**BID/RFP DATE:** 4/13/2022

**TERM:** N/A

**RENEWALS:** N/A

**TERMS OF RENEWAL:** N/A

**COST:** N/A

**BUDGET SOURCE/AMOUNT:** State Grant - \$5,000.00

**JUSTIFICATION:** At the December 20, 2021 Town Council meeting, the council authorized the interim town manager to apply for and execute all documents necessary related to an application for historic designation report or nomination. Through this process, the town received a state grant to have a consultant complete a historic analysis of the Kycia Farm Barn and to prepare a State Register nomination form for the Kycia Farm Barn.

**IMPACT IF NOT APPROVED:** The project will not be undertaken and town will not determine if the Kycia Farm Barn could have a state historic designation.

**DEPARTMENT HEAD COMMENTS:** The Town solicited proposals for consultant services for this project. The Finance department sent out the RFP information to all fifteen (15) consultants on the CT State Historic Preservation Office (SHPO) Architectural Historian and Historian List, a legal notice was advertised in the Hartford Courant, it was posted on the State CT Source website and on the town website. This project has some unique consultant requirements. It must be completed in accordance with SHPO standards and consultants must meet the professional qualification standards for historian or architectural historian of the U.S. Department of the Interior, National Park Service. The consultant must also be approved by SHPO prior to award of contract.

The Town received one proposal from Heritage Consultants, LLC, 830 Berlin Turnpike, Berlin, CT 06037. We reviewed their proposal and interviewed the firm's key personnel who will work on this project. The key personnel from the firm include David George, (Owner and Principal Investigator); Stacey Vairo, (Senior Architectural Historian); and Elizabeth Correia, (Cultural Resource Specialist & Jr. Architectural Historian). They have all the qualifications and experience necessary to complete the work. They meet all the requirements for the project and the firm has been submitted to the State Historic Preservation Office for their review and approval. This firm can meet our timeline and are within the grant budget for this project. They identified their proposed project methods and deliverables, outlined the objectives for the project and the tasks that will be completed. They explained the process to us and demonstrated their ability to work with all appropriate state and town officials as required.



**TOWN COUNCIL AGENDA ITEM – APPROVAL OF CONSULTANT FOR  
HISTORIC ANALYSIS OF KYCIA FARM BARN**

**TOWN MANAGER COMMENTS:** This contract is funded through a state grant and would not require town funds.

**ATTACHMENT:** RFP Results

**ACTION REQUIRED:** Motion to approved hiring Heritage Consultants, LLC for the historic analysis of the Kycia Farm Barn at a cost of \$5,000.00 (State Grant) pending the CT State Historic Preservation Office approval.



# Town of Wethersfield

505 SILAS DEANE HIGHWAY

WETHERSFIELD, CONNECTICUT 06109

## Bid Results

**RFP 2022-13 – Consultant Services for Historic Analysis of Kycia Farms Barn**

**Bid Opening: May 6, 2022**

Bidder Name	Bid Amount
Heritage Consultants, LLC 830 Berlin Turnpike Berlin, CT 06037	Total project not to exceed \$5,000

**TOWN COUNCIL AGENDA ITEM – BID/RFP AWARD**

**DATE:** June 6, 2022

**DEPARTMENT:** Town Manager / Engineering / Library

**REQUESTED BY:** Frederick J. Presley

**ITEM:** Resolution to Accept Public Infrastructure and Library Improvements Funding

<b>TOWN BID/RFP #:</b>	N/A	<b>STATE CONTRACT #:</b>	N/A
<b>BID/RFP DATE:</b>	N/A	<b>TERM:</b>	N/A
<b>RENEWALS:</b>	N/A	<b>TERMS OF RENEWAL:</b>	N/A
<b>COST:</b>	N/A	<b>BUDGET SOURCE/AMOUNT:</b>	N/A

**JUSTIFICATION / IMPACT IF NOT APPROVED:**

Town staff seeks execution of a certified resolution to accept Grant-in-Aid funds from the Connecticut Department of Economic and Community Development (DECD) in the amount of \$4,000,000 to complete town-wide improvements to public infrastructure and the Library. As part of this approval, the Town agrees to execute an Assistance Agreement with DECD that obligates the Town to meeting required conditions for funding provided by the state. The Town is cognizant of the conditions and prerequisites for state financial assistance.

If not approved, the Town will be ineligible to receive the \$4,000,000 in State funds already approved by the State Bond Commission for completing these projects.

**DEPARTMENT HEAD COMMENTS:**

These funds were allocated for “town-wide improvements to street lighting, public parking, and library and infrastructure improvements” as indicated in the attached State Bond Commission Agenda dated March 31, 2022. It is intended that \$2.3M will be used for public infrastructure improvements and \$1.7M will be used for improvements to the public Library located at 515 Silas Deane Highway.

At this time, specific infrastructure projects have not been identified; however, it’s anticipated that a portion of these funds may be used to supplement funding for the upcoming Community Connectivity Grant Program (CCGP) project and to supplement existing Grant-in-Aid funds allocated to reconstruct and expand public parking on properties located at 161-215 Main Street near Fire Station 1. Library improvements are expected to include relocating the current Teen Center and New Book Section, repurposing the mezzanine space and installing new flooring in the lower level. Additional information is provided in the attached Project Narrative.

Staff will return to the Council at a later date for approval of proposed improvements and to utilize associate funds.

**TOWN MANAGER COMMENTS:** This is a great opportunity provided through state Grant-in Aid funds to complete much needed improvements in the Library and various other public infrastructure projects across the Town.

**TOWN COUNCIL AGENDA ITEM – BID/RFP AWARD**

**ATTACHMENTS:**

DECD Certified Resolution to be Executed

Excerpt from Bond Commission Agenda dated March 31, 2022

Project Narrative

**ACTION REQUIRED:** *For Introduction. The resolution will come back to the Council for hearing and a vote to accept the funds at the next meeting on June 21<sup>st</sup>.*

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
STATE OF CONNECTICUT  
(AN EQUAL OPPORTUNITY EMPLOYER)

**CERTIFIED RESOLUTION OF THE GOVERNING BODY**

I, Susan I. Schroeder, Town Clerk, certify that below is a true and correct copy of a resolution duly adopted by the Town of Wethersfield at a meeting of its Town Council duly convened on June 6, 2022 and which has not been rescinded or modified in any way whatsoever and is at present in full force and effect.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Susan I. Schroeder, Town Clerk

\_\_\_\_\_  
(SEAL)

**WHEREAS**, pursuant to **Public Act 79-607, Sec. 21(b)(6)(B)**, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects;

**WHEREAS**, it is desirable and in the public interest that the Town of Wethersfield make an application to the State for \$4,000,000 in order to undertake the Public Infrastructure and Library Improvements Funding Application and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE WETHERSFIELD TOWN COUNCIL:

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by **Public Act 79-607, Sec. 21(b)(6)(B)**, and
2. That the filing of an application for State financial assistance by Town Manager Frederick J. Presley on behalf of the Town of Wethersfield in an amount not to exceed \$4,000,000 is hereby approved; and
3. That Town Manager Frederick J. Presley is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Wethersfield.

PUBLIC ACT #607, 1979  
AS AMENDED  
SECTION 21

ITEM NO. 23

**OFFICE OF POLICY AND MANAGEMENT**

GRANTS-IN-AID FOR URBAN DEVELOPMENT PROJECTS INCLUDING ECONOMIC AND COMMUNITY DEVELOPMENT, TRANSPORTATION, ENVIRONMENTAL PROTECTION, PUBLIC SAFETY, CHILDREN AND FAMILIES AND SOCIAL SERVICE PROJECTS INCLUDING, IN THE CASE OF ECONOMIC AND COMMUNITY DEVELOPMENT PROJECTS ADMINISTERED ON BEHALF OF THE OFFICE OF POLICY AND MANAGEMENT BY THE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT, ADMINISTRATIVE COSTS INCURRED BY THE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

REQUESTED: An Allocation and Bond Authorization (to agency) \$120,456,214

FROM: Sec. 21(b)(6)(B) Acct. No. 13019-DEP43000-41239  
13019-ECD46000-41240  
13019-DOT57000-41241  
13019-DCF91000-41243  
13019-MHA53000-43696  
13019-DOH46900-43598  
13019-DPS32000-41238  
13019-SDE64000-43600  
13019-CRD47200-00000

Total Earmarking	\$2,069,800,000
Previous Allocations	<u>1,891,452,107</u>
Balance Unallocated	\$ <u>178,347,893</u>

**REASON FOR REQUEST:**

**I. Department of Economic and Community Development**

- A. These funds are requested to provide funding to the Connecticut Communities Challenge Grant Program, Phase 2, at the Department of Economic and Community Development. Grants will be targeted to communities to improve livability, convenience, and appeal. Up to 50% of the funds will be allocated to distressed municipalities.

The release of these funds will be controlled through the allotment process pending project selections through a competitive process.

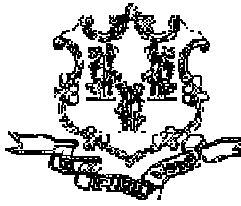
Funds are Requested as Follows:

Total, This Request	\$25,000,000
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- B. These funds are requested to provide a grant-in-aid to the Town of Wethersfield for town wide improvements to street lighting, public parking, and library and infrastructure improvements

Funds are Requested as Follows:

Total, This Request	\$4,000,000
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State of Connecticut  
 Department of Economic and Community Development  
 Urban Action Grant Application  
*Pursuant to §4-66(c) of the Connecticut General Statutes*

## IMPROVEMENTS TO TOWN-WIDE PUBLIC INFRASTRUCTURE AND THE LIBRARY PROJECT NARRATIVE

This project includes improvements to street lighting, public parking and public infrastructure throughout Town, and improvements to the Public Library located 515 Silas Deane Highway to improve public safety and quality of life for Town residents and the region. We anticipate these funds will be used to reconstruct segments of Main Street and other roads, improve decorative streetlight systems, complete intersection safety improvements and improve public parking facilities, and to repurpose three areas within the Library including an expanded Teen Area, a new front entry area and mezzanine level, and new flooring for the majority of the lower level. This project will have beneficial economic impacts to the community while improving safety and critical facilities within the Town. The Town annually draws many visitors to its vibrant mix of shops, businesses, restaurants, retail, offices, museums and historic attractions, and the projects will include highly walkable and bikeable areas that have multiple indoor and outdoor activities held throughout the year.

The Town has recently been awarded \$500,000 of State Grant-in-Aid funds to complete Phase 1 reconstruction of the public parking lot behind Fire Station 1 located at 171 Main Street and also \$393,000 in Community Connectivity Grant Program funds to complete improvements at three intersections in Old Wethersfield. This bond fund request will supplement the investment that the State has already made in Town by maintaining critical infrastructure and further improving vehicle, bicycle and pedestrian safety. Proposed infrastructure improvements may include:

- Reconstruction, mill and overlay and other road rehabilitation/repair methods
- Reconstruction and/or expansion of public parking areas located within the right-of-way and parking lots on Town property that will include handicap parking and electric vehicle charging facilities
- Modification of intersection geometry to improve public safety
- Replacement of decorative light fixtures and expansion of existing streetlight systems
- Restriping of roads to reduce lane widths and provide bike lanes/shoulders that will also serve as a traffic calming measure
- Construction of landscaped islands
- Installation of curb bump outs and decorative stamped, colored crosswalks
- Installation of new concrete curb, concrete pads at bus stops and bus pull-off areas where appropriate
- Construction of concrete and brick paver sidewalks and ramps
- Completion of minor drainage improvements and installation of low-impact development (LID) features for treatment of stormwater

The Library currently has \$200,000 set aside in a reserve account and anticipates receiving \$25,000 from the Friends of the Wethersfield Library for the proposed improvements. Library improvements are expected to include:

- Relocation of the current Teen Area near the front entrance (approx. 625 sq. ft.) into a larger area at the back of the building (approx. 1,125 sq. ft.)
- Relocation of the New Book Section from its current location in the back of the building towards the front entrance, which is an area that ultimately serves as the central hub for the facility
- Elimination of nearly half of the shelving on the Mezzanine to repurpose this space into a quiet zone (approx. 2,225 sq. ft.)
- New flooring for the majority of the lower level

At this time, the anticipated cost of infrastructure improvements is approximately **\$2,300,000** and the anticipated cost of Library improvements is approximately **\$1,700,000** for a total of **\$4,000,000**, which is estimated as follows:

### **Estimated Project Costs**

#### **Infrastructure Improvements**

Design/Permitting Services (Engineer):	\$230,000 (10% of total cost)
Legal:	\$10,000
Construction:	\$1,945,000
Construction Admin/Inspection Services:	\$115,000 (5% of total cost)
<b>TOTAL:</b>	<b>\$2,300,000</b>

#### **Library Improvements**

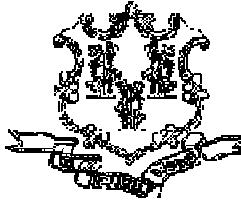
Design/Permitting Services (Architect):	\$255,000 (15% of total cost)
Legal:	\$10,000
Furnishings/Equipment:	\$350,000
Construction:	\$1,000,000
Construction Admin/Inspection Services:	\$85,000 (5% of total cost)
<b>TOTAL:</b>	<b>\$1,700,000</b>

#### **Available Non-DECD Funds**

Library Reserves:	\$200,000
Friends of the Public Library:	\$25,000
<b>ESTIMATED PROJECT FUNDING:</b>	<b>\$1,925,000</b>

As the vitality of the Town continues to expand, we are working to balance the needs of commercial growth, public safety and quality of life while maintaining the historic character that draws so many visitors to our community. An investment in such critical public infrastructure and facilities will help the Town to accomplish that goal.





## SECTION IV – ITEM 21: PROJECT NARRATIVE

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#### **Library Improvements**

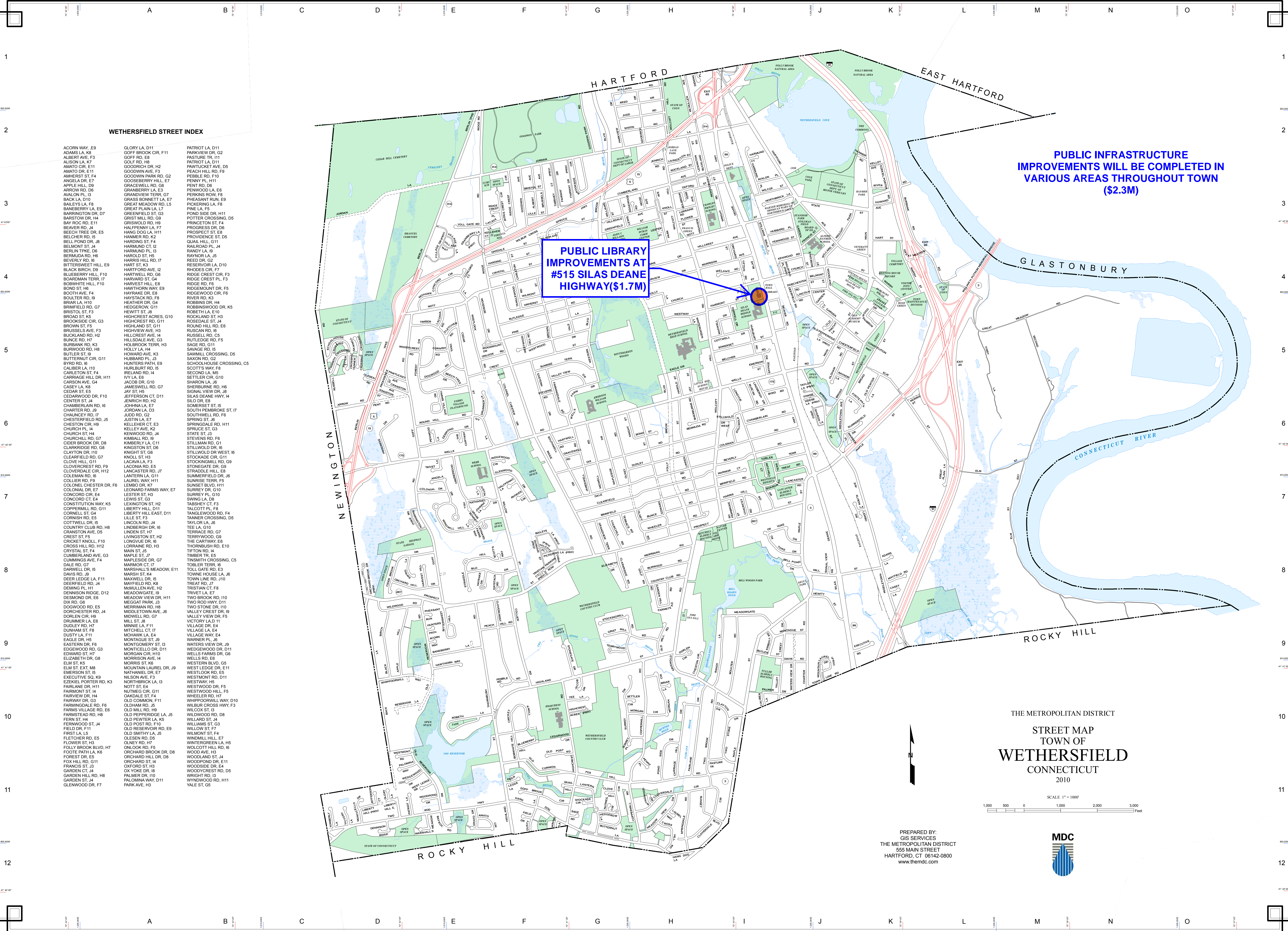
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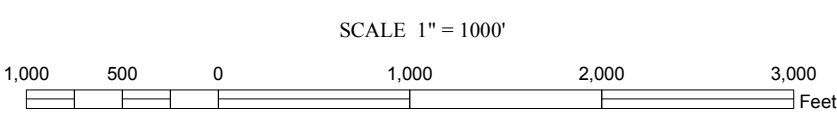
WETHERSFIELD STREET INDEX

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| ACORN WAY, E9<br>ADAMS LA, K8<br>ALBERT AVE, F3<br>ALISON LA, K7<br>AMATO CIR, E11<br>AMATO DR, E11<br>AMHERST ST, F4<br>ANGELA DR, E7<br>APPLE HILL, D9<br>ARROW RD, D6<br>AVON PL, D3<br>BACK LA, D10<br>BAILEYS LA, F8<br>BANEHERRY LA, E9<br>BARRINGTON DR, D7<br>BARTSTOWN DR, H4<br>BAY ROC RD, E11<br>BEAVER DR, J4<br>BEECH TREE DR, E5<br>BELCHER RD, I5<br>BELMONT ST, J4<br>BERLIN TPK, D6<br>BERMUDA RD, H6<br>BEVERLY RD, I6<br>BITTERSWEET HILL, E9<br>BLACK BIRCH, D9<br>BLUEBERRY HILL, F10<br>BOARDMAN TERR, I7<br>BOBWHITE HILL, F10<br>BOND ST, H6<br>BOOTH AVE, F4<br>BOULDER RD, I9<br>BRIAR LA, H10<br>BRIMFIELD RD, G7<br>BRISTOL ST, F3<br>BROAD ST, K5<br>BROOKSIDE CIR, G3<br>BROWN ST, F5<br>BRUSSELS AVE, F3<br>BUCKLAND RD, H2<br>BUNCE RD, H7<br>BURBANK RD, K3<br>BURWOOD RD, H8<br>BUTLER ST, I9<br>BUTTERNUT CIR, G11<br>BYRD RD, I8<br>CARLETON ST, F4<br>CARRIAGE HILL DR, H11<br>CARSON AVE, G4<br>CASEY LA, K8<br>CEDAR ST, E5<br>CEDARWOOD DR, F10<br>CENTER ST, J4<br>CHAMBERLAIN RD, I6<br>CHARTER DR, J9<br>CHAUNCEY RD, I7<br>CHESTERFIELD RD, J5<br>CHESTON CIR, H9<br>CHURCH PL, J4<br>CHURCH ST, H4<br>CHURCHILL RD, G7<br>CIDER BROOK DR, D8<br>CLARKKRIEGER DR, G8<br>CLAYTON DR, I10<br>CLEARFIELD RD, G7<br>CLOVE HILL, G11<br>CLOVERCREST ST, F9<br>CLOVERDALE CIR, H12<br>COLEMAN RD, I6<br>COLLIER DR, F9<br>COLONEL CHESTER DR, F6<br>COLONIAL DR, E7<br>CONCORD CIR, E4<br>CONCORD CT, E4<br>CONSTITUTION WAY, K5<br>COPPERMILL RD, G11<br>CORNELL ST, G4<br>CORNISH RD, E5<br>COTTWELL DR, I5<br>COUNTRY CLUB RD, H8<br>CREST ST, F5<br>CRICKET KNOLL, F10<br>CROSS HILL RD, I6<br>CRYSTAL ST, F4<br>CUMBERLAND AVE, G3<br>CUMMINGS AVE, F4<br>DALE RD, G7<br>DARWELL DR, I5<br>DAVIS RD, J8<br>DEER LEDGE LA, F11<br>DEERFIELD RD, J4<br>DEMING PL, H1<br>DENNISON RIDGE, D12<br>DESMOND DR, E6<br>DIV RD, G6<br>DOGWOOD RD, E5<br>DORCHESTER RD, J4<br>DORLEN CIR, H6<br>DRUMMER LA, E6<br>DUDLEY RD, H7<br>DUNHAM ST, F8<br>DUSTY LA, F11<br>EAGLE DR, H6<br>EASTERN DR, F6<br>EDGEWOOD RD, G3<br>EDWARD ST, H7<br>ELIZABETH DR, G8<br>ELM ST, K5<br>ELM ST EXT, M8<br>EMERSON ST, I5<br>EXECUTIVE SQ, K9<br>EZKIEL PORTER DR, K3<br>FAIRLANE DR, H11<br>FAIRMONT ST, H4<br>FAIRVIEW DR, H4<br>FAIRWAY DR, G3<br>FARMINGDALE RD, F6<br>FARMS VILLAGE RD, E6<br>FARMSTEAD RD, H8<br>FERN ST, H4<br>FERNWOOD ST, J4<br>FIELD DR, F11<br>FIRST LA, L5<br>FLETCHER RD, E5<br>FLOWER ST, H3<br>FOLLY BROOK BLVD, H7<br>FOREST DR, E5<br>FOX HILL RD, G11<br>FRANCIS ST, J3<br>GARDEN CT, J4<br>GARDEN HILL RD, H8<br>GARDEN ST, J4<br>GLENWOOD DR, F7 | GLORY LA, D11<br>GOFF BROOK CIR, F11<br>GOFF RD, E8<br>GOODRICH DR, H2<br>GOODWIN AVE, F3<br>GOODWIN PARK RD, G2<br>GOOSEBERRY HILL, E7<br>GRACEWELL RD, G6<br>GRANDVIEW TERR, G7<br>GRASS BONNETT LA, E7<br>GREAT MEADOW RD, L5<br>GREAT PLAIN LA, L7<br>GREENFIELD ST, G3<br>GRIST MILL RD, G8<br>GRISWOLD RD, H9<br>HANG DOG LA, H11<br>HAMMER RD, K2<br>HARDING ST, F4<br>HARMUND CT, I2<br>HARMUND PL, I3<br>HAROLD ST, H5<br>HARRIS HILL RD, I7<br>HART ST, K3<br>HARTFORD AVE, I2<br>HARTWELL RD, G6<br>HARVARD ST, G4<br>HARVEST HILL, E8<br>HAWTHORN AVE, E9<br>HAYRAKE DR, E8<br>HEATHER DR, G4<br>HEDGECROW, G11<br>HEWITT ST, J8<br>HIGHCREST ACRES, G10<br>HIGHCREST RD, G11<br>HIGHLAND ST, G11<br>HIGHLAND AVE, H3<br>HILLDALE AVE, G3<br>HOLBROOK TERR, H3<br>HOLLY LA, H4<br>HOWARD AVE, K3<br>HUBBARD PL, J3<br>HUNTERS PATH, E9<br>HURLBURT RD, I5<br>HURRY LA, E8<br>JACOB DR, G10<br>JAMESVILLE RD, G7<br>JAY ST, H5<br>JEFFERSON CT, D11<br>JENKINS RD, H2<br>JOHN LA, E7<br>JORDAN LA, D3<br>JUDY RD, G2<br>JUSTIN LA, E7<br>KELLEHER CT, E3<br>KENNEDY RD, F6<br>KENWOOD RD, J4<br>KIMBALL RD, I9<br>KIMBERLY LA, C11<br>KINGSTON ST, D6<br>KNIGHT ST, G6<br>KNOLL ST, I5<br>LACAVA LA, F3<br>LACONIA RD, E5<br>LANCASTER DR, J7<br>LANTERN LA, G11<br>LAUREL WAY, H11<br>LEMO DR, K7<br>LEONARD FARMS WAY, E7<br>LESTER ST, H3<br>LEWIS ST, G3<br>LEXINGTON ST, H2<br>LIBERTY HILL, D11<br>LIBERTY HILL EAST, D11<br>LILLE ST, F3<br>LINCOLN RD, J4<br>LINDBERGH DR, I6<br>LINDEN ST, H7<br>LIVINGSTON ST, H2<br>LONGVIEW DR, I6<br>LORRAINE RD, H3<br>MAIN ST, J5<br>MAPLE ST, J7<br>MAPLESIDE DR, G7<br>MARMOR CT, I7<br>MARSHALL'S MEADOW, E11<br>MARSH ST, K4<br>MAXWELL DR, I5<br>MAYFIELD RD, K8<br>MCNULLEN AVE, H2<br>MEADOWGATE, I9<br>MEADOW VIEW DR, H11<br>MEGGIT PARK, J5<br>MERRIMAN RD, H8<br>MIDDLETOWN AVE, J6<br>MIDWELL RD, G7<br>MILL ST, J8<br>MINNIE LA, F11<br>MITCHELL CT, I7<br>MONTAGUE ST, J2<br>MONTGOMERY ST, I3<br>MONTICELLO DR, D11<br>MORGAN CIR, H10<br>MORRISON AVE, I4<br>MORRIS ST, K6<br>MOUNTAIN LAUREL DR, J9<br>NATHANIEL DR, E7<br>NATHAN AVE, F3<br>NORTHERICK LA, I3<br>NOTT ST, E4<br>NUTMEG CIR, G11<br>OAKDALE ST, F4<br>OLD COMMON, F11<br>OLDHAM RD, J6<br>OLD MILL RD, H9<br>OLD PEPPERIDGE LA, J5<br>OLD PEPPER LA, K5<br>OLD POST RD, F10<br>OLD RESERVOIR RD, E9<br>OLD SMITHY LA, J6<br>OLESEN RD, D5<br>OLNEY RD, H7<br>ONLOOK RD, F5<br>ORCHARD BROOK DR, D8<br>ORCHARD HILL DR, D8<br>ORCHARD ST, I4<br>OXFORD ST, H3<br>OX YOKO DR, I8<br>PALMER DR, I10<br>PALOMINA WAY, D11<br>PARK AVE, H3 | PATRIOT LA, D11<br>PARKVIEW DR, G2<br>PASTURE TR, I11<br>PATRIOT LA, D11<br>PAWTUCKET AVE, D5<br>PEBBLE RD, F10<br>PENNY PL, H11<br>PENT RD, D6<br>PENWOOD LA, E8<br>PERKINS ROW, F8<br>PHEASANT RUN, E9<br>PICKERING LA, F8<br>PINE LA, F5<br>POND SIDE DR, H11<br>POTTER CROSSING, D5<br>PRINCETON ST, F4<br>PROGRESS DR, D6<br>PROSPECT ST, E8<br>PROVIDENCE ST, D5<br>QUAL HILL, G11<br>RAILROAD PL, J4<br>RANDY LA, I9<br>RAYNOR LA, J5<br>REED DR, G2<br>RESERVOIR LA, D10<br>RHODES CIR, F7<br>RIDGE CREST CIR, F3<br>RIDGE CREST PL, F3<br>RIDGE RD, F6<br>RIDGEMOUNT DR, F5<br>RIDGEWOOD CIR, F6<br>RIVER RD, K3<br>ROBBINS DR, H4<br>ROBINSONWOOD DR, K5<br>ROBERTA LA, E10<br>ROCKLAND ST, H3<br>ROSEDALE ST, J4<br>ROSLAND HILL, E6<br>RUSCAN RD, I8<br>RUSSELL RD, G5<br>RUTLEDGE RD, F5<br>SAGE RD, G11<br>SAVAGE RD, I5<br>SAWMILL CROSSING, D5<br>SCOTT'S WAY, F8<br>SECOND LA, M5<br>SETTLER CIR, G10<br>SHARON LA, J6<br>SHERBURNE RD, H6<br>SIGNAL VIEW DR, J8<br>SILAS DEANE HWY, I4<br>SILVER DR, E8<br>SOMERSET ST, I5<br>SOUTH PEMBROKE ST, I7<br>SPRING ST, J6<br>SPRINGDALE RD, H11<br>SPRUELL ST, G3<br>STATE ST, J3<br>STEVENS RD, F6<br>STILLMAN RD, C11<br>STILLWOLD DR, I6<br>STILLWOLD DR WEST, I6<br>STOCKADE CIR, G11<br>STOCKINGMILL RD, G9<br>STONEGATE DR, G9<br>STRAND HILL, E8<br>SUMMERFIELD DR, J6<br>SUNRISE TERR, F9<br>SUNSET BLVD, H11<br>SURREY DR, G10<br>SURREY PL, G10<br>SWING LA, D8<br>TABESHEY CT, F3<br>TALCOTT PL, F8<br>TANGLEWOOD RD, F4<br>TANNER CROSSING, D5<br>TAYLOR LA, J6<br>TEE LA, G10<br>TERRACE RD, G7<br>TERRYWOOD, G9<br>THE CARTWAY, E8<br>THORNHURST RD, E10<br>TIFTON RD, I4<br>TIMBER TR, E5<br>TINSMITH CROSSING, C5<br>TOBLER TERR, I6<br>TOLL GATE RD, E3<br>TOWNE HOUSE LA, J6<br>TOWN LINE RD, J10<br>TREAT RD, J7<br>TRISTAN CT, F8<br>TRIVET LA, E7<br>TWO BROOK RD, I10<br>TWO ROD HWY, D11<br>TWO STONE DR, I10<br>VALLEY CREST ST, I9<br>VALLEY VIEW DR, F5<br>VICTORY LAD 11<br>VILLAGE DR, E4<br>VILLAGE LA, E4<br>VILLAGE WAY, E4<br>VIRNAR PL, J6<br>WATERS VIEW DR, J9<br>WEDGEWOOD DR, D11<br>WELLS FARMS DR, G6<br>WESTERN BLVD, G5<br>WEST LEDGE DR, E11<br>WESTLOOK RD, E5<br>WESTMONT RD, D11<br>WESTWAY, H5<br>WESTWOOD DR, F5<br>WESTWOOD HILL, F5<br>WHEELER RD, H7<br>WHIPPOORWILL WAY, D10<br>WILBUR CROSS HWY, F3<br>WILCOX ST, I3<br>WILWOOD RD, D8<br>WILLARD ST, J4<br>WILLIAMS ST, G3<br>WILLOW ST, F7<br>WILMONT ST, F4<br>WINDMILL HILL, E7<br>WINTERGREEN LA, H5<br>WOLCOTT HILL RD, I6<br>WOOD AVE, H3<br>WOODLAND ST, J4<br>WOODPOND DR, E11<br>WOODSIDE DR, E4<br>WOODYCREST RD, D5<br>WRIGHT RD, I3<br>WYNDWOOD RD, H11<br>YALE ST, G5 |
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IMPROVEMENTS WILL BE COMPLETED IN  
VARIOUS AREAS THROUGHOUT TOWN  
(\$2.3M)

THE METROPOLITAN DISTRICT  
STREET MAP  
TOWN OF  
**WETHERSFIELD**  
CONNECTICUT  
2010



PREPARED BY:  
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**TOWN COUNCIL AGENDA ITEM – RESOLUTIONS FOR SCHOOL BOND  
REFERENDUM**

**DATE:** 06-06-22

**DEPARTMENT:** Board of Education

**REQUESTED BY:** Michael Emmett, Superintendent

**ITEM:** Resolutions for Proposed School Bond Referendum

**TOWN BID/RFP #:** STATE CONTRACT #: N/A

**BID/RFP DATE:** TERM: N/A

**RENEWALS:** N/A TERMS OF RENEWAL: N/A

**COST:** \$278,000,000 BUDGET SOURCE/AMOUNT: Local Bond/State

**JUSTIFICATION:** The Wethersfield Public Schools seek to implement a long-range building plan that will transform our elementary schools into state of the art, energy efficient, healthy, and safe environments for learning. The budgeted cost for this project is 278 million dollars before state reimbursement. It encompasses a combination of new building and renovation of existing buildings. Hanmer and Highcrest Schools would be new structures adjacent to current structures. Upon completion of Hanmer and Highcrest, Emerson-Williams would be renovated as new. Upon the completion of Emerson-Williams, Webb would then be renovated as new. At the conclusion of the project, Charles Wright School would close. Students and staff from Charles Wright would attend Hanmer, Emerson-Williams, or Webb.

**IMPACT IF NOT APPROVED:** With buildings dating back to between 1952 and 1973, not acting on this project will continue to leave us with buildings with outdated designs, inefficient ventilation systems, asbestos, aging infrastructure such as plumbing and roofs, and limited space options needed to balance enrollment across the district.

**DEPARTMENT HEAD COMMENTS:** This proposed project has been developed with a great deal of due diligence including a facilities assessment of current buildings, an extensive enrollment study, and due diligence. This project seeks to create a system of elementary schools that will provide excellent learning environments for students for decades to come.

**TOWN MANAGER COMMENTS:** The Board of Education has requested that the Council consider the proposed Elementary Schools Long-range Rebuilding Plan for a fall referendum. Staff and bond counsel have reviewed the materials and have provided additional information in the attached documents.

**ATTACHMENTS:**

- Elementary Facilities Conditions Assessment Study Dated 10/23/2018

**TOWN COUNCIL AGENDA ITEM – RESOLUTIONS FOR SCHOOL BOND  
REFERENDUM**

- Resolution Authorizing Preparation of Bond Ordinance for Referendum
- Resolution Authorizing Board of Education to Submit Grant Application, Authorizing Establishment of Building Committee and Authorizing Preparation of Drawings and Specification for the Alfred W. Hanmer Elementary School Project
- Resolution Authorizing board of Education to Submit Grant application, Authorizing Establishment of Building Committee and Authorizing Preparation of Drawings and Specifications for the Highcrest Elementary School Project
- School Building Project Option D Analysis 6/03/2022
- Elementary School Master Plan – Scenario 4D Summary

**ACTION REQUIRED:** For Introduction and to schedule hearing for June 21, 2022.



Presenters: Chuck Warrington  
Chip Phillips

# Wethersfield Public Schools

Facilities Conditions Assessment: Elementary Schools  
Board of Education Presentation of Findings  
October 23, 2018



# Assessment Process Overview



- › Analysis of Existing Conditions of the Five Elementary Schools
- › Project Identification Process
  - › Inspections occurred in August and September
  - › Disciplines included architectural, HVAC, electrical, plumbing, site, and code
  - › Focused on deferred maintenance capital needs
  - › Conducted review discussions with principals and head custodians
- › Scope Does Not Include Hazardous Material Abatement
- › Identification of Over 350 Individual Projects



## Definition of Deferred Maintenance

Maintenance work that has been deferred beyond its normal repair cycle due to inadequate funding or the lack of a comprehensive deficiency identification process. Work does not include alterations or program upgrades. Deferred maintenance repairs address building systems deficiencies for their current use.



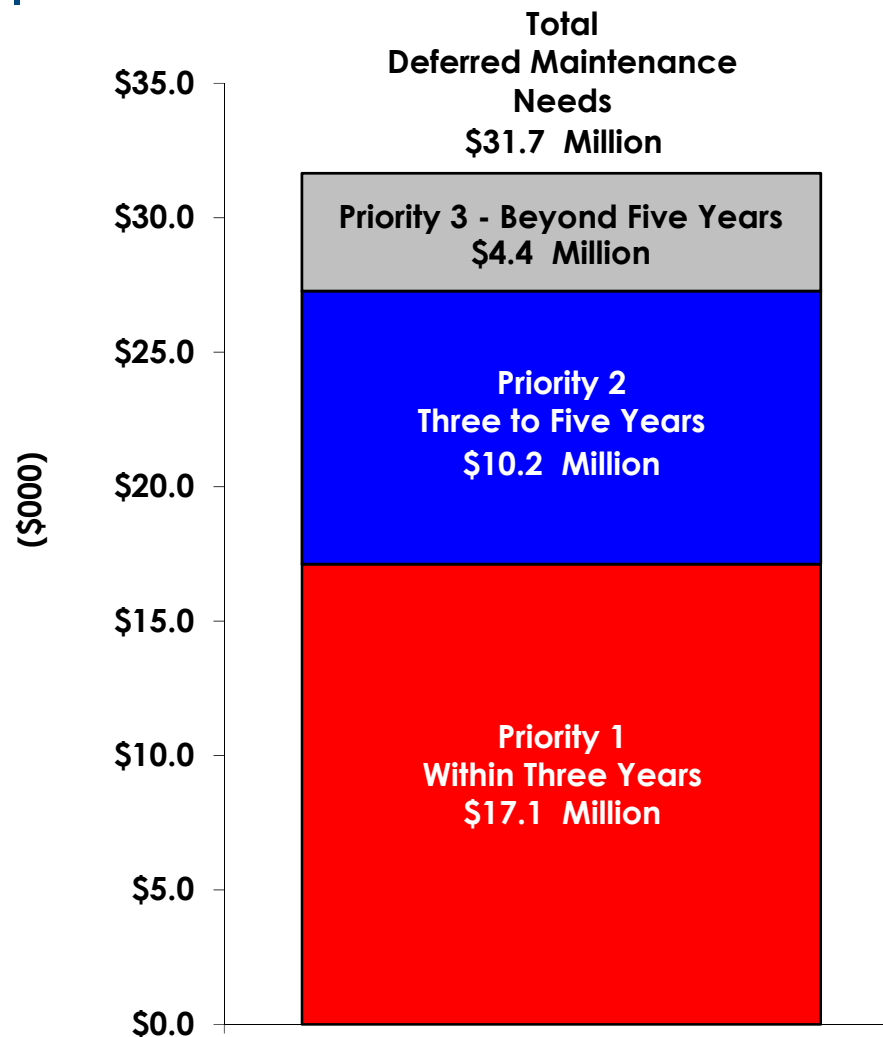


## Summary of Major Findings

- › Schools are safe and well maintained
- › Past projects have focused on interior finishes
- › Similar investments have not targeted infrastructure needs
- › Roof replacements needed at all five schools
- › Most windows are single-paned, inefficient and deteriorating
- › Exterior masonry repairs and repointing are needed
- › HVAC equipment is beyond useful life and obsolete
- › Electrical service and distribution systems have not been upgraded
- › Classroom casework is deteriorating
- › Toilet rooms are outdated and don't meet current standards
- › Site improvements are needed, including paving, stairs, and retaining walls
- › Modular Classroom Buildings are deteriorated and beyond repair



## Summary of Identified Need



**Priority 3 - Deferrable** - Projects recognized for the impending nature of their existence. However, at this time, these issues can be deferred until a later date.

**Priority 2 - Important** - Projects improve the quality of the school environment.

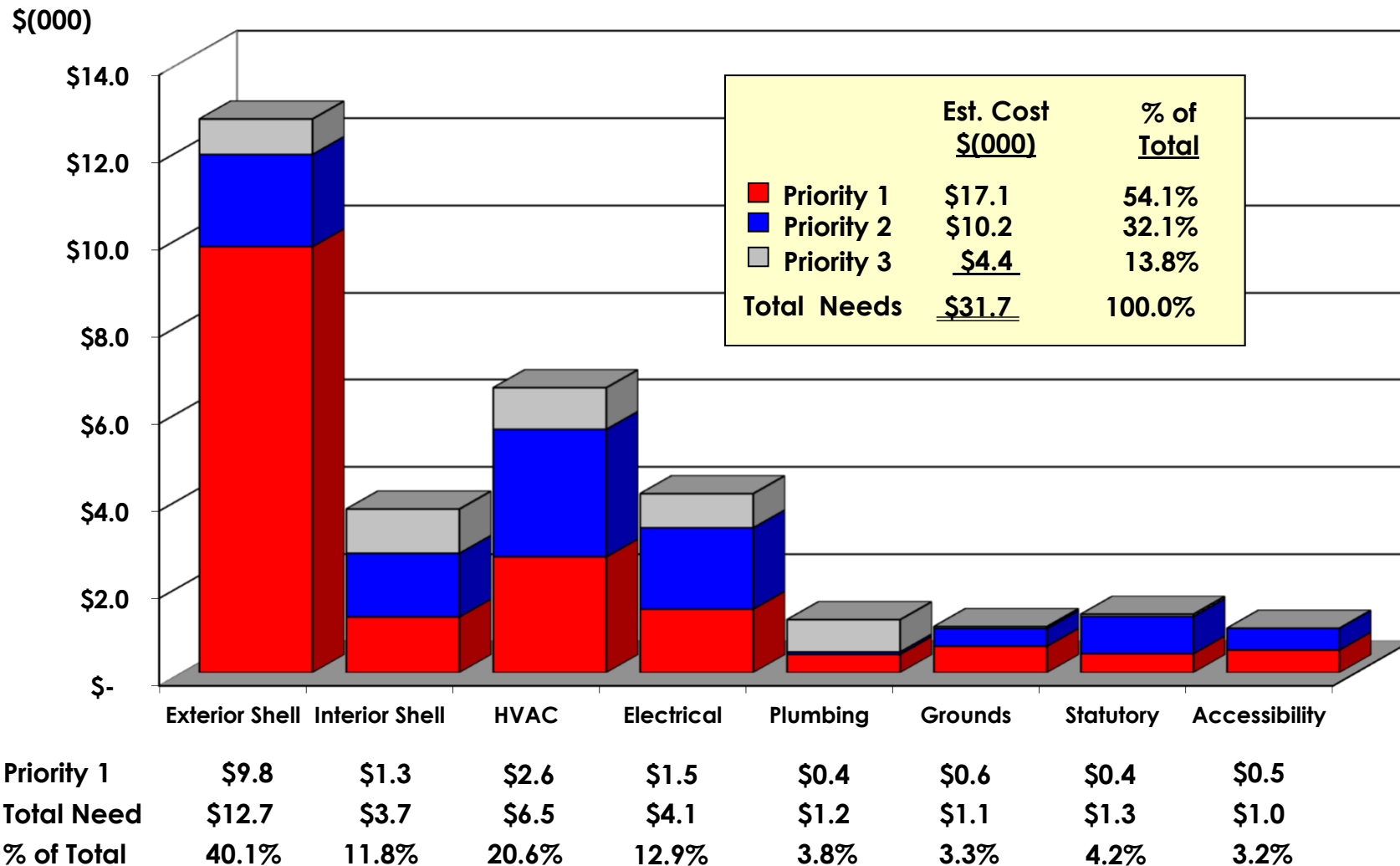
**Priority 1 - High Priority** - Projects address issues of asset protection, quality of space, physical environments or regulatory concerns.

Note: Estimated costs do not include hazardous materials abatement





## Identified Needs Profile by Major Maintenance System

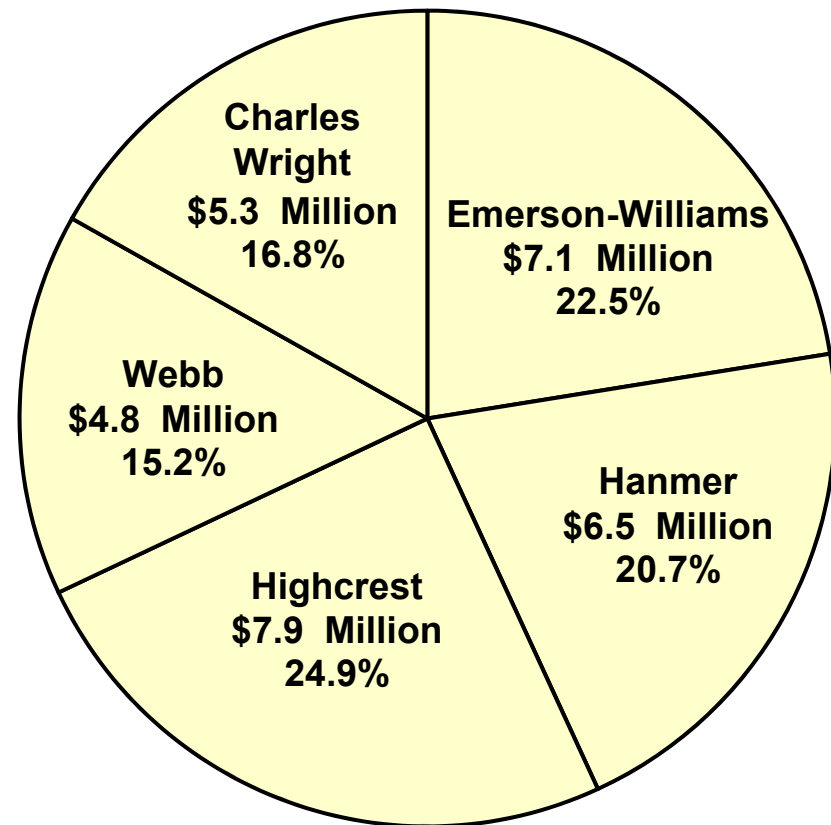
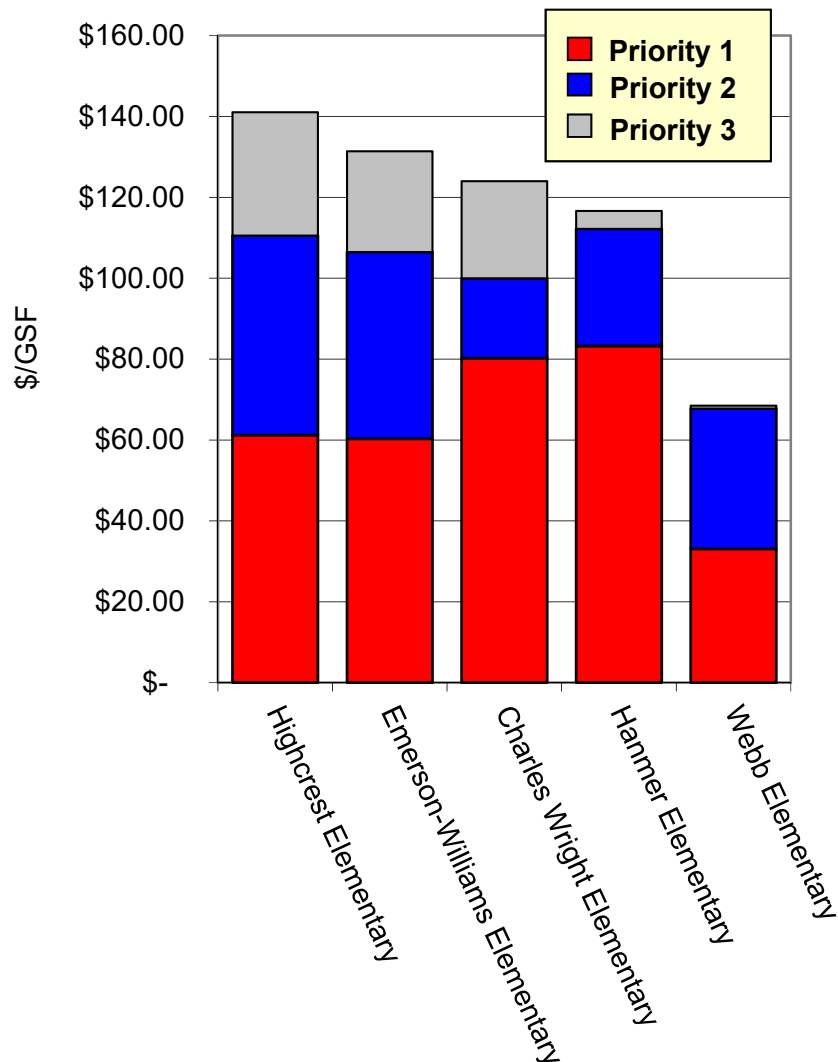


Note: Estimated costs do not include hazardous materials abatement



## Identified Needs Profile by Elementary School

**Relative Cost per Gross Square Foot (\$/GSF)**



**Total Identified Need = \$31.7 Million**

Note: Estimated costs do not include hazardous materials abatement

Introduced: June 6, 2022  
Public Hearing: June 21, 2022

**TOWN COUNCIL RESOLUTION**

**RESOLUTION AUTHORIZING PREPARATION  
OF BOND ORDINANCE FOR REFERENDUM**

BE IT RESOLVED;

(a) That the Town Manager and the Director of Finance (the “Officials”) of the Town of Wethersfield (the “Town”) are hereby authorized to cause the preparation of a bond ordinance for a referendum in connection with the Wethersfield Elementary School Projects, which shall include the Highcrest Elementary School Project, the Alfred W. Hanmer Elementary School Project, the Emerson-Williams Elementary School Project and the Samuel B. Webb Elementary School Project, in an estimated amount not to exceed \$279,000,000.00. The referendum shall be scheduled and the results of such referendum shall be reported to the Office of School Construction and Grants & Review of the Connecticut State Department of Administrative Services on or before November 15, 2022.

(b) That the Officials and other proper officers of the Town are hereby authorized to take all other actions which are necessary or desirable to achieve the foregoing.

Introduced: June 6, 2022  
Public Hearing: June 21, 2022

**TOWN COUNCIL RESOLUTION**

**RESOLUTION AUTHORIZING BOARD OF EDUCATION  
TO SUBMIT GRANT APPLICATION, AUTHORIZING  
ESTABLISHMENT OF BUILDING COMMITTEE AND  
AUTHORIZING PREPARATION OF DRAWINGS AND  
SPECIFICATIONS FOR THE ALFRED W. HANMER  
ELEMENTARY SCHOOL PROJECT**

BE IT RESOLVED;

(a) That the Board of Education of the Town of Wethersfield (the "Town") is hereby authorized to submit a grant application to the Commissioner of the Connecticut State Administrative Services and to accept or reject a grant for the Alfred W. Hanmer Elementary School Project (the "Project").

(b) That the Elementary School Projects Advisory Building Committee is hereby established as the building committee with respect to the Project.

(c) That the preparation of schematic drawings and outline specifications for the Project is hereby authorized.

(d) That the Town Manager, the Director of Finance, the Superintendent of Schools for the Town and other proper officers of the Town are hereby authorized to take all other actions which are necessary or desirable to achieve the foregoing.

Introduced: June 6, 2022  
Public Hearing: June 21, 2022

**TOWN COUNCIL RESOLUTION**

**RESOLUTION AUTHORIZING BOARD OF EDUCATION  
TO SUBMIT GRANT APPLICATION, AUTHORIZING  
ESTABLISHMENT OF BUILDING COMMITTEE AND  
AUTHORIZING PREPARATION OF DRAWINGS AND  
SPECIFICATIONS FOR THE HIGHCREST ELEMENTARY  
SCHOOL PROJECT**

BE IT RESOLVED;

(a) That the Board of Education of the Town of Wethersfield (the "Town") is hereby authorized to submit a grant application to the Commissioner of the Connecticut State Administrative Services and to accept or reject a grant for the Highcrest Elementary School Project (the "Project").

(b) That the Elementary School Projects Advisory Building Committee is hereby established as the building committee with respect to the Project.

(c) That the preparation of schematic drawings and outline specifications for the Project is hereby authorized.

(d) That the Town Manager, the Director of Finance, the Superintendent of Schools for the Town and other proper officers of the Town are hereby authorized to take all other actions which are necessary or desirable to achieve the foregoing.

**PRELIMINARY DRAFT - For Discussion Purposes Only**

*All amounts are estimates only*

All amounts in thousands (000's)

	<u>Highcrest</u>	<u>Hanmer</u>	<u>Em-Williams</u>	<u>Webb</u>	<u>Total</u>
Option 4D Construction costs (5/3/22)	\$ 67,657	\$ 59,645	\$ 53,886	\$ 83,281	\$ 264,469
Allocate additional costs	<u>3,462</u>	<u>3,052</u>	<u>2,757</u>	<u>4,260</u>	<u>13,531</u>
	71,119	62,697	56,643	87,541	278,000
Estimated State reimbursement (45%)	<u>(32,004)</u>	<u>(28,214)</u>	<u>(25,489)</u>	<u>(39,393)</u>	<u>(125,100)</u>
Net costs to be financed	39,115	34,483	31,154	48,148	152,900
Bonding Costs	165	165	165	165	660
Total amount to be financed	39,280	34,648	31,319	48,313	153,560
Total interest cost (6.00%, level prin, 20 yrs.)	<u>23,568</u>	<u>20,789</u>	<u>18,791</u>	<u>28,988</u>	<u>92,136</u>
Total debt service	<u>\$ 62,848</u>	<u>\$ 55,437</u>	<u>\$ 50,110</u>	<u>\$ 77,301</u>	<u>\$ 245,696</u>





## Wethersfield Public Schools Elementary School Master Plan – Scenario 4D Summary\*

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### Phasing

- Phase 1 – 2022-2026 – Construct New Highcrest and New Hanmer, Demolish old Hanmer
- Phase 2 – 2024-2029 – Renovate existing Emerson-Williams
- Phase 3 – 2027-2032 – Renovate existing Webb
- Demo – 2030-2032 – IF DESIRED/APPLICABLE – Demolish Charles Wright and Old Highcrest

### Projected Programming and Recommended Proposed Budgets

- Highcrest
    - Enrollment = 644 students
    - Total Area = 85,195 gsf All New Construction
    - Total Budget = \$67,657,300
      - Includes 8% escalation
  - Hanmer
    - Enrollment = 439 students
    - Total Area = 71,844 gsf All New Construction
    - Total Budget = \$59,644,775
      - Includes 8% escalation
  - Emerson-Williams
    - Enrollment = 463 students
    - Total Area = 68,602 gsf (11,772 gsf addition, 56,830 gsf renovation)
    - Total Budget = \$53,885,392
      - Includes 5% escalation
  - Webb
    - Enrollment = 461 students
    - Total Area = 94,974 gsf (21,341 gsf addition, 73,633 gsf renovation)
    - Total Budget = \$83,281,420
      - Includes 5% escalation
  - Demolition  
(Wright & Old Highcrest)
    - Total Budget = \$6,748,800
      - Includes 5% escalation
- 
- All Projects
    - Total Budget = \$271,217,688
    - Estimated District Share = \$164,026,197
    - Estimated State Reimbursement = \$107,191,490

\*NOTE: All dates are projected. Budget figures are estimates based on available data. Enrollment is based on current 8-year high projection by SLAM. Building areas based on space programming by Hansen, core area/grossing factors for new construction, and preliminary existing floor plan analyses. See Scenario 4D – Budget Summary document for additional assumptions, notes, and details.

## TOWN COUNCIL AGENDA ITEM

**DATE:** June 6, 2022

**DEPARTMENT:** Office of the Town Clerk

**REQUESTED BY:** Susan I. Schroeder

**ITEM:** Cancellation of two Council meeting dates.

**COST:** N/A

**BUDGET SOURCE/AMOUNT:** NONE

**JUSTIFICATION/IMPACT IF NOT APPROVED:**

Council previously adopted the dates for the 2022 Council Schedule on October 18, 2022. Due to the summer months, the second meetings in July and August find more than usual numbers of families on vacation. In order to ensure residents are informed and limit the chance they may miss a meeting during this vacation period, it is recommended that only one Council meeting is held in the month of July and one is held in the month of August. This also allows staff to prepare in advance for any actions that need to be made.

**DEPARTMENT HEAD COMMENTS:**

At this time you will be eliminating the meetings of July 18, 2022 and August 15, 2022. If an unexpected need arises, a call for a special meeting is possible with 24 hours' notice.

**TOWN MANAGER COMMENTS:** Concur with the Town Clerk and recommend approval.

**ATTACHMENTS:** NONE

**ACTION REQUIRED:** *Motion to eliminate the meetings of July 18, 2022 and August 15, 2022.*