Minutes
Coventry Town Council Meeting
March 18, 2019
Town Hall Annex

1. The regular Town Council meeting was preceded at 7:00 PM with a discussion with State Senator Daniel Champagne and Representative Tim Ackert. **Council members present:** Joan Lewis, Matthew O’Brien, Julie Blanchard, Mike Sobol, Lisa Conant, Carolyn Arabolos, Jonathan Hand. **Also present:** John Elsesser, Town Manager.

Rep. Ackert said we would prefer the Council to ask questions and share their feedback about where can we help and not hurt. Joan Lewis replied obviously ECS (education cost sharing) and cuts. No money has been added in years. Can it be spread out so there won’t be this impact in two years?

Rep. Ackert said the Governor’s budget is the framework for us to work against. We understand there is a large amount of pushback. Some communities are losing 70% of their funds. He thinks we will see a new framework for funds. We are hoping to improve upon the baseline. John Elsesser said we hope it will not get worse with teacher pensions and ECS. For the other grants there is not much left. We are anticipating working toward a reduction of $350,000.

Rep. Ackert said money wise they don’t start to come through with figures until mid-April until they start doing budget runs. Appropriations is just starting to do their meetings. A record number of bills were put through this year - 5,000. A lot of them are coming out of committees and are being redirected. We expect appropriations will have to look at 40-50 per day. Joan Lewis asked where you think teacher pension will come out. Rep. Ackert replied that there is enormous pushback from legislators on that. People are talking about something, but smaller percentages. Sen Champagne said even if it starts smaller it will keep going up year after year. Our main goal right now is to kill bills in committees. Republicans don’t have a voice. He is on Planning and Development which deals with municipalities. We killed some bills that would be very bad for us. Almost all of the bills he presented are dead. What he is also working on is if we have to pay a percentage of teacher pensions, then towns need that same level of representation on the board. That way we can stop the problems that keep happening. At least we can have some control over it. Towns do a lot better job of managing their money.

Joan Lewis said another issue that could have a large impact is the conversion of Coventry’s library expansion grant to a renovation grant. Rep. Ackert said he is working on getting that done and will know more soon. He works closely with a ranking member on Finance who is a great resource. John Elsesser said in terms of money available, it has already cleared the Bond Commission but it hasn’t been contractually obligated. It is also a question of time. If we apply in September we also have to hire an architect to do new plans, etc. so we might have to start over. This is the perfect time for a bill that would be implemeneter magic.

Sen. Champagne said he also co-sponsored the water tower and lake bills. Because the Governor has cut the amount of bonding, prioritizing what you want is important. John Elsesser said he has been missing connections with Craig Patla at CT Water but perhaps they can try to push. John said there is potential DRF money through public health. Then it would be eligible under DSRF. Rep. Ackert said he will talk with CT Water tomorrow.

John Elsesser said we know that Sen. Champagne has been actively involved with the crumbling foundations issue. Sen. Champagne said he has been at planning meetings and joint meetings
with Insurance. Everything we presented is moving forward. We will let Insurance draft it. Rep. Ackert said there are a bunch of fixes for the crumbling foundations indemnity fund to clean that process up. Today was there was a subcommittee meeting on bonding. On the 29th this year’s allotment is on the agenda. John Elsesser noted that we are already out of money on the first one. We have one person who has been reimbursed for their work. Sen. Champagne said we are starting to caucus too. The Democrats and Republicans are working very well together on this issue. Rep. Ackert said we are still not making enough airways. We are still hearing from constituents who haven’t heard about the issue. We have to have federal support. Connecticut residents cannot foot the whole bill. Rep. Ackert and Pat Phineas Wilson will be co-chairs on the federal push. We are at the epicenter. Sen. Champagne said we are seeing more and more of it every day.

Matthew O’Brien asked about invasive species bills. Rep. Ackert replied it is looking good. He put in one to have Appropriations put in more funding and then there was a bill that was testified on. We have to have inspectors. We have a process - some people don’t like it – with a passport to parks (and ponds) and an additional fee to register your boat. The problem is some people pay $1.30 to register a boat. He feels his fee structure would have funded it more appropriately. The $5 flat fee appears to be moving forward. The cost to send a boat bill for $1.30 is not effective. We are still working on it. There may be an amendment on the floor. Other towns are also beginning to have issues with invasive species. There is also momentum to create a fund to help towns deal with ash blight on trees. Sen. Champagne said it is the LOCIP bill that is moving forward. Rep. Ackert said plus another one – there are two bills for trees.

John Elsesser said we costed out the homestead exemption (*Property Tax Reform Proposal, SB 431*). With all the components of that bill for a median house with two cars worth $10,000, the tax bill in our town would go up $2600. We feel really confident that those are the numbers and for a larger house the numbers are astronomical. The bill was designed to shift to commercial businesses but when you don’t have those in your town it shifts the burden onto homeowners.

Joan Lewis said that some regionalization initiatives, like buying insurance together, make sense. But what is being proposed now does not. Rep. Ackert said that the consortium bill is still out there. So is municipal gain. John Elsesser said an attempt is being made on municipal gain is to redefine the word “any” for collaborative purposes.

Jonathan Hand said we appreciate your candor about initiatives to kill bills. But what are your proposals to raise revenue? Sen. Champagne said to start looking at ways to cut costs and do things differently. We have to figure out a way to keep people here. When we looked at a long-term way to fund transportation without doing tolls - our costs are out of control. We need to sit down and see why it costs more and control those costs. He brought that up and it wasn’t looked at as a favorable thing. He thinks there are other ways to look at things. Like savings from street lights, etc. You can raise things all you want but if you don’t solve the problem you will always be looking at ways to increase taxes. For example, a state employee contract with a 9% increase per year. That is over $30,000 per person on a 3-year contract. How can you afford things like that? These two unions are court support and public defenders. These are the type of things we need to start controlling. Employees are our biggest expense and if you give 9% a year freely you are never going to solve your problems. Rep. Ackert said he hasn’t looked at revenue options but he thinks we need to look at a mechanism to create higher-paying jobs. You have to look at where we have lost our revenue, which is corporate. Also, helping our youth get into good careers, but that is not a short-term fix. Sen. Champagne said that jobs are important. Infrastructure can be at 100 percent but if there are no good paying jobs you can’t live here. We can’t come out with these big tax increases every two years.
Rep. Ackert said if you have more thoughts please send us emails. Sen. Champagne encouraged the Council that if they have ideas not to hesitate to bring them forward.

2. **Regular meeting:**
   The regular meeting was convened at 7:39 PM with all Council members present.

3. The Pledge of Allegiance was recited.

4. **Audience of Citizens:**

   Howard Haberern, 80 Cassidy Hill Road. Said he is concerned about rising costs and the 4.9% increase requested for the Police Department. They have done an effective job and this is a great town. He is a consultant who goes out to large companies and municipalities to look at their maintenance departments. Data is important. The Police Chief only brought in one chart with a bottom line 4.9% increase. It may be warranted but he feels the data was insufficient. We couldn’t evaluate efficiency. They are doing a great job but we are facing many challenges. He realizes we are not asking for 4.9% for everybody but we have to have priorities. How do we know what the town priorities should be? You should bring in a consultant. Tolland is using a firm called Municipal Resources. He is not saying we’re overstuffed but we have to make tough decisions. Just because one department needs an increase doesn’t mean it is the top priority. Increases are probably warranted but where are the savings? He thinks it would be good to consider bringing in an outside consultant to see if increases are warranted across all departments.

9. **Unfinished Business:**
   A. 18/19-56: FY 2019/2020 Budget:
   1) **Public Works:**
      DPW Director Mark Kiefer was present to discuss the Public Works proposed budget.
      Highlights include:
      - Collective bargaining agreement increases. John Elsesser said we made an assumption on that but do not have a contract yet. We are starting negotiations and will discuss that later in executive session.
      - We are planning one promotion from Maintainer 1 to Maintainer 2. John noted that the differential pay is a nightmare for bookkeeping purposes. We have been trying to do this for the last 3 years and believe it is time to get the people who are experts on those issues to do the job on a permanent basis. Budget impact: approx. $4K per year.
      - Overtime. This is typically for any emergency work, downed trees, flooding, etc. We are holding at $5200. Over the last several years it has fluctuated. It depends on natural disasters but we feel this budget is a good figure.
      - Temporary employees. We typically hire two temporary employees from April - September. We like to have them return to maximize training. We budget one position in each department. There is a slight increase because we would like to account for increases to minimum wage to attract higher skilled people. There is a minimum skill set, possession of a valid driver’s license and the ability to drive Town equipment. $11/hour is not a lot of incentive to return.
      - Carolyn Arabolos asked about asphalt and if there is something different this year – she is seeing more potholes. Mark replied that the freeze/thaw cycles have been
worse than usual. Ground water is extremely high. The lake gate has been open since September. High ground water breaks the asphalt. We are hoping to address several roads like Lewis Hill and Eastview with the road bond. We are patching once a week. Carolyn said are we hearing more complaints from people with damaged vehicles. Mark replied that we try to respond as soon as we can. Matthew O’Brien noted that they respond very well to website reports as well. Mark noted that the cost of asphalt has also gone up a little.

- Service contracts are increasing due to the way we budget for janitorial services and boiler improvements at the public works facility. The waste oil product we get from the public is not very clean. We have to stay up on cleaning and the nozzles wear out sooner. The more we use that furnace the more we need to clean it. We had a failure on one of the pumps. Carolyn Arabolos asked if it is worth the effort. Mark replied yes. It is 50 cents a gallon vs. $2 for heating oil. We would also like to capture the waste oil left curbside. The furnace is very efficient but it takes more service than the typical home furnace. Plus, we have to pay to dispose of waste oil if we don’t consume it. John Elsesser noted that the janitorial contract with the Board of Education is going up 2.5%.

- Overtime. To date we are about $20,000 over budget. A normal budget is $90,000. We are asking for a $2200 increase which we think is a good number for a typical winter. This year a lot of our storms were on Sundays or holidays.

- We are not asking for an increase in sand/salt; we think we are going to have $25,000 remaining in that for this year. John said that is assuming we go with getting the shed to 3/4 full at the end of the fiscal year. Julie Blanchard asked if we have met our annual commitment. John replied yes. We usually under-commit.

- Facility maintenance increases include salaries for four Maintainer I’s and one crew leader. Newer employees get steps. There is a corresponding reduction in longevity.

- $1500 for other professional services. We want to treat all the Laidlaw fields for crabgrass. Matthew O’Brien asked if we are taking one field out of rotation. Mark replied we have asked but there is a field shortage so we don’t think it is going to happen.

- Cement sand and gravel includes an $1,000 increase for top soil and beach sand and infield mix. Joan Lewis asked if that is enough to make improvements to the middle school field. Mark replied we have a plan that is under discussion. The late snow was a challenge in terms of getting grass reestablished for spring. Mike Sobol asked if we should be considering drainage. John Elsesser said that Town Engineer Todd Penney did a study and there is no good place to drain the water here. Mark said it might work to divert the drainage behind the school admin building and do two fields. We missed our window due to the recent large snow storm. If they can spare the time to let fields dry out and get grass reestablished that would be best. John noted it is not as cost efficient to mobilize twice. We just don’t have the people to do all these projects. The Flagpole project at Town Hall has been bumped for two years. Matthew asked if the school ever contributes. John replied no. Matthew noted that they currently have a surplus.

- The Public works admin line item is the salaries for the director and superintendent. They are non-union employees so there is no contractual obligation. 15% of Mark’s salary goes to WPCA and a portion of the Supt. and Admin. Secretary are charged to COVRA. John noted that the Superintendent is a newer hire so there is an adjustment there. There is a $1500 savings in longevity as the new employee does not have longevity pay.
- Licensing is the tracking software on the vehicle fleet. Amanda Backhaus noted that we did all 18 vehicles this year. John said that the software provides a lot of information including speed, location, if they stop moving, sudden braking, etc. We have had situations where we have a medical emergency that needs a plow out and we can determine the closest vehicle.

- No increase to overtime. One employee moved into the next step and is eligible for longevity.

- Increase in service contracts. The generator at the senior center is new.

- Equipment repair has a $4,000 increase. That line item has not been funded appropriately.

- John Elsesser said we put in $500 more for association matching funds. There are less and less miles of association roads.

- Street lights. Amanda noted that this line item needs to increase by $200 as we got firm prices in for the replacement units. Mike Sobol asked if there are any replacements on backup. John replied no. Four have been ordered. We need two now and this will give us two on backup. Joan Lewis asked if we are saving money with LED lights. John replied yes but we’ve also added new lights. Every time we add a road we add lights.

- Tree warden. There is a $2,000 increase for a warden stipend. We want to deputize the Superintendent of Operations to help with coordination of take-downs and inventory. There are a lot of problems with ash and oak trees. We asked for a large increase, $100,000, to address the trees we have. We settled on $50,000. We have been trying to increase that budget annually. Right now our tree budget is expended. We are responding to tree removal requests, and we have to take down the worst ones. We will wait as long as possible in some cases but a lot of trees have been damaged. We may have to over-expend the account and come back with a transfer request.

- The Facilities line has an increase in annual maintenance for Mill Brook Place. John Elsesser noted that we also lost the heating system at the Visitors Center. There is no money budgeted for Mill Brook or the Visitors Center and we have to address that.

- Engineering. John Elsesser said we have a $5,000 item for an intern. Last year Todd used two interns. We cautioned against using two because they don’t always work productively together, but it worked last year. Mark Kiefer said the interns did a complete sign inventory last year. John said we got true value but this year we are only looking for one.

- Capital. Annually we fund $300,000 for summer roads out of capital and the rest comes out of Town Aid for Roads. It is up to the Council whether to consider a road bond. We completed the last one in 3 years. This winter has really taken its toll on the roads. Mark said he thinks it is imperative to move forward with the bond to catch up, or increase the budget. He thinks we need to do both the bond and a $1 million annual expenditure to catch up.

- We are proposing the purchase of a new pickup truck for $40,000 that would be outfitted with a snow plow and tool box. John Elsesser said that the truck needs to be here by 8/31/19 so that could be an issue with the grant timeline. We got an extension last year but that is not available this year. Otherwise we risk losing the federal money. We are looking to see if we can find one in stock or we lose the $50,000. Mark said we are trying to work with Freightliner in anticipation of receiving funds. Matthew O’Brien said why not take it out of the general fund to purchase it now. John replied that would require a Town meeting. We could run it as a question at the Annual Town Meeting but even then the timeline is in question.
Mark said we are researching to see if it needs to be road worthy or if it can just be on site.

- We are also asking for a lift to replace the 1993 lift at the Public Works facility. It lifts smaller pickups and cruisers.
- We are asking for $100,000 in LOCIP funds for park improvements.
- We are requesting $45,000 for lake management which is approximately what we got for federal funds last year.
- If Council decides not to move forward with the bond, we will regroup to address top priority roads with the $600,000 we have. If the road bond goes forward and passes along with the capital budget, we have a plan to address our roads. John said one of the big projects we have is Northfields in conjunction with the CT Water project. If the bond doesn’t pass we cannot afford to do anything other than patching over the trench and chip sealing. Mark noted there are 70 catch basins in that area and he marked six of them as failed today.

2) Fire/EMS:

Jim McLoughlin, Fire Administrator; Ray Eldridge, Chief of North Coventry Volunteer Fire Department; and Mike Dombkowski, President of Coventry Volunteer Fire Association, were present to discuss the Fire/EMS budget. The presentation gave an overview of each department, annual response activity, organizational structure, goals and accomplishments, and budget highlights. (See presentation attached to minutes). Highlights include:

- Call volume – 1229 calls during calendar year 2018. Call volume has been pretty steady. The new ET has responded to 137 calls since we got it.
- Goals are in place to identify more efficient ways of conducting business, including unified training and polices, development of a policy manual and working together to deliver fire, rescue and EMS services.
- Ambulance 508 is to be auctioned off.
- Accomplishments include placing a new ambulance in service, assigning a chief engineer to coordinate preventive maintenance and service, fire station repairs, implementation of an electronic scheduling system, creation of a transition team to address the future of fire/EMS services, joint training, joint communications system and the support of numerous community events.
- Capital funding is used for personal protective fire gear, self-contained breathing apparatus and the refurbishment of ET308. We would like to make repairs to the Merrow Road fire station and main station but do not have the funds.
- The two departments are moving toward operating as a unified fire department, with a streamlined organizational chart, identified job expectations, and accountability.
- Fire Marshal. 3% decrease as we were able to reduce salary.
- No change in training but we did add to the clothing budget. The subscription budget was also reduced.
- The building maintenance budget for 4 buildings has a 2.84% increase for CVFA buildings, primarily an increase in building service contractors.
- Phone charges. The Frontier phone bills have finally been squared away. The numbers associated with the South Street fire house were not at that firehouse. We were paying for a couple of numbers on reserve. Those are no longer needed and were released.
- The Joint Fire budget has a lot of activity. The salary portion changed from 50% to 25%, with 25% shifted to the EMS fund to appropriately reflect call volume.
- There was a salary increase to add a recording secretary for the transition team.
• We increased the public education budget to continue volunteer recognition initiatives.
• Overall there was a $1500 decrease in the joint fire budget. John Elsesser noted that the transfer in the EMS fund held steady although we are projecting to increase the hours to two extra days. This is based on fees collected and expense reductions. We are not increasing costs to taxpayers to increase this service.
• We may run into some radio network issues as the police department goes onto the new system. We might be able to repurpose some of those radios once they change over if they are compatible.
• EMS fund. We recognized donations that were coming in and created a donations line item. Revenue recovery estimates are included. We are doing a catchup provision for 2018 and 2019 rates. John said that he and Jim have talked about looking at some policies for how we get money from people who have insurance, who are paid by their insurance companies but don’t pay us. Also we get no money from people who have significant deductibles. They get the value to meet their deductible but we don’t get paid. We are asking if the Council would like to change policy to improve collection rates by pursuing Coventry residents for the balance of the bill. We are also looking at internal processes to speed turnaround of collections.
• Expenditures. We are looking at a contractual increase with Vintech to increase to 7 days per week. There are still some gaps in service but we hoping that 12 hours a day for seven days will allow volunteers to fill evening hour slots. This would be effective January 1.
• We are doubling office equipment supplies. We want to upgrade the copy/fax machine.
• John said there are two issues at North Coventry firehouse. The paint on the floor is peeling. Repairing it hasn’t worked. We are looking for another vendor. It is more cosmetic than safety. The cost is $30,000 but we didn’t see it happening this year. There is another issue for LOCIP – we started renovations in the Merrow substation bathrooms but weren’t able to finish. Jim McLoughlin said we also recently lost the expansion tank for the well up there. The station needs some TLC.

6. Acceptance of Minutes:
Motion #18/19-230: Mike Sobol moved to accept the minutes of the Town Council meeting on March 4, 2019, seconded by Jonathan Hand. Joan Lewis said we have to be a little kinder to our secretary and not talk over each other during meetings. Let Joan call on you if you want to speak. If you have long corrections to the minutes, put them in writing. Simple one or two word changes are ok. Matthew O’Brien expressed a concern about an incorrect attachment to these minutes which does not accurately reflect a series of questions he has asked about the MOA with the Board of Education for out-of-district tuition paying students. He requested to submit these revision requests in writing. Motion #18/19-231: Lisa Conant moved to table acceptance of the minutes of the Town Council meeting on March 4, 2019. The motion was seconded by Matthew O’Brien and carried on unanimous vote.

7. Consent Agenda:
Motion #18/19-231: Carolyn Arabolos moved and Lisa Conant seconded to accept the Consent Agenda. Mike Sobol requested to remove item 8.F.10. The motion to accept the Consent Agenda as amended carried on unanimous vote.

8. Reports:
A. Council Chairwoman – Joan Lewis: Joan and Jonathan Hand go to the monthly meetings of
the Local Emergency Coordinating Committee. At the March meeting it was mentioned that Chuck Beecher will be the coordinating engineer for vehicle maintenance for Fire/EMS. Also, we are beginning to see a lot of road races scheduled in our town. They take a lot of time and could be placing a burden on our personnel. The Traffic Authority is going to take a look at these events to make sure they don’t place a burden on Public Works, Police and Fire Police.

Joan also serves on the School Readiness Committee, which was established in 2006 to provide grant assistance to support the positive well-being of Coventry’s preschool children. The committee met on March 11th to prepare to apply for this year’s grant. We make sure that we apply every year. This year’s grant is $126,000 and getting these funds is not something that happens automatically. The next meeting is scheduled for 4/29/19.

Joan attended the Coventry High School production of Newsies. It was wonderful - kudos to the students.

We need to schedule another meeting to work on the FY 2019/20 budget. Consensus was to schedule the meeting on Thursday, March 21, 2019, location to be determined.

B. Council Members: Mike Sobol said he also went to the Newsies production and it was amazing. He was a little disappointed to see the Manager’s memo about Miss Meg (Children’s Librarian at Booth & Dimock Memorial Library) moving on. She has been a huge asset and this is a big loss for the children’s program.

C. Finance Committee – Carolyn Arabolos: The Finance Committee held an abbreviated meeting right before the Council’s budget meeting with the Board of Education. Highlights are covered in the Finance Director’s monthly report. Overages are being tracked and some movement between accounts may soon be requested if necessary. The tax sale is down to eight properties from 10. No date has been set yet. Revaluation notices are beginning to arrive in homes. We are going to stay with the insurance broker we have - Amanda Backhaus has discussed the quality of their service and is hoping that will improve. We are going out to RFP for banking services. We are comfortable with funding for the first phase of aquatic invasive treatment in June. We are doing an audit of insurance benefits to determine if dependent coverage is accurate.

D. Town Manager – John Elsesser:
1. Projects Update:
   - The CT Water Northfields water main replacement project is starting this week.
   - We are signing the bid award for the Jones Crossing Bridge replacement. We got the encroachment easement from CT DOT for the realignment work at Jones Crossing/Rt. 195.
   - We are flying a new flag from Coventry UK over Town Hall today. It is a representation of Lady Godiva that was the winning entry from a design contest. We have sent them our flag to fly at their location. John is being interviewed by the BBC in London again tomorrow about the exchange program.

2. PZC Recommendations, Capital Improvement Program: The Planning and Zoning Commission recommends that the Town proceed with the Capital Improvement Plan budget with an emphasis on roads and associated drainage, bridges, and culverts.

3. POCD Citizens’ Survey: Responses are coming in to the Plan of Conservation and
Development Survey. For the random scientific survey, we have received 479 responses – a 30% return rate, plus 296 opt-in responses.

4. Energy Performance RFP: We held a joint meeting of the energy and school building committees with ECG Group to discuss a no-cost-to-us bid for an energy performance contract that would use energy savings to implement the contract. The two committees will proceed ahead and would come to the Council if they want to implement the contract. It is an alternative way to pay for work at Coventry Grammar School out of energy savings. The first run shows a potential savings of $1.6 million. We would also save interest if this project is not in the bond.

5. Blight enforcement status: Zoning Enforcement Officer Mark Landolina has provided an update on blight enforcement initiatives and has offered to attend a future Council meeting if requested. Joan Lewis noted that it takes a long time to resolve these issues.

10. GH Robertson - School of Distinction: Mike Sobol said that this designation is a nice recognition that we are doing good things in Coventry. GH Robertson is one of only eight schools in the State to receive this recognition.

10. New Business:

A. 18/19-58: Consideration/Authorization: Resolution Adopting Eastern Gateways Strategy and Implementation Plan: John Elssesser noted that UConn should have done this plan when expanded, but they are exempt so we had to do it. Matthew O’Brien asked if the endorsement is a binding commitment. He is not comfortable with saying we are accepting the final plan. Joan Lewis agreed but noted there are some specifics to our town. The Council agreed to modify the resolution to “endorsement” vs. “adoption.” Motion #18/19-232: Lisa Conant moved to adopt the resolution as amended. The motion was seconded by Matthew O’Brien and carried on unanimous vote.

B. 18/19-59: Consideration/Authorization: Amendment to Library Renovation & Improvement Committee Charge to Correct Quorum Number: Motion #18/19-233: Matthew O’Brien moved to amend the charge to the Library Renovation & Improvement Committee to change the quorum from five members to four. The motion was seconded by Jonathan Hand and carried on unanimous vote.

C. 18/19-60: Consideration/Authorization: Development of Explanatory Text For Appropriation of $4,000,000 for the Planning, Design, Engineering, Construction, Reconstruction and Improvement of Various Town Roadways, Town and School Parking Lots, and Bridge Replacement and Authorizing the Issuance of $4,000,000 Bonds of the Town to Meet Said Appropriation and Pending the Issuance Thereof the Making of Temporary Borrowings for Such Purpose: John Elssesser said we need to get the Town newsletter to the printer as soon as the Council adopts their proposed budget. The Town Attorney must review it. If the Council decides not to go ahead with the bond, we will just pull it out. Motion #18/19-234: Carolyn Arabolos moved to authorize the development of explanatory text as outlined above. The motion was seconded by Jonathan Hand and carried on unanimous vote.

D. 18/19-61: Consideration/Authorization: Reallocation of Capital Funds for Fire Equipment: Motion #18/19-235: Lisa Conant moved to authorize the reallocation of capital funds to repurpose the remaining funds that had been originally authorized for the SCBA air compressor, in the amount of $14,330, for use in purchasing miscellaneous fire equipment as requested by CVFA and NCVFD. The motion was seconded by Jonathan Hand and carried on unanimous vote.
11. Executive session:
Motion #18/19-236: Matthew O'Brien moved that the Town Council enter into Executive Session at 10:17 PM pursuant to Connecticut General Statutes 1-200(6)(E)-discussion of any matter which would result in the disclosure of public records or the information therein contained described in sub-section (b) of Section 1-210 with the following people in attendance: Town Council members, the Town Manager and the Finance Director. The motion was seconded by Carolyn Arabolos and carried on unanimous vote.

Motion #18/19-237: Matthew O'Brien moved to leave Executive Session at 10:40 PM. The motion was seconded by Jonathan Hand and carried on unanimous vote.

10. Adjournment:
Motion #18/19-239: Matthew O'Brien moved to adjourn the meeting at 10:41 PM. The motion was seconded by Carolyn Arabolos and carried on unanimous vote.

Respectfully submitted,

Laura Stone
Town Council Clerk

Note: These minutes are not official until acted upon by the Town Council at its next regular meeting. Those meeting minutes will reflect approval or changes to these minutes.
Town of Coventry Fire - EMS Department

Mission Statement

Protect the residents, businesses and visitors emergency medical response organization to is committed to providing all hazards and

March 26, 2019
2020 budget presentation
Goals

- Work together delivering fire, rescue and EMS services
- Membership of the fire departments
- Development of a comprehensive policy manual with input from the
  - Unity training and policies
  - Identifying more efficient ways of conducting business

- Dodge Ram chassis
- Lifeline ambulance body
- 2008

Ambulance 518

Interim EMS Org Structure - 2018
Emergency Management

- Coordination of activities by Fire, Police, DPW, Regional communications, and the State Dept. of Emergency Management & Homeland Security
- Revised town emergency operations plan using a new statewide template
- Review emergency response plans for the Schools, Parks & Rec, Private camps
- State EMG grant to offset expenses

EMS Budget

Breakdown

- Largest budget category:
  - Training & Exercises
  - Equipment & Supplies
  - Fuel
  - Other

- Administrative Expense
- Service Contracts
- Insurance

- Calls for service:
  - 75% Calls for service
  - 25% Calls for service
Changes to the minutes:

Please add:

I submitted these questions to the Finance Committee because they could not provide the answers when the Town Council deliberated the motion to approve the MOA with the Board of Education for OOD Tuition Paying Students.

And:

Matthew passed the document identified in the Finance Committee agenda as 1-30-19 Questions about the MOA agreement to Joan Lewis and Carolyn Arabolos to show that the issues that Carolyn and Joan were discussing were not included in that document and were not considered during the Finance Committee meeting.

The minutes indicate that my questions were attached but they were not. The questions that are attached to the minutes have nothing to do with our discussion. My questions were submitted and considered during the February 11th Finance Committee meeting and were the subject of the chair’s comments during the meeting. The questions attached were submitted at the February 19th Town Council meeting and were referred to the Board of Education and never appeared on the Finance Committee’s agenda at all. All of my questions pertained specifically to the MOA with the Board and did not discuss any of the other issues raised by the Finance Chair or the Council Chair. The Finance Chair said that answering the questions about the MOA was not the responsibility of the Finance Committee and I disagreed.

I am submitting the Finance Committee agenda and the questions titled 1-30-19 Questions about the MOA agreement and ask that they be attached to the minutes.

Matt O’Brien 3-18-19
AGENDA
Coventry Town Council Finance Committee Meeting
February 11, 2019
7:00 PM
Town Hall Conf. B

1. Call To Order, Roll Call

2. Acceptance Of Minutes (E):
   Documents:
   
   FINANCE 1-14-19 WITH ATTACHMENTS.PDF

3. Reports:

3.A. Committee Chair: Carolyn Arabolos

3.B. Committee Members:

3.C. Finance Director's Report (E)
   Documents:
   
   FINANCE COMMITTEE02112019.PDF

   Documents:
   
   ACCTSUM.PDF
   CNREF.PDF
   COUNCIOBJ.PDF
   COVCCA.PDF
   OBJSUM.PDF
   PATRIOTS PARK.PDF
   RECREATION.PDF
   RSTAT.PDF
   SEWER USE.PDF
   SHORTCUMS.PDF
   2019 COUNCIL UNENCUMBERED REPORT.PDF

3.E. Board Of Education Fiscal Reports: December 2018 (E)
   Documents:
   
   01-10-19 UNAPPROVED FISCAL-POLICY COMMITTEE MINUTES.PDF
   18-19 MANAGEMENT REPORT.PDF
   18-19 PRESCHOOL REPORT.PDF
   CAPITAL SPECIAL FUNDS DEC 18.PDF
   EFS SCHEDULE_REPORT 17-18.PDF
   FOOD SERVICE DEC 18.PDF
   FOOD SERVICE P AND L NOV 18.PDF
   GF DETAIL DEC 18.PDF
   GF SUMMARY DEC 18.PDF
   GRANTS DEC 18.PDF
   PRESCHOOL FUND DEC 18.PDF
   TC SPED TUITION DEC 18.PDF

4. MOA With Board Of Education For Non-Resident Tuition-Paying Students (E)
5. Consideration/Possible Action: Draft Update, Purchasing Policy (E)

Documents:

DRAFT PURCHASING POLICIES AND PROCEDURES 12.2018.PDF
COVENTRY PURCHASING PROCEDURES.PDF

6. Adjournment

(E) denotes enclosure.
Even though I am supportive of allowing the Board to bring tuition paying students into the district, as appropriate, I abstained on the vote on the MOA between the Board of Education and the Town Council because I did not have enough information to make an informed decision. In order to add some clarity and transparency to the agreement and the process, I am asking that the Town Council Finance Committee, who were involved in creating the MOA, provide answers to the following questions and bring the answers back to the Council.

1) It has been said (though not in the MOA) that an agreement to bring more than 10 students from another district into Coventry schools would require a different MOA between the Board and the Council. What, if any, limitations does the MOA place on the number of tuition paying students can be accepted into the district each year? What is the scope of this agreement?

2) What does “on a space available basis” mean? Does it refer to a spot in an existing class that has fewer students than allowed under the teacher’s union contracts? Please clarify.

3) How will tuition paying students impact Coventry’s reporting to the state?

4) Will the expenditure of tuition and fee payments, received from tuition paying students, impact Coventry’s MBR? ...Coventry’s NCEP? ...Coventry’s percentage of the final approved budget appropriation that our unassigned fund balance represents? (will the increase in spending be reflected in the final approved budget appropriation)

5) If spending on the tuition paying students does count towards Coventry’s MBR, will the receipt of the tuition and fees received have an impact in the year when they are received or only in the year when the funds are expended? It is noted that the special fund enables the accumulation of these funds beyond the year in which they are received.

6) If the MBR is affected, will the state allow Coventry to reduce our MBR if the policy changes and such tuition paying students are no longer brought into the district? Or will Coventry continue to have to operate under the higher MBR?

7) If spending on special education tuition paying students counts towards Coventry’s NCEP, how might that impact the Coventry’s LEA Cap (as per the excess cost special education report) for all of Coventry’s excess cost special education students? If the NCEP is impacted and it increases due to the addition of tuition paying special education students it could have an impact of how much Coventry taxpayers must pay for each of Coventry’s excess cost special education students for whom total costs reach the LEA Cap that would be in place without the impact of the tuition paying students’ costs.
8) Please explain how use of the fund for the payment of costs of service to tuition paying students will be identified versus the use of the fund to pay for other things unrelated to the provision of equipment or services to the tuition paying students.

9) How, if at all, will this agreement and actions under it, impact / be treated in Coventry’s budget presented to the taxpayers? How will taxpayers be able to determine that no additional costs are included in the Board’s and therefore the Town Council’s budget to pay for services for tuition paying students?

10) Has the differing costs of providing services to students at different grade levels been discussed as part of setting the tuition rates? For example, it is far more expensive to educate a high school student than a grammar school student. Is the calculated cost of a high school education in Coventry higher than the tuition to be charged (which is an average over all of the students);

11) Please detail the steps that will be taken under this agreement to assure that Coventry taxpayers will, as has been stated, be held harmless (no additional costs to them) under this arrangement.

12) Will any expenses or revenues related to these tuition paying students be included in the Board’s Management Reports or other regular reporting?

13) What additional reporting will be given to the Town Council that will provide information about the numbers and grades of the tuition paying students within our system and how will their numbers be highlighted (if they appear) in the budget documents that the Board will provide to the Town Council? How will we ensure transparency to the public?

Matthew O’Brien
2-1-19