



**MINUTES OF THE TOWN OF CHESHIRE
TOWN COUNCIL REGULAR MEETING
7:00 PM, TUESDAY, OCTOBER 14, 2025
COUNCIL CHAMBERS, 84 SOUTH MAIN ST., CHESHIRE, CT 06410**

Present:

Peter Talbot, Don Walsh, David Veleber, John Milone, Fiona Pearson, Tricia Cramer, Greg Wolff, Deena Allard, Jim Jinks

Staff/Guests: Sean M. Kimball, Town Manager; Andrew Martelli, Assistant Town Manager; Town Attorney Jeffrey Donofrio; Jim Jaskot, Finance Director

Absent:

1. ROLL CALL

Peter Talbot called the regular meeting to order at 8:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMUNICATIONS

A. Public comments.

Jeff Falk, 560 Mixville Rd, discussed the Veterans Tax Exemption and advocated for expanding the exemptions to include more. He continued to mention his support for the promotion of Police Chief Jortner.

Breina Schain, 62 Hilltop Rd, mentioned that the Cheshire Trail Trekkers are walking group that individuals can sign up for on MyRec, and their next walk is tomorrow at Mixville. Fiona Pearson thanked Breina Schain for the work of the Cheshire Trail Trekkers as they are one of the reasons why the Town received the Sustainable CT bronze certification.

John Milone inquired about hearing that the State is moving forward in regard to the North End property and asked what the plans are. He requested that the Town Council meet and get further guidance. Peter Talbot suggested that this wait until following the election.

4. APPROVAL OF MINUTES

- A. Approval of minutes of September 9, 2025 Town Council meetings; September 11, 2025 Town Council special meeting, September 23, 2025 Town Council special meeting; September 30, 2025 Town Council special meeting.

Jim Jinks motioned to approve the meeting minutes of the September 9th and September 30th Town Council meetings. All in favor, the motion passed unanimously.

Jim Jinks motioned to approve the meeting minutes of the Town Council special meeting of September 11, 2025. Deena Allard seconded the motion. The motion passed 8-0-1, Don Walsh abstained.

Jim Jinks motioned to approve the meeting minutes of the September 23rd meeting, and Deena Allard seconded the motion. The motion passed 7-0-2, Jim Jinks and Peter Talbot abstained.

5. CONSENT CALENDAR

- A. Authorization to apply for the Local Prevention Council Grant through the Western CT Coalition in the amount of \$5,342, and acceptance and appropriation of said grant.
- B. Acceptance and appropriation of a \$50.00 donation from the Cheshire Democratic Women's Club in memory of Linda Jones, Ruth Podgwaite and Carol Dempsey to the Library Gift Account to be used for the purchase of books.
- C. Acceptance and appropriation of a \$300.00 donation from Mr. & Mrs. J. Obrien to the Library Gift Account for general purposes.
- D. Acceptance and appropriation of \$18,813.40 from the Friends of the Library to the Cheshire Library Friends Wish List Gift Account for general purposes.
- E. Authorization to apply for the Regional Water Authority's Emergency Responder Grant Program in the amount of \$2,000 administered for the purposes of covering Fire Department equipment, training, and other essential needs that enhance public safety and emergency response capabilities.
- F. Acceptance and appropriation of \$49.00 from the Big Y Community Bag Program to the Human Services Gift Account for general purposes.
- G. Approval of tax refunds in the amount of \$12,954.81.

Jim Jinks motioned:

BE IT RESOLVED, That the Town Council approves Resolution #101425-1

BE IT RESOLVED, that the Town Council approves the Consent Calendar for October 14, 2025, as follows:

- A. Authorization to apply for the Local Prevention Council Grant through the Western CT Coalition in the amount of \$5,342, and acceptance and appropriation of said grant.*
- B. Acceptance and appropriation of a \$50.00 donation from the Cheshire Democratic Women's Club in memory of Linda Jones, Ruth Podgwaite and Carol Dempsey to the Library Gift Account to be used for the purchase of books.*
- C. Acceptance and appropriation of a \$300.00 donation from Mr. & Mrs. J. Obrien to the Library Gift Account for general purposes.*
- D. Acceptance and appropriation of \$18,813.40 from the Friends of the Library to the Cheshire Library Friends Wish List Gift Account for general purposes.*
- E. Authorization to apply for the Regional Water Authority's Emergency Responder Grant Program in the amount of \$2,000 administered for the purposes of covering Fire Department equipment, training, and other essential needs that enhance public safety and emergency response capabilities.*
- F. Acceptance and appropriation of \$49.00 from the Big Y Community Bag Program to the Human Services Gift Account for general purposes.*
- G. Approval of tax refunds in the amount of \$12,954.81.*

The motion was seconded by Fiona Pearson. All in favor, the motion passed unanimously, 9-0.

6. ITEMS REMOVED FROM CONSENT CALENDAR

7. OLD BUSINESS

8. NEW BUSINESS

- A. Discussion and possible action re: amendments to the Public Building Commission ordinance (Section 2-26).

Deena Allard motioned:

BE IT RESOLVED, That the Town Council approves Resolution #101425-2

BE IT RESOLVED, that, pursuant to the recommendation of the Ordinance Review Committee, the Town Council hereby adopts the following amended Section 2-26 Public Building Commission ordinance as follows.. (Motion attached in full to the minutes).

The motion was seconded by David Veleber. Attorney Donofrio explained that the recommended amendments are to better reflect how the Public Building Commission operates and clean up the ordinance. He reviewed a list of amendments. All in favor, the motion passed unanimously, 9-0.

- B. Discussion and possible action re: proposed Demolition Delay Ordinance (New).

Greg Wolff motioned:

BE IT RESOLVED, That the Town Council approves Resolution #101425-3

BE IT RESOLVED, that, pursuant to the recommendation of the Ordinance Review Committee, the Town Council hereby adopts a new Demolition Delay ordinance as follows... (The motion is attached in full to the minutes.)

The motion was seconded by Fiona Pearson. Peter Talbot explained that he feels that this draft ordinance is not ready.

Peter Talbot motioned to table for another Ordinance Review Committee joint meeting, and the motion was seconded by Don Walsh. Don Walsh mentioned that he wants to see the current demolition process and how many structures would fall under this ordinance. Jim Jinks asked if they should submit questions to the ORC Chair ahead of time. Attorney Donofrio expressed his belief that submitting questions ahead of time would be a good idea. It was decided that there would be a joint ORC and Town Council meeting to discuss the ordinance. All in favor, the motion to table passed unanimously, 9-0.

C. Adoption of Fiscal Year 2025-2026 Annual Capital Expenditure Budget and Five-Year CEP.

Jim Jinks motioned:

BE IT RESOLVED, That the Town Council approves Resolution #101425-4

BE IT RESOLVED, that the Town Council adopts the Annual Capital Budget for Fiscal Year 2025-2026, Items 1 through 27.

The motion was seconded by Fiona Pearson. Town Manager Kimball reviewed the five-year Capital Expenditure Plan, which would be consistent with the Town's debt service policy. Town Councilors expressed thanks to each other as well as Town and BOE staff. Deena Allard brought up moving items from the capital budget to the operating budget that are recurring costs.

All in favor, the motion passed unanimously, 9-0.

Jim Jinks motioned:

BE IT RESOLVED, That the Town Council approves Resolution #101425-5

BE IT RESOLVED, that the Town Council adopts the Five-Year Capital Expenditure Plan for Fiscal Year 2025-2026 through Fiscal Year 2029-2030 in accordance with the recommendation of the Town Council Budget Committee.

The motion was seconded by Fiona Pearson. All in favor, the motion passed unanimously, 9-0.

D. Approval of \$33,378 appropriation from NEF funds to the Board of Education for the food waste and composting program at Chapman, Doolittle, and Dodd.

Fiona Pearson motioned:

BE IT RESOLVED, That the Town Council approves Resolution #101425-6

BE IT RESOLVED, that, pursuant to the recommendation of the Sustainability Committee, the Town Council hereby appropriates \$33,378 from the NEF Funds special revenue account to the Board of Education for the food waste and composting program at Chapman Elementary School, Doolittle School, and Dodd Middle School, and

BE IT FURTHER RESOLVED, that this appropriation includes the stipulation that should the Board of Education be awarded funding through the CT DEEP Materials Management Infrastructure Grant Program, the appropriated funds in the amount of \$33,378 will be reimbursed back to the NEF Funds special revenue account.

The motion was seconded by Don Walsh. Fiona explained that we are continuing program at Chapman and Doolittle and adding Dodd with upfront costs. She commended Erica Biageti, Director of Food Services for the Cheshire Public Schools. Fiona Pearson reviewed the balance of the NEF funds and what was received to date. Discussion was had on future budgeting of the school composting program. Peter Talbot clarified that the BOE has applied for the grant, but it has still not been awarded. All in favor, the motion passed unanimously, 9-0.

- E. Acceptance and appropriation of a \$290,538.05 Clean Water Fund Grant administered through CT DEEP to conduct Inflow and Infiltration, Plant Capacity, and Force Main Evaluations, and authorization to execute said grant agreement.

Tricia Cramer motioned:

BE IT RESOLVED, That the Town Council approves Resolution #101425-7

BE IT RESOLVED, that the Town Council hereby authorizes application for and acceptance and appropriation of a Clean Water Fund Program grant in the amount of \$290,538.05 from the State of Connecticut Department of Energy and Environmental Protection to be used to conduct Inflow and Infiltration, Plant Capacity, and Force Main Evaluations, and

BE IT FURTHER RESOLVED, that the Town Council authorizes Town Manager Sean M. Kimball to execute any and all agreements and documents necessary for said grant.

The motion was seconded by Jim Jinks. Sean Kimball explained that in January 2025, the Town Council authorized the Wright Pierce contract to conduct the I&I Study. All in favor, the motion passed unanimously, 9-0.

- F. Approval of a multi-year Municipal Electronic Voting Equipment Agreement.

Fiona Pearson motioned:

BE IT RESOLVED, That the Town Council approves Resolution #101425-8

BE IT RESOLVED, that the Town Council hereby authorizes the execution of Municipal Electronic Voting Equipment Agreement by and between the Town of Cheshire and the State of CT Office of the Secretary of the State, and

BE IT FURTHER RESOLVED, that the Town Manager is authorized and directed to execute on behalf of the Town said Agreement in the form and upon the terms and conditions as presented at this meeting.

The motion was seconded by Don Walsh. All in favor, the motion passed unanimously, 9-0.

- G. Acceptance and appropriation of a donation of land for purposes of open space associated with Blackberry Woods Development of Marion Road.

Fiona Pearson motioned:

BE IT RESOLVED, That the Town Council approves Resolution #101425-9

WHEREAS, Blackberry Woods LLC has offered to donate 41.3 +/- acres of land located at the Marion Road subdivision at 1481 and 1512 Marion Road (Blackberry Woods Development) to the Town of Cheshire for the purposes of open space, and

WHEREAS, a Phase I Environmental Review has been completed for the property, and no environmental concerns were found by said investigation,

NOW, THEREFORE, BE IT RESOLVED, that the Town Council accepts said property donation, and directs and empowers the Town Manager and other proper officer to enter into, execute, deliver, seal and perform on behalf of the Town deeds or other instruments as may be necessary to consummate said acceptance in the form and upon the terms and conditions as presented at this meeting, and

BE IT FURTHER RESOLVED, that the deed, as executed, will be filed on the Land Records of the Town of Cheshire.

The motion was seconded by Don Walsh. John Milone inquired if Town staff could pursue access rights for that area, perhaps with an easement. All in favor, the motion passed unanimously, 9-0.

- H. Establishment of an Insurance Advisory Study Group.

Jim Jinks motioned:

BE IT RESOLVED, That the Town Council approves Resolution #101425-10

BE IT RESOLVED, that the Town Council establishes an Insurance Advisory Study Group consisting of three (3) members, and

BE IT FURTHER RESOLVED, that said study group shall be responsible for reviewing the Town's property, casualty, medical, and life insurance programs for the purpose of providing recommendations to the Town Council, and

BE IT FURTHER RESOLVED, said Study Group shall submit their recommendations to the Town Council no later than April 1, 2026.

The motion was seconded by Don Walsh. John Milone expressed that it would be helpful to get outside perspective and oversight from members of the community that have related experience as well as potentially save money or find alternatives in the Town's insurance programs. Peter Talbot explained that Town staff will put out a call to receive applications, and then a round of interviews will be conducted. All in favor, the motion passed unanimously, 9-0.

I. 8-24 Referrals to the Planning & Zoning Commission.

Greg Wolff motioned:

BE IT RESOLVED, That the Town Council approves Resolution #101425-11

BE IT RESOLVED, that, pursuant to Section 8-24 of the Connecticut General Statutes, the Town Council hereby refers the following to the Planning and Zoning Commission for their review and to issue a report:

- *Eversource Easement across the property at 414 North Brooksvale Road (Norton School)*
- *State of CT Traffic Easement of approximately 281 +/- sq. ft. at Route 10 (Highland Avenue) at Maple Avenue and Pleasant Drive*
- *State of CT Purchase of Town of Cheshire property in connection with the Computerized Traffic Signal System on Route 10 replacement located at Country Club Road and Curve Hill Road (approximately 1,062 +/- sq.ft.)*
- *Sidewalk construction along northern side of Jarvis Street between 950 Jarvis Street and property west of Dundee Drive*

The motion was seconded by Don Walsh. All in favor, the motion passed unanimously, 9-0.

9. TOWN MANAGER REPORT AND COMMUNICATIONS

A. Monthly Status Report.

Sean Kimball reviewed his Town Manager's report, which is attached in full to the minutes.

Peter Talbot commended the Public Works Department for their efforts with the Fall Festival and Bartlem Park.

B. Department Status Reports: Police, Fire, Economic Development.

10. REPORTS OF COMMITTEES OF THE COUNCIL

A. Chairman's Report.

Deena Allard updated that the Ordinance Review Committee had met to discuss the Public Building Commission and Demolition Delay ordinances. Their next meeting regarding potential changes to the blight prevention ordinance will be held October 28th.

Jim Jinks mentioned that the annual capital budget and five-year CEP were adopted at tonight's meeting.

i. Referral of review of Veterans Tax Exemption to the Budget Committee.

ii. Referral of review of various Town properties to Planning Committee.

Peter Talbot referred the review of the Veterans Tax Exemption to the Budget Committee. He further referred the review of various Town properties to the Planning Committee.

B. Liaison Reports.

Deena Allard updated that the Public Safety Commission discussed recent legislation regarding Stop the Bleed. Their next meeting is November 13th.

She mentioned that the Youth & Human Services Committee met on September 10th and discussed the Wellness in Action event. The Library has begun their fall programming. Chesprocott Health District will be starting their flu clinics. Cheshire Food Drive is having their annual food drive first week of November.

Fiona Pearson explained that the Parks and Recreation Commission reviewed changes in the law regarding e-bikes. There were requests by members of the public for lights at the skate park. The Honeypot Brook disc golf course at Cheshire Park has opened.

Don Walsh explained that he missed the last Town Beautification Committee meeting, but they approved a lot of signs. He attended the Cheshire Housing Authority meeting where they discussed an EV charging station that may be put at Beachport.

C. Miscellaneous.

11. APPOINTMENTS

Peter Talbot motioned to appoint:

- Ray Bennett, 840 N Brooksvale, R, to the Semiquincentennial Steering Committee to fill the vacancy of Arnett Talbot.

The motion was seconded by David Veleber. All in favor, the motion passed unanimously, 9-0.

12. TOWN ATTORNEY REPORT AND COMMUNICATIONS

13. COUNCIL COMMUNICATIONS

A. Letters to Council.

B. Miscellaneous.

14. ITEMS FOR EXECUTIVE SESSION

15. ADJOURNMENT

David Veleber motioned to adjourn the meeting, and Don Walsh seconded the motion. All in favor, the motion passed unanimously, 9-0. The meeting adjourned at 10:09 p.m.

Attest: _____
Noelle Shepard, Management Specialist

BE IT RESOLVED, That the Town Council approves Resolution #101425-3

BE IT RESOLVED, that, pursuant to the recommendation of the Ordinance Review Committee, the Town Council hereby adopts a new Demolition Delay ordinance as follows:

Demolition of Buildings

(A) Purpose.

(1) The purpose of this Section is to establish the process by which permits for demolition of buildings and structures will be issued.

(2) It is a further purpose of this Section to provide the Cheshire Historic District Commission with the opportunity to determine whether certain buildings or structures that are proposed to be demolished are historically significant.

(3) Pursuant to Conn. Gen. Stat. §29-406(b), it is a further purpose of this Section to provide a means by which the granting of a demolition permit can be delayed by up to one-hundred eighty days (180) when the proposed demolition involves an historically significant building or structure that is more than eighty (80) years old, listed within an inventory of historic structures in the Town of Cheshire, or that is located within an historic district. The delay allows the Historic District Commission the opportunity to promote a dialogue involving the owners of historically significant buildings or structures that is focused on the economic, tax, aesthetic, and other benefits of historic preservation, rehabilitation, and reuse of historically significant buildings or structures and so that the Commission and the public have the opportunity to provide these owners with information concerning reasonable and feasible alternatives to demolition and information concerning potential purchasers of the property who will retain or relocate the buildings or structures.

(B) Definitions. As used in this Section, the following terms shall have the meaning indicated:

"Building Official" means the duly appointed Building Official of the Town of Cheshire or their designee.

"Building or structure" means a building or structure or part thereof.

"Demolition" means any wrecking activity directed to the disassembling, dismantling, dismembering, and/or razing of any building or structure except those wrecking activities exempted by the provisions of the State Demolition Code, General Statutes, Section 29-401, et seq.

"Demolition parcel" means the property on which the demolition is proposed.

"Historic District Commission" or "Commission" means the Cheshire Historic District Commission.

"Historically significant building or structure" means any building or structure, or part thereof, that was constructed more than eighty (80) years ago or that is located within an historic district or that meets any one or more of the following criteria:

(1) It is listed on the State or National Register of Historic Places, or it is partially or completely within the boundaries of an area so listed;

(2) It has been determined by the State Historic Preservation Office and/or the National Park Service to be eligible for listing on the State or National Register of Historic Places;

(3) It has documented associations with one or more historically significant persons or events or with the broad architectural, cultural, political, economic, or social history of the Town of Cheshire, the State of Connecticut, or the United States;

- (4) It has documented historical or architectural importance in terms of period, style, method of construction, specific use, or association with a recognized builder or architect, either by itself or in the context of a group of buildings;
- (5) It is the last, or one of very few remaining, of its type; or
- (6) It is located within 150 feet of the boundary line of any federal or local historic district and is contextually similar to the buildings or structures located in the adjacent federal or local historic district.
- (7) It is included in the Town of Cheshire's 1986 Historic Inventory list as amended from time to time.

"Targeted demolition" means the demolition of a building or structure constructed more than eighty (80) years ago or the demolition of a building or structure located in an historic district.

(C) Permit Required. No person, firm, corporation, or other entity shall demolish any building or structure without first obtaining a demolition permit from the Building Official pursuant to the State Demolition Code, General Statutes, Section 29-40 1, et seq., and pursuant to the procedures established by the Connecticut General Statutes and the Regulations adopted to implement same.

(D) Requirements for Targeted Demolitions.

(1) Notice of Intent to Demolish.

(a) If the applicant proposes a targeted demolition, they shall prepare and file with the demolition permit application a Notice of Intent to Demolish, substantially in the form prescribed by the Building Official.

(b) The applicant shall simultaneously file a copy of the Notice of Intent to Demolish with the Historic District Commission. They shall arrange and pay for publication of a copy of the Notice of intent to Demolish in a newspaper having a substantial circulation in the Town of Cheshire not more than fifteen (15) days, nor fewer than five (5) days before the hearing.

(2) Demolition Sign. If the applicant proposes a targeted demolition, they shall cause a sign to be posted at the demolition parcel substantially in the form and manner required by the Building Official no fewer than 10 days before the hearing.

(3) Determining Whether a Building or Structure is Historically Significant.

(a) Public Hearing

(i) If the applicant proposes a targeted demolition, the Historic District Commission shall hold a public hearing for the purpose of determining if the building or structure is historically significant. The public hearing will be held at the next regular scheduled Historic District Commission Meeting or a special meeting as requested by the HDC Chair.

(ii) The holding of this public hearing shall satisfy the requirement of a public hearing concerning Certificates of Appropriateness set forth in the Historic District Regulations, as amended, provided the additional requirements of those Regulations have been met.

(b) Determination of No Historical Significance

(i) If the building or structure proposed for demolition was constructed more than eighty (80) years ago and if the Historic District Commission determines that the building or structure is not historically significant, the Commission shall notify the Building Official, and the Building Official shall grant the demolition permit, provided all other requirements for the granting of the permit have been met.

(ii) If the building or structure proposed for demolition is located within an historic district and if the Historic District Commission determines that the building or structure is not

historically significant, the Commission shall notify the Building Official, and it shall issue a Certificate of Appropriateness, providing a copy thereof to the Building Official. The Building Official, thereafter, shall grant the demolition permit provided all other requirements for the granting of the permit have been met.

(c) Determination of Historical Significance; Demolition Delay

(i) If the Historic District Commission determines that the building or structure is historically significant, it shall order a delay of the granting of the demolition permit for a period of up to one hundred eighty (180) days from the date the demolition permit application was filed.

(ii) The Commission shall notify the Building Official of its decision, and it shall specify the length and the expiration date of the delay period. The Building Official shall not grant the demolition permit until the delay period expires or until it is waived by the Commission.

(iii) During the demolition delay period, the Commission shall hold at least one (1) public meeting to implement the purpose set forth in this Ordinance.

(d) Waiver of Demolition Delay Period.

(i) If, during the demolition delay period, the Historic District Commission determines that the purposes of this ordinance set forth in Section (A)(3) have been satisfied, then the Commission shall waive the balance of the delay period, and for those buildings and structures located within an historic district, the Commission shall grant the Certificate of Appropriateness.

(ii) The Commission shall notify the Building Official of the waiver and of the granting of the Certificate of Appropriateness. The Building Official, thereafter, shall grant the demolition permit provided all other requirements for the granting of the permit have been met.

(e) Expiration of Demolition Delay Period. On the date that the demolition delay expires, the Building Official shall grant the demolition permit provided all other requirements for the granting of the permit have been met, including, for those buildings and structures located within an historic district, the granting of a Certificate of Appropriateness.

(E) Demolition of Buildings or Structures Within an Historic District.

(1) No permit for demolition of a building or structure which is located within an historic district shall be issued by the Building Official until the applicant applies for, and the Historic District Commission issues, a Certificate of Appropriateness in accordance with the provisions of Section II of the Historic District Regulations, as amended.

(2) The applicant shall file an application for a Certificate of Appropriateness with the Historic District Commission not later than the day the demolition permit application is filed.

(3) The Historic District Commission shall process the application for a Certificate of Appropriateness in accordance with its Regulations and concurrently with making a determination as to the historical significance of the property pursuant to Section (D)(3).

(4) The Historic District Commission shall notify the Building Official of its decision on the application for a Certificate of Appropriateness. If the Commission does not act within its deadline for decision-making, the Commission shall notify the Building Official that the Certificate of Appropriateness has been deemed to have been approved pursuant to the Historic District Regulations, as amended.

(F) Expiration of Demolition Permit. If demolition does not commence within six (6) months after the effective date of the demolition permit, the permit shall be null and void, and any future demolition shall be again subject to the provisions of this Section.

(G) Exceptions. The provisions of this Section shall not apply to any building or structure that is determined by the Building Official to be unsafe because it constitutes a fire hazard or because it is otherwise dangerous to human life or public welfare.

(H) Fees. The applicant for a demolition permit shall pay a permit fee as set forth in the Building Department fee schedule.

(I) Violations and Penalties. Violations of this Section shall be subject to such penalties and remedies as provided by law.

(J) Interpretation of provisions. This Section is intended to supplement and not to limit any provisions or requirements now or hereafter imposed by the General Statutes and by those regulations adopted pursuant to the General Statutes with respect to the issuance of demolition permits.

This ordinance shall go into effect 21 days after publication.

BE IT RESOLVED, That the Town Council approves Resolution #101425-2

BE IT RESOLVED, that, pursuant to the recommendation of the Ordinance Review Committee, the Town Council hereby adopts the following amended Section 2-26 Public Building Commission ordinance as follows:

Sec. 2-26. Public building commission.

- (a) *Purpose.* There is hereby established a public building commission (the "Commission") for the purpose of overseeing the design and construction of all public building projects approved by the Town Council and referred to the Commission by the Town Council. The mission of the Commission is to assure the town of the highest quality facility at the lowest possible cost, in accordance with the project schedule, through the coordinated efforts of a single public agency and the cooperative efforts of other appropriate town officers and agencies.
- (b) *Membership.*
 - (1) *Permanent members.* The Commission shall be composed of nine (9) electors of the town to be appointed by the Council, no more than five (5) of whom shall be members of the same political party. All of said members shall be permanent members of the Commission and shall hold office as follows:
 - a. Within thirty (30) days after September 13, 1981, three (3) members shall be appointed to serve until the last day of January, 1982; three (3) members, to serve until the last day of January, 1983; and three (3) members, to serve until the last day of January, 1985. The terms of each member shall commence on the day after his appointment. Each existing member of the Commission shall hold office until his successor is appointed and qualified under the terms of this section.
 - b. An elector of the town shall be appointed by the Council to fill each expired term within thirty (30) days of the expiration of the term, and each elector so appointed shall serve for a term of four (4) years.
 - c. Any vacancy shall be filled by the Council to complete the unexpired term of the vacating member, in accordance with the Town Charter.
 - (2) *Ex officio members.* The chair of the Council, or a Council member they may designate, and the town manager, or their designee, shall be ex officio members of the Commission, without vote.
 - (3) *Temporary members.*
 - a. Upon Council assignment of specific building projects to the Commission, the Council may appoint two (2) temporary members to the Commission to represent the "user's interest" in the project. Such temporary members shall serve until final completion and approval of the project by the Council and shall serve and vote only on matters relating to the specific project assignment for which they are appointed. No more than one of such temporary members shall be of the same political party.
 - b. The Council may appoint, in multiples of two (2), additional, temporary, non-user members to the Commission, as the Council may deem necessary or advisable for work on a specific project or projects. Any such additional temporary members shall be eligible to vote only on matters relating to the specific project or projects for which they are appointed and shall serve until final completion and approval of that project. No more than one member of each multiple of two (2) shall be of the same political party.

- (4) *Qualifications for office.* Each permanent member or temporary, non-user member appointed by the Council, except Council members, shall be qualified by experience or training in fields such as architecture, engineering, finance, building construction, law, or related areas.

(c) *Powers and duties.*

- (1) *Officers; rules and regulations.* The Commission shall elect its own chair and secretary and shall establish its own rules and regulations for the conduct of its meetings. A copy of said rules and regulations shall be filed with the town clerk and the clerk of the Council.

(2) *Responsibilities and limitations.*

- a. The Commission shall oversee the building projects as shall, from time to time, be specifically and formally assigned to the Commission by the Town Council. The Commission shall be responsible for the design, development of construction cost estimates, procurement, and construction of all building projects assigned to it by the Council. At all times, the Commission shall strictly comply with the requirements of the Town Charter, Town Ordinances, the Connecticut General Statutes, and all other applicable laws, including federal, state and local laws. The Commission shall also ensure strict compliance with all requirements of any funding sources, including federal or state grants, if applicable. The Commission shall also be responsible for such feasibility and site selection studies as may be assigned to it by the Council.
- b. The Commission shall determine the project delivery method that is in the best interest of the Town for each specific project assigned to the Commission, prioritizing quality, budget and schedule for each project. Awards to contractors shall be made to the lowest responsible qualified bidder following public bidding. Professional services, such as architectural and engineering services, construction management services, commissioning agent services and owner's representative services, shall be procured utilizing Requests for Qualifications and Requests for Proposals. The Commission shall ensure that all projects are constructed in accordance with the approved contract drawings and specifications, and other contract documents, so as to protect the town against defects, deficiencies, deviation from the design, unnecessary delays, and claims in and regarding the work of the contractor and the materials supplied by the contractor.
- c. All vendors selected to provide services or materials must execute written contracts in a form acceptable to the Town, reviewed and approved by the town attorney, and reviewed for comment by the town manager. To avoid delays, the Town's proposed form of contract shall be included with the invitation to bid or request for proposals.
- d. Unless good cause is shown to the Council, all submittals to the Council of any studies, or requests for material modifications of any previously approved designs must be received by the Council at least fifteen (15) days prior to the Council's next regular meeting.
- e. If the town has applied for, or has been approved for and has accepted, any grant or gift for any project assigned to the Commission, the Commission shall develop specifications, bid, and contract documents, and shall manage the construction of the project in accordance with all conditions of such grants or gifts, as well as in accordance with all applicable federal, state and local laws.
- f. With respect to any project (1) for which the Town has applied to receive state or federal grant funding, or (2) for which the Town intends to seek or utilize state or federal grant funding, or (3) for which the appropriation or total cost estimate exceeds \$25,000,000.00, the Commission shall obtain the approval of the Town Council:
 - (i) prior to proceeding to the construction documents phase, and
 - (ii) prior to proceeding to the bidding phase phase, and
 - (iii) prior to proceeding to the construction phase, and
 - (iii) of all contracts over \$50,000.00 prior to entering into same.

- (3) *Feasibility studies.* Upon the request of any town officer, with the approval of the town manager, or upon the request of any town agency, the Commission may assist, with prior Council approval, such town officer or agency in the development of feasibility studies of buildings or building projects which are a part of the town's approved capital expenditure plan. The purpose, objectives, and parameters of the study will be outlined by the Council. A written report on each such study shall be made and filed with the Council, the town manager, and the agency or official requesting such study.
- (4) *Site selection study.*
- a. If directed by the Council, the Commission shall study sites and building locations for such public buildings or building projects as may be assigned by the Council. In considering such sites and locations, the Commission shall coordinate and review its study with the town manager and the officer or agency which will be in operational control of the facility and shall consult with the town planner concerning the provisions of the Town's Plan of Conservation and Development and the requirements of the zoning regulations.
 - b. Any appropriation for architectural or other professional or consulting services needed for help in site selection shall be requested of the Council.
 - c. Upon completing its site selection study, the Commission shall make written recommendations to the Council for its decision.
- (5) *Building projects.*
- a. *Council criteria.* The Council shall be responsible for setting forth the general criteria of a building project which is assigned to the Commission, which criteria shall include the estimated or maximum budget, and the purpose, space needs, programmatic needs, the site, and other applicable special requirements, if any. When the Council approves an appropriation for a building project (or an appropriation is made following referendum) and the Council refers such project to the Commission, the Commission may thereafter select and engage, and in the name of the town, enter into contracts following an RFQ/RFP process for all professional services, in all cases subject to the appropriation(s) made for such purpose. The selected architect shall thereafter prepare preliminary plans and a project construction budget. The Commission has no authority to contract for any goods or services in excess of the amount appropriated for such purpose.
 - b. *Program development.* Prior to choosing a lead design consultant, the Commission shall develop a program for each project in conformity with the Council's criteria, which program should fix and describe the project's intended use, general space requirements, where known, and their relationship; design objectives and constraints; estimated special equipment and systems, if applicable; site requirements; and budget so that the scope of the work is clear to the design, professional.
 - c. *Selection of professional consultants.*
 1. *Lead design consultant.* The Commission shall procure a lead architect, or engineer, or other professional or consultant as may be required, to design each public building or building project assigned to it. A competitive selection process shall be utilized, by publicly inviting firms or individuals, through public notice of requests for written qualifications and proposals, and by selective interviews to determine qualifications of the design consultant for the specific project.
 2. *Design build.* Either at the direction of the Council or in its discretion on its own motion, the Commission shall study the appropriateness of utilizing the design build process for a construction project assigned to it. Upon completion of its study, the Commission shall render a written report to the Council with supporting data and with its recommendations either for or against such process and with its reasons for such recommendations. The

design build process may not be used in any project funded, in whole or in part, by gifts or grants conditioned on or requiring public bidding.

- d. *Project management.* After choosing a lead design consultant and prior to proceeding with the schematic design of any project, the Commission shall determine the project delivery method and procure the services of a construction manager or contractor in accordance with the requirements above herein. The Commission shall take into account the relative costs and complexity of the project, the nature of the project, the costs and benefits of the methods under consideration, the services required for the specific project, and any special needs or requirements of the project.
- e. *Schematic design phase.*
 1. Schematic design is defined as the phase in which drawings graphically describing the scale and relationship of project components of the building or building project, outline specifications, and preliminary cost estimates are prepared. Unless specifically authorized by the Council with respect to projects covered by 2-26(c)(2)f, no greater than fifteen (15) per cent of the estimated total fee for professional design services for the project shall be incurred by the town for those services.
 2. The Commission shall cause to be prepared a schematic design, outline specifications, and cost estimates for each building project. No schematic design shall exceed the criteria (if any) for the project authorized by the Council.
 3. As an integral part of its schematic design, the Commission shall consider the necessary expenditures required for each public building project, in whole or in part, and shall make recommendations to the Council so that the necessary appropriations may be made. If not already accomplished, the town manager shall investigate and advise the Council and the Commission of any possibilities for grants or gifts available to the town for the project.
 4. Before proceeding with the design development phase, the Commission shall obtain, through the appropriate town official, the approval of the design and the outline specifications from state or federal agencies or officers, if such approvals are required by law at that stage in the development of the project, and approvals or permits from the planning and zoning commission, the inland wetlands commission, and the water pollution control authority, where required, shall be obtained. Comments or recommendations from other appropriate town officers or agencies shall also be obtained.
- f. *Design development phase.*
 1. Design development is defined as the point at which documents fix, illustrate, and finalize the size, arrangement, and character of the project; and stipulate the kinds of materials to be used, the type of structural, mechanical, and electrical systems and equipment to be installed, the required site development, and other information essential to the preparation of final construction documents of the project. Unless specifically authorized by the Council with respect to projects covered by 2-26(c)(2)f, no greater than thirty (30) percent of the estimated total fee for professional design services for the project shall be incurred by the Commission for this phase. The final design shall not materially vary from the schematic design approved by the Council without approval of the variation by the Council prior to completion of the final design. Revised estimated project costs shall also be made at this time.
 2. Upon completion of the design development phase of any project, with respect to projects covered by 2-26(c)(2)f, the Commission shall submit to the Council the Commission's updated estimates of project costs.
- g. *Contract documents; bidding; and construction phase.*
 1. The Commission shall cause to be prepared bid and contract documents and shall seek competitive bids, in accordance with the applicable provisions of the Charter, Connecticut law, and any conditions imposed by any grant or gift, for construction of each building project. All bid and contract documents shall be submitted to the town

attorney for review and approval at least thirty (30) days prior to the proposed date of publication of the notice of request for bids. No bid shall be published until final legal review and approval has been completed by the town attorney. For projects covered by 2-26(c)(2)f, the Commission shall refer all bids obtained to the Council with its recommendation(s) as to which bid(s) should be accepted.

2. During the construction phase of each project, the town manager shall cause to be submitted to the Council in accordance with the provisions set forth below in subparagraph i. and shall also provide the Commission with a monthly update of the financial receipts, commitments and expenditures to date. The Commission shall make a monthly written report on the progress of the work on the project to the Council and the town manager.
3. Upon the completion of each project, the Commission, in coordination with the town manager's office, shall render to the Council a final written report concerning said project and the town manager shall render a final written accounting of all income and expenses made under the related appropriation. The Commission's report shall include a letter of project approval/acceptance from the appropriate town user official or agency.
4. Upon approval by the Council of the Commission's final report at the final completion of each project, the Council shall turn the project over to the appropriate town official or agency, and the town manager shall notify, in writing, such official or agency of such act.

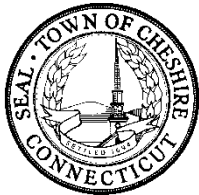
h. Prohibition on Contracting in Excess of Appropriation.

The Commission shall not accept a bid or proposal if it does not fall within the approved appropriation. If no bid or proposal falls within the approved appropriation, then all bids or proposals shall be rejected and a request to rebid shall be submitted to the Council. If a bid falls within said appropriation and is accepted by the Commission under the aforesaid procedures, the Commission shall seek advice from the Town Attorney to review proposed contracts, bonds and insurance before entering into contracts with the selected bidder for the design and/or construction of the project.

i. Reports to Council.

The Commission, in conjunction with the Finance Director, shall submit a written report monthly to the Town Manager and Council. The monthly report shall include total project cost to date, total contracts approved and let to date, schedule status and estimated completion date, total expenditures made on each contract to date, and all additions to or deletions (change orders) to/from each contract. No contract shall be entered into by the Commission or any agent thereof that exceeds the project construction budget without written approval of the Council, and no transfers of surplus from one project construction budget item to another shall be made without formal Council approval. Upon completion of each project, the Commission, in consultation with the Town Manager, shall provide the Council with a final written report concerning the project and the Director of Finance shall render a final written accounting of all income and expenses made under the related appropriation.

These amendments shall go into effect 21 days after publication.



TOWN OF CHESHIRE
84 SOUTH MAIN STREET, CHESHIRE, CT 06410
Telephone (203) 271-6660 FAX (203) 271-6639

TO: Town Council
FROM: Sean M. Kimball, Town Manager
SUBJECT: Town Manager's Report – October 2025
DATE: October 14, 2025

Early Voting Information

Early voting for the November election will be held at Cheshire Town Hall in Council Chambers (3rd Floor) beginning October 20th through November 2nd. Voting hours will be 10am-6pm on all days, with the exception of October 28th and 30th for which the hours will be extended to 8am-8pm. For questions, please contact the Registrars' Office at (203) 271-6680.

Referendum Vote Reminder

As a reminder, the ballot for the upcoming municipal election scheduled for November 4th includes seven referendum questions for Town of Cheshire capital projects being sent to the voters for approval.

The projects are:

- 1) \$585,000 for the Splashpad Project at the Community Pool
- 2) \$1,500,000 for Open Space Land Acquisition
- 3) \$1,100,000 for the Fire Alarm Control System at CHS
- 4) \$800,000 for Synthetic Turf Field Replacement at CHS
- 5) \$800,000 for the South Parking Lot Reconfiguration at CHS
- 6) \$800,000 for the Road Improvement Program
- 7) \$1,100,000 for Acquisition of a Fire Truck

The explanatory text for these items and a sample ballot can be viewed on our website at:
<https://www.cheshirect.gov/DocumentCenter/View/1401>

2025 Cheshire Fall Festival

Thank you to our amazing Cheshire Chamber of Commerce, their staff and volunteers, and the numerous Town departments and staff who worked together to organize an incredible Fall Festival utilizing the expanded Great Lawn area of Bartlem Park! The weather was beautiful and the feedback was very positive from attendees and vendors alike. Special thanks to our Public Works and Grounds team for making the park look so wonderful!



Monthly Mattress and Electronics Recycling Event

The Town of Cheshire is hosting free Electronics and Mattress Recycling Events on Saturday, November 8th and Saturday, December 13th from 9AM – 1 PM at 1304 Waterbury Road (the old transfer station). This event is open to Cheshire residents only, proof of residency is required. For additional information, contact the Public Works Department at 203-271-6650.

Mattresses:

Cheshire residents may drop off their mattresses, box springs. Unacceptable items, see below.

Electronics:

Residents may drop off their electronic recyclables. Acceptable items to recycle include computers/laptop/printer/keyboard/mouse/monitor; TV/VCR/DVD/remote; telephone/cellphone; fax machine; console; scanners; iPods/PDAs; stereo equipment, camera; tablet/eBooks; small appliances, lightbulbs, game consoles/controllers and household batteries.

Leaf Collection

The Town's Leaf Collection will begin on Monday, November 3, 2025. Residents may bring leaves in biodegradable bags for disposal at the Public Works Garage, 1286 Waterbury Road on Monday mornings from 7:30-8:30 AM on 11/3, 11/10, 11/17, 11/24, 12/1 and 12/8.

For Curbside Collection: leaves must be placed curbside in biodegradable bags before 7:00 AM Mondays for pick-up by the Public Works Department according to the following schedule:

- **November 3 – November 7, 2025** – Entire Town.
- **Week of November 10, 2025** All residences EAST side of Route 10 (Wallingford side)
Tuesday 11/11 is Veterans Day observed and there will not be any collections.
- **Week of November 17, 2025** All residences WEST of Route 10 (Waterbury side)
- **Week of November 24, 2025** All residences EAST side of Route 10 (Wallingford side)
- **Week of December 1, 2025** All residences WEST of Route 10 (Waterbury side)
- **Week of December 8, 2025** All streets

NOTE: Inclement weather or unexpected emergencies can delay leaf collection.

Household Hazardous Waste Dropoff Dates

There are two remaining drop off dates for the 2025 RWA hazardous waste collection season, Saturday, October 18th and 25th. The facility is open for residential waste only from 9am – 12pm at 90 Sargent Drive, New Haven, CT. For more information please visit www.rwater.com/hazwaste.

Emergency Operations Center Update

The grant-funded Emergency Operations Center (EOC) located in the basement of Town Hall is nearing substantial completion. Contractors installed the video wall panels last week and are working on the associated IT infrastructure. The furniture and radio console components have been ordered and are awaiting delivery. The EOC is anticipated to be substantially complete in about a month.



Upcoming Town Council Meetings:

Town Council Ordinance Review Committee Meeting
Tuesday, October 28, 2025 at 7:00 p.m., Room 207/209

Town Council Regular Meeting
Wednesday, November 12, 2025, at 7:00 p.m., Town Council Chambers