



**MEMORANDUM**  
**TOWN OF CHESHIRE**  
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**TO:** Town Council  
**FROM:** Sean M. Kimball, Town Manager  
**SUBJECT:** Town Manager’s Report – June 2020  
**DATE:** June 9, 2020

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**Town Council Adopted Operating Budget**

The Town Council adopted the FY21 Operating Budget on May 28, 2020, establishing a Mill Rate of 33.22 mills, or no tax increase as compared to the current year. The adopted General Fund Operating Budget totaled \$116,083,417 an expenditure increase of 1.63%. A year-over-year budget comparison is shown below and additional information can be found on the Town website at [www.cheshirect.org](http://www.cheshirect.org).

<b>Updated Expenditure Budgets Reflecting Total Adjustments Made</b>						
		<b>FY 20</b>	<b>FY 21</b>	<b>\$ INCR.</b>	<b>% INCR.</b>	
	GENERAL GOVERNMENT	32,715,037	32,782,510	67,473	0.21%	
	EDUCATION	73,356,511	74,593,926	1,237,415	1.69%	
	DEBT	6,640,186	7,581,981	941,795	14.18%	
	CAPITAL NON-RECURRING	1,100,000	1,000,000	(100,000)	-9.09%	
	CONTINGENCY	125,000	125,000	-	0.00%	
	TEACHER PENSION ASSESS.	284,061	-	(284,061)	0.00%	
	<b>TOTAL</b>	<b>114,220,795</b>	<b>116,083,417</b>	<b>1,862,622</b>	<b>1.63%</b>	

**Town Manager’s Recommended Capital Budget**

New for this year, the FY21 Recommended Capital Budget was presented along with the Operating Budget on March 10<sup>th</sup> for consideration by the Town Council. Due to the logistics of the ongoing COVID-19 pandemic, the Council held off full consideration and adoption of the capital budget until the operating budget was finalized. Tonight’s meeting included the public hearing on the capital budget and we anticipate budget committee workshops will begin next week.

**Bartlem Park Kids in Motion Playground Improvements**

The Bartlem Park “Kids in Motion” playground is receiving much needed improvements thanks to the Town Council’s capital budget appropriation last fall. The failed fencing was previously replaced and now upgrades to the entire playground are proceeding including replacement of six pieces of equipment. Most of the damaged “poured in place” surface material will be replaced with ADA-compliant pre-engineered wood fiber mulch. The new equipment is ready to be installed once the site work being done by DPW is complete in about a week.

## **Tennis and Basketball Court Upgrades**

The Cheshire Park Tennis/Pickleball Court upgrades have been progressing well and should be completed by this weekend. The three basketball court upgrades are complete and will be opened pending the Governor's Sector 2 reopening guidance on outdoor recreation, currently anticipated to be June 17<sup>th</sup>.



## **Highlights of Cheshire's Expansion of Services Plan**

The Town of Cheshire is committed to ensuring as safe an environment as possible for residents and employees as we provide essential services to the public during the ongoing pandemic.

- Employees in most Town facilities who were working remotely or who took leave were directed to return to work on site (with accommodations made for employees in high risk groups and over the age of 65 on a case-by-case basis) with the current exception of the Library, the Community Pool, and The Yellow House.
- Face coverings, gloves, hand sanitizer, disinfectant wipes, and thermometers are being provided to employees, social distancing and other accommodations per official guidelines have been made. Visitors to facilities are required to wear face coverings for the safety of employees and other visitors unless doing so would be contrary to the visitor's health or safety due to a medical condition, and must adhere to social distancing requirements.
- Town Hall, Fire Department, the Recreation Department are open for services, although doors remain locked to monitor entry. Visitors must call from the door area to be let into the building by a staff member, and there is a limited number of visitors per office and facility allowed. Residents and businesses are strongly encouraged to continue to utilize electronic means to conduct transactions with the Town.
- The Police Department lobby doors are unlocked during business hours, and the Records Division is open to the public. Fingerprinting services are available for pistol permits by appointment only. Additional fingerprinting services are not currently available pending additional state guidance.

- The Senior Center is available for necessary services on a limited basis by appointment only. Home visits are suspended until further notice. Transportation is available for in-town required medical appointments.
- The Library, the Pool, Artsplace, and The Yellow House remain closed to the public until further notice. Library services, Artsplace and youth programming continues to provide online offerings. The Governor's Sector 2 Reopening guidance allows libraries to reopen after June 17<sup>th</sup> provided they have adequate safety protocols in place and physical modifications have been made. The guidance also recommends that those over 65 should not visit libraries until further notice. The library roof and HVAC project that proceeded during the closure should be completed within the week, which will allow staff back into the building to continue interior preparations. The Library is targeting curbside book pick up to begin by the end of the month. Chesprocott visited the library last week to provide additional guidance and recommendations before opening.
- The Community Pool will reopen once all required procedures and installations are finalized with the assistance of Chesprocott, who met to review the pool plans last week. The liner project is close to complete and the pool will begin to be filled tomorrow. Similar to the library, the Sector 2 guidance allows municipal pools to reopen June 17<sup>th</sup> once all requirements are satisfied. We are beginning to bring back staff and lifeguards for additional training and developing required pathways and markers as well as sanitizing schedules, protocols and capacity allowances. If all goes to plan we hope to have the pool open before the end of the month.
- Restrooms in all facilities and outdoor areas are currently closed to the public.
- Daily cleaning and disinfecting and weekly deep cleaning are being conducted.
- Social and other gatherings are restricted to the current limit allowed by the most recent Governor's Executive Order (see <https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Latest-Guidance>).
- Town Parks are open with some restrictions, with the exception of playgrounds and basketball courts which will remain closed until guidance changes. Mixville Park is open with 50% parking capacity, however the beach/water areas, pavilion, basketball court, volleyball sand pit and playground remain closed at this time.
- There will be no facility rentals until June 30, 2020; this date could be extended.
- The Recreation Department will not be offering summer camps this summer due primarily to the lack of available and adequate indoor space, areas of refuge for outdoor camps, the risk and logistics of maintaining social distancing and PPE, and the significant costs to provide required staffing ratios versus the limited revenue from limited allowable enrollment.
- Town Council, board, commission, and committee meetings will be held virtually until at least June 30, 2020, pursuant to the most current Governor's Executive Order. Council Chambers will be set up for social distancing when the gathering maximum ordered by the

Governor has been increased to a number that will allow meetings. The Town will follow current and updated state and FOIA guidelines for public access to meetings.

- Social distancing and face coverings will be required of all in-person meeting participants, hand sanitizer will be provided, and microphones will be disinfected.
- This plan is subject to change in response to the evolving situation.

**Current Road Milling/Paving Information (Round #1)**

Name	From	To	Length
Mountain Rd	Cornwall Ave	North Brooksvale Rd	8842
Foster Ct	Mountain Rd	Cul de sac	362
Willow St	West Main St	Cornwall Ave	3355
Peck Lane	Sheridan Dr	1650' N of Cambridge Dr	2068
Peck Lane	Sandbank Rd	Schoolhouse Rd	3874
Sandbank Rd	210' W of Industrial Ave	Peck Lane	753

**Upcoming Town Council & Sub-Committee Meetings**

**Joint Town Council and Budget Committee  
Special Meetings\***

**June 16, 2020** – 6:30 pm.- Virtual

**School Modernization Committee**

**Wednesday, June 17, 2020**

7:00pm – Regular Meeting - Virtual