



Council Agenda

Council Chambers
Windsor Town Hall
June 20, 2016



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Govoni
3. PLEDGE OF ALLEGIANCE – Councilor Govoni
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
 - b) Housing Code Board of Appeals
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
 - a) *Discussion of FY 17 – FY 22 Capital Improvements Plan (Town Manager)
12. NEW BUSINESS
 - a) *Discussion of Fiscal Year 2017 Community Investment Initiative (Councilor Simon)
 - b) *Approve Fiscal Year 2016 Year End Purchase Orders (Town Manager)
 - c) *Approve Fiscal Year 2016 Year End Transfers (Town Manager)
 - d) *Introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$345,000 FOR COSTS IN CONNECTION WITH STONE ROAD REHABILITATION FROM THE VICINITY OF BIRCHWOOD ROAD TO WINTERWOOD, INCLUDING IMPROVEMENTS TO KAREN CIRCLE, WEBBER ROAD, AND LOREN CIRCLE;



AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.” (Town Manager)

- e) *Set a Public Hearing for July 5, 2016 at 7:20 PM to hear an ordinance entitled, “AN ORDINANCE APPROPRIATING \$345,000 FOR COSTS IN CONNECTION WITH STONE ROAD REHABILITATION FROM THE VICINITY OF BIRCHWOOD ROAD TO WINTERWOOD, INCLUDING IMPROVEMENTS TO KAREN CIRCLE, WEBBER ROAD, AND LOREN CIRCLE; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.” (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the June 6, 2016 Public Hearing (NAA)
- b) *Minutes of the June 6, 2016 Regular Town Council Meeting
- c) *Minutes of the June 9, 2016 Special Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Discussion of the selection of a site or a lease, sale or purchase of real estate

17. ADJOURNMENT

★Back-up included

Agenda Item Summary

Date: June 20, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Jonathan Luiz, Assistant Town Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Capital Improvement Program for FY 2017-2022

Background

Staff has prepared the proposed Capital Improvement Program (CIP) for FY 2017-2022, which includes project descriptions and projected costs by fiscal year. The Capital Improvements Committee and the Town Improvements Committee have reviewed the plan.

Discussion/Analysis

The 6-year CIP provides a means for coordinating and prioritizing the capital project requests of various departments and agencies. The information that the CIP provides regarding the short-term and long-term financial impacts of undertaking capital projects enables policy makers to balance town priorities with the town's financial capability to pay for desired projects.

Historically, Windsor has adhered to recommended best practices in order to maintain a debt burden that is in line with available resources. Windsor holds its total debt service requirement to within 8% of total operating expenditures. This is consistent with recommendations from bond rating agencies that debt service be held to within 5% and 15% of the total operating budget. Borrowing has been structured to allow for the relatively quick retirement of outstanding debt.

A few items worth noting about the proposed CIP:

- The proposed CIP lists those projects that are anticipated to require voter referendum approval separately from the other projects proposed for each year. In this 6-year CIP cycle, there are three projects that would require voter approval due to their estimated costs (Public Safety Complex, Parks Garage / DPW relocation, and outdoor pool facilities). As is the case with every project, the Town Council will determine which projects will ultimately be pursued or, in these cases, referred to voters.
- The 6-year CIP includes approximately \$6.7 million for street resurfacing, pavement reclamation, milling, curb replacement, minor drainage improvements and other pavement repair work. In addition, the CIP includes major street reconstruction or rehabilitation projects at an estimated cost of \$9.4 million.
- The proposed CIP exceeds the debt service ratio policy of 8% of total operating expenditures in FY 18, FY 19, FY 20, and FY 21 due to two large projects – the Public Safety Complex and the Parks Garage relocation. The debt service ratio ranges from 6.3% in FY 17 to 8.9% in FY 20.
- The proposed CIP identifies \$13.8 million in cash-funded projects. The sources for cash funding projects are primarily the annual General Fund appropriation and Capital

Projects Fund Assigned Fund balance. The latter funding source is somewhat unpredictable as that fund is comprised of closed out balances from completed projects.

- Some of the more notable adjustments in the proposed plan versus the presently adopted plan include:
 - Pay-as-you-go funding for FY 17 projects increases from \$1.8 million to \$3.64 million, mostly as a result of the \$1.9 million Community Investment Initiative. The funds for the Initiative will support six projects that already existed (in one form or another). The new projects include the construction of sidewalks and pedestrian safety improvements, historic monument and ancient cemetery preservation, the assessment and design to replace the town-wide radio system, installation of in-car video systems in police cruisers, and installing fiber optic lines and purchasing new building software. These projects will be reviewed and considered individually by the Town Council.
 - The cost of the proposed Expansion and Renovation of the Public Safety Complex project reflects results of the preliminary concept study.
 - The Dog Pound Relocation project, which was listed as an FY 15 project in the CIP for FY 15-20, is now an FY 17 project. The scope of this project is being refined by the PBC for final decision by Town Council.
 - The Day Hill Road Resurfacing (design) project was moved from FY 18 to FY 17 due to potential funding through the CT DOT's LOTCIP program which may offer funding for 100% of the construction costs.
 - The Streetlight Replacement, Energy and Cost Reduction Program combines the previously adopted projects entitled "Streetlight Replacement Program" and "Streetlight Energy and Maintenance Cost Reduction." The combined program also includes LED upgrades to town-owned streetlights in FY 17 and FY 18 as well as the purchase and conversion of all Eversource streetlights (FY 19 through FY 22).
 - Assessment and design work related to the outdoor pool facilities has been moved from Unscheduled to FY 17. This will allow for the project scope and schedule to be further defined and planned.
 - The Oliver Ellsworth School HVAC Improvements project scheduled for FY 17 has increased in cost as a result of the project scope changing.
 - The Wilson Route 159 Corridor Enhancement Program Phase 1 and Phase 2 have been moved from FY 16 and FY 17 to FY 19 and FY 20 respectively, due to the continued efforts to secure state or federal funding for the proposed improvements.
 - Four projects approved for FY 17 have been moved to FY 18. They are the projects to Construct Sidewalks within one mile of school, Fire Department SCBA replacement; Skate Park Improvements, and Poquonock School Window replacement.
 - The Kennedy School Window Replacement Design project and the Sage Park Energy Efficiency Upgrade Design project have been moved from FY 17 to FY 20 and FY 21, respectively due to a change in BOE facility priorities.

Financial Impact

The proposed CIP exceeds the debt service ratio policy of 8% of total operating expenditures in FY 18 through FY 21 in Fiscal Years 18, 19, 20 and 21 due to two large projects – the Public

Safety Complex and the Parks Garage Relocation. The debt service ratio ranges from 6.3% in FY 17 to 8.9% in FY 20.

Other Board Action

The Capital Improvement Committee completed their review of the proposed CIP on April 13, 2016. The Committee voted to recommend to the Town Council that the proposed FY17 - FY22 CIP be approved. One member was in dissent and expressed concerns relative to the inclusion of the proposed animal shelter project as they felt outsourcing this service to either a private or other public entity would be more appropriate than constructing a new facility.

The Town Planning and Zoning Commission will review the draft CIP for 2017-2022 at their upcoming regularly scheduled meeting on July 12, 2016, as required by Connecticut General Statutes Section 8-24.

The Town Improvement Committee reviewed the proposed CIP on June 9, 2016. The Committee made a favorable recommendation for approval of the proposed CIP with a request that the Town Council provide direction as to the level of funding available for the Community Investment Initiative given the recent reductions in state aid to municipalities.

Recommendations

In consideration of the Town Improvement Committee's request for the Council to discuss the level of funding available for the Community Investment Initiative given the recent reductions in state aid to municipalities, it is recommended that formal action on adopting the proposed FY 2017 – FY 2022 Capital Improvements Plan be considered after the Town Council provides direction.

Attachments

6-Year CIP Schedule and Unscheduled Projects List

Draft FY 2017-2022 Capital Improvement Program on-line at:

http://www.townofwindsorct.com/documents/departments/finance/docs/cip/CIP_2017-2022_draft.pdf?v=2

Proposed FY 17-22 Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2017							
Pavement Management Program	1,309,330	700,000 ¹		184,330		425,000 ²	
Sidewalk and Curb Replacement Program	225,000	75,000 ¹				150,000 ²	
Pavement Resurfacing at Town Facilities & Schools	207,060		207,060				
Stormwater Management Improvements	304,500		304,500				
Stone Road Rehabilitation (Construction, Phase II)	430,685		430,685				
Street Reconstruction - Prospect Hill Road (Phase II Construction, West Street to Bent Road)	1,983,600			1,983,600			
Day Hill Road Resurfacing (Design)	57,200					57,200 ³	moved from FY18
Construct Sidewalks and Pedestrian Safety Improvements	380,000					380,000 ²	NEW
Street and Traffic Sign Asset Management Program	20,250					20,250 ³	
Fleet and Public Works Equipment Replacement	635,000	570,000 ¹				65,000 ²	
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	787,130		412,130			375,000 ²	Project scope revised
Town Facility Improvements - Town Hall Interior Renovations (Phase III)	386,350		386,350				
Day Hill Road Pedestrian Circulation Enhancements	300,450		300,450				
Fire Department - Engine 10 Replacement Vehicle	906,599		906,599				
Town Facility Improvements - Outdoor Pool Facilities (Design)	137,280					137,280 ³	previously unscr, high rec dept priority
Athletic Field Improvements - Windsor High School East Side Fields (Construction)	842,639		842,639				
Northwest Park Roof and Facility Repairs	100,000					100,000 ²	Project scope increased
Landfill Closure	2,225,000				2,225,000		
Landfill Methane Gas Collection	270,000				270,000		
Dog Pound Relocation	945,235		945,235				
Town Facility Improvements - 330 Windsor Avenue Restrooms	25,000					25,000 ²	Cost based on 2015 bids received NEW
Historic Monument and Ancient Cemetery Preservation	125,000					125,000 ²	NEW
Replace Town-Wide Radio System (Assessment & Design)	50,000					50,000 ²	NEW
Police Department In-Car Video System	90,000					90,000 ²	NEW
Fiber Optic & Building Permit Software	75,000					75,000 ²	NEW
BOE - Network Infrastructure Upgrade	75,000					75,000 ²	
BOE - Oliver Ellsworth School - HVAC Improvements	2,045,940		1,973,140			72,800 ³	Project scope/cost increased
BOE - Kennedy School Heating System Upgrades (Design)	78,000					78,000 ³	moved from FY18
Subtotal FY 2017	15,017,248	1,345,000	6,708,788	2,167,930	2,495,000	2,300,530	
FY 2017 Projects Anticipated to Require Voter Approval							
Expansion and Renovation of Public Safety Complex	24,000,000		24,000,000				Cost updated
Subtotal FY 2017	24,000,000	0	24,000,000	0	0	0	
GRAND TOTAL FY 2017	39,017,248	1,345,000	30,708,788	2,167,930	2,495,000	2,300,530	

¹ General Fund (Total = \$1,345,000)

² Community Investment Initiatives (Total = \$1,935,000 from General Fund)

³ Capital Projects Assigned Fund Balance (Total = \$365,530)

Proposed FY 17-22 Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2018							
Pavement Management Program	884,330	700,000		184,330			
Sidewalk and Curb Replacement Program	100,000	100,000					
Stormwater Management Improvements	218,225		218,225				
Pavement Line Striping	63,300					63,300	¹
Street and Traffic Sign Asset Management Program	21,060					21,060	¹
Tree Replacement Program	30,000					30,000	¹
Fleet and Public Works Equipment Replacement	650,000	650,000					
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	329,370		329,370				
River Street Roadway Rehabilitation (Poquonock to Old River, Design)	88,259					88,259	¹ Project scope revised
Day Hill Road Capacity - Coordinated Signal System Installation	1,373,589			1,373,589			¹ NEW
Construct Sidewalks - Local Roads Within 1 Mile of School	134,749		134,749				
Traffic Signal at Windsor Avenue and Corey Street	508,909		100,000	408,909			¹ no update from DOT, town share assumed
Day Hill Road Pedestrian Circulation Enhancements	261,968		261,968				
Facilities Fire and Security Systems Upgrade	724,564		724,564				
Town Facility Improvements - Town Hall Portico Repairs	327,011		294,757			32,254	² Project scope increased
Fire Department - SCBA Replacement Program	1,037,312		1,037,312				¹ can no longer be phased (prev FY17&18)
Skate Park Improvements (Design)	21,632					21,632	¹ moved from FY17
Landfill Closure	1,717,500				1,717,500		
Landfill Leachate Management	600,000				600,000		¹ moved from FY17
BOE - Network Infrastructure Upgrade	75,000					75,000	¹
BOE - School Windows Replacement (Poquonock School)	392,443		392,443				¹ moved from FY17
BOE - Kennedy School Heating System Upgrades (Construction)	2,155,196		2,155,196				¹ moved from FY19
BOE- Partial Roof Replacement at Sage Park Middle School (Design)	100,589					100,589	¹ phased, and moved from FY20
Subtotal FY 2018	11,815,006	1,450,000	5,648,584	1,966,828	2,317,500	432,094	
FY 2018 Projects Anticipated to Require Voter Approval							
Town Facility Improvements - Parks Garage Relocation and Land Acquisition for DPW Complex	8,716,393		8,716,393				¹ Moved from FY2017
Subtotal FY 2018	8,716,393	0	8,716,393	0	0	0	
GRAND TOTAL FY 2018	20,531,399	1,450,000	14,364,977	1,966,828	2,317,500	432,094	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$399,840)

² Special Revenue Account - Town Clerk (Total = \$32,254)

Proposed FY 17-22 Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2019							
Pavement Management Program	919,330	735,000		184,330			
Sidewalk and Curb Replacement Program	105,000	105,000					
Pavement Resurfacing at Town Facilities & Schools	225,330	225,330					
Stormwater Management Improvements	304,500		304,500				
Day Hill Road Resurfacing (Construction)	1,451,575			1,451,575			
Fleet and Public Works Equipment Replacement	650,000	650,000					
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	594,207		594,207				Project scope revised
Construct Sidewalks - Local Roads Within 1 Mile of School	140,284		140,284				
Day Hill Road Pedestrian Circulation Enhancements	198,788		198,788				
Street and Traffic Sign Asset Management Program	21,900					21,900 ¹	
Wilson Route 159 Corridor Enhancement Program (Phase I)	970,020			970,020			moved from FY16
Town Facility Improvements - Northwest Park Caretaker House Upgrades	143,859		143,859				Project scope increased
Landfill Leachate Management	930,000				930,000		moved from FY18
Fire Department - Engine 7 Replacement Vehicle	952,563		952,563				
Replace Town-Wide Radio System	1,920,255		1,920,255				NEW
BOE - Network Infrastructure Upgrade	125,000					125,000 ¹	
BOE- Partial Roof Replacement at Sage Park Middle School (Construction)	1,278,340		1,278,340				phased, and moved from FY20
	10,930,951	1,715,330	5,532,796	2,605,925	930,000	146,900	
FY 2019 Projects Anticipated to Require Voter Approval							
None							
Subtotal FY 2019	0	0	0	0	0	0	
GRAND TOTAL FY 2019	10,930,951	1,715,330	5,532,796	2,605,925	930,000	146,900	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$146,900)

Proposed FY 17-22 Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2020							
Pavement Management Program	959,330	775,000		184,330			
Sidewalk and Curb Replacement Program	150,000	150,000					
Stormwater Management Improvements	314,650		314,650				
Pavement Line Striping	68,400					68,400	¹
Street and Traffic Sign Asset Management Program	22,780					22,780	¹
Fleet and Public Works Equipment Replacement	675,000	675,000					
Tree Replacement Program	50,650					50,650	¹
Replace Stairway between Lenox Street and the Moorlands (Design)	29,831					29,831	¹ phased, with design moved from FY21
Deerfield Avenue Rehabilitation (Design)	70,192					70,192	¹ NEW, const. unscheduled
Wilson Route 159 Corridor Enhancement Program (Phase II)	1,008,821			1,008,821			¹ moved from FY17
Town Facility Improvements - HVAC, Electricity & Energy (Milo Peck Building)	1,251,047		1,251,047				¹ moved from FY18
Town Facility Improvements - Wilson Firehouse HVAC Replacement (Design)	18,718					18,718	¹ moved from FY19
Town Facility Improvements - Poquonock Fire Station Roof Replacement (Design)	12,868					12,868	¹ moved from FY19
Northwest Park Roof and Facility Repairs	398,290		398,290				Project scope increased
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	565,755		565,755				Project scope revised
Construct Sidewalks - Local Roads Within 1 Mile of School	145,851		145,851				
Day Hill Road Pedestrian Circulation Enhancements	321,716		321,716				
Additional Fire Hydrants	123,150		123,150				
Skate Park Improvements (Construction)	190,336		190,336				¹ moved from FY19
Athletic Field Improvements - Sage Park Middle School West Side (Design)	116,986					116,986	¹ moved from FY18
BOE - Network Infrastructure Upgrade	150,000					150,000	¹
BOE - School Windows Replacement (Kennedy School)	529,156		529,156				¹ moved from FY18
Subtotal FY 2020	7,173,527	1,600,000	3,839,951	1,193,151	0	540,425	
FY 2020 Projects Anticipated to Require Voter Approval							
None							
Subtotal FY 2020	0	0	0	0	0	0	
GRAND TOTAL FY 2020	7,173,527	1,600,000	3,839,951	1,193,151	0	540,425	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$540,425)

Proposed FY 17-22 Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2021							
Pavement Management Program	959,330	775,000		184,330			
Sidewalk and Curb Replacement Program	150,000	150,000					
Pavement Resurfacing at Town Facilities & Schools	243,600		243,600				
Stormwater Management Improvements	203,000		203,000				new phase
Street and Traffic Sign Asset Management Program	23,690					23,690	¹
Fleet and Public Works Equipment Replacement	675,000	675,000					
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	588,363		588,363				
Replace Stairway between Lencx Street and the Moorlands (Construction)	195,703		195,703				Design in FY20
Town Facility Improvements - Wilson Firehouse HVAC Replacement (Construction)	241,345		241,345				Moved from FY2020
Town Facility Improvements - Pocuonock Fire Station Roof Replacement (Construction)	225,202		225,202				moved from FY20
Construct Sidewalks - Local Roads Within 1 Mile of School	151,771		151,771				
Day Hill Road Pedestrian Circulation Enhancements	196,916		196,916				
Day Hill Capacity - Lane Widening (Lamberton to Addison, Design)	326,063		326,063				construction remains unscheduled
Town Facility Improvements - Luddy House Window and Door Replacement	99,279					99,279	¹
Additional Fire Hydrants	126,845		126,845				
Athletic Field Improvements - Sage Park Middle School West Side (Construction)	1,584,520		1,584,520				moved from FY19
Athletic Field Improvements - Clover Street School Improvements (Design)	66,916					66,916	¹ phased, and moved from FY20
BOE - Clover Street School Restroom Renovations (Design)	102,929					102,929	¹ NEW
BOE - Network Infrastructure Upgrade	150,000					150,000	¹
BOE - School Windows Replacement (Oliver Ellsworth School)	536,916		536,916				Project scope increased, moved from FY18
BOE - Sage Park Energy Efficiency Upgrades (Design)	85,166					85,166	¹ moved from FY17
	6,932,554	1,600,000	4,620,244	184,330	0	527,980	
FY 2021 Projects Anticipated to Require Voter Approval							
None							
Subtotal FY 2021	0	0	0	0	0	0	
GRAND TOTAL FY 2021	6,932,554	1,600,000	4,620,244	184,330	0	527,980	

¹ Capital Projects Fund Assigned Balance (Total = \$527,980)

Proposed FY 17-22 Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2022							
Pavement Management Program	959,330	775,000		184,330			
Sidewalk and Curb Replacement Program	175,000	175,000					
Stormwater Management Improvements	253,760		253,750				
Street and Traffic Sign Asset Management Program	24,640					24,640	¹
Fleet and Public Works Equipment Replacement	695,000	695,000					
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	611,891		611,891				Project scope revised
Tree Replacement Program	50,650					50,650	¹
Pavement Line Striping	74,000					74,000	¹
Pigeon Hill Road Rehabilitation (Lamberton to Addison Rd, Design)	54,156					54,156	¹ prev unsched, design only
River Street Roadway Rehabilitation (Poquonock to Old River, Construction)	640,996		640,996				
Street Reconstruction - Basswood Road (Design)	162,593		162,593				prev unsched, design only
Broad Street Signal Modification Design and "Road Diet"	382,936		382,936				prev unsched, design only
Town Facility Improvements - Small Facilities Heating Upgrades	141,210					141,210	¹ moved from FY21
Ramp Modification at I-91 & Route 75/Day Hill Road	69,792,340			69,792,340			¹ moved from FY21
Construct Sidewalks - Local Roads Within 1 Mile of School	157,669		157,669				
Day Hill Road Pedestrian Circulation Enhancements	341,174		341,174				
Additional Fire Hydrants	130,650		130,650				
Athletic Field Improvements - Clover Street School Improvements (Construction)	585,640		585,640				moved from FY20
Athletic Field Improvements - Sharshon Park Improvements (Design & Construction)	713,640		616,210			97,430	¹ moved from FY20
BOE - Clover Street School Restroom Renovations (Construction)	1,253,229		1,253,229				NEW
BOE - Sage Park Energy Efficiency Upgrades (Construction)	1,847,113		1,847,113				moved from FY18
BOE - Poquonock School HVAC Conversion (Phase III, Design)	94,899					94,899	¹ construction remains unscheduled
	79,142,506	1,645,000	6,983,851	69,976,670	0	536,985	
FY 2022 Projects Anticipated to Require Voter Approval							
Town Facility Improvements - Outdoor Pool Facilities	3,666,433		3,666,433				previously unscheduled
Subtotal FY 2021	3,666,433	0	3,666,433	0	0	0	
GRAND TOTAL FY 2021	82,808,939	1,645,000	10,650,284	69,976,670	0	536,985	
¹ Capital Projects Fund Assigned Fund Balance (Total = \$536,985)							
Total CIP Program	167,394,618	9,355,330	69,717,040	78,094,834	5,742,500	4,484,914	

Agenda Item Summary

Date: June 20, 2016
To: Honorable Mayor and Members of the Town Council
Prepared By: Peter Souza, Town Manager 
Subject: FY 17 Community Investment Initiatives

Background

The proposed Fiscal Year 2017 Operating Budget includes a series of 'Community Investment Initiatives' which meet a variety of capital needs and also is designed to build financial capital for Fiscal Year 2018 and beyond. During the course of the budget adoption process, the total proposed funding amount for the initiative was reduced from \$1,935,000 to \$1,335,000.

The Town Improvements Committee recently met to review the proposed six year Capital Improvement Program which includes the proposed 'Community Investment Initiatives' in year one of the plan. The committee is requesting that the full Town Council discuss the overall funding level of the proposed investment initiative in the context of the reduced state revenue aid for FY 17.

Discussion/Analysis

The adopted budget includes a series of so called 'Community Investment Initiatives' which meet a variety of capital needs while building financial capacity for FY 18 and beyond. The budget includes a proposal to invest \$1.635 million in areas such as:

- road repaving, sidewalk replacement and pedestrian safety enhancements
- historic and community preservation (tobacco sheds, monuments, ancient cemetery)
- technology replacements and upgrades (BOE, Building Safety, Police)
- public safety radio communication system assessment
- police cruiser in-car camera/video system
- street light conversion to LED (energy and cost reduction)

These investments help us in the long-term as well as in FY 18 to meet the expected decrease in the Grand List and a possible future debt service increase for the proposed Public Safety Complex project.

The adopted FY 17 operating budget reflects municipal revenue aid from the state to our General Fund at approximately \$570,000 greater than what the State's budget is currently projecting the town to receive. The Town Improvements Committee is requesting that the full Town Council discuss the overall funding level of the proposed investment initiative in the context of the reduced level of state aid revenue.

Other Board Action

The Town Improvements Committee met on June 9, 2016. The committee did not review in detail the proposed projects under the proposed 'Community Investment Initiatives' pending guidance from the full Town Council as outlined above.

Recommendations

This item is presented for discussion and review by the Town Council. Once direction is provided as to the level of funding for the 'Community Investment Initiatives' the Town Improvements Committee plans to meet to consider any needed alterations.

Attachments

FY 17 Proposed Community Investment Initiative projects

FY 17 PROPOSED COMMUNITY INVESTMENT INITIATIVE

Pavement Management - \$425,000

Allocates additional funds toward our annual street repaving program.

Sidewalk & Curb Replacement - \$150,000

Allocates additional funds toward our annual repair and replacement program.

Fleet & Equipment - \$65,000

These funds are proposed to be used to replace a Dial-A-ride bus which has over 100,000 miles and is 6 years old.

Northwest Park Nature Center Roof & Tobacco Sheds Preservation - \$100,000

Proposal for FY 17 is to re-roof the Nature Center as well as begin preservation work on two of the tobacco sheds.

Historic Monument Evaluation and Preservation - \$125,000

This project provides for the professional evaluation of various monuments (e.g. Eagle, John Mason, veterans of war) and the ancient cemetery located on Marshall Phelps Road. \$25,000 is allocated for assessment services and developing a preservation and restoration plan. The remainder of funds are proposed to be used to implement the plan.

New Sidewalks & Pedestrian Safety Improvements - \$380,000

Funds (estimated at \$90,000) would be used to design and install pedestrian actuated flash beacons at un-signalized intersections or mid-block along Route 159 and potentially Route 75 in Poquonock. Remainder of funds are proposed to be used to design and construct sidewalk along Cook Hill Road as well as design possible sidewalks sections along Rt. 75 north of town center.

Public Safety Radio System Evaluation – \$50,000

The town-wide public safety radio system, which also serves general government, DPW, and board of education was installed in 2003 and is nearing the end of its life cycle. Technology and manufacturer changes have created the need to plan for an update of the radio system and user equipment.

Fiber Optic & Building Safety Software Replacement - \$75,000

Currently Town Hall, the Main Library, L.P. Wilson and the Police Department are connected using fiber. Town facilities are networked to share applications, security and phone services. This proposal is to utilize \$40,000 to transition the Wilson Library, 330 Windsor Avenue, Milo Peck and DPW to fiber. These sites are connected by either a T1 circuit or a Comcast internet connection. The T1 connections are very dated and the bandwidth circuits have a 1.5MB capacity, the proposed fiber bandwidth will be 1,000MB. The T1 circuits are a performance bottleneck to departments using on-line applications, training and data sharing.

The Wilson Library uses a Comcast internet connection. Upgrading to a fiber connection at this facility will provide a stable internet connection and allow the two libraries to consolidate computer services and provide more robust internet security.

The second portion of this project (\$35,000) is to purchase replacement software for the building safety department. Our current software is approximately 10 years old and the vendor is providing limited maintenance/support. We have participated in multi-town cooperative procurement process and identified a new software package that will provide enhanced functionality including online building permit application submittal.

Police Department In-Car Video System - \$90,000

This project would provide for the purchase and installation of in-car video system / infrastructure for storage of video evidence and 14 camera units in 12 patrol vehicles and 2 K-9 cars.

330 Windsor Ave Restrooms - \$25,000

The restrooms located at the south-end of the community center are in need of restoration. This project provides for new low-water usage fixtures, finishes, lighting improvements, partitions.

School Technology & Network Infrastructure - \$75,000

This is an annual program to replace and upgrade network infrastructure across the school facilities. Additional network access points, upgrading fiber and hardware to support bandwidth are part of this on-going program.

Streetlight Replacement – LED - \$350,000

This is phase one of a multi-phased project to begin converting town-owned street lights to more efficient LED fixtures. Phase 1 focus is on replacing 32' metal poles and fixtures mainly along Day Hill Road and our other industrial areas.

Agenda Item Summary

Date: June 20, 2016

To: Honorable Mayor and Members of the Town Council

Prepared by: James Bourke, Assistant Finance Director

Reviewed by: Peter Souza, Town Manager 

Subject: Approval of FY 16 Year-End General Fund Encumbrances

Background

Below for the Town Council's review and approval are FY 16 year-end encumbrances as of June 15, 2016. When goods and services are received and paid for in the next fiscal year, a purchase order must be opened to encumber the funds. By encumbering the funds, the Town Council is formally extending budgetary authority into the next fiscal year for that line item.

Discussion/Analysis

There are six FY 16 General Fund open purchase orders as of June 15, 2016, totaling \$73,400.39 that are expected to be encumbered. They are as follows:

Town of Windsor FY 16 Year-End General Fund Open Purchase Orders As of June 15, 2016				
Department	P.O. #	Vendor Name	Product / Service Description	Amount
<i>Administrative Services - Information Technology</i>				
Other Capital Equipment	16276	Y and S Technologies	Uninterruptible Power Supply - Unit	\$11,472.90
<i>Library - Main Building</i>				
Contractual Services	16220	Automatic Door Doctor Inc.	New Front Entry Door	\$8,500.00
<i>Public Works - Facilities Management</i>				
Contractual Services	16275	Brian Electric	Uninterruptible Power Supply - Electrical	\$15,800.00
<i>Police - Administration</i>				
Other Capital Equipment	16217	Eaton Corporation	Uninterruptible Power Supply - Unit	\$13,377.49
Repair & Maintenance	16211	Lombardo Brothers Constr.	Repair Sidewalk Police Station	\$14,980.00
<i>Police - Uniformed Patrol</i>				
Clothing Allowance	16209	Guardian Uniform & Supply	Police Uniforms	\$9,270.00
Total Police				\$37,627.49

General Fund Total \$73,400.39

Other Board Action

The Finance Committee met on June 15th and recommended that the Town Council approve the FY 16 General Fund open purchases as of June 15, 2016 until October 17, 2016.

Recommendations

If the Town Council is in agreement, the following motion is recommended for approval:

“MOVE that the FY 16 General Fund open purchase orders as of June 15, 2016 be approved until October 17, 2016.”

Attachment

None

Agenda Item Summary

Date: June 20, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: James Bourke, Assistant Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Approval of FY 16 Year-End Transfers

Background

The Town Council has traditionally granted the Finance Director the authority to transfer up to \$5,000 between departments (offsetting those that have gone over budget with those that have come in under budget) at the end of the year. This same authorization is respectfully requested at this time.

In addition, the Finance Director has historically requested Town Council authorization to transfer funds to service units that have gone over budget by more than \$5,000. In FY 16, one service unit, General Government, is projected to be over budget in an amount greater than \$5,000. Therefore, we are requesting the Town Council to authorize the transfer of funds from the Public Works Department budget as it is projected to have an approximate year-end balance of \$204,950 primarily due to a mild winter and salary savings.

Discussion/Analysis

Staff is projecting the Town Support for Education portion of the budget will go over budget by \$4,730. The main drivers for these additional costs are mandated funding for aid to private schools related to health/nursing services (Medina Academy) and staffing costs for public works staff assigned to athletic field maintenance. It is recommended that the Finance Director be authorized to make this year-end transfer.

General Government is projected to go over budget by \$34,550 for FY 16. The main driver for these additional costs are three additional (2 for FY 16 and 1 for FY 17) budget referendums, as well as legal fees mostly due to workers compensation cases. It is recommended that a transfer of \$34,550 be made from the FY 16 Public Works Department budget to the General Government budget.

Other Board Action

The Finance Committee met on June 15, 2016 and recommended that the Town Council grant the Director of Finance the transfer authority to make year-end transfers in the General Fund of no more than \$5,000 per account and to approve a transfer of \$34,550 from the Public Works fund to the General Government fund to cover the year end projected deficit.

Recommendations

If the Town Council is in agreement, the following motion is recommended for approval:

“MOVE that the Director of Finance be granted approval of transfer authority to make year-end transfers in the General Fund of not more than \$5,000 per account and to approve a transfer of \$34,550 from Public Works to General Government to cover the year-end projected deficit.”

Attachments

None

Agenda Item Summary

Date: June 20, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Victoria Houle, Project Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: FY 17 Stone Road Area Roadway Rehabilitation

Background

Stone Road, in the Rainbow neighborhood, primarily serves existing residential streets and larger vacant or agricultural parcels. The present roadway south of Winterwood to Birchwood Road lacks proper drainage, has minimal depth of pavement, and is built on inadequate base material. Previous rehabilitation work was done on Stone Road from Rainbow Road to Winterwood in FY 12 and FY 13.

The purpose of this summary is to introduce an authorization and funding request for the second phase of the Stone Road Rehabilitation project and to expand the scope of work to include the pavement rehabilitation of three adjacent side streets: Karen Circle, Webber Road, and Loren Circle.

Discussion/Analysis

In early FY 16, the Town Council appropriated \$340,000 for the first phase of the Stone Road Rehabilitation project (East Granby town line to Birchwood) with the expectation that the second phase (Birchwood to Winterwood) would be approved in early FY 17. The two phases together were originally estimated to cost \$770,000 with contingency and bonding costs.

The roadway rehabilitation completed last fall between Birchwood Road and the East Granby town line was done utilizing a new technology known as “cold in-place recycling.” The use of this method resulted in a significant cost savings for the project. The project has a remaining balance of approximately \$205,000.

The adopted CIP allocates \$430,000 in borrowing for the Stone Road project in FY 17. However, the current cost estimate to complete the pavement rehabilitation of Stone Road between Birchwood Road and Winterwood is \$345,000. Staff is therefore requesting a reduced bonding amount of \$345,000 for the FY 17 project.

The adjacent side streets, Karen Circle, Webber Road, and Loren Circle, off of Stone Road are also in need of pavement rehabilitation. Town staff is recommending the rehabilitation of these streets be completed in conjunction with the section of Stone Road between Birchwood Road and Winterwood scheduled for FY 17. Doing so would allow the town to take advantage of project management efficiencies and lower mobilization costs for contractors.

The cost estimate for the pavement rehabilitation of the three adjacent side streets, Karen Circle, Webber Road, and Loren Circle is \$275,000.

The proposed pavement rehabilitation project for Stone Road and adjacent streets will include the installation of storm drainage, a combination of milling, reclamation, or removal of existing pavement, new pavement overlay, and other miscellaneous related work along the roadway. All pavement work will take place within the existing edges of roadway with minor changes to provide for better alignment.

Financial Impact

The estimated project cost is \$620,000. Here is a breakdown:

Stone Road (Birchwood to Winterwood)	\$345,000
Karen Cir, Webber & Loren	<u>\$275,000</u>
	\$620,000

It is proposed the project be funded as follows:

New bond issuance	\$345,000
<u>Transfer from Capital Projects Fund Assigned Fund Balance</u>	<u>\$275,000</u>
<i>Total</i>	<i>\$620,000</i>

The cash funded portion of the project will be formally requested on July 5th. Cash funding would come from the Capital Projects Fund Assigned Fund Balance after approximately \$205,000 is placed back into the Fund from the balance of the FY 16 Stone Road Rehabilitation project.

The first year debt service on a \$345,000 bond is estimated at \$36,500 based on a 12 year term at a 2.25% interest rate. Debt service payments would begin in Fiscal Year 2018.

When compared to the adopted CIP funding for the combined FY 16 and FY 17 Stone Road projects (\$770,000), the revised and expanded scope of work for both years results in an estimated project cost savings of \$15,000.

The proposed work on all four streets (Stone Road, Karen Circle, Webber Road, and Loren Circle) will be managed by staff as one project. Although cash funding is being allocated for the side streets, the bond ordinance has been drafted to include all four streets such that the monies may be combined into one financial project account.

Other Board Action

The Town Planning and Zoning Commission recommended approval of the Stone Road portion of the project in accordance with C.G.S. Section 8-24 at its June 14, 2015 meeting. There is no Town Planning & Zoning review needed for the three additional streets as they are being milled and repaved versus a more intensive reclamation method.

Recommendations

If the Town Council is in agreement, the following motions are recommended for approval:

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, “AN ORDINANCE APPROPRIATING \$345,000 FOR COSTS IN CONNECTION WITH STONE ROAD REHABILITATION FROM THE VICINITY OF BIRCHWOOD ROAD TO WINTERWOOD, INCLUDING IMPROVEMENTS TO KAREN CIRCLE, WEBBER ROAD, AND LOREN CIRCLE; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce a Bond Ordinance

“MOVE to introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$345,000 FOR COSTS IN CONNECTION WITH STONE ROAD REHABILITATION FROM THE VICINITY OF BIRCHWOOD ROAD TO WINTERWOOD, INCLUDING IMPROVEMENTS TO KAREN CIRCLE, WEBBER ROAD, AND LOREN CIRCLE; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Set a Special Public Hearing

“RESOLVED, that a Public Hearing be set for July 5, 2016 at 7:20 p.m. (prevailing time) to approve or disapprove the foregoing ordinance entitled, “AN ORDINANCE APPROPRIATING \$345,000 FOR COSTS IN CONNECTION WITH STONE ROAD REHABILITATION FROM THE VICINITY OF BIRCHWOOD ROAD TO WINTERWOOD, INCLUDING IMPROVEMENTS TO KAREN CIRCLE, WEBBER ROAD, AND LOREN CIRCLE; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION”

And

“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”

Attachments

Bond ordinance

AN ORDINANCE APPROPRIATING \$345,000 FOR COSTS IN CONNECTION WITH STONE ROAD REHABILITATION FROM THE VICINITY OF BIRCHWOOD ROAD TO WINTERWOOD, INCLUDING IMPROVEMENTS TO KAREN CIRCLE, WEBBER ROAD, AND LOREN CIRCLE; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate THREE HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$345,000) for costs in connection with the rehabilitation of a portion of Stone Road, from the vicinity of Birchwood Road to Winterwood, and improvement of pavement conditions and drainage characteristics of nearby streets including Karen Circle, Webber Road, and Loren Circle, including milling, reclamation, removal of existing pavement, pavement overlay, installation of storm drainage, and other miscellaneous related work. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Town Engineer is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed THREE HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$345,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed THREE HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$345,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Director of Public Works, Town Engineer and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council _____

Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____

Effective Date _____

Town Council June 20, 2016

Resignations

None

Appointments / Reappointments (to be acted upon at tonight's meeting)

A. One Republican Alternate Member

Town Planning & Zoning Commission

Two Year Term to expire November 11, 2017 or until a successor is appointed

(Nathan Scharoff – moved from alternate position to regular membership – VACANT)

“MOVE to APPOINT Alexander Correia as a Republican Alternate member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2017 or until a successor is appointed.”

B. One Democratic Member

Human Relations Commission

Three Year Unexpired Term to expire March 31, 2017 or until a successor is appointed

(Mark Reeves – resigned – VACANT)

“MOVE to APPOINT Pamela Lofton-McGeorge as a Democratic member to the Human Relations Commission for a three year unexpired term to expire May 31, 2017 or until a successor is appointed.”
(moving from Alternate to regular membership on commission)

C. One Democratic Alternate Member

Human Relations Commission

Three Year Unexpired Term to expire May 31, 2018 or until a successor is appointed

(Pamela Lofton-McGeorge – moved from alternate position to regular membership – VACANT)

“MOVE to APPOINT Max Kuziak as a Democratic Alternate member to the Human Relations Commission for a three year unexpired term to expire May 31, 2018 or until a successor is appointed.”

D. One Democratic Alternate Member (resident)

Historic District Commission

Two Year Term to expire October 14, 2017 or until a successor is appointed

(Heather Groenstein - resigned - VACANT)

“MOVE to APPOINT Marcia Hinckley as a Democratic Alternate (residential) member to the Historic District Commission for a two year term to expire October 14, 2017 or until a successor is appointed.”

E. One *Democratic* Member

Youth Commission

Three Year Term to expire January 30, 2019 or until a successor is appointed

(Nathaniel Fenn – VACANT)

“MOVE to APPOINT Pamela Cook as an Unaffiliated member to the Youth Commission for a three year term to expire January 30, 2019 or until a successor is appointed.”

F. One *Democratic* Member

Human Relations Commission

Three Year Term to expire May 31, 2019 or until a successor is appointed

(Joyce Armstrong – reappointment)

“MOVE to REAPPOINT Joyce Armstrong as a Democratic member to the Human Relations Commission for a three year term to expire May 31, 2019 or until a successor is appointed.”

G. One *Democratic Alternate* Member

Commission on Aging & Persons with Disabilities

Two Year Unexpired Term to expire November 30, 2016 or until a successor is appointed

(Amy Silliman-Avedisian – resigned – VACANT)

“MOVE to APPOINT Linda Rickard as a Democratic Alternate member to the Commission on Aging & Persons with Disabilities for a two year unexpired term to expire November 30, 2016 or until a successor is appointed.”

H. One *Democratic* Member

Commission on Aging & Persons with Disabilities

Three Year Unexpired Term to expire January 31, 2017 or until a successor is appointed

(Linda Rickard – resigned – VACANT)

“MOVE to APPOINT Amy Silliman-Avedisian as a Democratic member to the Commission on Aging & Persons with Disabilities for a three year unexpired term to expire January 31, 2017 or until a successor is appointed.”

Names submitted for consideration of appointment

None

**TOWN OF WINDSOR
TOWN COUNCIL
PUBLIC HEARING
June 6, 2016
COUNCIL CHAMBERS
UNAPPROVED MINUTES**

1. CALL TO ORDER

Mayor Donald Trinks called the public hearing to order at 7:20 p.m.

Present were: Mayor Donald Trinks, Councilor Randy McKenney, Councilor Alan Simon, Councilor Jill Jenkins, Deputy Mayor Jody Terranova, Councilor Donald Jepsen, Councilor Kenneth Wilkos, and Councilor James Govoni.

Absent: Councilor Bernard Petkis

Mayor Trinks read aloud the public notice for tonight's meeting that was published in the Hartford Courant.

**2. PUBLIC COMMENT ON APPLICATIONS FOR PARTICIPATION IN THE
NEIGHBORHOOD ASSISTANCE ACT (NAA) TAX CREDIT PROGRAM**

Mayor Trinks invited the public to comment on the applications for participation in the Neighborhood Assistance Act Tax Credit Program.

There was no public comment.

3. ADJOURMENT

Mayor Trinks declared the Public Hearing closed at 7:22 p.m.

Respectfully submitted by,

Jonathan Luiz
Assistant Town Manager

**Town Council
Council Chambers
Windsor Town Hall
June 6, 2016
Regular Council Meeting**

UNAPPROVED MINUTES

1. ROLL CALL

Present were Mayor Donald Trinks, Councilor Randy McKenney, Councilor Alan Simon, Councilor Jill Jenkins, Deputy Mayor Jody Terranova, Councilor Donald Jepsen, Councilor Kenneth Wilkos, and Councilor James Govoni.

Absent: Councilor Bernard Petkis

2. PRAYER – Deputy Mayor Terranova read from a poem about volunteering.

3. PLEDGE OF ALLEGIANCE – Deputy Mayor Terranova led in the Pledge of Allegiance.

4. PROCLAMATIONS/AWARDS

a) Proclamation honoring May 2016 as Building Safety month

Councilor Wilkos read aloud a proclamation honoring May 2016 as Building Safety month. He presented a plaque to Windsor Building Official Bob Ruzzo.

5. PUBLIC COMMUNICATIONS AND PETITIONS

John Dunn of 15 Strawberry Hill criticized comments made by the Board of Education Superintendent.

Michelle Vannelli of 1152 Poquonock Avenue criticized comments made by the Board of Education Superintendent.

Michaela Fissel of 25 Phelps Street, speaking as the parent of a John F. Kennedy School fourth grader, expressed her belief that the Windsor School district breached her right to confidentiality by providing select parent organizations or quasi-parent organizations with her private contact information. She said the activity was distrustful and disrespectful. She asked the Town Council to question its role in protecting its citizens from this activity.

Hayden Pratt of 604 Stone Road said he is a student of Clover Street School and that people in the town should vote yes to letting students have a new science teacher and another math tutor at the elementary school level.

6. REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education (BOE)

Board of Education Secretary Rich O'Reilly highlighted achievements of the BOE for this school year. He said that:

- This is the first year that the Windsor High School Junior ROTC was in place at Windsor High School. He said that 60 cadets are in the program.
- Every student at Windsor High School has a Chromebook to be used for homework and research.
- Uyi Osunde was hired as the new High School Principal and Dr. Oliver has been hired as Assistant Superintendent of Instructional Services.
- There has been continued improvement in the transparency of the budget process. He said that this is the first time that there have been additional pre-kindergarten classes via a grant program and the first year that an SAT preparation program has been implemented.
- This is the first year under a redesigned residency program. He said the process in place is more consistent and transparent.
- The BOE negotiated a new bus transportation contract with DATCO. Mr. O'Reilly said the contract, which begins next school year, will bring improved technology to the school bus transportation operation.
- The last day of school is June 15th and graduation is June 14th at the Bushnell.

Mr. O'Reilly reminded people to register their children for kindergarten as soon as possible. He said the next BOE regular meeting is June 21st.

Councilor Jepsen asked for an explanation about the matter that Michaela Fissel spoke about during tonight's Public Communications. He asked that the Board of Education provide an explanation as to what happened and why and whether or not the activity is in compliance with the Family Rights and Privacy Act.

Councilor Jenkins requested that the Board of Education look into upgrading the parent portal since it is difficult for teachers to operate and therefore difficult for parents to rely on.

b) Historic District Commission (HDC)

Steve Rubino provided a summary of the HDC's activities over the past few months regarding review of applications for certifications of appropriateness. He noted that the HDC has been working with the community and the Historical Society to revise the Historic District Handbook, which serves as guidance for residents and commissioners with respect to what are appropriate modifications to properties within the historic district. He thanked members of the HDC as well as members of the community for their input. He also thanked Abby St. Peter for her work with the HDC.

7. TOWN MANAGER'S REPORT

Dog Licenses

June is dog licensing month and dog owners are reminded to purchase a new license by June 30th. By state law, dogs six months of age or older must be licensed annually. All dogs must be vaccinated against rabies and owners must submit a current rabies certificate to the Town Clerk's office when licensing their dog. The license fee for dogs that are neutered or spayed is \$8.00 and the fee for dogs that have not been altered is \$19.00.

*New this year, town residents now have the option of renewing their dog's license on-line. To learn more about on-line payments, please visit our website at www.townofwindsorct.com.

Of course, you may still purchase dog licenses in person at the Town Clerk's office during regular business hours (Monday - Friday, 8:00 AM to 5:00 PM) or by mail. When applying by mail, please include a check made payable to the Town of Windsor and all certificates (rabies and neutered/spayed), and a self-addressed, stamped envelope. Mail to: Town Clerk's office, 275 Broad Street, Windsor CT 06095.

Dogs not licensed in June will be charged a penalty of \$1.00 per month thereafter. For information call 860-285-1902.

Street Repaving Program Update

Department of Public Works (DPW) and Engineering staff have developed the street repaving program for this construction season. As in years past, the work will be done in two primary phases. DPW crews have completed identified repairs to the storm drainage systems on the Phase 1 roads and are now starting similar work on the 2nd set of roadways. The timing of milling and paving work is coordinated with vendors selected from the State DOT's annual cooperative purchasing effort.

The following streets are currently scheduled to be milled and paved in late June or early July:

- Valley View Drive
- Ashley Road (Valley View Drive to Joshua Hill)
- Seymour Street (Sinclair to the dead end)
- Henry Street (from Midian to Shad Run)
- Amanda Circle

The second phase of work will occur near the end of July or early August once drainage repair work has been completed. Phase II streets include:

- Pierson Lane
- Buckland Way

- Sleepy Hollow Circle
- Taylor Street
- Taylor Court
- Warham Street
- Eno Street
- Gaylord Street

Police & Recreation Department Collaboration

Our Police and Recreation departments are once again teaming up to continue efforts to promote and create positive police and youth engagement activities. This summer one patrol officer will be assigned to various summer camps being conducted by Recreation and the Youth Services Bureau (YSB) at Sage Park Middle School and Windsor High School as well at the 330 Windsor Avenue Community Center. The camps at Sage Park and the High School serve children ages 5 to 13. Roughly 350 kids attend those camps on a regular basis. The YSB summer programs at 330 Windsor Avenue are geared to high school students and include Leaders in Training and the Adventure Bound programs.

The officer duties will include:

- Working with and engaging youth, families and staff
- Conducting public safety presentations and activities
- Coordinating the attendance of other police resources at these camps (i.e. setting up a bike rodeo, getting various police resources such as K-9, Crime Scene Van, Bike Patrol, Hartford PD Mounted Unit)

Pools Open June 18th

Summer Pool passes are available for purchase at the Recreation office or you can purchase your pool pass at Welch or Goslee pool starting June 18. Summer pool passes are valid at either Goslee or Welch pool during any of the Open, Family or Lap swim hours. Pool passes are \$60 per family, \$35.00 for an adult individual or \$25.00 for a senior individual pass. Both pools open on Saturday, June 18.

L.P. Wilson Athletic Field Improvements

As work continues on the fields at the L.P. Wilson Community Center, many summer and fall softball and soccer games have been re-scheduled to other town and school fields. The fields at Sharshon Park, Northwest Park, Windsor High, JFK School and the recently renovated Oliver Ellsworth fields will be utilized to accommodate teams until the L.P. Wilson fields are complete and ready for use in the fall of 2017.

S & P assigns AAA Bond Rating and Stable Outlook for Windsor

On June 3rd our bond rating was reaffirmed at AAA with Standard and Poors for our 2016 bond issue, and SP1+ for our 2016 note issue. Both of these are the highest ratings available from S & P. We received positive or "strong" comments in the areas of budgetary performance and flexibility, liquidity, debt profile and contingent liabilities, as

well as the economy and overall management practices. The bond sale is scheduled to occur this Thursday, June 9th. We will be issuing \$4,285,000 in general obligation debt and \$450,000 in notes, to finance capital projects the town council approved over the winter and early spring.

8. COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor McKenney said that the Windsor High School Governance Council, which is part of the School, did send out an email that served only as a reminder about the budget referendum. He said that no communication from that committee goes to parents without the Superintendent's approval. Councilor McKenney also said that the parents that received the email had previously elected to receive such news. Councilor McKenney read aloud the communication that was sent out by Darlene Klase, co-chair of the Windsor High School Governance Council.

Councilor Simon - None

Councilor Govoni - None

Councilor Jenkins said she had a great time attending a brunch on Sunday with many of the other Councilors that honored Windsor's volunteers. She expressed her appreciation for the hard work that all of the volunteers put in to benefit the community.

Councilor Wilkos said that the new apartments being built near the Town Hall are coming together nicely. He said it will be a great addition to the community. He invited people to view the apartments and encouraged young people to consider moving there.

Deputy Mayor Terranova - None

Councilor Jepsen expressed his appreciation for the volunteerism that exists in Windsor. He said that he thinks the message that was sent out recently by the Windsor High School Governance Council goes against the state election rules.

Mayor Trinks congratulated the Windsor High graduates.

9. REPORTS OF STANDING COMMITTEES

Finance Committee – Deputy Mayor Terranova said a meeting is set for next Wednesday.

Health & Safety Committee – Councilor Jenkins said the Committee is trying to set a meeting date.

Joint Town Council/Board of Education Committee – None

Personnel Committee – Deputy Mayor Terranova explained that the Committee met in May.

Special Projects Committee – None

Town Improvements Committee – Councilor Simon said the Committee will meet this week to begin review of the Capital Improvements Plan.

10. ORDINANCES – None

11. UNFINISHED BUSINESS – None

12. NEW BUSINESS

- a) Approve applications submitted for the Neighborhood Assistance Act Tax Credit Program

Councilor McKenney MOVED and Councilor Jepsen seconded that the attached resolution regarding the applications for participation in the Neighborhood Assistance Act Tax Credit Program administered by the Connecticut Department of Revenue Services be approved.

Town Manager Souza asked Community Development Coordinator Jim Hallisey to provide information about the Neighborhood Assistance Act Tax Credit Program. Mr. Hallisey provided an overview of both the program and the applications received.

Motion Passed 8-0-0 (Councilor Petkis absent)

13. RESIGNATIONS AND APPOINTMENTS - None

14. MINUTES OF PRECEDING MEETINGS

- a) Minutes of the May 16, 2016 Regular Town Council Meeting

MOVED by Councilor Jepsen and seconded by Deputy Mayor Terranova to approve the unapproved minutes of the May 16, 2016 Regular Town Council meeting.

Motion Passed 8-0-0 (Councilor Petkis absent)

15. PUBLIC COMMUNICATIONS AND PETITIONS

Coralie Jones of 1171 Mattianuck Avenue expressed her opinion about the communication that was sent out by the Windsor High School Governance Council regarding the upcoming referendum vote. She said that the Superintendent and the Board of Education need to follow the rules regarding these types of communications.

16. EXECUTIVE SESSION - None

17. ADJOURNMENT

Councilor Jenkins MOVED and Councilor Wilkos seconded to adjourn the meeting at 8:11 p.m. The motion passed 8-0-0 with Councilor Petkis absent.

Respectfully Submitted,

Jonathan Luiz
Assistant Town Manager

**TOWN OF WINDSOR
TOWN COUNCIL
SPECIAL MEETING
June 9, 2016
COUNCIL CHAMBERS
UNAPPROVED MINUTES**

1. CALL TO ORDER

Mayor Donald Trinks called the public hearing to order at 6:50 p.m.

Present were: Mayor Donald Trinks, Councilor Randy McKenney, Councilor Alan Simon, Councilor Jill Jenkins, and Kenneth Wilkos.

Councilors Donald Jepsen, James Govoni, Bernard Petkis and Deputy Mayor Jody Terranova were absent.

2. SET FISCAL YEAR 2017 MILL RATE

Councilor Simon MOVED and Councilor Wilkos seconded that the tax rate for the fiscal year beginning July 1, 2016 be set at 31.52 mills which reflects the October 2015 property tax valuation with an estimated taxable grand list for FY 2017 of \$2,914,500,000.

Motion Carried 5-0-0 (Councilors Jepsen, Govoni, Petkis & Deputy Mayor Terranova absent)

There was no public comment.

3. ADJOURMENT

Councilor Simon MOVED and Councilor Jenkins seconded to adjourn at 6:51 p.m.

Motion Carried 5-0-0 (Councilors Jepsen, Govoni, Petkis & Deputy Mayor Terranova absent)

Respectfully submitted by,

Jonathan Luiz
Assistant Town Manager