



# Council Agenda

Council Chambers  
Windsor Town Hall  
September 19, 2016



## 7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Wilkos
3. PLEDGE OF ALLEGIANCE – Councilor Wilkos
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) Library Advisory Board
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
  - a) \*Approve a transfer of \$75,000 from the Community Investment Initiative for Board of Education Technology Infrastructure (Town Manager)
  - b) \*Approve an appropriation of \$54,369 from the General Fund Unassigned Fund Balance for costs associated with the FY 2015 – FY 2018 Teamsters' contract arbitration award (Town Manager)
  - c) \*Approve amendments to the Town's Pension Plan regarding increases in non-union employee contributions (Town Manager)



- 
- d) \*Approve a transfer of \$25,000 from the Community Investment for 330 Windsor Avenue Restroom Renovations (Town Manager)
  - e) \*Approve expenditure of \$95,000 from the Police Private Duty Account for acquisition of mobile video recorder system (Town Manager)

13. \*RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the September 6, 2016 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

## Agenda Item Summary

Date: September 19, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Network Infrastructure Upgrade Board of Education

### Background

The Windsor Board of Education is respectfully requesting funds in the amount of \$75,000 for the school technology infrastructure project as allocated in the first year of the FY 2017-2022 Capital Improvement Program.

### Discussion/Analysis

The increasing reliance on technology for every day functions for teaching, learning, and daily operations has placed a greater demand on the Board of Education's network infrastructure.

This project will improve the Board of Education's network infrastructure by updating the fiber backbones in each of the school facilities. This builds upon previous investments in upgrading network switches. The facilities included in this project are:

- Clover Street Elementary School
- John F. Kennedy Elementary School
- L.P. Wilson Board offices
- Oliver Ellsworth Electuary School
- Poquonock Elementary School
- Sage Park Middle School
- Windsor High School

### Financial Impact

Funding in the amount of \$75,000, including contingency, is being requested to be transferred from the FY17 Community Investment Initiative approved in the FY 2017 budget.

### Other Board Action

None

### Recommendations

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

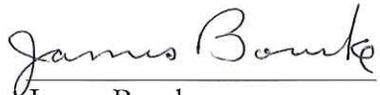
**“MOVE to approve the transfer of \$75,000 from the Community Investment Initiative to fund the ‘School Technology Infrastructure project’.”**

### Attachments

Request Letter from BOE Administration

Certification of Funds

I hereby certify that \$75,000 is available in the FY 17 General Services budget, Community Investment Initiative allocation, to fund the above transfer.

A handwritten signature in cursive script that reads "James Bourke".

James Bourke

Assistant Finance Director



Craig A. Cooke, Ph.D.  
Superintendent of Schools

601 Matianuck Avenue • Windsor, CT 06095

EMAIL | ccooke@windsorct.org TEL | 860-687-2000 EXT 236 FAX | 860-687-2009 WWW.WINDSORCT.ORG

## MEMORANDUM

**TO:** Peter Souza, Windsor Town Manager  
**FROM:** Craig A. Cooke, Ph.D.  
**DATE:** 9/6/16  
**RE:** CIP Funds

This memorandum is in response to our conversation regarding the CIP funds designated for the Windsor Public Schools for technology infrastructure. We intend to utilize these funds to update the fiber backbones in each building allowing us to utilize the higher throughput capacity of the 10-gigabit switches we recently installed and the higher bandwidth speeds offered by CEN, our internet provider. As you may remember, we recently upgraded end-of-life 1-gigabit network switches to new 10-gigabit capable network switches. This fiber upgrade will allow us to take advantage of the full capacity of the new switches.

Below please find approximate figures for all 7 buildings. We have received an actual quote for WHS. The other 6 buildings are based off of that quote.

We continue to rely on our network more and more each year as we add internet applications, online testing, streaming video and audio, and more 1-to-1 devices as well. This upgrade will increase the speeds of all these important items. Thank you for your consideration. Please let us know if you have any questions.

School	# of Fiber Optic Cable Runs	Cost
WHS	6	\$20,817.00
SPMS	3	\$10,408.50
CLOVER	3	\$10,408.50
JFK	2	\$6,938.00
OE	2	\$6,938.00
POQ	2	\$6,938.00
LPW	2	\$6,938.00
<b>Total</b>	<b>20</b>	<b>\$69,386.00</b>

Cc: Danielle Batchelder, Director of Business Services  
George Greco, Physical Plant Manager  
Matthew Dadona, Director of Information, Technology and CATE

## Agenda Item Summary

Date: September 19, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Director of Human Resources

Reviewed By: Peter Souza, Town Manager 

Subject: Arbitration Award - Teamsters Local 671 Public Works and Clerical Employees Bargaining Unit

### Background

The collective bargaining contract with the Teamsters Local 671, Public Works and Clerical Employees expired on June 30, 2014. While parties negotiated a number of tentative agreements and participated in mediation, none of the tentative agreements were approved by the majority of the bargaining units' voting members. Therefore the parties entered arbitration as governed by the state's Municipal Employee Relations Act. An arbitration decision was recently awarded for the contract period July 1, 2014 through June 30, 2018.

The arbitration award does not require the payment of retroactive wages for FY 15 but it does for FY 16. Therefore the Town Council is requested to approve an appropriation and expenditure related to FY 16 retroactive or back pay.

### Discussion/Analysis

The arbitration award covered a variety of contract items such as wages, health insurance, retirement plans, work schedules and rules. There were a number of items mutually agreed upon during negotiations and not arbitrated, therefore they will be incorporated into the new contract. Those items related to prescription drug plan design, contracting, and work rules such as temporary assignments and overtime.

Below is a recap of the key economic and employee benefit items.

#### *Wages*

The arbitration award provides for the following wage changes:

- 2.0% increase effective July 1, 2014;
- 2.25% increase effective and retroactive to July 1, 2015;
- 2.25% increase effective and retroactive to July 1, 2016, and
- 2.25% increase effective July 1, 2017.

#### *Active Employee Health Insurance*

Employee's share of the health insurance premium contributions are as follows:

- 17% effective July 1, 2014;
- 17% effective July 1, 2015;
- 18% effective July 1, 2016, and
- 19% effective January 1, 2018.

### *Retiree Health Insurance*

Retirees who have health insurance available from another employer, or spouse/partner, after retirement, regardless of comparability, will not be eligible to remain on the town's insurance plan.

### *Retirement Plans*

Employees who participate in the defined benefit plan will make contributions as follows:

- 4.0% effective July 1, 2014;
- 4.25% effective January 1, 2016;
- 4.5% effective and retroactive to July 1, 2016, and
- 4.75% effective July 1, 2017.

Employees who are part of the defined contribution plan will increase their contribution from 5.0% to 5.5% effective with the implementation of the arbitration award. The employer match will be 5.5%.

### Financial Impact

The average general wage increase is 2.19%, which equates to \$191,200 over the life of the contract (includes fringe benefits). The estimated avoided costs for premium allocations for retiree health insurance are \$5,800 per retiree per year and \$11,600 per couple per year. The town and bargaining group have agreed to implement an optional vision plan benefit with an estimated cost of \$3,500 each fiscal year.

The approximate savings to the defined benefit plan with increased employee contributions is estimated at \$13,300 for FY 17 as well as in FY 18. The cost of the town's increased contribution to the defined contribution plan is estimated at \$3,340 for FY 17 and FY 18 combined.

Although the arbitration award does not require the payment of retroactive wages for FY 15 it does for FY 16. This requires an appropriation in the amount of \$54,369 for the general fund costs and authorization of \$7,546 from the Landfill Enterprise Fund. The recommended source of funding for the appropriation is the General Fund Unassigned Fund Balance. The FY 2017 adopted budget included projected wages increases therefore no appropriation is required.

### Other Board Action

None

### Recommendations

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

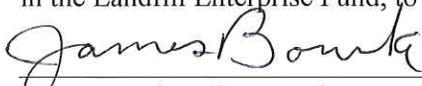
**"MOVE to approve an appropriation of \$54,369 from the General Fund Unassigned Fund Balance, and authorize an expenditure in the amount of \$7,546 from the Landfill Enterprise Fund, to fund the Teamsters Local 671 Public Works and Clerical Employees retroactive wage increase for FY 16."**

### Attachments

Teamster Arbitration Award Summary  
Arbitration Award

### Certification

I hereby certify that \$54,369 is available in the General Fund Unassigned Fund Balance and \$7,546 is available in the Landfill Enterprise Fund, to fund the above appropriation and expenditure.



James Bourke, Finance Director

Summary of  
Teamsters Local 671  
Arbitration Award

TEAMSTERS ARBITRATION AWARD SUMMARY – 9/7/16

<u>ISSUE</u>	Arbitration Award	Town's Last Best Offer	Union's Last Best Offer
WAGES:	FY 15 – 2% - no retro FY 16 – 2.25% - retro FY 17 – 2.25% - retro FY 18 – 2.25% Clerical new hires only in new pay plan	Same as award	FY 15 – 2.5% - retro FY 16 – 2.5% - retro FY 17 – 2.5% - retro FY 18 – 2.5% No new pay plan for clerical employees
HEALTH INSURANCE			
Premium Cost Share	FY 15 – 17% FY 16 – 17% FY 17 - 18% -not retro 1/1/18 – 19% HDHP: 15% all 4 yrs.	FY 15 – 17% FY 16 – 17% FY 17 - 18% -retro 1/1/18 – 19% HDHP: 15% all 4 yrs.	FY 15 – 17% FY 16 – 17% FY 17 – 17.5% - not retro FY 18 – 18% HDHP: 15% all 4 yrs.
New Optional Vision Plan	Add optional vision plan	Same as award	Same as award
Retiree Health Insurance	Eliminate 'Substantially Similar' clause – retiree cannot stay on town's coverage while having other coverage available	Same as award	Current contract language remains – retiree can stay on town's coverage unless other coverage available is substantially similar
LONGEVITY	Eliminated 7/1/16 for new hires	Eliminated for new hires after date of award.	Same as award
RETIREMENT PLANS			
Defined Benefit Plan	FY 15 - 4% (no chg.) 1/1/16 – 4.25% FY 17 – 4.5% - retro FY 18 – 4.75%	Same as award	FY 15 – 4% (no chg.) FY 16 – 4% FY 17 – 4% FY 18 – 4%

Defined Contribution Plan	FY 17 - 5.5% - not retro	Same as award	5.5% - start date not specified
OTHER			
MEDICAL APPOINTMENTS	Limit of 10 appointments lasting 2 hours or less employees will be allowed time off with pay.	Same as award	Existing language - which has no limit on # of appointments
DPW SUMMER HOURS/ON-SITE LUNCH	7/1 TO 8/31 – 7:00 to 3:00 with breaks combined for 20 minute on-site lunch;  4/16 to 7/1 & 8/31 to 11/15 – 30 minute lunch begins when work ceases and ends 30 minutes later	Same as award	4/15 to 11/15 – 7:00 to 3:00 - 30 minute lunch begins when work ceases and ends 30 minutes later; 11/16 to 4/14 – 30 minute lunch begins when employee returns to the shop
WORKING OUT OF CLASS	When assigned to work in higher classification, with prior approval, employee shall be paid higher rate. Does not include intermittent or casual work. (eliminates 10-day waiting period)	Same as award	Same as town but does not exclude intermittent or casual work.
UNIFORMS	The town will provide for the care of the employees' uniform pants. Employees shall be responsible for the care of the employees' uniform shirts, and the town will replace said shirts as needed. The town will provide for the care of the mechanics' uniform pants and shirts.	Same as award	Current language – town provides care for the uniform shirts in addition to the pants.

**AGREED TO LANGUAGE NOT PART OF ARBITRATION PROCESS:**

Insurance Plan Design	PPO with Edits (prior authorization for high cost diagnostics, PT & OT, reduce out-patient surgery copay, Rx prior authorization, step therapy, and DQM)
Cadillac Tax	If excise tax is triggered the parties agree to mid-term negotiations on the excise tax.
Recognition/contracting out	The town agrees it will not subcontract work for the purpose of laying off bargaining unit employees.
Temporary assignments	Longer term assignments (i.e. street sweeping crew) shall be posted with a sign-up sheet.
Stewards	The union has the right to remove a steward at any time for the good of the union.
Overtime	Employees shall be granted reasonable time, up to one-half hour off with pay for eating or rest during 8 consecutive overnight overtime hours.
Overtime	For bargaining unit OT, non-bargaining unit employees shall not perform bargaining unit work, until and unless all qualified and available bargaining unit employees have first been offered such work or are currently working.
Uniforms	Increase the safety boot allowance from \$125 to \$165.

# Teamsters Local 671 Arbitration Award

STATE OF CONNECTICUT  
STATE BOARD OF MEDIATION AND ARBITRATION  
ARBITRATION PROCEEDINGS  
Under Title 7 Ch. 113, Section 70-473c  
of the  
GENERAL STATUTES OF THE STATE OF CONNECTICUT

*****	Case No:	2015-MBA-0207
In the matter of	*	
	*	Award of the Arbitration Panel
Town of Windsor	*	
	*	
-and-	*	August 30, 2016
	*	
Teamsters, Local 671	*	
	*	
*****		

The undersigned Arbitrators were duly designated in accordance with the Rules and procedure of the Connecticut State Board of Mediation and Arbitration; and, pursuant to the provisions of Title 7, Chapter 113, Section 473(c)(c) (1) of the General Statutes of the State of Connecticut respectively make this Award.

MEMBERS OF THE ARBITRATION PANEL

Louis P. Pittocco, Esq. – Chairperson  
John M. Romanow, Esq. – Representing Management  
Frank Krzywicki – Representing the Union

APPEARANCES

For the Town: Kevin M Deneen, Esq.  
For the Union: Brenden L. Hughes, Esq.

CONTENTS

SECTION I:	The Proceedings
SECTION II:	Agreed Upon Language
SECTION III:	Statutory Requirements
SECTION IV:	Discussion and Award on Disputed Issues

**SECTION I**  
**The Proceedings**

In accordance with the Rules and Procedure of the Connecticut Board of Mediation and Arbitration, pursuant to provisions of Title 7, Ch. 113, Section 7-473c of the Connecticut General Statutes, the parties to this arbitration proceeding being the Town of Windsor (hereinafter referred to as "Employer") and Teamsters Local 671 (Public Works and Clerical Employees) (hereinafter referred to as "Union") hearings were convened. Two hearings were held at the Windsor Town Hall on April 14, 2016 and on May 24, 2016.

During the hearings the parties were represented. The Union was represented by Brenden L. Hughes, Esq. and the Employer by Kevin M. Deneen, Esq. At the commencement of the hearings, the parties discussed with the Panel, the status of their negotiations in regard to what sections of the contract had been agreed to prior to the institution of the arbitration and a document setting forth the agreement of the parties was presented to the Panel and marked, "Agreed Upon Language." This Exhibit has been attached to this report and is contained in the section of this report marked "Agreed Upon Language." At the hearings the Panel was presented with numerous exhibits from both parties. As required by the Statutes, both parties filed Last Best Offers and Briefs.

SECTION III  
Statutory Requirements

Subsection (c)(2) of Section 7-473C of the Connecticut General Statutes sets forth factors to be considered by the arbitration panel in selecting between the parties' best offers. That subsection provides in pertinent part as follows:

In arriving at a decision, the arbitration panel shall give priority to the public interest and the financial capability of the municipal employer, including consideration of other demands on the financial capability of the municipal employer. The panel shall further consider the following factors in light of such financial capability: (A) The negotiations between the parties prior to arbitration; (B) the interests and welfare of the employee group; (C) changes in the cost of living; (D) the existing conditions of employment of the employee group and those of similar groups; and (E) the wages, salaries, fringe benefits, and other conditions of employment prevailing in the labor market, including developments in private sector wages and benefits.

SECTION IV  
Discussion and Award on Disputed Issues

Issues in Dispute

Issue No. 1 – Article 5, Hours of Work, Overtime and Holiday Pay, Section B.

Last Best Offer of the Town:

Normal summer hours for non-landfill employees (work week from July 1 through August 31) shall be from 7:00 a.m. through 3:00 p.m. with the two (2) ten (10) minute on-site rest periods combined into one on-site twenty (20) minute lunch break. Employees shall be given one week notice of any time change in the normal schedule with notification to the Local Business Agent. With the exception of the winter 'on-call' time period (the week of November 15 through the week of April 15), the lunch period will commence upon the ceasing of performing the employee's job duties and will end thirty (30) minutes later. During the designated winter 'on-call' period, highway division employees will be allowed adequate time to return to the shop before the lunch break commences, and cease thirty (30) minutes after arriving at the shop.

Last Best Offer of the Union:

Normal Hours for Public works employees will be 7:00 a.m. to 3:00 p.m., with one-half (1/2) for lunch between the hours of 11:30 a.m. and 1:00 p.m. as scheduled by the Department Director.

1. Normal hours for all non-landfill Department of Public Works Employees during the period of work from April 15, until November 15, shall be from 7:00 a.m. to 3:00 p.m. (hereinafter "Summer/Fall Hours"). During the period of November 15 through April 14, the hours shall be from 7:00 a.m. until 3:30 p.m.
2. Employees shall be given one week's notice of any time change in the normal schedule with notification to the Local Business Agent.
3. During the Summer/Fall Period, the lunch period will commence for non-landfill, Department of Public Works upon the ceasing of performing the employee's job duties and will end thirty minutes later. In cases of extreme weather (i.e., high heat index) and with the approval of the department director, an additional ten (10) minutes may be allowed for the lunch period.
4. During the Winter/Spring Period, non-landfill Department of Public Works employees will be given adequate time to return to the shop before the lunch break commences. Lunch break will not end until thirty (30) minutes after the non-landfill employee has returned to the shop.

**Decision:**

Currently, there is no contract language with regard to summer hours. The Town's Last Best Offer is the same as that previously agreed to by the parties, but not ratified by the Union membership. The Union's proposal would expand the so called "summer hours" to summer/fall hours to include seven (7) months of the year.

The Town has established sufficient reasons for its language to be approved, since it believes it will provide for a more efficient work place.

The majority of the panel members decide Issue No. 1 in favor of the Town. Mr. Krzywicki dissents.

Issue No. 2 – Article 8, Health and Dental Appointments

Last Best Offer of the Town:

Employees will be allowed time off with pay and will not be required to use sick leave for medical and dental appointments lasting two hours or less for the employee or the employee's child, spouse or parent providing the following:

- a. The Department Head or supervisor is notified at least one day in advance of these appointments except in cases of sudden illness or injury.
- b. All preventative, ongoing maintenance and recurring type doctor appointments for chronic conditions and dental appointments must be scheduled after normal business hours.
- c. If unable to make preventative, ongoing maintenance and recurring type doctor's appointments and dental appointments after normal business hours, then union members must provide documentation from the physician explaining the reason. This limitation does not apply to unexpected illnesses and emergency situations.

Effective July 1, 2015, the maximum number of such appointments shall be ten (10) in any fiscal year.

Last Best Offer of the Union:

Employees will be allowed time off with pay and will not be required to use sick leave for medical and dental appointments lasting two hours or less for the employee or the employee's child, spouse or parent providing the following:

- d. The Department Head or supervisor is notified at least one day in advance of these appointments except in cases of sudden illness or injury.

- e. All preventative, ongoing maintenance and recurring type doctor appointments for chronic conditions and dental appointments must be scheduled after normal business hours.
- f. If unable to make preventative, ongoing maintenance and recurring type doctor's appointments and dental appointments after normal business hours, then union members must provide documentation from the physician explaining the reason. This limitation does not apply to unexpected illnesses and emergency situations.

**Decision:**

The Town's Last Best Offer allows employees to attend medical appointments during the day without loss of sick time or other leave time. However, in the interest of efficiency, especially with the fiscal situation the way it currently exists in the Town, the Town wishes to limit the number of such appointments to ten (10) in any fiscal year.

The Union seeks to continue the existing language which gives the employee unlimited time for medical appointments.

The Union offered no evidence to support its position for unlimited medical appointments during working hours.

The majority of the panel members decide Issue No. 2 in favor of the Town based upon existing conditions of employment of the employee group and limited number of Towns offering such a benefit to employees. Mr. Krzywicki dissents for the same statutory reasons and that an existing benefit is denied to the Union membership.

Issues No. 3 through 8 – Wages

Issue No. 3 – Article 9.0(a) Wages, section A.

Last Best Offer of the Town:

Effective July 1, 2014, each employee shall be granted a two (2.00%) percent general wage increase, provided that the employee's salary will not exceed the maximum for his/her pay grade, and minimum and maximum of grade ranges shall be increased by two (2.00%) percent.

Last Best Offer of the Union:

Effective and retroactive to July 1, 2014, each employee shall be granted a two and one-half percent (2.5%) general wage increase, provided that the employee's salary will not exceed the maximum for his/her pay grade, and minimum and maximum of grade ranges shall be increased by two and one-half percent (2.5%)

**Decision:**

The Town's Last Best Offer matches the final rejected contract provisions of 2.0%, 2.25%, 2.25% and 2/25% for the four years of the contract beginning in 2014-15. Whereas, the Union's Last Best Offer seeks to increase these amounts to 2.5%, 2.5%, 2.5% and 2.5%.

The parties had originally agreed to a three year contract with annual increases of 1.75%. This, of course, was rejected by the Union members and each of the three subsequent temporary agreement were also rejected.

The Union offered no evidence to substantiate its Last Best Offer; whereas, the Town offered a great deal of evidence concerning the Town's financial condition and the uncertainty of State funds coming to the Town over the course of the contract years.

For the reasons set forth in Statutory Requirements Section (D), the existing condition of employment of the employee group and those of similar groups and (E) the wages, salaries, fringe benefits, and other conditions of employment prevailing in the labor market, the majority of the panel decides Issue No. 3 in favor of The Town. Mr. Krzywicki dissents based upon the same statutory reasons.

Issue No. 3a – Article 9.0(a) – Wages Section A

Last Best Offer of the Town:

The wage award for the period July 1, 2014 through June 30, 2015 shall not be retroactive.

Last Best Offer of the Union:

Effective and retroactive to July 1, 2014, each employee shall be granted a two and one-half percent (2.5%) general wage increase, provided that the employee's salary will not exceed the maximum for his/her pay grade, and minimum and maximum of grade ranges shall be increased by two and one-half percent (2.5%)

**Decision:**

The Town has basically withdrawn what it had previously offered to the Union. When it initially reached a tentative agreement with the Union, it's financial condition was better than it is now. Since then, the State has reduced its municipal aid package to the Town and the Town has shown that it is in a much less position to meet the Union's demands.

For reasons of the history of negotiations and the public interest, the majority of the Panel decides Issue 3(a) in favor of the Town. Mr. Krzywicki dissents based upon the same statutory reasons.

Issue No. 4 – Article 9.0(a) Wages Section A.

Last Best Offer of the Town:

Effective and retroactive to July 1, 2015, each employee shall be granted a two and one-quarters (2.25%) percent general wage increase, provided that the employee's salary will not exceed the maximum for his/her pay grade, and minimum and maximum of grade ranges shall be increased by two and one quarter (2.25%) percent.

Last Best Offer of the Union:

Effective and retroactive to July 1, 2015, each employee shall be granted a two and one-half percent (2.5%) general wage increase, provided that the employee's salary will not exceed the maximum for his/her pay grade, and minimum and maximum of grade ranges shall be increased by two and one-half percent (2.5%).

**Decision:**

For the same reasons expressed in the decision in Issue No. 3(a), the majority of the panel decides Issue No. 4 in favor of the Town. Mr. Krzywicki dissents on the basis that the Union members are entitled to receive the same level of wage increases as has been afforded the Town's other bargaining units and fair compensation for a two year period in which they received no additional compensation above and beyond their 2014 fiscal year salaries.

Issue No. 5 – Article 9.0(a) Wages Section A.

Last Best Offer of the Town:

Effective and retroactive to July 1, 2016, each employee shall be granted a two and one-quarter (2.25%) percent general wage increase, provided that the employee's salary will not exceed the maximum for his/her pay grade, and minimum and maximum of grade ranges shall be increased by two and one quarter (2.25%) percent.

Last Best Offer of the Union:

Effective and retroactive to July 1, 2016, each employee shall be granted a two and one-half percent (2.5%) general wage increase, provided that the employee's salary will not exceed the maximum for his/her pay grade, and minimum and maximum of grade ranges shall be increased by two and one-half percent (2.5%).

**Decision:**

For the same reasons expressed in the decision in Issue No 4, the majority of the panel decides Issue No. 5 in favor of the Town. Mr. Krzywicki dissents based the same reasons expressed in the Decision of Issue No. 4.

Issue No. 6 -- Article 9.0(a) Wages Section A.

Last Best Offer of the Town:

Effective July 1, 2017, each employee shall be granted a two and one-quarter (2.25%) percent general wage increase, provided that the employee's salary will not exceed the maximum for his/her pay grade, and minimum and maximum of grade ranges shall be increased by two and one quarter (2.25%) percent.

Last Best Offer of the Union:

Effective and retroactive to July 1, 2017, each employee shall be granted a two and one-half percent (2.5%) general wage increase, provided that the employee's salary will not exceed the maximum for his/her pay grade, and minimum and maximum of grade ranges shall be increased by two and one-half percent (2.5%).

**Decision:**

For the same reasons expressed in the decision in Issue No 4, the majority of the panel decides Issue No. 6 in favor of the Town. Mr. Krzywicki dissents based on same reasons expressed in the Decision of Issue No. 4.

Issue No. 7 -- Article 9.0 Wages -- Clerical Pay Plan

Last Best Offer of the Town:

After the date of the award in Case No. 2015-MBA-0207, for any new hires within the clerical positions, the pay grade and scale are those set forth in Appendix A Schedule B -- New Hires, attached hereto

Last Best Offer of the Union:

After the date of ratification of this Agreement, the pay grade and scale for any new hires within the clerical positions shall remain the same as for all preexisting bargaining unit members.

**Decision:**

The Town and the Union had agreed upon a new pay plan for clerical employees in the December Tentative Agreement which would apply to new hires. This plan is repeated in the Town's Last Best Offer.

The Union's position is that it has an obligation to protect the interests and welfare of future bargaining unit members. Further that the Union has made concessions concerning new hires and has agreed to eliminate longevity pay for all employees hired after the fiscal year 2016.

For reasons that the Town's proposal will begin to bring the Town's compensation package more in line with like employees in neighboring towns, the majority of the Panel decides Issue No. 7 in favor of the Town. Mr. Krzywicki dissents on the basis that the Union has already made concessions regarding new hires.

Issue No. 8 – Article 9.0 – Step Movement New Clerical Plan

Last Best Offer of the Town:

Pay Increases for Newly Hired Employees in the Schedule B Pay Plan Not at Maximum. After successful completion of probation, employees not at the maximum of the pay range, shall be eligible annually on the anniversary date of their appointment to the position for a four and three tenths percent (4.3%) pay increase not to exceed the maximum of the range.

Pay Increases for Promoted Employees in the Schedule B Pay Plan Not at Maximum. Upon successful completion of the trial period, promoted employees will receive a four and three tenths percent (4.3%) pay increase and one (1) year from the successful completion of the trial period, employees not at the maximum of the pay range, shall be eligible annually for a four and three tenths percent (4.3%) pay increase not to exceed the maximum of the range.

Last Best Offer of the Union:

Pay Increases for Newly Hired Employees in the Schedule A Pay Plan Not at Maximum. After successful completion of Probation, employees not at the maximum of the pay range shall be eligible annually on the anniversary of their appointment to the position for a five percent (5%) pay increase, not to exceed the maximum of the range.

Pay Increases for Promoted Employees in the Schedule A Pay Plan Not at Maximum. Upon successful completion of the trial period, promoted employees will receive a five percent (5%) pay increase, and one (1) year from the successful completion of the trial period, employees not at the maximum of the pay range shall be eligible annually for a five percent (5%) pay increase, not to exceed the maximum of the range.

**Decision:**

The Town's proposal would not negatively affect current employees. It will begin the process of bringing the Town's compensation packages more in line with surrounding towns.

The Union's Last best offer on Issue No. 8 is flawed in that there is no current language for this issue.

For the above reasons, the majority of the Panel decides Issue No. 8 in favor of the Town. Mr. Krzywicki dissents.

Issue No. 9 – Lead Person Custodian Position

Last Best Offer of the Town:

Denial of Pay Increases. The Town Manager or his/her designee may deny employees, who are not performing satisfactorily, annual pay increases, provided the employee has been given a written notice (with a copy to the Local Business Agent) of the potential of such action at least two (2) months prior to the scheduled increase. The denial shall be in writing to the employee with a copy to the Union setting forth the reasons for denial.

Employees who are denied pay increases shall be reevaluated within six (6) months of the denial. Should the Town Manager or his/her designee again deny the pay increase, the employee, through the Union, may appeal within ten (10) working days of receiving the written denial, to the State Board of Mediation and Arbitration in accordance with its usual rules and procedures.

Last Best Offer of the Union:

The Union proposes striking Section 9.2 in its entirety and renumbering all subsequent Article 9 sections accordingly.

**Decision:**

The Town's Last Best Offer contains the same language agreed by the parties on four different occasions. The Union never objected to the language before and now it seeks to strike it from the Contract. The Union offered no evidence to support its position.

For the above reasons (bargaining history) the majority of the Panel decides Issue No. 9 in favor of the Town. Mr. Krzywicki dissents.

Issue No. 10 – Article 9.7 Working Out of Class

Last Best Offer of the Town:

If an employee is assigned to work in a higher classification due to absence, sickness, or vacancy or due to the needs of the department, with the prior approval of the department director or his/her designee, he/she shall be paid the equivalent rate for the higher classification not to be less than five (5) percent. This provision shall not apply to casual or intermittent work performed in the higher classification. After twelve (12) months in the higher classification, the employee shall be paid the maximum of the range of the higher classification.

Last Best Offer of the Union:

If an employee is assigned to work in a higher classification due to absence, sickness or vacancy or due to the needs of the department, with the prior approval

of the department director or his/her designee, he/she shall be paid the equivalent rate for the higher classification not to be less than five (5) percent beginning on the first such workday. After twelve (12) months in the higher classification, the employee shall be paid the maximum range of the higher classification.

**Decision:**

The Town and the Union previously agreed to the Town's proposed language which eliminated the ten (10) day cumulative work days requirement. The Union's proposal not only seeks to eliminate the ten (10) day period, but also eliminates the "casual or intermittent" language previously agreed to. The Union's language awards higher pay to the employee for any activity outside of one's job classifications.

The Majority of the Panel decides Issue No. 10 in favor in the Town since it is more in line with the bargaining history and by eliminating the ten (10) day requirement is a big step in the Union's favor. Mr. Krzywicki dissents.

Issue No. 11 – Article 9.8 Longevity

Last Best Offer of the Town:

For employees hired before the date of the award in Case No. 2015-MBA-0207, longevity payments shall be based on the following schedule:

<u>Continuous Years of Full-Time Service</u>	<u>Total Annual Longevity Pay</u>
6 years but less than 10 years	\$325
10 years but less than 15 years	\$375
15 years but less than 20 years	\$450
20 years or more	\$550

Longevity pay benefit is eliminated for any employee hired on or after the date of the award in Case No. 2015-MBA-0207.

Last Best Offer of the Union:

For employees hired before July 1, 2016, longevity payments shall be based upon the following schedule:

<u>Continuous Years of Full-Time Service</u>	<u>Total Annual Longevity Pay</u>
6 years but less than 10 years	\$325
10 years but less than 15 years	\$375
15 years but less than 20 years	\$450
20 years or more	\$550

Longevity pay benefit is eliminated for any employee hired on or after July 1, 2016.

**Decision:**

The parties Last Best Offers are essentially the same. The Town stipulates to the Last Best offer of the Union for Issue No. 11.

Issue No. 12 – Article 9.11(a) Employee Pension Contribution

Last Best Offer of the Town:

- A. Effective July 1, 2014, the employee contribution shall be 4.0%.

Last Best Offer of the Union:

The Town of Windsor Employees' Defined Benefit Pension Plan shall be modified as follows:

- A. Effective July 1, 2014, the employee contribution shall be 4.0% on a pre-tax basis.

**Decision:**

The Town stipulated to the Union's Last Best Offer.

Issue No. 13 – Article 9.11(b) Employee Pension Contribution

Last Best Offer of the Town:

- A. Effective January 1, 2016, the employee contribution shall be increased to 4.25%.

Last Best Offer of the Union:

The Town of Windsor Employees' Defined Benefit Pension Plan should be modified as follows:

- B. Effective July 1, 2015, the employee contribution shall be 4.0% on a pre-tax basis.

**Decision:**

The parties had tentatively agreed to a .25% increase in the employee's contributions each year when discussing a three year contract from 4.0% to 4.25% to 4.5%. Every other employee group in the Town covered by the Town's Pension Plan has increased its members' contribution by .25% each year.

Issue No. 14 – Article 9.11(c) Employee Pension Contribution

Last Best Offer of the Town:

- C. Effective July 1, 2016, the employee contribution shall be increased to 4.5%.

Last Best Offer of the Union:

- C. Effective July 1, 2016, the employee contribution shall be 4.0% on a pre-tax basis.

**Decision:**

For the same reasons set forth for Issue No. 13, the majority of the Panel decides Issue No. 14 in favor of the Town. Mr. Krzywicki dissents.

Issue No. 14a – Article 9.11(d) Retroactivity of Employee Pension Contribution for 2016,-2017

Last Best Offer of the Town:

- D. The employee pension contribution award for the period July 1, 2016 through June 30, 2017 shall be retroactive.

Last Best Offer of the Union:

- D. Effective July 1, 2016, the employee contribution shall be 4.0% on a pre-tax basis.

**Decision:**

The Panel decides Issue No. 14a in favor of the Town since the Union's Last Best Offer is defective. Mr. Krzywicki dissents.

Issue No. 15 – Article 9.11(e) Employee Pension Contribution for 2017-2018

Last Best Offer of the Town:

- E. Effective July 1, 2017, the employee contribution shall be increased to 4.75%.

Last Best Offer of the Union:

- A. Effective July 1, 2017, the employee contribution shall be 4.0% on a pre-tax basis.

**Decision:**

The Panel decides Issue No. 15 in favor of the Town since the Union's Last Best Offer is defective. Mr. Krzywicki dissents.

Issue No. 16 – Article 9.11(e) Employee Pension Contribution for 2017-2018

Last Best Offer of the Town:

Effective but not retroactive to July 1, 2016, the Town and the Employee shall each be required to contribute five and one half (5.5%) percent of the employee's earnings.

Last Best Offer of the Union:

Employees hired on or after November 1, 2011, shall participate in the Town of Windsor's Defined Contribution Plan, which shall require the Town and the Employee to each contribute five and one-half percent (5.5%) of the employee's earnings.

**Decision:**

The Last Best Offers on Issue No. 16 for the parties are essentially the same, but the Town's language is clearer. The Union's language could possibly be interpreted otherwise. To be safe, the Panel has decided Issue No. 16 in favor of the town.

Issue No. 17 – Article 10.0 Vision Care Rider

Last Best Offer of the Town:

As soon as practical following ratification of this Agreement, a vision plan as described in Appendix D shall be part of the health care plan, subject to the premium share contributions set forth in Section 10.1 for the PPO/HMO health care plans.

Last Best Offer of the Union:

As soon as practicable following ratification of this Agreement, a vision plan as described in Appendix D shall be part of the health care plan, subject to the premium share contributions set forth in Section 10.1 for the PPO/HMO health care plans.

**Decision:**

The Town's and Union's Last Best Offers are identical; therefore, the Panel decides Issue No. 17 in favor of the Union.

Issue No. 18 – Article 10.1 Premium Cost Share PPO or HMO 2014-2015

Last Best Offer of the Town:

Effective July 1, 2013, for all regular full-time bargaining unit employees who elect coverage under the PPO or the HMO, the Town shall pay 83% of the full premium cost for the insurance plan with prescription coverage for the subscribing employee and his/her eligible dependents. The employee will pay 17%.

Last Best Offer of the Union:

Effective July 1, 2014, for all regular full-time bargaining unit employees who elect coverage under the PPO or HMO, the Town shall pay 83% of the full premium cost for the insurance plan with prescription coverages for the subscribing employee and his/her eligible dependents. The employee will pay 17%.

**Decision:**

The parties have proposed essentially the same Last Best Offer. The Town stipulates to the Union's Last Best Offer for Issue No. 18.

Issue No. 19 – Article 10.1 Premium Cost Share PPO or HMO 2015-2016

Last Best Offer of the Town:

None.

Last Best Offer of the Union:

Effective July 1, 2015, for all regular full-time bargaining unit employees who elect coverage under the PPO or HMO, the Town shall pay 83% of the full premium cost for the insurance plan with prescription coverages for the subscribing employee and his/her eligible dependents. The employee will pay 17%.

**Decision:**

The Town stipulates to the Union's Last Best Offer for Issue No. 19.

Issue No. 20 – Article 10.1 Premium Cost Share PPO or HMO 2016-2017

Last Best Offer of the Town:

Effective July 1, 2016, for all regular full-time bargaining unit employees who elect coverage under the PPO or the HMO, the Town shall pay 82% of the full premium cost for the insurance plan with prescription coverage for the subscribing employee and his/her eligible dependents. The employee will pay 18%.

Last Best Offer of the Union:

Effective July 1, 2016, for all regular full-time bargaining unit employees who elect coverage under the PPO or HMO, the Town shall pay 82.5% of the full premium cost for the insurance plan with prescription coverages for the subscribing employee and his/her eligible dependents. The employee will pay 17.5%.

**Decision:**

In the final temporary Agreement the parties agreed on the language of the Town's Last Best Offer. The Union is trying to get a little more for its members by offering that its employees pay a one-half percent less than originally agreed to. Evidence produced by the Town shows that this unit has contributed 17% while other units have contributed 18%. These employees benefitted by the delay caused by not reaching an earlier agreement.

For these reasons the Panel decides Issue No. 20 in favor of the Town.

Issue No. 20a – Article 10.1 Retroactivity of Premium Cost Share PPO or HMO 2016-2017

Last Best Offer of the Town:

The employee premium cost share award for the period July 1, 2016 through June 30, 2017 shall be retroactive.

Last Best Offer of the Union:

Effective upon the execution date of this agreement for all regular full-time bargaining unit employees who elect coverage under the PPO or HMO, the Town shall pay 82.5% of the full premium cost for the insurance plan with prescription coverages for the subscribing employee and his/her eligible dependents. The employee will pay 17.5%

**Decision:**

The Panel has decided that since it did not award retroactive increases to the Union that it is only fair and equitable not to charge retroactive premium costs to the Union members; therefore, the Union's Last Best Offer for Issue No. 20a is awarded to the Union.

Issue No. 21 – Article 10.1 Premium Cost Share PPO or HMO 2017-2018

Last Best Offer of the Town:

Effective January 1, 2018, for all regular full-time bargaining unit employees who elect coverage under the PPO or the HMO, the Town shall pay 81% of the full premium cost for the insurance plan with prescription coverage for the subscribing employee and his/her eligible dependents. The employee will pay 19%.

Last Best Offer of the Union:

Effective July 1, 2017, for all regular full-time bargaining unit employees who elect coverage under the PPO or HMO, the Town shall pay 82% of the full premium cost for the insurance plan with prescription coverages for the subscribing employee and his/her eligible dependents. The employee will pay 18%.

**Decision:**

For the reasons set forth in the Decision on Issue No. 20 and that the other bargaining units in Town are contributing 19% of the premium cost the Panel decides Issue No 21 in favor of the Town.

Issue No. 22 – Article 10.1 Premium Cost Share HDHP

Last Best Offer of the Town:

Effective July 1, 2014, for all regular full-time bargaining unit employees who elect coverage under the High Deductible Plan, the Town shall pay 85% of the full premium cost for the High Deductible Plan for the subscribing employee and his/her eligible dependents. The employee will pay 15%.

Last Best Offer of the Union:

Effective July 1, 2014, for all regular full-time bargaining unit employees who elect coverage under the High Deductible Plan, the Town shall pay 85% of the full premium cost for the High Deductible Plan for the subscribing employee and his/her eligible dependents. The employee shall pay 15%.

**Decision:**

The Last Best Offers of the Town and the Union are the same. The Panel decides Issue No 22 in favor of the Union.

Issue No. 25 – Article 10.3 Retiree Health Insurance (Substantially similar)

Last Best Offer of the Town:

No such contribution shall be made if other insurance coverage is available or becomes available to the retiree through another employer or through his/her spouse's or civil union partner's employer. To be eligible for benefits hereunder, each retiree shall declare annually in writing under penalties of perjury that he/she does not have other coverage available by completing the form required and to be delivered annually by the town, together with a return envelope, to the retiree with the notice of annual open enrollment. If no such written declaration is received, the Town shall be permitted to drop the coverage of retiree and spouse after due notice of such elimination of coverage is sent to the retiree and spouse's last known address by certified mail, return receipt requested. When coverage is no longer

available to the retiree or his/her spouse, the retiree and spouse may re-enroll in coverage provided by the town as indicated in Section 10.3 above.

Last Best Offer of the Union:

The Union proposes the language remain the same as currently provided for in the Collective Bargaining Agreement.

**Decision:**

The Town has in 2014 negotiated the removal of the “substantially similar” language from its Contract with the Police Union and the Dispatchers Union and is requesting the Teamsters Union to make the same change in its Contract.

The Union makes a strong argument to continue the current language, except it ignores the cost to the Town and its ability to pay. Health care costs continue to rise and it is difficult to project what they will be in the future. The Town’s proposal makes more sense and still provides the benefit to a retired employee who may not have a second career or whose spouse or partner does not have coverage until the retiree reaches Medicare age.

The majority of the Panel decides Issue #25 in favor of the Town. Mr. Kryzwicki dissents for the reason that an important benefit is being denied to retirees and that a similar benefit is provided retired employees in surrounding towns.

Issue No. 26 – Article 11.1 Uniforms

Last Best Offer of the Town:

The Town shall provide foul-weather gear; i.e., raincoats, rain hats, boots, and gloves of suitable material. The Town shall also provide uniform pants and shirts for all employees in the Roadways, Parks, Equipment Repair, Building Maintenance, Building Inspection, and Landfill Divisions exclusive of clerical/office employees. The Town will provide for the care of employees' uniform pants and foul weather gear as necessary. Employees shall be responsible for the care of the employees’ uniform shirts, and the Town will replace said shirts as needed. The town will provide for the care of the mechanics’ uniform pants and shirts. Employees must wear the uniforms provided to them by the Town with the understanding that exceptions will be made due to weather and working conditions.

Last Best Offer of the Union:

The Union proposes the language remain the same as currently provided for in the Collective Bargaining Agreement.

**Decision:**

The difference in the Last Best Offer is that the Town now wants its employees to launder their own shirts, but will continue to launder the balance of the Uniforms.

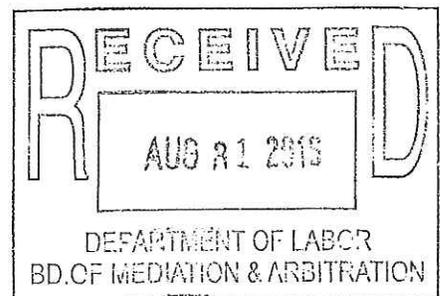
Again, this is one of the issues that the parties initially agreed to in their negotiations in October of 2014. The Union members have enjoyed the benefit during the delay in getting this contract finalized.

The Panel decides Issue No. 26 in favor of the Town.

  
August 30, 2016  
Louis P. Pittocco, Esq.  
Panel Chairperson

  
August 30, 2016  
John M. Romanow, Esq.  
Management Member

  
August 30, 2016  
Frank Kazywicki  
Labor Member



## Agenda Item Summary

Date: September 19, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Amendment to the Town of Windsor Defined Benefit Retirement Plan

### Background

Efforts continue to mitigate costs associated with the town's defined benefit pension plan. Over the last several years, General Government and Board of Education bargaining unit employee groups as well as unaffiliated employee groups have increased their contributions to the town's defined benefit plan. The defined benefit plan is closed to new hires of both the Town and the Board of Education. New eligible hires are participating in defined contribution plans.

As outlined in the pension plan legal document, the "Employer" is defined as the Town of Windsor and the Board of Education. Therefore, both the Town Council and the Board of Education need to adopt resolutions to formalize plan changes.

### Discussion/Analysis

Per the recent contract arbitration award for the Teamsters' collective bargaining agreement, the bargaining unit employee contribution increased from 4.0% to 4.25% effective, but not retroactive, January 1, 2016. Effective and retroactive to July 1, 2016, the members of this bargaining unit will increase their defined benefit contribution from 4.25% to 4.5%. Effective July 1, 2017, the employee contribution will increase from 4.50% to 4.75%.

Effective September 19, 2016, unaffiliated General Government employees will increase their defined benefit contribution from 4.50% to 4.75%.

In order to formalize these changes, the Town Council and Board of Education are requested to adopt a resolution to amend the defined benefit pension plan.

### Financial Impact

It is estimated that the increases as described above will result in approximately \$22,000 in savings for FY 2017.

### Other Board Action

As stated in the pension plan legal document, the "Employer" is defined as the Town of Windsor and the Board of Education. Therefore, both the Town Council and the Board of Education need to adopt the appropriate resolution. The Board of Education will act on the resolution later this month.

Recommendations

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

**“RESOLVED that EXHIBIT I, entitled, 'Eighth Amendment to the Town of Windsor, Connecticut Defined Benefit Retirement Plan' is hereby adopted and approved and BE IT FURTHER RESOLVED that the Mayor and Town Manager are hereby authorized and directed to take any actions, and to execute such documents and instruments, as may be necessary or appropriate to carry out the intent of the foregoing resolution.”**

Attachments

Exhibit I - Amendment to defined benefit pension plan

EXHIBIT I  
EIGHTH AMENDMENT TO THE  
TOWN OF WINDSOR, CONNECTICUT  
DEFINED BENEFIT RETIREMENT PLAN

Effective September 19, 2016, Article III of the Town of Windsor, Connecticut Defined Benefit Retirement Plan is hereby amended as follows:

“Effective as of September 19, 2016, the required payroll deduction for eligible unaffiliated Town of Windsor Employees shall increase from 4.50% to 4.75%”

“Effective January 1, 2016, the required payroll deduction for Local 671 Teamsters and Clerical Workers bargaining unit employees will increase 4.0% to 4.25%. Effective and retroactive to July 1, 2016, the members of this bargaining unit will increase their defined benefit contribution from 4.25% to 4.5%. Effective July 1, 2017, the members of this bargaining unit will increase their defined benefit contribution from 4.50% to 4.75%”

Executed by the Town of Windsor, Connecticut, this \_\_\_\_ day of September, 2016, at Windsor, Connecticut.

TOWN OF WINDSOR, CONNECTICUT

By: \_\_\_\_\_  
Town Manager

By: \_\_\_\_\_  
Mayor

Executed by the Board of Education of the Town of Windsor, Connecticut, this \_\_\_\_ day of September, 2016, at Windsor, Connecticut.

BOARD OF EDUCATION OF THE TOWN  
OF WINDSOR, CONNECTICUT

By: \_\_\_\_\_  
Superintendent of Schools

By: \_\_\_\_\_  
President, Board of Education

## Agenda Item Summary

Date: September 19, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, P.E.

Reviewed By: Peter Souza, Town Manager 

Subject: Town Facility Improvements – 330 Windsor Avenue Restrooms

### Background

The adopted FY17 - FY22 CIP includes an FY17 project to renovate the girls and boys restrooms at 330 Windsor Avenue. The project is proposed to be funded through the FY17 Community Investment Initiative. At this time, staff is requesting that \$25,000 be appropriated for this project.

### Discussion/Analysis

The purpose of this project is to renovate the girls and boys restrooms at the 330 Windsor Avenue Community Center. The restrooms are located in the south section of the building near the Teen Center and gymnasium. The existing restrooms were not renovated when the Caring Connection portion of the building was renovated in 2004.

This project will involve the removal of current tile flooring, leveling and installing new vinyl composition tile (VCT) along with the installation of new fiberglass reinforced plastic on walls. Also being installed are automatic faucets with new supply lines on each sink location, new flush valves in existing toilets, bathroom partitions will be replaced with handicap bars with one drop down bar in each handicap stall, and a new acoustical ceiling. The ceiling in the girl's bathroom will be lowered to 9' along with the lowering of the sprinkler heads and lighting to match the height of the ceiling.

It is anticipated that this work will occur this coming fall before the winter season.

### Financial Impact

The estimated cost for this project, including contingency, is \$25,000. The project is proposed to be funded through the FY17 Community Investment Initiative.

### Other Board Action

None

### Recommendations

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

**“MOVE to approve the transfer of \$25,000 from the Community Investment Initiative to fund a project entitled, “Town Facility Improvements – 330 Windsor Avenue Restrooms.”**

### Attachments

None

**Certification**

I hereby certify \$25,000 is available in the FY17 General Services budget, Community Investment Initiative allocation, to fund the above transfer.

*James Bourke*

---

James Bourke  
Finance Director

## Agenda Item Summary

Date: September 19, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Donald Melanson, Chief of Police

Reviewed By: Peter Souza, Town Manager 

Subject: Mobile Video Recording Systems (In-Car Cameras)

### Background

In recent years across the nation there has been an increased focus on law enforcement practices, highlighted by police use of force decisions. In light of these incidents, there has been an effort to encourage video of police interactions through use of in-car cameras and so called 'body cameras.'

In-car cameras, also known as Mobile Video Recording systems, are part of the police department's plan to continue building and enhancing trust in the community by providing for increased transparency, greater oversight, and accountability of police actions. This agenda item requests the authorization of funds to implement an integrated in-car video recording system.

### Discussion / Analysis

In-Car video recording equipment installed in police cruisers have been instrumental in increasing police transparency and accountability within communities. It has been shown to improve citizens' confidence in the police profession, to enhance the ability of police to capture and convict violators, to record inappropriate police behavior, and to provide valuable data to improve officer training and safety. This system provides video documentation of police encounters in the community, providing a valuable tool to resolve complaints related to police actions and to reinforce departmental policies and procedures. These benefits include:

- Enhancing officer safety
- Improving agency accountability
- Reducing agency liability
- Simplifying incident review
- Enhancing new recruit and in-service training (post-incident use of videos)
- Improving community/media perceptions
- Strengthening police leadership
- Advancing prosecution/case resolution
- Enhancing officer performance and professionalism

The proposed funding will allow for the purchase and installation of fourteen camera units, operating software, data server, installation, testing, and training. The units record both video and audio and will have panoramic high definition video capabilities. The system will operate separate from the patrol vehicles' Mobile Data Terminals (MDTs) allowing the MDTs and the integrated Computer Aided/Records Management system to work properly as computer processing resources. The system is designed to automatically upload and catalog video to the police department's servers, alleviating the need for officers to perform the extra steps of downloading video at the end of each shift or work day. The operating software has built-in video retention periods, allowing the department to meet storage, retrieval and retention standards.

Financial Impact

The overall estimated cost of the project, including installation, is \$95,000. Based on the Town Council direction provided August 1<sup>st</sup> the recommended funding source is the Police Private Duty Fund. It is planned to utilize a vendor that was procured via a competitive process by the State of Massachusetts and who is currently under contract with them.

Other Board Action

None

Recommendations

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

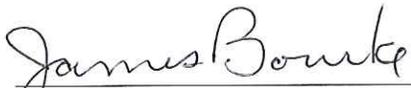
**“MOVE to authorize the purchase of the police department Mobile Video Recording System utilizing up to \$95,000 from the Police Private Duty Account.”**

Attachments

None

**Certification**

I hereby certify \$95,000 is available in the Police Private Duty Account to fund the above project.



James Bourke  
Finance Director

**Town Council**  
**Resignations/Appointments/Reappointments**  
**September 19, 2016**

**Resignations**

None

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

None

**Names submitted for consideration of appointment**

None

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

**UNAPPROVED MINUTES**

**1) ROLL CALL**

Mayor Trinks called the meeting to order at 7:30 p.m.

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

Councilor Randy McKenney was absent.

**2) PRAYER** – Deputy Mayor Terranova read a brief history of Labor Day.

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

**4) PROCLAMATIONS/AWARDS**

a) Proclamation designating September as Senior Center Month in Windsor

Councilor Govoni read aloud the proclamation and presented a commemorative plaque to Senior Center Director Rebecca Joyce and Senior Center patron Sharon Stimpson.

**5) PUBLIC COMMUNICATIONS AND PETITIONS** – None

**6) REPORT OF APPOINTED BOARDS AND COMMISSIONS**

a) Board of Education (BOE)

No report was provided because the BOE has a meeting tonight.

b) Insurance Commission

Commission Chair Ed Samolyk presented the annual Insurance Commission report. Mr. Samolyk provided information about the bid process for a coverage provider.

Mayor Trinks said a great job was done by the Commission in getting a nominal increase in the annual policy renewal charged by the insurance carrier.

## **7) TOWN MANAGER'S REPORT**

### **Windsor Walk of Light 9/11 Community Remembrance Event this Sunday**

In commemoration of the 15<sup>th</sup> anniversary of 9/11, the Town of Windsor will host a "Walk of Light" community remembrance ceremony on the historic Windsor Town Green this Sunday, September 11<sup>th</sup> at 7:00 PM.

Approximately 3,000 paper luminary bags, one for each individual who lost their life on September 11, 2001 will line the sidewalks of the green. Each luminary bag has been inscribed with the name of a person who perished on 9/11 and has been decorated by Windsor residents, Windsor's First Church and Grace Episcopal Church, and students from Windsor Discovery Center, St. Gabriel School, Madina Academy, Praise Power and Prayer School, Trinity Christian School, Loomis Chaffee, Windsor High School and Sage Park Middle School. The bags will be illuminated with glow sticks at dusk. A remembrance ceremony honoring our fallen heroes will be held from 7:00 PM to 7:30 PM. Following the ceremony, those in attendance can stroll the town green until 9:00 PM to view the bags and reflect on the events of 9/11 in their own way. This is a free event and open to the public. Details available at [townofwindsorct.com](http://townofwindsorct.com).

### **Openings Still Available for Citizen's Academy**

The Town of Windsor's Citizen's Academy begins Thursday, September 15<sup>th</sup> at 7:00 PM in the town hall council chambers and there is still time to sign up. The seven-week interactive Citizen's Academy will continue to meet on Thursday evenings, meeting at various town facilities including the Police Station, Library and community centers. Participants will go behind the scenes and see what happens in the day-to-day operations of the town.

The program is free and anyone 18 years or older living or working in Windsor is welcome to sign up. Register soon by calling 860-285-1835 or by email at: [jubrey@townofwindsorct.com](mailto:jubrey@townofwindsorct.com).

### **20<sup>th</sup> Anniversary Freedom Trail Run September 17**

The Windsor Freedom Trail Run will be held on Saturday, September 17<sup>th</sup>. The run will begin at 5:30 AM at the Archer Memorial A.M.E. Zion Church, 320 Hayden Station Road and will end at the Riverside Cemetery on East Street – the site where a number of African American soldiers from the Connecticut 29<sup>th</sup> and 31<sup>st</sup> colored regiments and other civil war units are buried. The run is approximately 3.9 miles (a bus will follow the runners.) Participants will stop at the other Windsor Freedom Trail sites including the Joseph Rainey House and the Nancy Toney grave site. Upon returning to the church, the group will visit the historic Archer cemetery. A Freedom Trail t-shirt will be given to all runners and a country style breakfast will be served at the church for event participants after the run. This is a free event, but participants are asked to bring a non-perishable food item for the Windsor Food Bank to share with our neighbors in need. For information call 860-688-2479.

### **Windsor Freedom Trail Walking Tour**

On September 24<sup>th</sup> you can learn about the rich history of the Connecticut Freedom Trail and visit the Windsor Freedom Trail sites on the 3.9 mile Windsor Freedom Trail Walking Tour (a bus will follow the walkers). Meet at the Archer Memorial A.M.E. Zion Church at 7:30 AM and then be transported to the first site, Riverside Cemetery on East Street in Windsor. Learn about African-American soldiers from the Connecticut 29<sup>th</sup> and 31<sup>st</sup> colored regiments and other civil

war units that are buried there. Participants will then walk to the rest of the sites (in sequence: the Nancy Toney grave site, the Joseph Rainey House, the William Best House, and the historic Archer Memorial church cemetery) where the history will be given at each site. A Freedom Trail t-shirt will be given to all participating walkers and a continental breakfast will be available at the church for event participants after the walk. This event is free and open to the public. Participants are asked to bring a donation for the Windsor Food bank. For more information call 860-688-2479.

### **34th Annual Northwest Park Country Fair**

The Northwest Park Country Fair will be held on Saturday, September 17th from 10:00 AM to 4:00 PM. Activities include youth crafts, games, adult crafts, antique road show, demonstrations of crafts, music, including the Windsor High School Gospel Choir, the 94th US Army Rock Band, strolling minstrels and more. Great food and refreshments will be available for purchase. New this year will be a silent auction. Proceeds from the silent auction will be dedicated to the upgrade and expansion of the Sugar Shack. Other activities include pony rides, hayrides, a farmer's market, environmental programs, and kitchen, garden and craft competitions. Rain date is September 18th from noon to 4:00 PM. Admission price is \$3.00 per person or \$8.00 maximum per family. For more information call 860-285-1886 or visit [northwestpark.org](http://northwestpark.org).

### **Animal Shelter Update**

Staff has continued working with the State's Department of Economic and Community Development on grant documentation. Construction drawings and specifications are scheduled to be completed this month for the Public Building Commission's (PBC) review and approval. The Engineering staff is completing the site plan design for review by the Town Planning and Zoning Commission. Construction bidding is expected to occur later this fall, pending Public Building Commission approval and DECD review. Once bids are received and reviewed by the PBC, I anticipate requesting Town Council funding authorization. The state grant is a reimbursement grant, therefore the full project cost estimate will be requested with the anticipation of receiving 75% reimbursement from the State at project completion.

### **High School Door Replacement Project**

In May the Public Building Commission (PBC) voted to award this project to the low bidder. The award followed a successful reference check performed by George Greco, Physical Plant Manager of the Board of Education. Each of Keltra's references attested to their ability to complete the door replacement project. A subcontractor took down the required doors in mid-July.

Board of Education and Town staff have not been able to contact either the General Contractor or their subcontractor since that time. The PBC has alerted the Town Attorney of their desire to remove the general contractor and engage the services of the second low bidder.

The town has not made any payments to the General Contractor or subcontractors. When it became apparent that the new doors would not be installed in time for school to begin, the town engaged McKinney Construction to re-hang the old doors in conjunction with Board of Education facility staff. The town incurred a cost of \$4,500 to rehang the 38 fire doors.

The new fire alarm panel portion of the project is not affected by the fire door issue. It was suitably installed and was successfully tested by the Fire Marshal before the start of school. Once the new fire doors are installed, the fire alarm contractor, Siemens Company, will return and make their connections to these doors.

The PBC is holding a special meeting tonight (9/6/16) to vote to remove the original contractor and engage the second lowest bidder, McKinney Construction. McKinney has satisfactorily performed several projects for the town. We are confident that they will perform this work to our satisfaction as well. The new doors will be installed nights and weekends and we expect completion in early October.

Councilor Jepsen asked what the exposure is to the town for hiring the second lowest bidder. Town Manager Souza said the town will explore its options with the Town Attorney. Councilor Jepsen asked if the contractor was required to post a bond. Town Manager Souza said he did not have that information in front of him.

## **8) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor Petkis shared that he and the Town Manager attended an event at Union Baptist Church in Hartford called "Ending the Crossfire: A service of Payer, Appreciate and Compassion" designed to get the public and first responders all together in one place and thank them for their service. He thanked Hartford's Union Baptist Church and Windsor's Hopewell Baptist Church for putting the event together.

Councilor Simon – nothing tonight.

Councilor McKenney – nothing tonight.

Councilor Govoni asked the Town Manager for the next steps concerning the replacement of the Self Contained Breathing Apparatus equipment since the town's attempt to get a grant to fund replacement of that equipment was unsuccessful. Town Manager Souza said the adopted Capital Improvement Plan contains funding for the replacement of that equipment in FY18.

Councilor Govoni mentioned requests he received from members of the public to make repairs to certain sidewalks, curb replacements and brick walkways in town.

Councilor Jenkins – nothing tonight.

Councilor Wilkos – nothing tonight.

Deputy Mayor Terranova – nothing tonight.

Councilor Jepsen – nothing tonight.

Mayor Trinks – nothing tonight.

---

**9) REPORTS OF STANDING COMMITTEES**

Town Improvements Committee – None

Health & Safety Committee – None

Joint Town Council/Board of Education Committee – None

Personnel Committee will be meeting later this month.

Special Projects Committee – None

Finance Committee – Deputy Mayor Terranova said Finance met in August to take up the issue of Fabcon's request for a fixed assessment agreement.

**10) ORDINANCES – None**

**11) UNFINISHED BUSINESS**

a) Approve fixed assessment agreement with Fabcon Precast, LLC

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded that the Town Manager is authorized and directed to execute on behalf of the Town of Windsor the fixed assessment agreement between the Town of Windsor and Fabcon Precast, LLC.

Deputy Mayor Terranova explained that the Finance Committee took this issue up at its August meeting. She provided a summary of the company's request and explained that Fabcon requested that the total construction price as stated in the proposed agreement be lowered from twelve million dollars to eleven million dollars in consideration of the company still being in the early stages of design for the construction of the plant. Councilor Jepsen said that Fabcon has expressed its desire to finish the agreement approval process as soon as possible so it can move forward with the construction of a new plant.

Councilor Simon pointed out that the impact of Fabcon falling short of the \$11 million construction mark is the difference between the company getting a 30% abatement and a 40% abatement. Fabcon's Ryan Ksiazek said the company expects to spend \$12 million but might spend less than that depending on how the project turns out. Councilor Simon explained that he does not want to experience another situation where a business does not realize the full tax abatement benefit because the agreed upon construction expenditure threshold was not met.

Councilor Simon asked for an explanation as to why the information presented to the Town Council in the past concerning Fabcon wages has recently changed. He questioned why the Town would not ask for verification of the median wage paid until the third year of the fixed assessment agreement. Economic Development Director, Jim Burke, explained that the change is the result of town staff's efforts to come up with reasonable expectations of the company, with the expectation that the company will ultimately exceed the wage expectations. Mr. Burke said the town does not know exactly when the company will start hiring and when the company would reach its full operation. He said the company is looking at \$18 an hour as

its median number. Mr. Burke went on to explain that labor numbers are released once a year at the first quarter and that those numbers are reflective of wages paid in the past year.

Councilor Simon said he is sure some other municipalities could provide guidance on how to track wages paid. Councilor Simon said he is concerned that the town would be giving a 5% abatement in consideration of wages paid when the information the town has concerning wages would really not allow Fabcon to have that 5% abatement.

Deputy Mayor Terranova said she recalls there is a separate entry level median wage as well as a global median wage. Mr. Burke confirmed that was correct. Councilor Simon noted the word "median" is not mentioned in the wage report provided.

Councilor Simon said it looked to him like the company was retreating from what it had earlier said it would pay people. Mr. Burke said the company is not retreating and that staff was trying to be careful about what goal is established. Mr. Burke said the entry level wage is the average of the starting wages that are reported by the company. He explained the computation of the entry level wage in greater detail.

Councilor Simon said he has had issues in the past with the manner in which the town implements the fixed assessment agreements. He said the problem is the way the agreements are applied and that it is not really a two way street in terms of how these agreements are applied. He said that he has yet to see companies' annual reports as required by fixed assessment agreements. Councilor Simon said he will not vote in support of the motion because the town is not doing what it initially said it would. He pledged to continue to work to make the fixed assessment agreements better.

Councilor Wilkos asked Mr. Ksiazek from Fabcon would commit to building a plan in Windsor if the Town Council votes in favor of the abatement agreement tonight. Mr. Ksiazek said it would be his recommendation to the officers of Fabcon that Windsor is the number one choice.

Councilor Govoni asked if the company's anticipated building commencement is still this fall. Mr. Ksiazek said the anticipation is that the process with architects and engineers and others would start in a week or two.

Motion Passed 7-1-0 with Councilor Simon opposed and Councilor McKenney absent.

b) Discussion regarding outside review of Public Works Department

Councilor Simon MOVED and Councilor Wilkos seconded that the Windsor Town Council solicit Proposals for Consulting Services for review of the Public Works Department.

Councilor Simon explained that six years ago the Town Council wanted to conduct this type of analysis for the Public Works Department, but enough funding was not available at the time. He explained that a consultant would be hired to look at things such as staffing and services and organization from a fresh perspective.

Councilor Govoni said the timing is perfect for this type of study to occur.

Mayor Trinks asked if the parameters of the work to be completed by the consultant as provided in agenda item summary is sufficient. Councilor Simon said the scope of services is general, but specific enough.

Motion Passed 8-0-0 with Councilor McKenney absent

Mayor Trinks said that the Finance Committee would review the proposals received.

c) Approve Director of Public Works / Town Engineer job description

Councilor Simon MOVED and Councilor Wilkos seconded that the job description for the position of Director of Public Works / Town Engineer be approved as presented and incorporated in Grade 3 of the administrative pay plan, and that the job titles of Director of Public Works and Town Engineer be deleted from the administrative pay plan.

Town Manager Souza provided information about the current vacancy in the Public Works Director position and the desire to combine the position with the position of Town Engineer. Town Manager Souza explained that a variety of communities in Connecticut have the combined position. He explained that the person holding the position would be required to hold the civil engineering certification. He added that the functions of the Public Works Department could be reviewed with the consultant that would be hired to evaluate the Public Works Department.

Councilor Govoni said he thinks that the proposed combination of the positions of Engineer and Public Works Director is a very good move forward for the Town and the Public Works Department.

Councilor Wilkos said he thinks this proposal to combine the positions is a good thing. He said this is part of moving forward with making great changes in the Public Works Department. Councilor Wilkos said he has spoken with members of the Public Works Department that have expressed to him their support of this change. He explained that their support is important to him.

Motion Passed 8-0-0 with Councilor McKenney absent

## 12) NEW BUSINESS

a) Approve appropriation and resolution for State of Connecticut Intertown Capital Equipment Purchasing Incentive Program

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded the adoption of the following resolution:

BE IT RESOLVED that the Windsor Town Council endorses the Inter-Town Capital Equipment (ICE) Purchase Incentive program proposals as presented:

BE IT FURTHER RESOLVED that Peter Souza, Town Manager, is authorized to act on this endorsement by signing all necessary agreements and to take all necessary actions related to the proposals, and to enter into agreements with the Town of Bloomfield and the Office of Policy and Management according to terms of the ICE grant program.

BE IT FURTHER RESOLVED that \$24,850 be appropriated from the Capital Projects Fund Assigned Fund Balance to fund a project entitled "ICE Equipment Sharing.

At the request of Town Manager Peter Souza, Assistant Town Manager Jonathan Luiz provided an overview of this agenda item.

Councilor Jepsen expressed his concern about Windsor entering into this arrangement with Bloomfield given the past lawsuit Bloomfield filed against Windsor regarding the transfer station.

Councilor Jenkins inquired as to which municipality would be responsible for housing the equipment. Assistant Town Manager Luiz said that the agreement worked out between staff from the towns calls for Windsor to house the snow blower attachment unless Bloomfield was using it for a period of time, and for Bloomfield to house the chipper and message signs unless Windsor was using them for a period of time.

Councilor Govoni asked if the message signs could be used for events such as Shad Derby. Town Manager Souza said the signs could be used at those events to announce detours and road reconstruction projects.

Motion Passed 8-0-0 with Councilor McKenney absent

- b) Approve expenditure of \$35,000 from FY17 Community Investment Initiative for acquisition of building permit software

Councilor Wilkos MOVED and Councilor Jenkins seconded to approve the acquisition and implementation of building permit software and to approve the transfer of \$35,000 from the Community Investment Initiative to fund a project entitled "Building Permit Software."

Town Manager Souza explained that the transfer request would come out of the Community Investment Fund. At Town Manager Souza's request, Assistant Town Manager Luiz provided an overview of the agenda item.

Councilor Jepsen asked if town staff is confident that our data is safe on the Capital Region Council of Government's server. Town Manager Souza answered yes.

Mayor Trinks asked if the data from the existing software would still be available to town staff once the new software is purchased. Assistant Town Manager Luiz said that the new Municipality software would incorporate the data currently held on the GeoTMS system.

Councilor Jenkins asked if the proposed software would be able to interface with software from other departments and whether or not the companies that provide the software to other departments would charge the town extra fees in consideration of Municipality interfacing with

software from those other departments. Assistant Town Manager Luiz explained that the agreement for the Muncity software calls for interfacing of Muncity with software from the Assessor's Office and Fire Marshal's office, and if needed, the Finance Department. He said the companies that provide software to those offices would not charge in consideration of the interface with the Muncity software.

Motion Passed 8-0-0 with Councilor McKenney absent

- c) Approve expenditure of \$22,000 from FY17 Community Investment Initiative for roof replacement at Northwest Park nature center

Councilor Jenkins MOVED and Councilor Jepsen seconded to approve the transfer of \$22,000 from the Community Investment Initiative to fund a project entitled "Northwest Park Nature Center Roof Replacement."

Town Engineer Bob Jarvis provided information about the need to replace the roof and the proposed work to be performed. He said he expects the work to be initiated and completed this fall before the winter season.

Councilor Petkis asked if building use would be impacted due to the roof project. Town Engineer Jarvis said he does not suspect a significant disruption.

Councilor Govnoi asked if the building to be roofed has insulation. Town Engineer Jarvis said he is unsure. Councilor Govoni asked for that information to be provided once staff learns the answer.

Councilor Jenkins asked how long the project should take to complete. Town Engineer Jarvis said he does not anticipate that it would take more than twelve weeks to be completed.

Motion Passed 8-0-0 with Councilor McKenney absent

- d) Authorize Town Manager to execute a Master Municipal Agreement with CT Department of Transportation

Councilor Wilkos MOVED and Councilor Jepsen seconded the adoption of the following resolution:

RESOLVED, that Peter Souza, Town Manager, is hereby designated as the Designated Official defined in the Agreement between the State of Connecticut, Department of Transportation and the Town of Windsor and entitled "Master Municipal Agreement for Design Projects" and that Peter Souza, as Designated Official, be authorized to sign said agreement.

Town Engineer Bob Jarvis provided an overview of the Agreement at issue.

Councilor Wilkos asked if the Agreement will eliminate red tape. Mr. Jarvis answered yes.

Motion Passed 8-0-0 with Councilor McKenney absent

- e) Approve transferring \$305,000 from FY17 Community Investment Initiative to Pavement Management capital account as well as transferring \$100,000 to Sidewalk and Curb Replacement capital account

Councilor Simon MOVED and Councilor Jepsen seconded to approve the transfer of \$305,000 from the Community Investment Initiative to the Pavement Management Capital Account Project #9030; and the transfer of \$100,000 from the Community Investment Initiative to the Sidewalk and Curb Replacement Capital Account Project #9362.

Town Manager Souza asked Town Engineer Bob Jarvis to provide an overview of the proposed transfer. Mr. Jarvis provided information about the projects that would be funded with the transferred funds, including road pavement improvements and sidewalk improvements.

At Mayor Trinks' request, Councilor Simon provided an overview of the town's decision to dedicate one-time revenues generated from economic development this fiscal year towards the completion of the Community Investment Initiative projects.

Motion Passed 8-0-0 with Councilor McKenney absent

**13) RESIGNATIONS AND APPOINTMENTS – None**

**14) MINUTES OF PRECEDING MEETINGS**

- a) Minutes of the August 1, 2016 Public Hearing

Councilor Jepsen MOVED and Councilor Jenkins seconded to accept the unapproved minutes of the August 1, 2016 Public Hearing as presented.

Motion Passed 8-0-0 with Councilor McKenney absent

- b) Minutes of the August 1, 2016 Regular Town Council Meeting

Councilor Jepsen MOVED and Councilor Jenkins seconded to accept the unapproved minutes of the August 1, 2016 Regular Town Council meeting as amended.

Motion Passed 8-0-0 with Councilor McKenney absent

**15) PUBLIC COMMUNICATIONS AND PETITIONS**

Bradshaw Smith of 23 Ludlow Road expressed his opinion of shopping carts existing in the Wilson and Deerfield sections of town.

**16) EXECUTIVE SESSION - None**

**17) ADJOURNMENT**

Councilor Simon MOVED and Deputy Mayor Terranova seconded to adjourn the meeting at 8:47 p.m.

Motion Passed 8-0-0 with Councilor McKenney absent

Respectfully Submitted,

Jonathan Luiz  
Assistant Town Manager