



Council Agenda

Council Chambers
Windsor Town Hall
October 4, 2016



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Govoni
3. PLEDGE OF ALLEGIANCE – Councilor Govoni
4. PROCLAMATIONS/AWARDS
 - a) Proclamation declaring October 2016 as Fire Prevention Month
 - b) Proclamation declaring October 23-31, 2016 as Red Ribbon week
 - c) Proclamation designating October 2016 as Community Planning Month
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Town Planning & Zoning Commission
 - b) Metropolitan District Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Authorize Town Manager to enter into and sign a release agreement for future town road right of way at 68 & 70 White Rock Drive (Town Manager)
 - b) *Approve amendment to Sill House Lease (Town Manager)
 - c) *Approve an appropriation for the construction of sidewalks and pedestrian safety improvements (Town Manager)



- d) *Approve an appropriation for Day Hill Road Reconstruction – Northfield Drive to Marshal Phelps Road
- e) *Set a Public Hearing for October 17, 2016 at 7:20 PM regarding a proposed lease at 261 Broad Street (Town Manager)
- f) *Introduce proposal to modify the name of Northwest Park (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the September 19, 2016 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee (Town Manager's evaluation)
- b) Strategy and Negotiations with respect to collective bargaining (WPDEA – Police Officers and UPSEU – Dispatchers)

17. ADJOURNMENT

★Back-up included

PROCLAMATION

Designating October 2016 as Fire Prevention Month

WHEREAS, the Town of Windsor is committed to ensuring the safety and security of all those living in and visiting our town; and,

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, U.S. home fires resulted in 2,745 civilian deaths in 2014, representing the majority (84%) of all U.S. fire deaths; and

WHEREAS, in one-fifth of all homes with smoke alarms, the smoke alarms are not working and that working smoke alarms cut the risk of dying in reported home fires in half, and all smoke alarms should be replaced at least once every ten years; and

WHEREAS, Windsor's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2016 Fire Prevention Month theme, "Don't Wait – Check the Date! Replace Smoke Alarms Every 10 Years" effectively serves education the public about the vital importance of replacing the smoke alarms in their homes at least every ten years.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND THE WINDSOR TOWN COUNCIL THAT:

October 2016 is designated as Fire Prevention Month and residents are urged to check their smoke alarms throughout their homes to ensure they are not more than 10 years old, to replace them if they are more than 10 years old and to support the many public safety activities and efforts of Windsor fire and emergency services during Fire Prevention Month 2016.



Donald S. Trinks
Mayor of Windsor
October 4, 2016



Proclamation

in honor of

**National Red Ribbon Celebration week
October 23, 2016 – October 31, 2016**

WHEREAS, alcohol, tobacco and other drug abuse in Connecticut has reached epidemic states; and

WHEREAS, It is imperative that visible, unified prevention education efforts by community members be launched to eliminate the demand for drugs; and

WHEREAS, it is the goal of Red Ribbon Week and the Town of Windsor to involve families, schools, businesses, churches, law enforcement agencies and service organizations in all aspects of this campaign and to establish an atmosphere that supports awareness, education and on-going initiatives to prevent illegal drug use, and

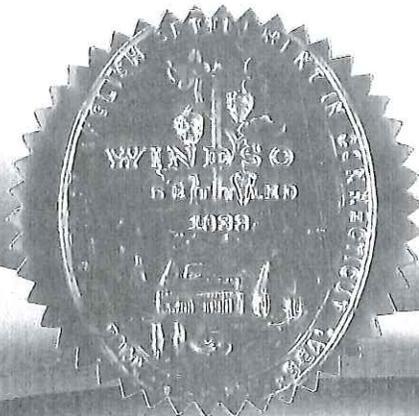
WHEREAS, the Red Ribbon Week Campaign theme promotes family and individual responsibilities for living healthy, drug-free lifestyles, without illegal drugs or the illegal use of legal drugs, and

WHEREAS, substance abuse is particularly damaging to one of our most valuable resources, our children, and a contributing factor in the three leading causes of death for teenagers – accidents, homicides and suicides; and

WHEREAS, The National Red Ribbon Campaign will be celebrated in every community in America during Red Ribbon Week from October 23-31.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE TOWN OF WINDSOR THAT:

October 23 – 31, 2016 be declared as National Red Ribbon Celebration Week in the Town of Windsor and that all citizens are encouraged to participate in alcohol, tobacco, and other drug education and prevention activities, making a visible statement that we are strongly committed to a drug-free Windsor.



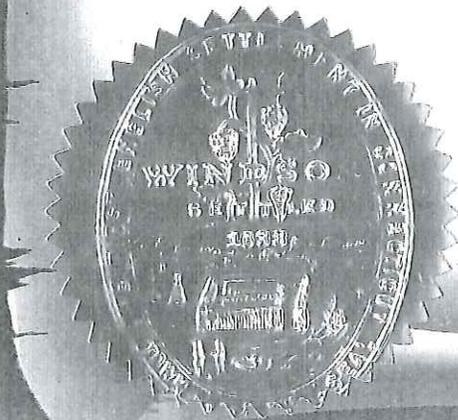
Donald S. Trinks
Mayor of Windsor
October 3, 2016

Proclamation

Designating October, 2016 as Community Planning Month

- WHEREAS,** change is constant and affects all communities, from urban to rural and large to small; and
- WHEREAS,** community planning and plans can help manage this change in a way that provides better choices for how people work and live; and
- WHEREAS,** community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and
- WHEREAS,** the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and
- WHEREAS,** the American Planning Association and the American Institute of Certified Planners endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to improving the quality of life in our community and protecting our environmental resources; and
- WHEREAS,** the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the Town of Windsor; and
- WHEREAS,** we recognize the valuable contributions made by the Town of Windsor and Capitol Region Council of Government planning staffs and extend our appreciation for their continued commitment to public service for the greater good of the Town of Windsor and the Capitol Region.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF WINDSOR THAT the month of October 2016 is hereby designated as **Community Planning Month** in the Town of Windsor in conjunction with the celebration of National Community Planning Month.



Donald S. Trinks
Mayor of Windsor
October 4, 2016

Agenda Item Summary

Date: October 4, 2016

To: Honorable Mayor and Members of the Town Council

Prepared by: Eric Barz, Town Planner

Reviewed by: Peter Souza, Town Manager 

Subject: Resolution Releasing Agreement to Provide a Future Town Road Right-of-Way Over 68 and 70 White Rock Drive

Background

When the Becker Farms subdivision was re-subdivided to convert a proposed five-lot cul-de-sac called White Rock Circle into two flag (rear) lots known as 68 and 70 White Rock Drive, a condition of the accompanying special use permit required the owners of each lot to enter into an agreement. This agreement states that each owner will surrender a 25 foot wide strip to create a 50-foot right-of way for the Town to construct a road connecting White Rock Drive to Dally Farms Road, if the Town deemed the road necessary for emergency access purposes. An agreement was subsequently approved by the Town Council, executed by the Town Manager, and filed on the land records. This agreement essentially placed the burden of constructing public water and sewer mains within the potential public right-of-way on the abutting property owners as the MDC will not allow private water and sewer laterals to individually serve each house when there is a potential for them to be buried under a public street.

Discussion/Analysis

The new owner of 70 White Rock Drive has petitioned the Town Planning & Zoning Commission (TPZC) to release the above mentioned condition of approval, allowing the MDC to separately approve private water and sewer laterals to serve 68 and 70 White Rock Drive. The staff Development Review Team has reviewed this application. It found that the subsequent construction of the Islamic Center of Connecticut (with its emergency access to Three Rod Road) has cancelled the need for a future road connection for emergency purposes and that the likelihood of the Town constructing a future road was negligible.

The TPZC heard the re-subdivision and special use applications at a special meeting on September 27, 2016 and approved the termination of the future road agreement. The owner of 70 White Rock Drive would like the Town Council to authorize the Town Manager to release the previous agreement on the land records.

Financial Impact

If the Town Council approves releasing the agreement, the town will no longer be required to construct a town-standard road connecting White Rock Drive to Dally Farm Road.

Other Board Action

TPZC approval

Recommendation

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

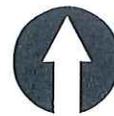
“MOVE to release the Access Reserve Parcel Agreement between Becker Farms Associated L.L.C., its heirs, executors, successors and assigns, and the Town of Windsor.”

Attachment

Map - 68 & 70 White Rock Drive - Release Access Reserve Parcels



68 & 70 White Rock Drive
Release Access Reserve Parcels



1 inch = 346 feet

Agenda Item Summary

Date: October 4, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Jonathan Luiz, Assistant Town Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Sill House Lease

Background

The Recovery Club, incorporated in 1990, is a non-profit organization dedicated to supporting individuals in recovery. Since 1991, the Recovery Club has utilized the Town of Windsor's Sill House at 188 Palisado Avenue for meetings, fellowship, educational activities and social events.

The current lease, which runs until October 2026, requires that the Recovery Club have in place property insurance on the Sill House as well as general liability insurance for the organization. The Recovery Club has requested that the town eliminate the property insurance requirement as a cost savings benefit to the Club.

Discussion/Analysis

The Sill House lease is the only active lease of town-owned property that contains a requirement that the lessee provide property insurance coverage on the leased premises. Specifically, the lease requires that the property insurance limit be equal to the full estimated replacement cost of the property less a deductible of \$25,000. The Sill House lease also requires that the Recovery Club have a Commercial General Liability policy with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage. The Town must be included as an additional insured under the Certificate of Liability. The lease's provision for commercial insurance is typical of the other leases of town-owned property.

A review of the Town's property insurance policy indicates that the Sill House is covered under the Town's current policy. The Town's insurance agent USI has advised staff that the Town gains nothing from having the Sill House covered by two separate property insurance policies, and that the cost to the town of insuring the building is estimated at \$320 annually.

USI recommended that should the Town eliminate the contractual mandate that the Recovery Club purchase property insurance, then the Town should revise the contract so that the Recovery Club be required to furnish a Certificate of Insurance evidencing a Commercial General Liability policy with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage, and \$500,000 per occurrence for Damage to Rented Premises. The language change regarding the Commercial Liability ensures that the Town's property insurance provider could recover a loss against the Recovery Club if property damage is caused by the negligence of the Recovery Club.

Attached is the proposed addendum to the lease, which is entitled First Amendment. In effect the amendment deletes current Sections 9 and 10 and replaces them with new language. Also attached is a document that indicates language being deleted as well as added.

Financial Impact

Eliminating the Sill House lease's property insurance requirement and adding language enhancing the Commercial Liability insurance requirement would have no financial impact on the Town. The Recovery Club estimates that it would save \$4,500 per year as a result of the proposed revisions to the lease amendment.

Other Board Action

None

Recommendations

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

“MOVE that the Town Council approve the attached amendment to the Sill House lease with the Recovery Club as presented.”

Attachments

Sill House Lease – First Amendment

Sill House Lease showing proposed language

First Amendment to Agreement to Lease

This First Amendment to Agreement to Lease ("**First Amendment**") is entered into and effective the ___ day of October, 2016 (the "**Agreement Date**"), by and between **THE RECOVERY CLUB, INC.** a Connecticut non-stock corporation h (hereinafter called "**Lessee**") and **THE TOWN OF WINDSOR, CONNECTICUT**, a Connecticut body politic with offices at Town Hall, 275 Broad Street, Windsor, Connecticut 06095 (hereinafter called "Lessor").

WITNESSETH:

WHEREAS, Lessor and Lessee have entered into a **LEASE FOR 118 PALISADO AVENUE – SILL HOUSE** ("**Agreement**") dated November 1, 2011; and

WHEREAS, Lessee has requested, and Lessor has agreed, to amend said Agreement.

NOW THEREFORE, the parties hereby agree as follows:

1. Paragraph 9 of said **Agreement** is hereby deleted and the following provision inserted in lieu thereof:

9. Commercial General Liability Insurance

The Lessee shall, prior to the commencement of this lease, furnish a Certificate of Insurance evidencing a Commercial General Liability policy with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage, and \$500,000 per occurrence for Damage to Rented Premises. The CGL shall be written on ISO occurrence form CG 0001 (or a substitution form providing equivalent coverage) and shall cover liability from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). The Town of Windsor shall be included as an additional insured under the CGL, using CG 2011 or a substitution providing equivalent coverage. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to the Town of Windsor.

2. Paragraph 10 of said **Agreement** is hereby deleted and the following provision inserted in lieu thereof:

10. Commercial Property Insurance

The Lessor shall provide fire and multi-peril insurance on the building on the premises. Lessee may, at its option, purchase insurance to cover its personal property. In no event shall the Lessor be liable for any damage to or loss of personal property sustained by Lessee, whether or not it is insured.

Dated as of the date first set forth above.

WITNESSES:

Lessee:

The Recovery Club, Inc.
118 Palisado Ave.
P.O. Box 1058
Windsor, CT 06095

By: Benjamin Barr, President
Duly Authorized

Lessor:

Town of Windsor
Windsor Town Hall
275 Broad Street
Windsor, CT 06095

By: Peter P. Souza, Town Manager
Duly Authorized

**LEASE FOR 118 PALISADO AVENUE – SILL HOUSE
(showing changes only)**

9. Commercial General Liability Insurance

The Lessee shall, prior to the commencement of this lease, furnish a Certificate of Insurance evidencing a Commercial General Liability policy with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage, and \$500,000 per occurrence for Damage to Rented Premises. The CGL shall be written on ISO occurrence form CG 0001 (or a substitution form providing equivalent coverage) and shall cover liability from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). The Town of Windsor shall be included as an additional insured under the CGL, using CG02011 or a substitution providing equivalent coverage. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to the Town of Windsor.

10. Commercial Property Insurance

~~The Lessee shall, prior to the commencement of this lease, furnish a Certificate of Insurance evidencing a Commercial Property insurance policy with a limit that shall be equal to the full estimated replacement cost of the property insured less a deductible of \$25,000.~~ The Lessor shall provide fire and multi-peril insurance on the building on the premises. Lessee may, at its option, purchase insurance to cover its personal property. In no event shall the Lessor be liable for any damage to or loss of personal property sustained by Lessee, whether or not it is insured.

Agenda Item Summary

Date: October 4, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, P.E., Director of Public Works / Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Request for Design Services Funding – Construct Sidewalks and Pedestrian Safety Improvements

Background

The adopted FY17 - FY22 CIP includes an FY17 capital project to increase pedestrian safety and accessibility in a number of areas throughout town. The project is proposed to be funded through the FY17 Community Investment Initiative. At this time, staff is requesting that \$35,000 be appropriated for survey and design services for this project.

Discussion/Analysis

The project includes the installation of a new sidewalk along the full length of Cook Hill Road to improve safety for pedestrians in the area. It also includes the installation of up to five pedestrian-actuated rapid flash beacons that will improve motorists' awareness of un-signalized intersections or mid-block crossings along Route 159 in town center as well as Wilson and Deerfield and potentially Route 75 in the Poquonock center. The exact locations are not yet finalized, but they could include: Sycamore Street, the vicinity of Elm Street, Stroh Park, the area of the branch library or 330 Windsor Avenue Community Center, along with the area of Poquonock Elementary School.

Funding would be used for the survey of the proposed Cook Hill Road sidewalk area and for the survey and design services associated with the layout of the proposed rapid flash beacon locations along Route 159. The Department of Transportation (DOT) requires design plans in order to review permit requests for work within their right-of-way.

Prior to the construction of the new sidewalks along Cook Hill Road, design plans will be prepared and the Town Council will be requested to hold a public hearing in accordance with Section 15-33 of the *Town of Windsor Code of Ordinances* to approve the sidewalk for construction and to approve the allocation of additional funding for construction.

Funding for the purchase and installation of the proposed pedestrian-actuated rapid flash beacons will also be requested at a later date upon DOT approval of the locations and installation.

Financial Impact

Design funds in the amount of \$35,000 are being requested from the Community Investment Initiative as outlined in the adopted FY17 - FY22 Capital Improvements Program.

Other Board Action

None

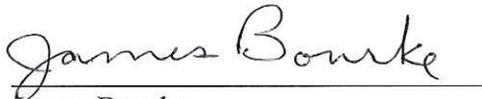
Recommendations

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

“MOVE to approve the transfer of \$35,000 from the Community Investment Initiative fund to fund design services for the ‘Sidewalks and Pedestrian Safety Improvements’ project.”

Certification

I hereby certify that \$35,000 is available in the FY17 General Services budget, Community Investment Initiative fund to fund the above transfer.



James Bourke
Finance Director

Agenda Item Summary

Date: October 4, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, P.E., Director of Public Works / Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Day Hill Road Reconstruction – Northfield Drive to Marshall Phelps Road

Background

Over the last several years, it has been a town priority to provide a suitable pavement condition along Day Hill Road, one of our major industrial and business districts. The corridor serves approximately 16,000 vehicles per day, including a significant amount of heavy truck traffic. The town's Capital Improvement Program for FY17-FY22 includes a project in FY17 for the continued pavement rehabilitation along Day Hill Road. The next prioritized section of roadway in need of pavement rehabilitation is the section between Northfield Drive and Marshall Phelps Road (both eastbound and westbound lanes).

Discussion/Analysis

In 2015, the town submitted an application for state funding through the Connecticut Department of Transportation's (CT DOT) Local Transportation Capital Improvement Program (LOTICIP) for the reconstruction of this section of roadway. In 2016, the town was notified that the project had been selected by CRCOG for potential funding under this program.

Through the LOTICIP program, the town is financially responsible for the design work with the state funding 100% of the construction phase. The cost estimate for the construction phase is \$1,239,600.

At this time, staff is seeking funding to initiate the design phase of this project. The FY17-FY22 CIP allocates \$57,200 for the design work in FY17. These funds will allow the town to contract for design services that will be completed over the winter months. Full project authorization will likely be requested in late winter or spring of 2017 with project construction anticipated to start in the summer of 2017.

Financial Impact

Design funds in the amount of \$57,200 are being requested from the Capital Projects Fund Assigned Fund Balance.

Other Board Action

None

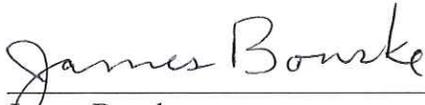
Recommendations

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

“MOVE to approve an appropriation of \$57,200 from the Capital Projects Fund Assigned Fund Balance for the Day Hill Road Reconstruction Project – Northfield Drive to Marshall Phelps Road.”

Certification

I hereby certify that \$57,200 is available in the Capital Projects Fund Assigned Fund Balance to fund the above appropriation.



James Bourke
Finance Director

Agenda Item Summary

Date: October 4, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Jonathan Luiz, Assistant Town Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Set a Public Hearing for Proposed Lease of 261 Broad Street

Background

The Luddy Carriage House, located at 261 Broad Street, is an 850 square foot building built in 1921. It housed the Windsor Chamber of Commerce in the 1980's until 1991. Since then, it has been leased for several years for a variety of purposes, including a yarn shop, hair salon and the fabrication, display and sale of crafts. It has been vacant since 2015.

Staff is requesting that the Town Council consider holding a public hearing regarding the lease of the Luddy House to a resident businesswoman.

Discussion/Analysis

Windsor resident, Janice Porri, currently owns a business located in Windsor Locks called "Jan's Sewing Room." Ms. Porri wants to relocate her business to the Luddy Carriage House for purposes of conducting sewing and quilting classes, and the fabrication, display and sale of sewing / quilt crafts.

Staff and Ms. Porri have reached an agreement in principal to lease the property. Highlights of the lease include:

- A 3 year term effective November 1, 2016. The lessee can extend it for up to two years.
- Monthly rental payments starting at \$650 and increasing approximately 3% each year.
- Lessee is responsible for housekeeping, rubbish, liability insurance, and phone utilities.
- Town is responsible for property insurance, utility costs (minus phone and services), grounds maintenance, snow removal and major maintenance.
- The Lessor or Lessee may terminate the lease with 60 days notice.

Section 7-163e of the *Connecticut General Statutes* requires a public hearing be held for the sale, lease or transfer of real property owned by a municipality.

The operation of the business would be contingent on the Town obtaining a permit from the Town Planning and Zoning Commission to have a non-public use on public property.

Financial Impact

Proposed rental payments for the first year of the lease (November 2016 through October 2017) would total \$7,800. These funds will be deposited into the Special Revenue Fund account, which is used to pay utility and maintenance costs for town buildings that are leased.

Other Board Action

None

Recommendations

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

“MOVE that a Public Hearing be set for Monday, October 17, 2016 at 7:20 p.m. on a proposed lease of town-controlled real property, The Luddy Carriage House, located at 261 Broad Street; and that the Town Manager be authorized and directed to publish and to post notice of said public hearing.”

Attachments

Draft Lease Agreement for the Luddy Carriage House

DRAFT LEASE

1. DATE

This Lease Agreement is entered into on the _____ day of _____, 2016.

2. PARTIES

This Agreement is between the TOWN OF WINDSOR, a municipal corporation having its territorial limits within the County of Hartford and State of Connecticut (LESSOR) and Janice Porri (LESSEE).

3. PREMISES

The LESSOR agrees to lease to LESSEE and LESSEE agrees to lease from LESSOR the Premises described as The Luddy Carriage House, 261 Broad Street, Windsor, Connecticut.

4. TERM

The term of this Lease will begin on November 1, 2016 and expire on to October 31, 2019. The LESSEE or LESSOR may terminate this lease 60 days written notice.

5. PAYMENTS

Rent for the period of November 1, 2016 through October 31, 2017 shall be
November 1, 2016: \$650/month.
November 1, 2017: \$670/month
November 1, 2018: \$690/month

6. INSURANCE

The LESSOR shall provide fire and multi-peril insurance on the building on the premises. LESSEE may, at its option, purchase insurance to cover its personal property. In no event shall the LESSOR be liable for any damage to or loss of personal property sustained by LESSEE, whether or not it is insured.

The LESSOR shall, prior to the commencement of this lease, furnish a Certificate of Insurance evidencing a Commercial General Liability policy with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage, and \$100,000 per occurrence for Damage to Rented Premises. The CGL shall be written on ISO occurrence form CG 0001 (or a substitution form providing equivalent coverage) and shall cover liability from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). The Town of Windsor shall be included as an additional insured under the CGL, using CG 2011 or a substitution providing equivalent coverage. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to the Town of Windsor.

7. USE OF PREMISES

The Premises shall be used only for the following purposes: sewing and quilting classes, sewing accessories, the fabrication, display and sale of sewing / quilt crafts.

The Premises shall not be used for any other purpose without written consent of the LESSOR.

8. MAINTENANCE RESPONSIBILITIES

The LESSOR shall maintain water and other building utilities, grass cutting, snow removal and outside of building. LESSOR will provide maintenance and repairs to the property exterior, utility systems and building components, excluding components purchased by the LESSEE.

9. LAWS

LESSEE will comply with all laws and regulations regarding the Premises. LESSEE also will not permit any others to violate any laws or regulations on the Premises. LESSEE will pay LESSOR the amount of any fines or penalties that it has to pay because LESSEE or any others violated any laws or regulations in the Premises.

10. CARE OF THE PREMISES

LESSEE will keep the Premises and all fixture and appliances in a safe and clean condition. LESSEE will remove all garbage, rubbish, and other waste in a safe and clean manner. LESSEE will use all electrical, plumbing, heating and appliances in a reasonable manner.

LESSEE will not destroy or damage any part of the Premises or any of LESSOR's furnishings or appliances on the Premises. LESSEE also will not remove any of LESSOR's furnishing or appliances from the Premises.

11. UTILITIES

LESSEE's utilities, except phone, and services are included in the rent amount. This rent will not be reduced if LESSEE does not receive any of the utilities and/or services for reasons beyond LESSOR's control. LESSOR agrees to use its best effort to restore and correct any disruption in utilities and services.

12. ASSIGNMENT

LESSEE may not assign this lease without the written consent of the LESSOR.

13. ACCESS TO THE PREMISES BY THE LESSOR

The LESSOR shall have the right to reasonable access to the Premises, provided such access does not unreasonably interfere with LESSEE's use of the Premises.

14. EXPIRATION

At the expiration of this lease, LESSEE will return the property to the LESSOR in good order, condition, and state of repair, reasonable wear and tear accepted. Any property remaining after expirations of lease shall be considered abandoned by

LESSEE.

15. DEFAULT

If any LESSEE does not make lease payments as aforesaid within ten (10) days of the due date or after written notice, remains in default with respect to any other provision of this lease for thirty (30) days, the LESSOR shall have the right to take the Premises in accordance with legal process and shall be entitled to reasonable attorney's fees as well as any damages it sustains.

16. COMPLIANCE

LESSEE shall through the term of this lease, at its sole expense, promptly comply with all laws and regulations of all federal, state and municipal governments, including the Town Planning and Zoning Commission.

17. DAMAGE TO DWELLING UNIT

LESSEE will not have to pay rent for any time that LESSEE's use and enjoyment of the Premises is substantially affected because the Premises are damaged by fire or other casualty. However, LESSEE will pay rent if LESSEE caused the damage or destruction or unless LESSEE continues to occupy and portion of the Premises.

If any part of the Premises is damaged by fire or other casualty, LESSOR shall have the right to cancel this lease. If LESSOR decides to cancel the lease, LESSOR will give LESSEE notice within fifteen (15) days after the date of the fire or other casualty. The lease will end on the date that LESSOR gives in its notice to LESSEE. If LESSOR does not cancel this lease, LESSOR will repair the damage within a reasonable amount of time, not to exceed 120 days.

18. CONDEMNATION BY GOVERNMENTAL AUTHORITY OTHER THAN LESSOR

If any part of the building is condemned, LESSOR shall have the right to cancel this lease. If LESSOR decides to cancel the lease, LESSOR will give LESSEE notice within fifteen (15) days after the date of the condemnation. The Lease will end on the date that LESSOR gives in said notice.

LESSEE will not be entitled to any payment from the government because of such condemnation except for moving expenses.

19. CHANGES

LESSEE will not make any changes on the Premises or change the appearance of any walls, floors, carpeting, windows, doors, appliances, fixtures or furnishings without LESSOR's advanced written permission.

20. SALE OF PROPERTY

If LESSOR sells the property, LESSOR shall not have any further liability to LESSEE under this lease for any event that happens after LESSEE receives written notice that LESSOR has sold the property. ANY SALE OF THE PROPERTY BY LESSOR shall be subject to this Lease.

21. HOLD-OVER

If LESSEE continues to occupy the Premises with LESSOR's consent after this lease ends, this lease will be on a monthly basis. In that case, either LESSEE or LESSOR

can send a notice to the other and cancel lease at any time. All the other terms of this lease will still apply.

22. SEPARATE PROVISIONS

If any provisions of this lease are invalid or unenforceable, the other provisions of this lease will still apply.

23. BINDING EFFECT

This lease shall be binding upon LESSEE and LESSOR and their respective successors, and assigns.

24. NOTICES

All notices shall be given as follows:

To LESSOR: Town Manager
275 Broad Street
Windsor, CT 06095

To LESSEE: _____

Windsor, CT 06095

25. OPTION PERIODS

The LESSEE shall have the successive options to extend this lease for one year periods beginning November 1, 2019 and 2020 provided that his lease is in full force and effect on the May first preceding the beginning of the option year. Each option shall be automatically exercised unless the LESSEE notifies the LESSOR in writing that the LESSEE elects not to exercise its option prior to the September first preceding the option year. Any such notice shall cancel and void any subsequent options of the LESSEE under this Section 25. The monthly rent during each option year shall be adjusted upward by 3% November 1st of each option year.

26. PARKING

The LESSEE's employees, members, guests and invitees shall have the right to use the parking areas in common with others on the site and adjacent to the site on other land of LESSOR provided that such right to park shall be subject to reasonable restriction and control by the LESSOR.

27. SIGNAGE

The LESSEE shall have the right to place such signs as shall be permitted by the Zoning Regulations of the Town of Windsor or by approval of the appropriate Zoning Authorities on the Luddy Carriage House grounds or adjacent property of the LESSOR.

Dated this _____ day of _____ 20__.

LESSOR

TOWN OF WINDSOR
WINDSOR TOWN COUNCIL
Town and Town Council Designee

LESSEE
Janice Porri

Agenda Item Summary

Date: October 4, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Jonathan Luiz, Assistant Town Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Request to modify the name of Northwest Park

Background

The Friends of Northwest Park is a volunteer, non-profit corporation formed in 1981 to play a leading role in the development of a nature center at Norwest Park. The Friends' original mission of supporting development of the Nature Center has expanded to include support for Northwest Park as a whole with a strong focus on environmental educational programming.

The Friends of Northwest Park, through Terry Langevin, its President, are requesting that the Town Council consider changing the name of Northwest Park and Nature Center to Northwest Park Nature Preserve.

Discussion/Analysis

The Friends of Northwest Park are requesting a name change to Northwest Park. They believe that a name change would better describe and help those using the park to understand what the nearly 500 open space acres are actually about. This would also help to reinforce the original mission of the Park; provide a clearer picture of what the Park is about – protection of habitat and wildlife, housing of endangered species and species of concern, and peaceful enjoyment of the preserved natural habitat.

Financial Impact

Unknown at this time.

Other Board Action

None

Recommendations

It is recommended this item be referred to a Town Council committee for discussion and review.

Attachments

None

Town Council
Resignations/Appointments/Reappointments
October 4, 2016

Resignations

None

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

None

Names submitted for consideration of appointment

- A. One Unaffiliated Alternate Member
Inland Wetlands and Watercourses Commission
Four Year Unexpired Term to expire March 31, 2017 or until a successor is appointed
(James Walton – moving up from alternate to full membership – VACANT)

“MOVE to APPOINT Steven Fraysier as a Republican Alternate member to the Inland Wetlands and Watercourses Commission for a four year unexpired term to expire March 31, 2017 or until a successor is appointed.”

- B. One Democratic Member
Inland Wetlands and Watercourses Commission
Four Year Term to expire March 31, 2020 or until a successor is appointed
(Nathan Karnes – resigned – VACANT)

“MOVE to APPOINT James Walton as an Unaffiliated member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2020 or until a successor is appointed.” (moving up from an alternate position to full membership)

Names submitted for consideration of appointment

- C. One *Republican* Member
Inland Wetlands and Watercourses Commission
Four Year Term to expire March 31, 2020 or until a successor is appointed
(Paul St. Amand – reappointment)

“MOVE to REAPPOINT Paul St. Amand as a Republican member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2020 or until a successor is appointed.”

- D. One *Democratic* Member
Conservation Commission
Five Year Unexpired Term to expire November 30, 2016 or until a successor is appointed
(Pricilla Eatherton – resigned – VACANT)

“MOVE to APPOINT James Klase as a Democratic member to the Conservation Commission for a five year unexpired term to expire November 30, 2016 or until a successor is appointed.”

- E. One *Democratic* Member
Town Planning & Zoning Commission
Five Year Unexpired Term to expire November 10, 2018 or until a successor is appointed
(Michael O’Brien – resigned – VACANT)

“MOVE to APPOINT Jill Levine as a Democratic member to the Town Planning & Zoning Commission for a five year unexpired term to expire November 30, 2018 or until a successor is appointed.” *(moving up from an alternate position to full membership)*

- F. One *Republican* Member
Inland Wetlands and Watercourses Commission
Four Year Unexpired Term to expire March 31, 2018 or until a successor is appointed
(Linnea Gilbert – resigned – VACANT)

“MOVE to APPOINT Kevin Washington as an Unaffiliated member to the Inland Wetlands and Watercourses Commission for a four year unexpired term to expire March 31, 2018 or until a successor is appointed.”

Names submitted for consideration of appointment

- G. One *Democratic* Member
Library Advisory Board
Three Year Term to expire April 30, 2019 or until a successor is appointed
(Michael Raphael – resigned – VACANT)

“MOVE to APPOINT Kevin Washington as an Unaffiliated member to the Library Advisory Board for a three year term to expire April 30, 2019 or until a successor is appointed.”

**Town Council
Council Chambers
Windsor Town Hall
September 19, 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 Randy McKenney, Councilor Alan Simon, Councilor Jill Jenkins, Deputy Mayor Jody Terranova, Councilor Kenneth Wilkos, Councilor James Govoni and Councilor Bernard Petkis. Councilor Jepsen was absent as of roll call.

Councilor Jepsen joined the meeting at 7:36 p.m.

2) PRAYER – Councilor Wilkos prayed.

3) PLEDGE OF ALLEGIANCE – Councilor Wilkos led in the Pledge of Allegiance.

4) PROCLAMATIONS/AWARDS – None.

5) PUBLIC COMMUNICATIONS AND PETITIONS – None.

6) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission (PBC)

Chair Bob Gustafson provided an update on several projects.

Animal Shelter Relocation project - The PBC has awarded the construction drawings work to Russell and Dawson. The PBC expects to review these drawings at its next meeting. Staff has completed the site drawings. The project is expected to go out to bid this fall.

Clover Street School Partial Roof Replacement Design - The process to receive state grant approval has delayed this project until the summer of 2017.

Clover Street School HVAC project - Due to the numerous DDC Control start-up issues, the PBC authorized Colliers International to perform a commissioning report on the delivered controls system. The PBC has hired Environmental Services Corporation to correct the software deficiencies noted in the Colliers report.

Landfill Office Garage Renovation project - The contractor, Millennium Builders, has completed the replacement of insulation, sheet metal walls and roof to the landfill office garage building. The last part of this project is the replacement of the original HVAC system, which is scheduled to take place before the upcoming heating season.

Town Hall HVAC, Electrical, and Energy project - The contractor, Facility Solutions Group, is 95% complete with the Town Hall LED lighting conversion project. The remainder of the work is anticipated to be completed in the next few weeks.

LP Wilson Restroom and EOS Shower project - The contractor, Pelletier Construction, is two weeks behind schedule due to abatement delays. Pelletier will use weekends and extra hours on weekdays to make up this time. The PBC expects that phase one, the renovation of the girls and boys locker rooms into restrooms, will be completed in early December. Phase two, the renovation of restrooms opposite the auditorium, will then begin.

Windsor High School Door and Fire Alarm Replacement project - The PBC awarded the contract to the lowest cost bidder, Keltra Construction. As a result of performance abandonment, the PBC removed Keltra Construction from the project. The work was then awarded to the next qualified bidder, McKinney Construction Company. McKinney has informed the PBC that the project will be completed by mid-October.

Town Hall Renovations project Phase Two - The PBC awarded this project to best qualified bidder, McKinney Construction, for \$209,800. The work is scheduled to begin in early October and to be completed in December.

Oliver Ellsworth Elementary School HVAC Replacement Design - Town staff has published an RFP for the design of the HVAC systems replacement. The bids are due tomorrow. The PBC will review these bids at its next scheduled meeting.

Councilor Simon asked for more details about the software problems experienced with the Clover Street School HVAC project. Chair Gustafson explained that the first contractor selected for the project did not perform its contractual obligation to use a specific software company so the PBC worked with the Town Attorney to hire another firm to perform the work per the contract. Chair Gustafson said the system runs, but it is not properly controlled.

Councilor Simon asked if the software at issue is for the overall energy management. Chair Gustafson answered yes.

Councilor Simon asked if the PBC is in the process of a solution. Chair Gustafson answered yes and said that the PBC has hired the original software company that it wanted to do the work.

Councilor Simon asked who will pay for the original software company to perform the work. Chair Gustafson said the PBC will pay for the work with the money originally appropriated for the project.

Councilor Jenkins thanked Chair Gustafson for his report. She requested clarification about the status of the high school door replacement project. Chair Gustafson said the original contractor removed all 38 doors and ordered 38 replacement doors, but that was the last the PBC heard of the contractor. He said the doors have been sitting at Builders Hardware. Chair Gustafson said the Town Attorney has been in contact with the contractor's legal representatives. Chair Gustafson said that the original doors were put back on because school was going to start. He said the old doors will be taken off again and the new doors will be installed and be hooked up to the alarm system.

Councilor Jenkins asked if the new doors are currently sitting in a warehouse. Chair Gustafson said the new doors are at Builders Hardware.

Councilor Jenkins asked if the supplier has been paid. Chair Gustafson said the contractor never paid the supplier. Mr. Gustafson said the new contractor will acquire the doors from Builders Hardware.

Councilor Jepsen asked if the contractor will pay sales tax on the doors or if the town could purchase the doors. Town Manager, Peter Souza, explained that it is his understanding that the practice in these types of situations is that sales tax is not charged.

b) Library Advisory Board

Board Member, Carol Sama, provided an overview of the Board's makeup, duties and activities. She informed the Council about policy changes concerning youth computer usage, pets in the library and linked library records. Ms. Sama reviewed resignations and appointments to the board that occurred the past fiscal year. She then provided an overview of circulation figures, patron visits, meeting room visits, program attendance, reference service requests and computer usage for the past fiscal year. Ms. Sama said a mezzanine makers' space will be unveiled soon in response to results received from a recent library user survey. She listed the different equipment that will be available for public use in the maker's space.

Councilor Jenkins thanked Ms. Sama for her report. She expressed excitement about the maker's space. Councilor Jenkins asked if there are plans to help expand e-book usage. Ms. Sama described various programs in place in the library related to electronic reading. Councilor Jenkins asked Ms. Sama if she expects e-book usage to increase over time. Ms. Sama said she is not qualified to say.

Councilor Simon asked if the community loom was a part of the maker's space. Ms. Sama said that a community loom is part of the maker's space.

7) TOWN MANAGER'S REPORT

Foreclosure Prevention Workshop

Our Social Services, Community Development and Assessor's office are offering a program that will provide foreclosure prevention services and resources to assist homeowners. It will be held on Wednesday, September 28th in the town hall council chambers from 6:00 PM to 7:30 PM. A light supper will be provided at 5:30 PM. Discussion will include options to avoid foreclosure, how to deal with your lender, HUD approved housing counseling agencies, the "red Flags" of predatory loans and state and local tax reductions and benefits available to qualified Windsor residents. For more information call Social Services at 860-285-1839.

Library Advisory Board Agenda materials

Based on a suggestion from a resident, Library staff are now including additional agenda backup materials for the Library Advisory Board meetings where policy and procedures are being reviewed and considered.

Route 159 Guiderails at Stony Hill

Town staff, together with two representatives of the immediate property owners met with representatives from the CT Department of Transportation to discuss the possibility of installing guiderails along Rte. 159 Stony Hill. While the discussion was informative and the DOT

appreciates the safety concerns, it appears that the DOT is not agreeable to installing guiderails. This is based on two primary reasons: 1) the multiple driveway or curb cuts in the immediate area creates constraints for installing guiderails to perform as intended and 2) the number of accidents in the past 3 years and roadway geometry do not meet federal highway/roadway engineering design standards or warrants for guiderails.

Although disappointing, the DOT committed to look at a few options such as additional street markings, height of the northbound warning sign, altering curb heights in the immediate area as well as reviewing accident data. Town staff will also look at possible ways to add appropriate warning beacons as well as the feasibility of installing landscape berms on the east side of the roadway with the goal of helping to stop vehicles from reaching the houses.

Traffic Stop Study

Just a quick update regarding the statewide traffic stop study that was completed in the spring. As a follow up to the report, the research team and authors at Central CT State University (CCSU) are to conduct a more in-depth review of the Windsor data along with a handful of other communities. Chief Melanson recently reached out to the CCSU team last week for an update. The research team is in the process of analyzing Windsor's data. We are working to coordinate a staff meeting with the research team in the next 30 days or so. There is no set timeline on when the Central CT State University research team will complete the additional analysis.

Also, we expect to have a report on the 1st quarter FY 17 traffic stop data ready for review by the Health and Safety Committee in mid to late October.

Potential Health District Consolidation

The State Department of Public Health is drafting proposed legislation for the upcoming General Assembly session which would call for local health departments and districts to be consolidated into larger geographic districts. The proposal could include districts based on the eight county boundaries or the boundaries of the various regional council of governments. Staff and I will be reaching out to CCM and COST as well as other agencies throughout the fall to gather information about the possible legislation.

Mobilitie Request to Install Utility Poles

A company called Mobilitie has notified multiple Connecticut municipalities, including Windsor, of its intent to install utility poles within existing rights of ways. The proposed utility poles are extremely large (up to 120 feet high and a max diameter of 40 inches.) It is reported the poles will have various data communication equipment installed on them.

As of now, the one location in town that has been proposed is along Windsor Avenue in the vicinity of the Windsor Shopping Center.

The Town Manager's Office has expressed both safety and aesthetic concerns about the proposed poles to both the Connecticut Conference of Municipalities (CCM) and Council of Small Towns (COST). Staff from CCM and COST are working to express their concerns and questions of Windsor and other towns to the Connecticut Siting Council and the Public Utilities Regulatory Authority.

Information on Gun Buyback Program

The Town Council previously requested information relative to the possibility of the town conducting a "Gun Buyback Program" in Windsor. Gun Buyback programs occur on a fairly regular basis in Connecticut's major cities, such as Hartford, New Haven, Bridgeport, and Stamford. These communities have on occasion held buyback programs twice a year. Staff research indicates very few programs in communities of our size being held. Most buyback programs provide gift cards in varying amounts depending on the type of firearm turned in. Results from these programs vary, however it is most common that rifles or long guns are turned in, usually at a ratio of 3 rifles for every handgun.

The programs have been funded in various ways. Some have been through public funds while others have been funded through private donations from individuals, foundations and businesses.

It is difficult to determine how successful such a program would be in Windsor. Some of the larger cities in the State with four times the population have had anywhere from 125 to 200+ guns turned in at a single event, while Ridgefield, CT, (25,000 population), had slightly over 100 weapons exchanged. The Ridgefield program in 2013 offered a much higher dollar value for each weapon than other cities.

The cost of holding such a program would involve police personnel, the cost of providing gift cards as well as marketing costs. The cost for gift cards would be \$3,400 assuming 20 rifles/shotguns (@ \$100 each) and 7 handguns (@ \$200 each) are turned in. Therefore the total estimated cost of the event could be approximately \$4,750 including \$300 for printing/miscellaneous expenses.

Currently, the Police Department accepts firearms from residents at any time. Residents can simply call the Police Department and arrangements are coordinated to secure the unwanted firearms, ammunition, or any other weapon. Residents use this method several times a year. For instance, this summer on two occasions residents turned over a total of eight weapons (3 shotguns, 4 rifles, and a revolver) they no longer wanted in their homes. When the Police Department takes custody of these weapons, they are sent to the Connecticut State Police Crime Lab to be destroyed.

Along with using our current practice of taking in firearms at any time, residents can also utilize Hartford's Gun Buyback program should they wish to gain something of value in return for turning over firearms.

Annual Farmington River Clean-Up

The annual Farmington River clean-up event is scheduled for September 24th from 10:00 AM to 2:00 PM. Volunteers should contact Tom Hazel, our Wetlands Agent / Environmental Planner to sign up at 860-335-5482. Volunteers will meet at the town hall between 10:00 AM - 10:30 AM.

21st Annual Chili Challenge Set for October 1st

The 21st annual Windsor Chamber of Commerce Chili Challenge will be held Saturday, October 1, 2016 (rain date October 2nd) on the Windsor Town Green from 11:00 AM to 3:00 PM.

Samples of delicious chili will be available for \$1 each.

Prizes are awarded for 1st, 2nd and 3rd place best tasting chili. In addition, prizes for 1st, 2nd and 3rd place in the Best Booth category, always a crowd favorite, will be awarded. Those attending the event will have their say in determining 1st, 2nd and 3rd place winners for the "People's Choice Award."

Live entertainment will be on the green from 11:00 AM to 2:00 PM. For more information, call the Windsor Chamber of Commerce at 860-688-5165 or visit the Chamber of Commerce website at www.windsorcc.org.

Councilor Jenkins asked what the length of time would be for a gun buy-back event. Town Manager Souza said an event would be four or five hours in length. Councilor Jenkins asked if other communities in the area are planning to have a gun-buyback event. Town Manager Souza said he would look into that. Councilor Jenkins said she thinks there is minimal gun violence in Windsor, so a buyback program would be for preventative purposes.

Councilor Simon spoke about an article in today's Hartford Courant concerning municipalities expressing concern about companies wanting to install cell towers in the public right-of-way. He said the article seems to be stating that some towns think the companies are claiming that their towers are utility poles so they can avoid regulation by the Siting Council. He asked Town Manager Souza to confirm this. Town Manager Souza said that some communities have raised that concern. Town Manager Souza went on to explain that companies certified as utility companies can install utility poles in the public right-of-way, while companies that want to install cell towers have to go before the Siting Council, and not before the Town's Planning and Zoning Commission.

Councilor Jepsen said companies wishing to install large towers are saying they are not cell providers because they are only providing data and not providing voice service. He said these companies may have found a loophole in state law, but the state legislature may take care of the loophole.

Councilor Govoni said the existence of a cell tower in front of one's property certainly does not increase property value. He also said that birds will roost in the towers and create a nuisance for people parking below.

Mayor Trinks asked for clarification about the State's concern of installing guide rails along Route 159. Town Manager Souza said the State expressed concern about installing rails with a blunt ending, and that the driveways in the area would not allow the guide rails to do their job of guiding vehicles to safety.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor McKenney – nothing tonight.

Councilor Petkis said that a police cadet recognition event will be held next Thursday in Council Chambers from 7 p.m. to 8 p.m. He requested a future update about school bus transportation problems experienced this school year.

Councilor Simon – nothing tonight.

Councilor Govoni – nothing tonight.

Councilor Jenkins commended everyone for putting together the 9/11 event. She said she heard many compliments about the event and that the spirit of the event was beautiful. She said the turnout for the Northwest Park Fair was robust and that the event was a display of what Windsor really is. She reminded people that dogs at Northwest Park are required to be on a leash except if the dog is swimming and in select areas away from other humans. She said people are responsible if their dogs bite someone. She said that the Farmington Valley Chapter of the Links, Incorporated will be hosting a Community Health Fair on Saturday, October 3rd, 2016 at the Simpson-Waverly School in Hartford. She said the event will feature free mammograms, breast exams, prostate screenings, rectal screenings, blood pressure screenings, dental screenings, oral and health cancer screenings, HIV and STD testing and a host of other health and wellness information. Councilor Jenkins encouraged people to take advantage of it.

Councilor Wilkos said the Northwest Park fair was an exceptional day. He said the Tavern Trot was attended over the weekend by over one thousand people. Councilor Wilkos said that over \$40,000 was raised by the Union Street Tavern to benefit brain cancer research.

Deputy Mayor Terranova – nothing tonight.

Councilor Jepsen said the 9/11 event last weekend was quite moving. He thanked Archer Memorial AME Zion Church for the Freedom Trail events on Saturday. He said the church will hold a walk event this Saturday.

Mayor Trinks said the Chilli Challenge is October 1st. He said he was at a pancake fundraiser event for a gentlemen suffering from pancreatic cancer. He said donations will still be accepted at 55 Palisado Avenue. Mayor Trinks said the 9/11 event in Windsor was beautiful and extraordinary. He thanked town staff and volunteers for their work on the event.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – None

Health & Safety Committee – Mayor Trinks asked Councilor Jenkins if she would like the gun buy-back information to be referred to Health and Safety. Councilor Jenkins said yes.

Joint Town Council/Board of Education Committee – None

Personnel Committee – Deputy Mayor Terranova said the Personnel Committee will be meeting tomorrow night.

Special Projects Committee – None

Finance Committee – None

10) ORDINANCES – None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

- a) Approve a transfer of \$75,000 from the Community Investment Initiative for Board of Education Technology Infrastructure

Councilor Simon MOVED and Councilor Jepsen seconded to approve the transfer of \$75,000 from the Community Investment Initiative to fund the School Technology Infrastructure project.

Town Manager Souza provided an overview of the use of the funding.

Councilor Jepsen expressed support for the technology purchase.

Mayor Trinks called for a vote. Motion Passed 9-0-0

- 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

Councilor Jepsen MOVED and Councilor Jenkins seconded 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.

Town Manager Souza provided an overview of the arbitration award.

Councilor Simon asked why the 2% wage increase effective July 1, 2014 would not trigger back pay. Town Manager Souza explained that the increase becomes part of the base for Fiscal Year 15, but the 2% is not received retroactively.

Mayor Trinks called for a vote. Motion Passed 9-0-0

- c) Approve amendments to the Town's Pension Plan regarding increases in non-union employee contributions

Councilor Jepsen MOVED and Councilor McKenney seconded the following resolution: 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."

Councilor Govoni asked if the town has contributed the actuarially recommended contribution amount each fiscal year. Town Manager Souza answered yes.

Mayor Trinks called for a vote. Motion Passed 9-0-0

- d) Approve a transfer of \$25,000 from the Community Investment for 330 Windsor Avenue Restroom Renovations

Councilor McKenney MOVED and Councilor Wilkos seconded to approve the transfer of \$25,000 from the Community Investment Initiative to fund a project entitled, "Town Facility Improvements – 330 Windsor Avenue Restrooms."

At Town Manager Souza's request, Town Engineer, Bob Jarvis, provided an overview of the proposed project.

Councilor Jenkins asked if lowering the ceiling in the girls bathroom would negatively impact the HVAC system. Town Engineer Jarvis answered no. Councilor Jenkins asked if a color other than red has been determined. Town Engineer Jarvis said the color is undetermined at this point in time.

Mayor Trinks called for the vote. Motion Passed 9-0-0

- e) Approve expenditure of \$95,000 from the Police Private Duty Account for acquisition of mobile video recorder system

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded to authorize the purchase of the Police Department Mobile Video Recording system utilizing up to \$95,000 from the Police Private Duty Account.

At Town Manager Souza's request, Police Chief Melanson provided an overview of the proposed purchase.

Councilor Wilkos expressed his support for the purchase. He said the funds are coming out of an account that is funded by entities that pay the town for private duty police jobs performed by the Windsor police officers.

Councilor Jenkins said she is very happy to support the proposed purchase.

Councilor Jepsen asked if there are instances when the camera turns off by itself. Chief Melanson explained that the cameras would be turned off after a prolonged period of the vehicle engine being turned off – probably two to three hours.

Councilor Jepsen asked if once the data is uploaded if someone in records management oversees the process of reviewing the recorded video. Chief Melanson discussed the officers' selection of the incident and how that selection sets the retention period. Councilor Jepsen asked if someone in the hierarchy has to oversee the officers' selection. Chief Melanson said a supervisor will oversee it, but the retention period is built into the system.

Deputy Mayor Terranova said fourteen cameras would be purchased and asked how many more cameras would be needed to outfit the entire fleet. Chief Melanson said the fourteen cameras would outfit the twelve patrol vehicles and two canine vehicles. He said eight to ten more cameras would be needed to outfit the entire fleet.

Deputy Mayor Terranova asked if it is a future plan to outfit the entire fleet. Chief Melanson answered yes. He said detectives make very few motor vehicle stops so we would have to do a cost-benefit analysis of outfitting all cars.

Councilor Govoni inquired about the camera's field of view. Chief Melanson said a recording system being considered has a 65 degree view in standard and high definition. Another view is almost 125 degrees. Councilor Govoni said he thinks the cameras would be an excellent tool for Windsor.

Mayor Trinks asked if the system that transfers information from the cruiser to the storage unit would experience problems if the cruiser is far away from the unit receiving the data. Chief Melanson said the download occurs via WI-FI transfer at the Police Station. He said the unit in the cruiser could hold several days of data before a transfer of data is needed. Town Manager Souza clarified that the data upload from the cruiser occurs only at the police station.

Councilor McKenney asked for clarification about when an officer would categorize the event being recorded. Chief Melanson said the categorization takes place at the site of the incident. Councilor McKenney asked if the officer can change the video after he or she has categorized it. Chief Melanson said the officer could review the video but not alter it.

Mayor Trinks called for the vote. Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS – None.

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the September 6, 2016 Regular Town Council meeting

Councilor Jepsen MOVED and Councilor Jenkins seconded to accept the unapproved minutes of the September 6, 2016 Regular Town Council meeting as presented.

Motion Passed 8-0-1 with Councilor McKenney abstaining from vote.

15) PUBLIC COMMUNICATIONS AND PETITIONS – None.

16) EXECUTIVE SESSION

17) ADJOURNMENT

Councilor Jenkins MOVED and Councilor Wilkos seconded to adjourn the meeting at 9:06 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Jonathan Luiz
Assistant Town Manager