



Council Agenda

Council Chambers
Windsor Town Hall
January 3, 2017



7:20 PM Public Hearing

Solicit public comment on proposed ordinance entitled, "GAS AND OIL EXPLORATION – STORAGE, DISPOSAL AND USE OF HYDRAULIC FRACTURING WASTE."

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Jepsen
3. PLEDGE OF ALLEGIANCE – Councilor Jepsen
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
 - a) *Approve an ordinance entitled, "GAS AND OIL EXPLORATION – STORAGE, DISPOSAL AND USE OF HYDRAULIC FRACTURING WASTE." (Councilor Wilkos)
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Approve a resolution requesting our State legislative delegation to support a state-wide ban on the storage, handling, disposal and use of hydraulic fracturing waste (Councilor Simon)
 - b) *Approve an agreement with the fire districts and fire company social organizations for the procurement of insurance (Town Manager)



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- c) *Introduce a Bond Ordinance entitled "AN ORDINANCE APPROPRIATING \$2,700,000 FOR THE PUBLIC SAFETY COMPLEX AND PUBLIC WORKS FACILITY PROJECT-PHASE I, INCLUDING ACQUISITION OF AND IMPROVEMENTS TO 100 ADDISON ROAD, WINDSOR, CONNECTICUT; AND AUTHORIZING THE ISSUE OF \$2,700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
 - d) *Set a Special Town Meeting for Tuesday, January 17, 2017 at 6:45 p.m. regarding a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,700,000 FOR THE PUBLIC SAFETY COMPLEX AND PUBLIC WORKS FACILITY PROJECT-PHASE I, INCLUDING ACQUISITION OF AND IMPROVEMENTS TO 100 ADDISON ROAD, WINDSOR, CONNECTICUT; AND AUTHORIZING THE ISSUE OF \$2,700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
 - e) *Approve FY 2018 Budget Parameters & Guidelines (Deputy Mayor Terranova)
 - f) *Approve FY 2018 Budget Format (Deputy Mayor Terranova)
 - g) *Approve FY 2018 Budget Calendar (Deputy Mayor Terranova)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the December 19, 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: January 3, 2017

To: Honorable Mayor and Members of the Town Council

Prepared By: Jonathan Luiz, Assistant Town Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Proposed Ordinance – Hydraulic Fracturing Waste

Background

Councilor Wilkos has proposed that the Town Council consider and adopt an ordinance restricting and prohibiting the storage, disposal and use of hydraulic fracturing waste. Hydraulic fracturing, or fracking, is the process of pumping fluid into or under the ground surface to create fractures in rock formations for exploration, production and recovery of natural gas and oil. This process produces a waste liquid or fluid. This waste reportedly can consist of water, brine, chemicals, naturally occurring radioactive materials and heavy metals.

Discussion/Analysis

The State of Connecticut presently has a moratorium in place until July 2018 relative to certain activities associated with this waste product. Several Connecticut towns have elected to adopt a municipal ordinance to restrict and prohibit the storage, disposal and use of hydraulic fracturing waste.

The proposed ordinance is very similar to the ordinances adopted by Mansfield and Coventry. Section 2 of the ordinance sets out a number of prohibited uses of the hydraulic fracturing waste and Section 3 outlines a variety of provisions which prohibits the procurement, use of or application of materials containing fracturing waste to be used on publically owned land or maintained roads and real property within town.

Financial Impact

None

Other Board Action

None

Recommendations

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

- 1) Waiving of the reading of the ordinance

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, ‘GAS AND OIL EXPLORATION - STORAGE, DISPOSAL, AND USE OF HYDRAULIC FRACTURING WASTE’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

2) Adoption of Ordinance

“MOVE to adopt an ordinance entitled, ‘GAS AND OIL EXPLORATION - STORAGE, DISPOSAL, AND USE OF HYDRAULIC FRACTURING WASTE’.”

Attachments

Proposed Ordinance

CHAPTER 9
Article 4

GAS AND OIL EXPLORATION
STORAGE, DISPOSAL, AND USE OF HYDRAULIC FRACTURING WASTE

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF WINDSOR:

Chapter 9, Article 4, of the *Windsor Code* is adopted to read as follows:

Sec. 1. Definitions

As used in this article, the following terms shall have the meanings indicated:

APPLICATION — The physical act of placing or spreading natural gas waste or oil waste on any road or real property located within the Town of Windsor.

HYDRAULIC FRACTURING — The fracturing of underground rock formations, including shale and non-shale formations, by man-made fluid-driven techniques for the purpose of stimulating oil, natural gas, or other subsurface hydrocarbon production.

NATURAL GAS EXTRACTION ACTIVITIES — All geologic or geophysical activities related to the exploration for or extraction of natural gas, including, but not limited to, core and rotary drilling and hydraulic fracturing.

NATURAL GAS WASTE:

- A. Any liquid or solid waste, or its constituents, that is generated as a result of natural gas extraction activities, which may consist of water, brine, chemicals, naturally occurring radioactive materials, heavy metals, or other contaminants;
- B. Leachate from solid wastes associated with natural gas extraction activities;
- C. Any waste that is generated as a result of or in association with the underground storage of natural gas;
- D. Any waste that is generated as a result of or in association with liquefied petroleum gas well storage operations; and
- E. Any products or byproducts resulting from the treatment, processing, or modification of any of the above wastes.

OIL EXTRACTION ACTIVITIES — All geologic or geophysical activities related to the exploration for or extraction of oil, including, but not limited to, core and rotary drilling and hydraulic fracturing.

OIL WASTE:

- A. Any liquid or solid waste, or its constituents, that is generated as a result of oil extraction activities, which may consist of water, brine, chemicals, naturally occurring radioactive materials, heavy metals, or other contaminants;
- B. Leachate from solid wastes associated with oil extraction activities; and
- C. Any products or byproducts resulting from the treatment, processing, or modification of any of the above wastes.

TOWN — The Town of Windsor.

Sec. 2. Prohibitions

- A. The application of natural gas waste or oil waste, whether or not such waste has received approval for use by DEEP (Department of Energy and Environmental Protection) or any other regulatory body, on any road or real property located within the Town for any purpose is prohibited.
- B. The introduction of natural gas waste or oil waste into any wastewater treatment facility within or operated by the Town is prohibited.
- C. The introduction of natural gas waste or oil waste into any solid waste management facility within or operated by the Town is prohibited.
- D. The sale, acquisition, storage, handling, treatment and/or processing of natural gas waste or oil waste within the Town is prohibited.

Sec. 3. Provisions required in bids and contracts for construction or maintenance of Town roads and real property.

- A. All bids and contracts related to the purchase or acquisition of materials to be used to construct or maintain any publicly owned and/or maintained road or real property within the Town shall include a provision stating that no materials containing natural gas or oil waste shall be provided to the Town.
- B. All bids and contracts related to the retention of services to construct or maintain any publicly owned and/or maintained road or real property within the Town shall include a provision stating that no materials containing natural gas or oil waste shall be utilized in providing such a service.
- C. The following statement, which shall be a sworn statement under penalty of perjury, shall be included in all bids related to the purchase or acquisition of materials to be used to construct or maintain any publicly owned and/or maintained road or real property within the Town and all bids related to the retention of services to

construct or maintain any publicly owned and/or maintained road or real property within the Town: "We _____ hereby submit a bid for materials, equipment and/or labor for the Town of Windsor. The bid is for bid documents titled, _____. We hereby certify under penalty of perjury that no natural gas waste or oil waste will be used by the undersigned bidder or any contractor, subcontractor, agent or vendor agent in connection with the bid; nor will the undersigned bidder or any subcontractor, agent or vendor agent thereof apply any natural gas waste or oil waste to any road or real property with the Town of Windsor as a result of the submittal of this bid if selected."

Sec. 4. Penalties for offenses.

This article shall apply to any and all actions occurring on or after the effective date of this article. The Town is empowered to issue "cease and desist" orders in case of any violation of the prohibitions and provisions stated above in Section 2 and Section 3. It is further empowered to require remediation of any damage done to any land, road, building, aquifer, well, watercourse, air quality or other asset, be it public or private, within the Town of Windsor. It may impose fines in any amounts it deems necessary with any and all infractions against this article.

Sec. 5. Savings Clause

The enactment of this Ordinance shall not operate as an abatement of any action or proceeding previously taken, now pending, or taken prior to the effective date of this Ordinance. All said actions and proceedings are hereby ratified to be continued.

Sec. 6. Severability

All provisions of the *Town Code* in conflict herewith are hereby repealed and that if for any reason, any word, clause, paragraph, or section of this Ordinance shall be held to make the same unconstitutional, this Ordinance shall not hereby be invalidated and the remainder of the Ordinance shall continue in effect. Any provision herein which is in conflict with the *Connecticut General Statutes* is hereby repealed, it being understood that said statutes shall take precedence over this Ordinance.

Section 7. Effective Date

This Ordinance shall become effective ten (10) days after publication in a newspaper having circulation in the Town of Windsor.

APPROVED AS TO FORM:

Kevin M. Deneen
Town Attorney

ATTEST:

Town Clerk

Distributed to Town Council: 12/19/16

Public Hearing Advertised: 12/23/16

Public Hearing: 01/03/17

Adopted: _____

Advertised: _____

Effective Date: _____

Agenda Item Summary

Date: January 3, 2017
To: Honorable Mayor and Members of the Town Council
Prepared By: Jonathan Luiz, Assistant Town Manager
Reviewed By: Peter Souza, Town Manager 
Subject: Resolution Supporting State – wide Hydraulic Fracturing Waste Ban

Background

Hydraulic fracturing, or fracking, is the process of pumping fluid into or under the ground surface to create fractures in rock formations for exploration, production and recovery of natural gas and oil. This process produces a waste liquid or fluid. This waste can consist of water, brine, chemicals, naturally occurring radioactive materials and heavy metals.

The State of Connecticut presently has a moratorium in place until July 2018 prohibiting certain activities associated with the waste product(s) from hydraulic fracturing.

Discussion/Analysis

Councilor Simon has proposed that the Town Council consider approving a resolution requesting the town's State legislative delegation to support the enacting of a state law and/or regulations that prohibits the storage, disposal, handling and use of hydraulic fracturing waste once the current moratorium expires.

As noted above, the State of Connecticut presently has a moratorium in place until July 2018 relative to accepting, receiving, collecting, treating, disposing of, or transferring between vehicles of waste products created from hydraulic fracturing. Under the passed moratorium, the Department of Energy and Environmental Protection is required to develop regulations for review between July 1, 2017 and July 1, 2018.

Financial Impact

None

Other Board Action

None

Recommendations

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

“RESOLVED, that the Windsor Town Council requests that the State of Connecticut enact legislation and/or regulations that prohibit the storage, disposal, handling and use of hydraulic fracturing waste, and BE IT FURTHER RESOLVED that the Windsor Town Council requests that members of Windsor's legislative delegation introduce such legislation.”

Attachments

None

Agenda Item Summary

Date: January 3, 2017

To: Honorable Mayor and Members of the Town Council

Prepared By: Martin Maynard, Risk Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Fire Service Insurance Coverage

Background

A review of insurance coverage needs was conducted recently for the fire department, the Windsor and Wilson fire districts as well as the four volunteer social fire companies. Several gaps in coverage were identified related to property coverage for one of the districts and liability coverage for the four social fire companies. Town staff is suggesting that the town combine the purchase of property and liability coverage for the town-wide fire department, the two fire districts and the four social fire companies. The town would not be assuming any additional liability or exposure as each entity would be named individually.

Discussion/Analysis

It is proposed to combine coverage into one composite type program for the fire department, the two fire districts and the four social fire companies, with the town essentially acting as a procurement agent.

The new program would cover all property and liability issues as well as directors and officers coverage for the social organizations. The social companies conduct fund raising activities throughout the year such as a carnival, Christmas tree sale, flower sale and other similar events where there is exposure to risk, but where there is presently no insurance coverage. It is proposed that the town pay the cost of the related annual premiums which are estimated to be \$1,500.

The proposed program also includes procuring property and liability policies along with directors' and officers' coverage for the two independent fire districts. The fire districts would be responsible for paying the annual premiums related to the coverage, which combined are estimated to be approximately \$11,000.

In terms of coverage for the town's volunteer fire department, the proposed program includes an increase in the excess aggregate coverage from \$15 million to \$20 million and significant reductions to the deductible payments for buildings and equipment from \$15,000 per incident to \$500 per incident. The deductible for vehicle related incidents would be reduced from the current amount of \$1,000 per incident to \$500 per incident.

We have consulted with our insurance agent and they are recommending Volunteer Fire Insurance Services (VFIS). VFIS provides insurance products and services to composite organizations such as ours throughout Connecticut and can package all of our coverage needs into one program rather than using various carriers for individual needs. As outlined above, the program can be constructed with lower deductibles and higher aggregate limits on liability than currently provided by our present carrier.

Financial Impact

It will cost approximately \$60,000 for the proposed coverage, including adding the four fire social companies and the two fire districts onto the policy. Under the proposed agreement, the two fire districts will pay the portion of the premium related to their coverage, which is estimated at approximately \$11,000 per year. The town currently pays approximately \$37,000 for insurance coverage, which includes just the fire department. It is estimated that the net increased cost to the town to add the excess aggregate coverage from \$15 million to \$20 million, to significantly reduce deductible payments, as well as provide comprehensive coverage for the four social companies, is approximately \$12,000 per year.

Other Board Action

The Insurance Commission has recommended a consolidated insurance program for the fire department, fire social companies and fire districts, based upon the review and recommendation from Town staff and our insurance agent.

Recommendations

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

“MOVE to approve the attached agreement between the Town of Windsor and the Windsor and Wilson Fire Districts, and the Poquonock, Hayden Station, Windsor and Wilson Fire Companies, to provide a consolidated program of insurance coverage.”

Attachments

Proposed Agreement

Attachment “A” – property schedules

**AGREEMENT
RE: INSURANCE POLICIES
TOWN OF WINDSOR
WINDSOR FIRE DISTRICT
WILSON FIRE DISTRICT
THE POQUONOCK FIRE COMPANY, INCORPORATED
HAYDEN STATION FIRE COMPANY, INC.
WINDSOR VOLUNTEER FIRE DEPARTMENT, INCORPORATED
WILSON VOLUNTEER FIRE COMPANY, INC.**

WHEREAS the Town of Windsor (hereinafter "Town") is a municipal corporation existing pursuant to the laws of the State of Connecticut, having its geographical limits within the County of Hartford and State of Connecticut; and

WHEREAS, the WINDSOR FIRE DISTRICT is a Connecticut corporation incorporated by Special Act of the General Assembly, and having its geographical limits within the Town; and

WHEREAS, the WILSON FIRE DISTRICT is a Connecticut corporation incorporated by Special Act of the General Assembly, and having its geographical limits within the Town; and

WHEREAS, The POQUONOCK FIRE COMPANY, INCORPORATED is a non-stock corporation existing pursuant to the laws of the State of Connecticut; and

WHEREAS, The HAYDEN STATION FIRE COMPANY, INC. is a non-stock corporation existing pursuant to the laws of the State of Connecticut; and

WHEREAS, The WINDSOR VOLUNTEER FIRE DEPARTMENT, INCORPORATED is a non-stock corporation existing pursuant to the laws of the State of Connecticut; and

WHEREAS, The WILSON VOLUNTEER FIRE COMPANY, INC. is a non-stock corporation existing pursuant to the laws of the State of Connecticut; and

WHEREAS, The Town has assumed the responsibilities for fire protection throughout the Town, including those portions or parts of the Town included in the WINDSOR FIRE DISTRICT and WILSON FIRE DISTRICT; and

WHEREAS, it has been determined that it is advantageous for all of the parties above to insure their respective properties (both real, personal and motor vehicle) and certain potential liabilities through a combined insurance program, obtainable by the Town; now

THEREFORE, the following agreement has been reached:

1. The WILSON FIRE DISTRICT and THE WINDSOR FIRE DISTRICT release to the Town their respective responsibilities for fire protection within their respective districts and the Town agrees to assume said fire protection responsibilities.
2. The Town shall obtain Property and Casualty insurance including but not limited to General Liability, Automobile, Commercial Property, Commercial Umbrella/Excess Liability and Professional Liability naming as insured the Town of Windsor, and naming as Other Named Insured(s) the (1) WILSON FIRE DISTRICT; (2) THE WINDSOR FIRE DISTRICT; (3) WINDSOR VOLUNTEER FIRE COMPANY, INC; (4) HAYDEN STATION VOLUNTEER COMPANY, INC.; (5) POQUONOCK VOLUNTEER FIRE COMPANY, INC.; and (6) WILSON VOLUNTEER FIRE COMPANY, INC.
3. The premium cost for said insurance policy shall be paid by the Town. The WINDSOR FIRE DISTRICT and the WILSON FIRE DISTRICT shall reimburse the Town a portion of said premium, which portion shall be based upon the insurance exposure basis for the Automobile and Commercial Property coverage for said Districts. For General Liability, Commercial Umbrella/Excess Liability and Professional Liability, the portion shall be based upon a commercially reasonable cost estimate for said coverages. Such reasonable cost shall be based upon the premium for commercial property and casualty insurance covering all real and personal property owned by said District. Each District shall pay to the Town its respective share within sixty (60) days of invoice from the Town. Property owned by the WINDSOR FIRE DISTRICT is listed in Schedule A, attached hereto, and property owned by the WILSON FIRE DISTRICT is listed in Schedule B, attached hereto. Each said District shall immediately notify the Town of any changes to the property owned by the District.
4. The WINDSOR VOLUNTEER FIRE COMPANY, INC., WILSON VOLUNTEER FIRE COMPANY, INC., HAYDEN STATION VOLUNTEER COMPANY, INC. and POQUONOCK VOLUNTEER FIRE COMPANY, INC. currently own property listed in Schedule C, attached hereto, and shall immediately notify the Town in writing of any changes to the property owned by said entities. If there are additions to the property owned by the entities listed in this paragraph 4, the Town may require the entity owning such additional property to reimburse the Town in accordance with the provisions of Paragraph 3, above.
5. With regard to the insurance set forth in Paragraph 2, above, any party may withdraw from the provisions of said Paragraph 2 of this Agreement upon ninety (90) days written notice to the other parties. In such an event, the withdrawing party shall be responsible for obtaining appropriate insurance policies for itself. In the event the Town withdraws from this Agreement, any pro-rated premium refund shall be equitably divided by the parties.

Dated at Windsor, Connecticut, this ___ day of _____, 2017

TOWN OF WINDSOR
INC.

By:
Its _____, duly authorized

WINDSOR FIRE DISTRICT

By:
Its _____, duly authorized

WILSON FIRE DISTRICT

By:
Its _____, duly authorized

WINDSOR VOLUNTEER FIRE DEPARTMENT, INCORPORATED

By:
Its _____, duly authorized

HAYDEN STATION FIRE COMPANY,

By:
Its _____, duly authorized

WILSON VOLUNTEER FIRE
COMPANY, INC.

By:
Its _____, duly authorized

THE POQUONOCK FIRE COMPANY,
INCORPORATED

By:
Its _____, duly authorized

ATTACHMENT 'A'

Schedule A Windsor Fire District Property

<u>Property Type</u>	<u>Property Description/Location</u>
Union St. Tavern Building	20 Union St.

Schedule B Wilson Fire District Property

<u>Property Type</u>	<u>Property Description/Location</u>
Fire Station	192 Windsor Ave.
2008 GMC SUV TAC 7	Tactical 7 - Fire Apparatus 2722
1998 Ford Pickup	D-2 Combination
1979 Chevy Brush Truck	Truck 6
1990 Boston Whaler	Company 2 Boat
1987 Rivercraft	Company 2 Airboat

Schedule C Volunteer Fire Company Property

<u>Fire Company</u>	<u>Property Type</u>	<u>Property Description/Location</u>
Wilson	Parking Lot	194 Windsor Ave.
Wilson	Land	91 Three Rod Rd.
Poquonock	1935 Antique Pumper	-
Windsor	2009 Ford F250	Tactical 10
Hayden Station	Snowmobile	-

Agenda Item Summary

Date: January 3, 2017

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Acquisition of 100 Addison Road

Background

Since 2014, a number of alternative options have been explored to meet the current and future needs of the public safety agencies as well as the Department of Public Works' (DPW) parks and grounds operations. Options examined ranged from purchasing land adjacent to the Public Safety Complex at 340 Bloomfield Avenue for expansion to acquiring existing buildings for the relocation of the police department operations. As a result, a multi-phased project is proposed consisting of purchasing an existing building at 100 Addison Road to house a relocated police department operation and parks and grounds operations, as well as renovating and expanding the existing Public Safety building for fire department and emergency medical functions.

The request being introduced is to initiate the process for approval of Phase 1 of the project, which is the acquisition and partial retrofit of an existing building on Addison Road for the DPW's parks and grounds operations. Per the *Town Charter*, a Special Town Meeting is required to approve the purchase and project funding authorization for Phase 1. It is proposed that funding for phases 2 through 4 be placed on a referendum for voter approval in accordance with the *Town Charter*. The timing and dollar amount of such a referendum would be decided at a future time by the Town Council.

Currently the Public Safety Complex consists of the Windsor Center Fire Station, the Police Station and a separate EMS facility on a total of 6.2 acres of land. The present building for the police and fire departments is 26,000 square feet and was erected in 1963 with additional space added in 1988. The police department space comprises approximately 17,000 square feet with the fire department in the remaining building area. Police and Fire share a combined training /meeting room. The Windsor Volunteer Ambulance is located in a separate 7,000 square foot building.

The DPW's main facility is at 99 Day Hill Road and includes a primary building approximately 36,500 square feet in size, a salt storage building and a 2,500 square foot equipment /storage structure. The town also is leasing approximately 15,500 square feet of space at 147 Addison Road for parks & grounds related operations and equipment storage. The leased space replaced the former parks and grounds garage on Mechanic Street.

Discussion/Analysis

The present configuration of the Public Safety facility is no longer adequate for current and future equipment and staffing requirements. Both the police and fire departments require additional floor space, improved public restrooms and lobby space.

Police Department space needs include:

- updated locker rooms including increased female locker room space
- additional training facilities to help meet state-mandated training requirements
- improved evidence management space
- detention facilities to meet current regulations and best practices
- additional storage space

Fire Department needs include:

- larger apparatus bays
- improved site parking and circulation
- additional equipment and supply storage space
- future firefighter sleeping quarters
- office and training space, code compliant restrooms and shower / locker area
- upgraded kitchen, watch room, and support area to facilitate firefighter recruitment/retention.

Volunteer ambulance needs include:

- additional apparatus area and storage space
- additional office and training space

Department of Public Works needs include:

- long-term location of the parks & grounds related operations and seasonal equipment storage
- improved safe access to and from current 99 Day Hill facility as the average daily vehicle trips on Day Hill Road are over 14,000
- relocation of the facilities maintenance division's storage and work area from the basement of 330 Windsor Avenue Community Center

The police / fire building is structurally sound, but is in need of a new roof and a heating, ventilation and air conditioning system. Various elements of the building's plumbing and electrical systems need replacing as they have or are approaching the end of their service life expectancy. The ambulance facility is generally in good condition with the recent installation of a new roof and HVAC units.

The proposed project approach is multi-phased both in terms of construction timing and financing.

Phase 1 – Purchase 100 Addison Road and Relocate Parks Garage Operation – \$2.7 M

- Acquire 100 Addison Road (approximately 65,000 square foot building on 7.2 acres)
- Retrofit portion of building for parks and grounds operations and equipment storage
- Retrofit up to 3,500 square feet for possible use by other town or external tenant
- Construct access drive between current DPW facility and 100 Addison Road parcel
- Design of Phase 2 improvements to existing Public Safety building

Phase 2 – Public Safety Building System Replacement and partial renovation - \$7.7 M

- Roof replacement
- Mechanical, electrical and plumbing systems replacement including HVAC
- Public lobby and restroom improvements
- Renovate fire department support areas including offices, restrooms and kitchen

Phase 3 – Police Department Relocation to Addison Road – \$18.6 M

- Renovate 30,000 square feet of space for police department operations
- Partial roof replacement and site improvements

Phase 4 – Renovate and Add Fire Apparatus Bays at Public Safety Building – \$6.5 M

- Construct new fire apparatus bays and storage space
- Site Improvements related to parking and vehicle circulation
- Renovate interior space to accommodate fire and EMS office, training, sleeping quarters and storage

Third party vendors have conducted various due diligence activities (inspections of the roof, HVAC systems, building / floor structure, wetlands delineated and assessed) relative to the purchase of 100 Addison Road. Needed repairs and maintenance activities to two small sections of the roof as well as to several of the roof top heating and ventilation units were identified. Costs related to this work are included in the Phase 1 funding request. Structurally the building and floor system were found to be in order. Testing for hazardous materials was completed and no significant remediation issues or costs were identified. The property seller is responsible at its expense to complete environmental monitoring and remediation related to its past industrial use as may be required per the State Department of Energy and Environmental Protection’s regulations.

Financial Impact

The proposed acquisition of 100 Addison Road as well as the Phase 1 retrofit work for DPW’s vehicle and equipment storage total \$2.7 M. Future phases of the project are estimated to total \$32.8 M including design, construction contingency and inflation through 2020.

The current Capital Improvements Plan (CIP) includes an allocation of \$24 M for renovation and expansion of the Public Safety Complex. The CIP also includes a project that contemplates purchasing roughly 15+ acres of land for the construction of a new 20,000 SF building for parks and grounds operations and future relocation of the town’s DPW facility. \$8.7 M is the preliminary cost to acquire land and build a parks garage building. Combined these two project estimates equal \$32.7 M. These estimates reflect 2016 cost estimates inflation is not factored in beyond 2017.

Outlined below are the primary cost components for Phase 1 of the project

Property Acquisition	\$2,000,000	(list price - \$2.9 M, appraised value - \$2.35 M)
Renovations & Mechanicals	310,000	
Access Drive & Site Improvements	110,000	
Sub-total construction	2,420,000	
Construction Contingency (10%)	42,000	
Addison Road Design (10%)	42,000	
Sub-total Addison Road	2,504,000	
Design for Phase 2	150,000	
Bond Issuance Costs	46,000	
Total – Phase 1	\$2,700,000	

The average annual debt service on a \$2.7 M bond issue, based on a 20 year term at a 3.25% interest rate is \$181,000.

Other Board Action

The Public Building Commission has reviewed various programmatic and project concepts and has endorsed the concept of purchasing and retrofitting 100 Addison Road combined with future improvements to the existing Public Safety Complex.

Recommendations

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

1) Waiving of the reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, “AN ORDINANCE APPROPRIATING \$2,700,000 FOR THE PUBLIC SAFETY COMPLEX AND PUBLIC WORKS FACILITY PROJECT-PHASE I, INCLUDING ACQUISITION OF AND IMPROVEMENTS TO 100 ADDISON ROAD, WINDSOR, CONNECTICUT; AND AUTHORIZING THE ISSUE OF \$2,700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce an Ordinance

“MOVE to introduce and approve an ordinance entitled, “AN ORDINANCE APPROPRIATING \$2,700,000 FOR THE PUBLIC SAFETY COMPLEX AND PUBLIC WORKS FACILITY PROJECT-PHASE I, INCLUDING ACQUISITION OF AND IMPROVEMENTS TO 100 ADDISON ROAD, WINDSOR, CONNECTICUT; AND AUTHORIZING THE ISSUE OF \$2,700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.” The full text of the ordinance is available in the Town Clerk’s Office.

3) Set Special Town Meeting

“RESOLVED, that a Special Town meeting be set for Tuesday, January 17, 2017 at 6:45 p.m. (prevailing time) in the Council Chambers of the Windsor Town Hall, to approve or disapprove an ordinance entitled, “AN ORDINANCE APPROPRIATING \$2,700,000 FOR THE PUBLIC SAFETY COMPLEX AND PUBLIC WORKS FACILITY PROJECT-PHASE I, INCLUDING ACQUISITION OF AND IMPROVEMENTS TO 100 ADDISON ROAD, WINDSOR, CONNECTICUT; AND AUTHORIZING THE ISSUE OF \$2,700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” which the Town Council has recommended its approval.”

And

“Be it further RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Special Town meeting.”

Attachments

Bond Ordinance

100 Addison Road Concept Plans

AN ORDINANCE APPROPRIATING \$2,700,000 FOR THE PUBLIC SAFETY COMPLEX AND PUBLIC WORKS FACILITY PROJECT-PHASE I, INCLUDING ACQUISITION OF AND IMPROVEMENTS TO 100 ADDISON ROAD, WINDSOR, CONNECTICUT; AND AUTHORIZING THE ISSUE OF \$2,700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO MILLION SEVEN HUNDRED THOUSAND DOLLARS (\$2,700,000) for costs in connection with the Public Safety Complex and Public Works Facility Project-Phase I, consisting of the acquisition of and improvements to an approximately 65,000 square foot building at 100 Addison Road, Windsor, Connecticut, to house Police and Public Works operations, interior and exterior improvements thereto including but not limited to dock ramps, overhead doors, restrooms, construction of an access drive to adjacent town-owned property, and other site and related improvements; and design work pertaining to Phase II of the project, which will consist of improvements to the existing Public Safety Complex on Bloomfield Avenue including but not limited to roof replacement, HVAC and mechanical systems, as well as improvements to the public lobby, restrooms and interior renovations to the existing Fire Department space. The appropriation may be spent for land acquisition costs, design, construction, renovation and installation costs, site improvements, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Public Building Commission shall be authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO MILLION SEVEN HUNDRED THOUSAND DOLLARS (\$2,700,000) to finance the appropriation for the project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed TWO MILLION SEVEN HUNDRED THOUSAND DOLLARS (\$2,700,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates,

maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

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

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

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

Section 8. That the ordinance shall become effective upon its approval at a Special Town Meeting, in accordance with Section 9-3 of the Windsor Town Charter.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council:

01/03/17

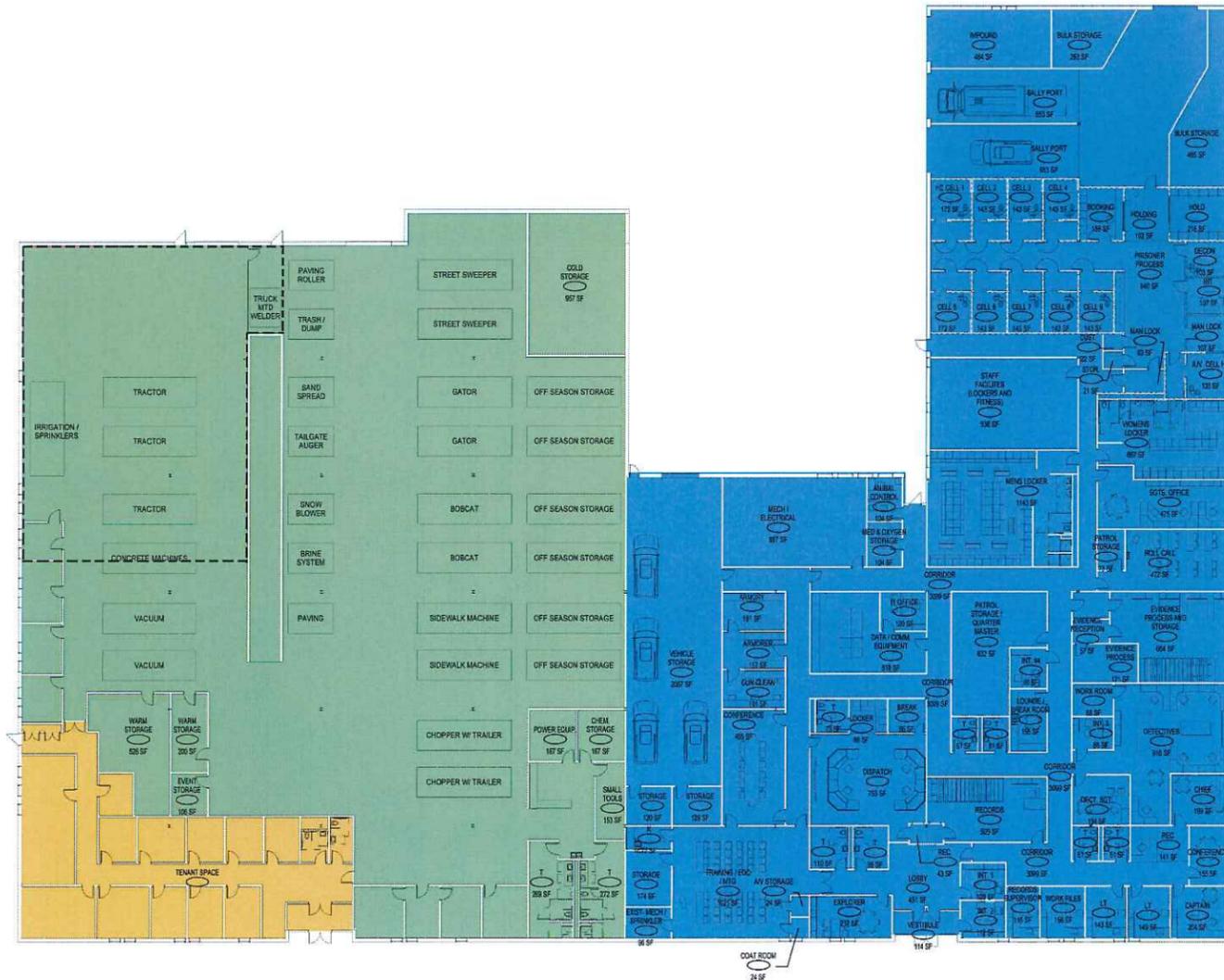
Public Hearing Advertised:

Public Hearing:

Adopted:

Advertised:

Effective Date:



- POLICE - 30,000 SQFT
- TENANT SPACE - 3,450 SQFT
- DPW - 25,575 SQFT
- BASEMENT - 5,240 SQFT

MAIN LEVEL

WINDSOR POLICE DEPARTMENT & DPW

100 ADDISION ROAD, WINDSOR CT 06095

05/13/2016



KAESTLE BOOS
associates, inc

Agenda Item Summary

Date: January 3, 2017

To: Honorable Mayor and Members of the Town Council

Prepared By: James Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Preliminary Budget Guidelines and Parameters for FY 2018

Background

As part of the annual budget process, the Town Council provides staff with a set of budget guidelines and parameters to be used in preparing the annual operating budget. As we proceed through the budget process, these preliminary projections for revenues and expenditures will be refined as new information is gathered.

Discussion/Analysis

Attached are suggested revenue, expenditure and service delivery guidelines and parameters for FY 2018. These parameters set the stage for developing a proposed budget that will attempt to maintain current levels of service, identify resources to address unmet and emerging service delivery needs, as well as continue multi-year investment programs in open space preservation, asset management, infrastructure, and the other post-employment benefits (OPEB) trust fund.

The October 1, 2016 grand list will not be formally completed until January 31, 2017. At this time, we anticipate a contraction in the grand list of approximately 1.5%, primarily as a result of the Amazon real estate tax abatement taking effect and personal property depreciation. The FY 2017 budget mitigated the anticipated loss in Amazon real estate tax revenue by funding one-time capital expenses (Community Investment Initiatives) with the increase in revenue from the Walgreens fixed assessment agreement ending and the delay of Amazon's fixed assessment agreement. Also contributing to the increase, was Amazon's personal property coming onto the grand list for the FY 2017 budget. Unfortunately, this prudent financial planning will not be enough to offset the overall reduction in the grand list for FY 2018, as personal property assessed values are forecasted to decline by 4.7%, equaling roughly a \$775,000 loss in revenue.

Non-property tax revenue categories comprise 16% of the current budget. Non-tax revenue includes such items as state aid, interest earnings, fees, permits and use of the General Fund reserve. As in years past, it can be a challenge to forecast non-tax revenues at this early stage in the budget process as a number of factors influence these revenue streams. Building permit fees, real estate conveyance fees and land recording fees are projected to be the same as the FY 2017 budgeted amounts. Interest earnings could see modest increases as we move into a slightly higher interest rate environment.

On the expenditure side, we are projecting increases in health insurance costs of approximately 8% and retirement costs of approximately 10%. In the course of the next several months, our assumptions and projections on individual utility categories will become more firm as we gather new data from our suppliers and cooperative purchasing coalitions. We currently are expecting unit prices for electricity and natural gas to increase by 4%. Budgeted unit prices for gasoline are projected to remain relatively stable as compared to current year unit pricing. We are also anticipating an increase in budgeted unit costs for diesel fuel. The Metropolitan District Commission (MDC) ad valorem sewer assessment is projected to increase by approximately 10%. Property, liability and worker's compensation costs are projected to increase by approximately 6% over the current fiscal year.

Other items of note relate to the new state-wide mill rate for motor vehicles and alterations to municipal aid from the state. The new state law mandates a motor vehicle mill rate capped at 32 mills, which will go into effect for the Town for FY 2018. As we have stated in the past, there is uncertainty related to the level of state aid the town will receive in FY 2018 as the Governor and General Assembly address projected budget deficits at the state level. We will learn more in the coming months. From a macro-planning perspective, it is recommended that we utilize the state aid figures as proposed by the governor.

Other Board Action

The Finance Committee reviewed the attached assumptions and parameters on December 19th and recommended approval by the Town Council.

Recommendations

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

“MOVE that the FY 2018 budget assumptions and parameters be approved as presented.”

Attachments

Proposed FY 2018 Budget Assumptions & Parameters

**PROPOSED FISCAL YEAR 2018
BUDGET ASSUMPTIONS & PARAMETERS**

REVENUE

Utilize state aid amounts based upon governor's proposed budget.

Building permits, conveyance fees and land recordings are projected to remain flat with FY 2017 adopted budget amounts.

Interest earnings are projected to return approximately 0.50%.

EXPENDITURES

Employee and retiree insurance benefit (health, life, dental) premiums are projected to increase approximately 8%. (\$236,000)

Pension contributions are forecasted to increase approximately 10%. (\$200,000)

Natural gas is expected to increase 4%. (\$4,000)

Budgeted unit cost for electricity distribution and generation is projected to increase 4%, which includes town buildings, traffic signals and streetlights. (\$40,000)

Budgeted unit cost for gasoline is expected to remain relatively flat as compared to FY2017 unit costs, and we are anticipating unit cost for diesel fuel to increase upwards of 23%. (\$16,000)

MDC sewer ad valorem assessment is projected to increase 10%. (\$340,000). This does not include the amount proposed as a reserve payment from Windsor should the City of Hartford be unable to make their payments.

General Fund appropriation for Debt Service is projected to increase 3% as compared to the FY 2017 budget amount. (\$200,000)

Property, Liability and Worker's Compensation costs are expected to increase 6%. (\$129,000)

Continue planned incremental increases to the OPEB Trust Fund appropriation. (\$150,000)

SERVICE DELIVERY

Present a budget that reflects current levels of service as well as identifies resources to address unmet and emerging service delivery needs.

Continue multi-year investment program in open space preservation as well as asset management activities including pavement management, fleet, technology, facilities, and athletic fields.

Agenda Item Summary

Date: January 3, 2017
To: Honorable Mayor and Members of the Town Council
Prepared By: James Bourke, Finance Director
Reviewed By: Peter Souza, Town Manager 
Subject: FY 2018 Budget Format

Background

The *Town Charter* requires that any changes to the budget format be adopted by the Town Council by January 15th.

Discussion/Analysis

While staff is not recommending changes to the overall budget format as described in the *Town Charter*, we are examining two possible adjustments related to Public Act 15-244, which requires municipalities with a mill rate in excess of 32 mills to “cap” the levy for motor vehicle tax rate at 32 mills.

Staff is evaluating a possible adjustment as to how motor vehicle tax revenue will be reflected in the General Property Tax section on page B-2 of the budget document. This adjustment is contemplated as a result of motor vehicles being taxed at a mill rate different from that of real estate and personal property due to the state imposed ‘cap.’ Staff is looking at adding a revenue line item titled “Motor Vehicle Tax Levy” in the General Property Tax section on page B-2. This revenue line item would account for the collection of motor vehicle taxes levied at 32 mills separately from those revenues collected through real estate and personal property taxes.

Staff is also contemplating a presentation change to the Mill Rate Calculation section on page B-4. This change proposes to create separate presentations for the calculation of the mill rate for real estate and personal property and the calculation of the motor vehicle tax levy.

Attached is an example of possible changes to pages B-2 and B-4.

Financial Impact

None

Other Board Action

The Finance Committee discussed this topic on December 19th and recommended no changes to the budget format for Fiscal Year 2018.

Recommendations

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

“MOVE that the FY 2018 budget format remain the same as the format utilized for FY 2017.”

Attachments

Example Page B-2 & B-4 – reflecting Motor Vehicle Levy

Example – Add'l Revenue Line Item and Mill Rate Calculation Presentation

Appears on pages B-2 & B-4:

910 GENERAL PROPERTY TAX

This category accounts for approximately 83.33% of the town's General Fund revenues in FY 18.

New revenue line item	FY 2016		FY 2017		FY 2018	
	Actual	Budget	Estimate	Proposed	Adopted	
51002 Current Levy	86,954,923	90,561,620	-	86,248,000	-	-
51003 Motor Vehicle Levy	-	-	-	5,952,000	-	-
51004 Interim Motor Vehicle Tax	776,358	545,000	-	545,000	-	-
51006 Prior Year Levies	739,594	675,000	-	675,000	-	-
51008 Interest	538,875	465,000	-	465,000	-	-
51009 Liens & Penalties	3,058	4,100	-	4,100	-	-
	89,012,808	92,250,720	-	93,889,100	-	-

Appears on page B-4:

MILL RATE CALCULATION - SAMPLE

	Proposed	Adopted
Total Expenditures	112,000,000	
Less: Other Revenues	(18,900,000)	
Less: Motor Vehicle Levy	(5,952,000)	
Less: Opening Cash	(900,000)	
Current Property Tax Collection	86,248,000	
Divided by Estimated Rate of Collection	99.00%	
Adjusted Tax Levy	87,119,192	
Less: Pro Rata Assessor's Additions	(45,000)	
Plus: Senior Tax Relief	130,000	
Plus: Exemptions for Volunteer Firefighters	118,500	
Gross Tax Levy	87,322,692	
Grand List	2,914,500,000	
Less: Motor Vehicle Assessments	(200,000,000)	
Estimated Taxable Grand List - Real Estate & Personal Property Only	2,714,500,000	
Mill Rate (Gross Tax Levy / Estimated Taxable Grand List)	32.17	
Motor Vehicle Assessments	200,000,000	
Mill Rate - Motor Vehicles	32.00	
Gross Tax Revenue - Motor Vehicles	6,400,000	
Estimated Rate of Collection	93.00%	
Net Tax Revenue - Motor Vehicles	5,952,000	

**New - MV Levy
Calculation**

Budget Commentary (Sample Draft)

State law requires towns to cap the mill rate for motor vehicles at no more than 32 mills. The application of the rate cap requires the separation of the motor vehicle tax revenue from real and personal property tax revenues. The estimated rate of collection for motor vehicle tax revenues is based on historical collection trends.

Agenda Item Summary

Date: January 3, 2017

To: Honorable Mayor and Members of the Town Council

Prepared By: James Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: FY 2018 Budget Calendar

Background

The attached budget calendar outlines the process for submittal, review and adoption of the annual operating budget.

Discussion/Analysis

The proposed budget calendar is similar to previous budget calendars. Once again it incorporates dates related to Public Act #13-60. This act requires the Town Council to make recommendations and suggestions to the local Board of Education regarding the consolidation of non-educational services within 10 days of the Board of Education submitting its budget information.

The proposed schedule calls for a public hearing on February 6th to hear budget requests and comments. The proposed budget will be transmitted to the Town Council on March 24th. On April 3rd a public hearing is proposed prior to the Council's regularly scheduled meeting. School vacation and Jewish religious holidays fall during the week of April 10th, therefore there are not any proposed review sessions during that week.

Council discussion and preliminary deliberations are scheduled for April 24th with the final budget adoption being proposed for Wednesday, April 26th. The suggested date for the adjourned town meeting (referendum) is Tuesday, May 9th. As in years past, the formal setting of the referendum date is set when the Town Council adopts the budget.

The calendar includes a number of public informational meetings prior to the Town Council's review of the proposed budget. These forums will be hosted by town staff. They will provide an opportunity for discussion of the budget process, our overall revenue picture, as well as various fiscal and service delivery topics. Later in April and early May, there will be three additional community budget forums at various locations around town. These forums will be sponsored by Windsor CT Votes and the Windsor League of Women Voters and will allow the public to hear more about the proposed budget and the budget that will be presented at the referendum. The Town Manager and Superintendent of Schools will be available at these meetings to provide the latest information on the budget and answer questions from residents.

Financial Impact

The Finance Committee met on December 19th and recommended the attached budget calendar for FY 2018 be approved by the Town Council.

Other Board Action

None

Recommendations

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

“MOVE that the FY 2018 budget calendar as presented be approved.”

Attachments

Proposed FY 2018 Budget Calendar

**TOWN OF WINDSOR, CONNECTICUT
FY 2018
BUDGET CALENDAR BY DEPARTMENT**

Date	Day	Step
February 2, 2017 - tentative	Thursday	Informational meeting on Proposed Budget
February 6, 2017 7:15 PM	Monday	Public Hearing by Town Council to hear budget requests from citizens.
February 23, 2017	<i>Tentative</i>	Board of Education to submit to Town Council information regarding Public Act 13-60 (BOE meeting on 2/22/17)
March 2, 2017 - tentative	Thursday	Informational meeting on Proposed Budget
March 6, 2017	<i>Tentative</i>	Town Council suggestions due to the BOE per Public Act 13-60 within 10 days of BOE submission
March 2017	<i>Tentative</i>	Board of Education to submit written responses to Town Council regarding suggestions made per Public Act 13-60.
March 6-10, 2017	<i>Tentative</i>	Finance Committee Meeting
March 24, 2017	Friday	Estimated receipts and expenditures submitted to Town Council by Town Manager (proposed budget)
March 28, 2017 - tentative	Tuesday	Informational meeting on Proposed Budget
April 3, 2017 7:00 PM	Monday	Town Manager's Presentation of FY 18 Proposed Budget Public Hearing re: public opinion regarding budget as proposed by Town Manager Regular Town Council meeting
April 5, 2017 6:30- 9 PM	Wednesday	Board of Education, Revenues, Public Works, Landfill Enterprise Fund, Resident Transfer Station Enterprise Fund
April 17, 2017 6:30- 9 PM	Monday	Board of Education, Safety Services, Health Services, Library, Human Services, Child Care and Adult Day Care, Recreation & Leisure Services
April 19, 2017 6:30 - 9 PM	Wednesday	Information Services, Development Services, Community Development, Administrative Services, General Government, General Services, Insurance Internal Service Fund, Town Support for Education
April 24, 2017 6:30 - 9 PM	Monday	Public Comment, Capital Spending, Price Guide, Preliminary Deliberations
April 26, 2017 6:30 - 9 PM	Wednesday	Public Comment, Town Council final deliberations and vote
May 9, 2017	Tuesday	Recommended date for Adjourned Town Meeting (referendum)
May 15, 2017	Monday	Regular Town Council Meeting; Council sets tax rate
June 21, 2017	Wednesday	Tax bill mailing completed
June 30, 2017	Friday	End of current fiscal year

Additional Community Budget Forums – April 20, May 3, May 4 (sponsored by League of Women Voters & CT Votes)

Town Council
Resignations/Appointments/Reappointments
January 3, 2017

Resignations

- A. **Accept the resignation of Daniel Stepanek from the Commission on Aging & Persons with Disabilities**

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

- A. One *Republican* Member
Board of Ethics
Five Year Term to expire July 31, 2021 or until a successor is appointed
(Jennifer Macierowski – reappointment)

“MOVE to REAPPOINT Jennifer Macierowski as a Republican member to the Board of Ethics for a five year term to expire July 31, 2021 or until a successor is appointed.”

- B. One *Democratic Alternate* Member
Commission on Aging & Persons with Disabilities
Two Year Term to expire November 30, 2018 or until a successor is appointed
(Linda Rickard – reappointment)

“MOVE to REAPPOINT Linda Rickard as a Democratic Alternate member to the Commission on Aging & Persons with Disabilities for a two year term to expire November 30, 2018 or until a successor is appointed.”

- C. One *Unaffiliated* Member
Conservation Commission
Five Year Term to expire November 30, 2021 or until a successor is appointed
(Ann Beaudin – reappointment)

“MOVE to REAPPOINT Ann Beaudin as an Unaffiliated member to the Conservation Commission for a five year term to expire November 30, 2021 or until a successor is appointed.”

- D. One *Republican* Member
Conservation Commission
Five Year Term to expire November 30, 2021 or until a successor is appointed
(Collette Yeich – reappointment)

“MOVE to REAPPOINT Collette Yeich as a Republican member to the Conservation Commission for a five year term to expire November 30, 2021 or until a successor is appointed.”

- E. One *Unaffiliated* Member
Historic District Commission
Five Year Term to expire October 14, 2021 or until a successor is appointed
(Jaqueline Reardon – reappointment)

“MOVE to REAPPOINT Jaqueline Reardon as an Unaffiliated member to the Historic District Commission for a five year term to expire October 14, 2021 or until a successor is appointed.”

- F. One *Republican* Member
Housing Code Board of Appeals
Five Year Term to expire October 31, 2021 or until a successor is appointed
(Jonathan Sasporatos – reappointment)

“MOVE to REAPPOINT Jonathan Sasporatos as a Republican member to the Housing Code Board of Appeals for a five year term to expire October 31, 2021 or until a successor is appointed.”

- G. One *Democratic* Member
Inland Wetlands and Watercourses Commission
Four Year Term to expire March 31, 2020 or until a successor is appointed
(Richard Williams – reappointment)

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

- H. One *Democratic* Member
Metropolitan District Commission
Six Year term to expire February 7, 2023 or until a successor is appointed
(Tim Curtis – resigned as of 2/17/17 – VACANT)

“MOVE to APPOINT John Avedisian as a Republican member to the Metropolitan District Commission for a six year term to expire January 1, 2023 or until a successor is appointed.”

- I. One *Republican* Member
Youth Commission
Three Year Term to expire September 30, 2019 or until a successor is appointed
(Dr. Robert Gange – reappointment)

“MOVE to REAPPOINT Robert Gange as an Unaffiliated member to the Youth Commission for a three year term to expire September 30, 2019 or until a successor is appointed.”

- J. One *Republican* Member
Youth Commission
Three Year term to expire September 30, 2017 or until a successor is appointed
(Bernice Johnson – VACANT)

“MOVE to APPOINT Andrea Davila as a Republican member to the Youth Commission for a three year term to expire September 30, 2017 or until a successor is appointed.”

- K. One *Democratic* Member
Youth Commission
Three Year Term to expire January 30, 2019 or until a successor is appointed
(Lee Schlanger – resigned - VACANT)

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

- L. One *Democratic* Member
Zoning Board of Appeals
Four Year Unexpired Term to expire November 10, 2018 or until a successor is appointed (Helene Shay – resigned – VACANT)

“MOVE to APPOINT Robert Griffiths as an Unaffiliated member to the Zoning Board of Appeals for a four year unexpired term to expire November 10, 2018 or until a successor is appointed.”

Names submitted for consideration of appointment

None

**Town Council
Council Chambers
Windsor Town Hall
December 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 Donald Jepsen, Councilor Kenneth Wilkos, Councilor James Govoni and Councilor Bernard Petkis.

2) PRAYER

Councilor Govoni noted that in lieu of the prayer that he usually gives, he asked the public participants at the meeting to take time to think about the community they live and work in; all of the people who help run Windsor, the different religions that the Town supports and people should think about embracing the cultural and ethnic diversity that the Town has to offer, while remaining aware that not everybody is as fortunate as others might be. He asked everyone to take time to help the elderly and other populations that might be experiencing difficulties such as those with drug and/or alcohol dependency issues. He concluded by asking everyone to take time during the year to think about helping the community, to be open and help those who are less fortunate.

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

4) PROCLAMATIONS/AWARDS -

a) Proclamation declaring December 2016 as Human Rights Month

At Mayor Trinks request, Councilor Jenkins read aloud a proclamation declaring December 10, 2016 as Human Rights Day and December 2016 as Human Rights Month. The Honorable Kevin Washington was presented with a commemorative plaque. Councilor Jenkins thanked Councilor Govoni for his comments under the Prayer section of the agenda

5) PUBLIC COMMUNICATIONS AND PETITIONS

Deacon Arthur Miller of 2 Meadowlark Drive asked the Town Council to develop a task force that would be charged with developing a statement that declares fully that Windsor is faithful to the United States Constitution, that freedom of religion will be

protected and celebrated, that the task force will put actions into words by designating a law enforcement detail charged with investigating any and all religious bigotry claims both verbal and active.

Hilary Carpenter of 45 Bradford Drive spoke of the toxicity in the world and Echoed the sentiments of Deacon Miller's request to develop a task force whereby Windsor declares itself as a sanctuary. Ms. Carpenter added that she would like to see Windsor's business community do this as well.

Sami Aziz of 70 Julia Street, Hartford, CT spoke on behalf of the Muslim community in Windsor and requested that the Town Council follow in the footsteps of both New Haven, CT and Hartford, CT (sanctuary cities) by making Windsor a sanctuary, as well as requesting that a task force be commissioned to recommend what ordinances, statements and measures should be established to protect the minorities of Windsor, including the Muslims. Mr. Aziz noted that most Muslims are living in great fear and perhaps the Town could host a yearly Ramadan Iftar dinner which would help bring the community together. Mr. Aziz asked that any training on Islam for local teachers, police and officials be done by Muslims.

Buju Dasgupta of 66 Wilton Road commented that we live in times of distrust and that she does not want to see the distrust experienced on a national level creep into the local level in Windsor. She said that local leaders must speak up and make all aware that Windsor will not tolerate bigotry. She encouraged private citizens and elected officials to find ways to make public statements and organize events that bring people together.

Moheb Kasem of 30 Gregory Hill Drive, Glastonbury, CT reported that he had attended a meeting at the First Church in Town. Mr. Kasem relayed a positive experience that his brother had in Town with one of Windsor's police officers, he wanted to say that positive experiences do not go unnoticed and he thanked the Town Council. Mr. Kasem provided some suggestions to the Town Council; increasing awareness in the local schools regarding Muslims, reject ordinances that require Muslims to register and send a letter President Elect Donald Trump, reiterating that Muslims are very much part of the fabric of the United States and have been since the days of slavery.

Liz Dupont-Diehl of 78 Palisado Avenue echoed similar sentiment to the speakers prior to her.

Nicole Grant Yonkman of 101 Hillcrest Rd introduced herself as the Senior Pastor at First Church. She said her hopes to partner with the Town as plans to further support the Muslim community develop.

Kevin Washington of 736 Palisado Avenue introduced himself as Chairman of the Human Relations Committee HRC for the Town of Windsor, CT. Mr. Washington noted

he has worked with many of the religious leaders in Town and the issues discussed tonight beg for attention.

Miriam Kahn of 22 High Path Road asked the Town Council to take measures to protect the Muslims and the citizens of Windsor.

Tejas Bhatt of 17 Laurel Avenue he said he feels that assurances should be given by the Town that the Town they live in is an inclusive community. Mr. Bhatt suggested that the new Police Chief speak to the town residents (via a Town Council meeting) on what he recommends the police department can do.

Bob Wallick of 782 Stone Road expressed his support of Windsor adopting the fracking ordinance on tonight's Town Council Agenda. Mr. Wallick listed several of the chemicals, materials, damages and dangers relative to fracking and implored the Town Council to do everything in its power to keep these chemicals out of Windsor.

John Dunn of 15 Strawberry Hill asked whether or not the fracking waste ordinance could be drafted reflecting that fracking waste would not be allowed on any town roads in Windsor other than on Interstate Highways 91 and 291 and if this could be legally added, it would be to everyone's long term benefit.

Bonnie Karkowski of 1852 Poquonock Avenue spoke in favor of the fracking ordinance on tonight's Town Council agenda. Ms. Karkowski noted her ancestors came to Windsor seeking religious freedom and tolerance and that we all must have respect and tolerance for other cultures.

Debra Bologna of 933 Stone Road stated she was in favor of the fracking ordinance on the agenda and thanked the Town Council for its "forward thinking" on this important topic.

Patricia Abramowicz of 271 Rainbow Road read a letter from Anne Beaudin of 1009 Poquonock Avenue. The letter expressed support for the Town Council to adopt the fracking ordinance on tonight's agenda.

Mayor Trinks thanked all of the people who provided their thoughts, ideas and recommendations to the Town Council.

6) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission (PBC)

Richard Hazelton, member of the PBC provided an updated on the following projects:

Animal Shelter Relocation; the PBC made revisions to the drawings, approved the drawings and Town staff expects the revised construction drawings will be received this week. Once reviewed by staff, the drawings will be forwarded to the State for its review and the staff expects to bid this project in early 2017, with construction to begin in early spring, 2017.

Clover Street School Partial Roof Replacement Design; project has received state funding approval, staff will bid this project in early 2017 with construction to be occur during the summer recess.

Clover Street School HVAC Project; software corrections are expected to be completed in early January, 2017 the software programming corrections have the system operating as designed and all zones are operating within one degree of set points.

Landfill Office Garage Renovation Project; contractor is scheduling replacement of HVAC equipment and the components will be installed in stages (to avoid a no heat situation) over the next two months.

Town Hall HVAC Electrical and Energy Project; the contractor, Facility Solutions Group has completed the LED conversion of Town Hall and Staff continues to work with them to determine the best solution for replacing the lighting fixtures in the Town Council Meeting Room.

L.P. Wilson Restroom and Shelter Shower Project; the first phase of this project is 99% completed. The PBC expects to open the new restrooms the first week of January, 2017 and then begin work on phase II which is the renovations to the existing restrooms which are located opposite the auditorium main entrance.

Windsor High School Door and Fire Alarm Replacement Project; Siemens is currently connecting the new smoke detectors and the door closers to the fire alarm system and Siemens expects to finish this project the last week in December, 2016 while school is out of session.

Town Hall Renovations Project Phase Two – Second Floor; McKinney Contracting is 75% completed and expects to finish this project by early January, 2017.

Oliver Ellsworth Elementary School HVAC Replacement Design; the PBC expects to review the draft drawings at its second meeting scheduled in January, 2017, bid this project mid-winter with work scheduled to begin in late spring and completed during the summer months. Councilor Jenkins asked Mr. Hazelton if the project beginning in late spring would interfere with the school session. Mr. Hazelton confirmed that the majority of the work will be done in summer and therefore will not impact the students.

7) TOWN MANAGER'S REPORT

There's a lot to in Windsor is being delivered next week

A reminder during this busy holiday season that the winter 2017 edition of *There's a lot to do in Windsor* is being delivered to Windsor residents and businesses next week together with the Community Courant section of the *Hartford Courant*. Residents that do not subscribe to the *Courant* will find their copy of the magazine inside the plastic bag delivered to homes each week with the Courant Community section and sales flyers.

This edition features information on programs and services available from January through April. It also includes the "Citizen's Guide to the Windsor Town Budget," a primer on the budget process and listing of opportunities for public participation. As always, the magazine will also be available online at townofwindsorct.com.

Town Hall Meeting with Hartford Mayor Luke Bronin

On January 23, 2017 from 6:30 PM to 8:30 PM, Windsor residents are invited to join in a conversation with Hartford Mayor Luke Bronin to discuss "Our Capital City's Future." The meeting will be held in the town hall Council Chambers. With downtown residential units filling up, UCONN opening a new campus, and commuter rail service set to begin in 2018, Hartford is a city with lots of potential. But Hartford is also facing a significant and urgent budget crisis, with a deficit of \$50 million next year and even larger deficits projected in the years ahead. This is a chance for residents to talk directly with Mayor Bronin about both the opportunities and the challenges facing our Capital City. For more information, call 860-285-1800.

Police Department Community Outreach

Over the past few months, Chief Melanson and I have been discussing possible community outreach activities. We are looking at hosting a community meeting in mid to late January with the overall goal to have a dialogue with the community regarding the police department's overall philosophy and approach, an overview of police officer training as well as understanding the use of force and how police officers respond to resistance. We see this as an opportunity to bring officers and residents together to facilitate understanding, engage in conversation and to answer questions. I anticipate the meeting logistics will be finalized by the end of the month.

Also, Chief Melanson is exploring the possibility of offering a "mini" citizens' police academy. This would be a series of 2 or 3 sessions where a small group of residents (20 - 25 in size) will be able to engage in a more detailed look at police department operations. We will be finalizing these plans in the month of January in hope to offer the program in late winter or spring.

Police Lieutenant Promotion

I am pleased to announce the promotion of Sergeant Bill Freeman to Lieutenant. Lieutenant Freeman will be responsible for leading and overseeing the Patrol Division.

Bill has been with the Windsor Police Department for 21 years and has been a Sergeant for 16 years. He has recently led the Detective Division as Detective Sergeant and has been a constant in improving department operations, including helping to lead the implementation of the department's enhanced Computer Aided Dispatch / Records Management System.

Town Offices Closed For Holidays

Town offices will be closed for the following two Mondays, December 26th and January 2nd due to the holidays.

Councilor Govoni asked Town Manager Souza if drawings for the dog pound were available and Town Manager Souza replied that he would provide the floor plan to the town Council members.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor McKenney – thanked everyone who came out to the meeting, whether they were there for the fracking issue, or to support the Muslim community. He noted he had attended a session at First Church, feels the Town should support this issue and is happy to be a part of that whether it is in his capacity as a Councilor, individual, or both.

Councilor Petkis – echoed the sentiments of Councilor McKenney.

Councilor Simon – commented that it takes courage for people to come out to a meeting held in an official setting, noted there was almost a full house, appreciates hearing from people who normally don't come and encourages all to come again to Town events where decisions are made. He supports the Council in aiding the Muslim community and would like to help in that effort.

Councilor Govoni – noted his comments tonight were public service natured, and asked everyone to be mindful of hazards during this time of year i.e. wood burning stoves, outlet overload, fireplaces, etc..

Councilor Jenkins – stated from where the Councilors sit, tonight's full audience was a beautiful sight, filled with all kinds of people which is what Windsor stands for. She would like to see this occur more often and rejects any kind of registry that comes Windsor's way.

Councilor Wilkos – wished everyone happy holidays.

Deputy Mayor Terranova – thanked everyone for coming to tonight's meeting.

Councilor Jepsen – wished everyone happy holidays, thanked them for coming out and said he is hearing a lot of fear in what the speakers had to say.

Mayor Trinks – commented that it was really quite something to see everyone in the audience tonight. He wished them happy and safe holidays and encouraged them to come to the Toys for Tots toy drive scheduled to take place at Bart's on Palisado Avenue, Wednesday December 21, 2016 from 6:00 a.m. to 10:00 a.m. with celebrity radio personality Brad Davis broadcasting live for WDRC FM.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Simon said the Town Improvements Committee met on Thursday, December 15, 2016 and discussed the proposed Northwest Park name change. He said that after a very substantial discussion it was determined that the staff will look to update the land management plan with work on this beginning within ninety days.

Councilor Simon noted additional discussion was held at the December 15, 2016 meeting regarding the John Mason statue on the Palisado Green. Councilor Simon reported the original agreement between the Town of Windsor and the State of Connecticut reflects that the State of Connecticut owns the statue and is responsible for all maintenance for it. The agreement also reflects that the Town of Windsor granted a 50 year easement for the statue to be located on the Palisado Green.

Lastly, Councilor Simon reported the first public meeting was held regarding the revised Public Safety Complex project. Additional planning is taking place which would combine the Public Safety Complex with a Public Works Garage and additional discussion will need to be held to determine whether or not to proceed with this as the costs are significant, regardless of how they are split up.

Personnel Committee – Deputy Mayor Terranova said the Personnel Committee had a very busy meeting on Wednesday December 14, 2016 and met with 10 individuals interested in serving on boards and commissions.

Finance Committee – Deputy Mayor Terranova noted the committee had met earlier in the evening to begin discussions on next year's budget. She said budget assumptions were looked at and it appears that the Grand List although not finalized will be down 1.5% from last year. She said assumptions were looked at relating to increases for certain expenditures such as pension expense and health insurance and the MDC assessment. Deputy Mayor Terranova said the motor vehicle tax cap will be set at 32 mills next year.

Health & Safety Committee – None

Joint Town Council/Board of Education Committee – None

Special Projects Committee – None

10) ORDINANCES – None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

- a) Introduce an ordinance entitled, “GAS AND OIL EXPLORATION – STORAGE, DISPOSAL AND USE OF HYDRAULIC FRACTURING WASTE.”

Councilor Wilkos MOVED and Councilor Govoni seconded that the reading into the minutes of the text of the ordinance entitled, ‘GAS AND OIL EXPLORATION – STORAGE, DISPOSAL, AND USE OF HYDRAULIC FRACTURING WASTE’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

Motion Passed 9-0-0

Councilor Wilkos MOVED and Councilor Govoni seconded the following: “RESOLVED that an ordinance entitled, ‘GAS AND OIL EXPLORATION – STORAGE, DISPOSAL AND USE OF HYDRAULIC FRACTURING WASTE’ be introduced.”

Councilor Wilkos noted that he had discussed this issue with most if not all of the Town Council members prior to the meeting. He then provided background on how he became interested in this agenda topic, relating his experiences of growing up on a farm, as well as having friends that had been negatively impacted by fracking and its byproducts. Councilor Wilkos introduced Jennifer Siskin from the Connecticut Food and Water Association.

Ms. Siskin made an extensive presentation to the Town Council highlighting the negative impacts of fracking waste. She noted the towns of Coventry and Andover have already passed Ordinances regarding fracking waste.

Councilor Simon then read aloud “Sec. 2 Prohibitions” of the proposed ordinance and asked Ms. Siskin to confirm that anything that could potentially be done in the Town of Windsor with respect to fracking was covered within this section. Ms. Siskin confirmed that it was.

Councilor Simon asked that once this matter comes back to the Council for a final vote, that the Council ask state legislators to introduce and support a permanent state ban on fracking waste.

Councilor Simon thanked Councilor Wilkos for bringing this item to the table.

Councilor Govoni noted that the State of Connecticut does not provide safety services (fire) to I-91 and I-291 and each town is responsible for providing these services for the sections of these highways that runs through their towns. He said that this should be addressed by state legislators in any permanent moratorium enacted by the State of Connecticut.

Councilor Jepsen asked Town Manager Souza if the Town of Windsor can be more restrictive (than the State of Connecticut) with respect to what it is willing to allow. Town Manager Souza replied that, generally speaking, the Town cannot be more restrictive than the State; however this can be looked at prior to this agenda item coming back to the Town Council.

Motion Passed 9-0-0

b) Set a Public Hearing for January 3, 2017 at 7:20 p.m. (prevailing time) to hear an ordinance entitled, "GAS AND OIL EXPLORATION – STORAGE, DISPOSAL AND USE OF HYDRAULIC FRACTURING WASTE."

Councilor Wilkos MOVED and Councilor Govoni seconded the following: "RESOLVED that a Public Hearing be scheduled for January 3, 2017 at 7:20 P.M. (prevailing time) on the following ordinance entitled, "GAS AND OIL EXPLORATION – STORAGE, DISPOSAL, AND USE OF HYDRAULIC FRACTURING WASTE," AND BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion Passed 9-0-0

c) Accept a sidewalk and utility easement for Windsor Station, Mechanic Street

Councilor Jepsen MOVED and Councilor Jenkins seconded to accept the sidewalk and transformer easement located at 55 & 69 Mechanic Street, as shown on a map entitled, "Map showing easement to be granted to Town of Windsor across the property of Olde Windsor Station, LLC reconfigured lot C, Mechanic Street, Windsor, Connecticut, dated March 6, 2015, revised through November 29, 2016, prepared by F.A. Hesketh & Associates, Inc."

Mayor Trinks left the meeting at 9:40 p.m.

A presentation was made by Robert Jarvis, Director of Public Works / Town Engineer. There were no questions or comments regarding Mr. Jarvis' presentation.

Motion Passed 8-0-0 with Mayor Trinks absent for the vote.

Councilor Wilkos left the meeting at 9:42 p.m.

Mayor Trinks rejoined the meeting at 9:43 p.m.

Councilor Wilkos rejoined the meeting at 9:44 p.m.

d) Approve authorization to expend up to \$60,000 from the Special project Fund for lease payments at 147 Addison Road for the period of January 2017 through June 30, 2017

Councilor Jepsen MOVED and Councilor McKenney seconded to appropriate and approve the expenditure of \$62,000 from Special Revenue account No. 4103 "Parks Garage Leased Space" for costs associated with the lease of 147 Addison Road for the period of January 1, 2017 through June 30, 2017.

Councilor McKenney left the meeting at 9:45 p.m.

Motion Passed 8-0-0 with Councilor McKenney absent from the room.

e) Approve accepting a \$13,500 grant for the purchase of solar panels

Councilor Wilkos MOVED and Councilor Jepsen seconded to authorize acceptance of a grant award in the amount of \$13,500 from the Connecticut Green Bank, for purchase and installation of a solar panel system.

Assistant Town Manager Jonathan Luiz made a presentation to the board regarding this agenda topic.

Councilor McKenney rejoined the meeting at 9:48 p.m.

Motion Passed 9-0-0

f) Approve Town Council meeting dates for calendar year 2017 and January 2018

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded to approve the proposed Town Council meeting dates for calendar year 2017 and January of 2018.

Motion Passed 9-0-0

g) Approve 2017 schedule for Board/Commission Annual Reports to the Town Council

Discussion was held by Town Council members and it was determined to make the following adjustments to the proposed schedule:

MDC Reports to Town Council will be on the following dates:

- , Tuesday January 17, 2017
- Monday March 20, 2017
- Monday July 10, 2017

- Monday October 16, 2017
- Monday December 18, 2017

Board of Assessment Appeals moved from Tuesday February 21, 2017 to Monday May 1, 2017

Councilor Jepsen MOVED and Councilor Wilkos seconded to approve the proposed 2017 schedule for Board/Commission Annual Reports to the Town Council as amended.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded to approve the following appointments:

- Keniel Williams as a Democratic member to the Youth Commission for a three year term to expire September 30, 2019 or until a successor is appointed.
- Meg Harvey as an Independent Alternate member to the Town Planning & Zoning Commission for a two year unexpired term to expire November 11, 2017 or until a successor is appointed.
- Leonard Swade as a Democratic member to the Human Relations Commission for a three year term to expire May 31, 2019 or until a successor is appointed.
- Kimberly Williams as an Unaffiliated Alternate member to the Human Relations Commission for a three year term to expire May 31, 2018 or until a successor is appointed
- Arbaaz Tanveer as an Unaffiliated member to the Human Relations Commission for a three year term to expire March 31, 2018 or until a successor is appointed.

Motion Passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the December 5, 2016 Regular Town Council Meeting

Councilor Jepsen MOVED and Councilor Govoni seconded to approve the unapproved minutes of the December 5, 2016 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS – None.

16) EXECUTIVE SESSION

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

Councilor Jepsen MOVED and Councilor Jenkins seconded to enter into executive session to discuss the selection of a site or a lease, sale or purchase of real estate.

The Motion Passed 9-0-0 at 9:57 p.m.

Present for executive session were all 9 Town Council members, Town Manager Peter Souza, and Assistant Town Manager Jonathan Luiz.

Councilor Jenkins MOVED and Councilor Wilkos seconded to leave executive session at 10:19 p.m.

The Motion Passed 9-0-0

17) ADJOURNMENT

Deputy Mayor Terranova MOVED and Councilor Govoni seconded to adjourn the meeting at 10:20 p.m.

Motion Passed 9-0-0.

Respectfully Submitted,

Christine A. Healey
Clerk of the Town Council