TOWN OF WINDSOR
First in Connecticut. First for its citizens.

Council Agenda

Council Chambers
Windsor Town Hall
January 17, 2017

7:30 PM Regular Council Meeting

1. ROLL CALL

2. PRAYER – Councilor Petkis

3. PLEDGE OF ALLEGIANCE – Councilor Petkis

4. PROCLAMATIONS/AWARDS

5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)

6. REPORT OF APPOINTED BOARDS AND COMMISSIONS

   a) Public Building Commission
   b) 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) *Appointment of Clerk of the Council (Town Manager)

   b) *Presentation on Job Classification and Compensation Study (Town Manager)

   c) *Approve Prospect Hill Road Reconstruction – Phase 2 Project Authorization Letter and set Special Town Meeting to authorize use of grant funds (Town Manager)

   d) *Refer Public Safety Complex and Parks Garage Relocation Project – Phase 1 to Public Building Commission for implementation and oversight (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

    a) *Minutes of January 3, 2017 Public Hearing
    b) *Minutes of the January 3, 2017 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

    (Three minute limit per speaker)

16. EXECUTIVE SESSION

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

17. ADJOURNMENT

★Back-up included

Agenda Item Summary

Date: January 17, 2017

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager

Subject: Clerk of the Town Council Appointment

Discussion/Analysis

Town staff recently interviewed candidates for the Clerk of the Council position. There were 16 applicants and 5 were interviewed for the position. The Clerk is responsible for taking and preparing minutes for Town Council meetings. Town staff has recommended to the Mayor that he appoint Christine Healey to the Clerk of the Council position. Ms. Healey has over 35 years' experience as a corporate secretary/administrative assistant in the private sector.

The Town Council is asked to affirm the appointment made by Mayor Trinks.

Financial Impact

None

Other Board Action

None

Recommendations

The following motion is recommended for approval:

"MOVE to affirm the Mayor's appointment of Ms. Christine Healey as Clerk of the Town Council."

Attachments

None

Agenda Item Summary

Date: January 17, 2017

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Director of Human Resources

Reviewed By: Peter Souza, Town Manager

Subject: Classification and Compensation Study of Administrative Pay Plan

Background

The FY 17 operating budget included funding for the completion of a classification and compensation study for the unaffiliated, administrative pay plan. This pay plan does not include union positions or the adult day care or early childhood education positions. The pay plan consists of four broadband pay ranges with sixty-nine unique job titles. It was developed over twenty years ago and although incremental adjustments have been made to over the years, a comprehensive detailed compensation study has not been done since the plan's original adoption.

Discussion/Analysis

Absent a comprehensive study, the current pay plan has become outdated in several ways. Pay range minimums are not being utilized because they are well below the market. There are positions currently in the same pay grade that no longer share similar levels of responsibility. Through the classification and compensation study, recommendations will be made to alleviate these issues and provide a systematic approach for staff to maintain and administer the pay plan in the future.

The objectives of this study are to develop uniform salary ranges that are based on the responsibilities and requirements of each job, assure that equal pay is provided for equal work, and develop a compensation plan that is both internally equitable and externally competitive. The Town has hired GovHR USA (GovHR) to conduct this study. The lead consultant, Joellen Earl, will be presenting an overview of the components and methodology of the study, including:

- A market survey of benchmark positions in comparable municipalities.
- An evaluation of each position based on specific factors and interviews with employees.
- The development and recommendation of a pay plan based on internal equity and market survey data.

It is expected that the full study report and recommendations will be completed and presented to the town council for review and action this spring.

Financial Impact

The consultant fee for the study is $28,250. Any costs related to implementing the study recommendations will be presented to the town council this spring.

Other Board Action

None

Recommendations

No action is requested at this time.

Attachments

Current Administrative Pay Plan

APPENDIX D

FY 2016-2017 TOWN OF WINDSOR
ADMINISTRATIVE PAY PLAN

PAY GRADE	MINIMUM	MAXIMUM
GRADE 1 **Associates**		
Group A	37,665	70,690

Administrative Aide
Assistant Assessor
Assistant Building Official
Caseworker
Code Enforcement Official
Confidential Secretary
Engineering Assistant
Environmental Educator
Environmental Planner
Fire Inspector
Human Resource Analyst
Interpretive Naturalist
Library Assistant
Payroll and Benefits Assistant
Public Health Nurse
Recreation Program Specialist
Sanitarian
Senior Center Programmer
Transportation Coordinator

Group B	42,860	82,765

Accountant
Assistant Buildings & Facilities Manager
Assistant Recreation Manager
Assistant Town Planner
Deputy Town Clerk
Fire Department Administrator
Human Resources Generalist
Information Technology Specialist
Lead Social Worker
Lending Services Manager
Librarian
Library Branch Manager
Management Analyst
MIS Supervisor
Parent Resource Coordinator
Project Engineer
Reference & Technical Services Librarian
Senior Center Coordinator
Social Worker
Youth Services Counselor

FY 2016-2017 TOWN OF WINDSOR
ADMINISTRATIVE PAY PLAN

PAY GRADE	MINIMUM	MAXIMUM
GRADE 2	53,250	109,185

Managers/Coordinators

Assessor
Assistant Finance Director
Assistant to Town Manager
Building Official
Buildings and Facilities Manager
Community Development Coordinator*
Fire Marshal
Northwest Park Manager
Partnership Program Coordinator
Police Captain
Public Works Operations Manager
Risk Manager
Social Services Coordinator
Solid Waste Manager *
Tax Collector
Town Clerk
Town Engineer
Youth Services Coordinator

GRADE 3	77,560	127,660

Directors

Assistant Town Manager
Coordinator of Information Technology
Director of Health
Director of Human Resources
Director of Human Services
Director of Public Works
Director of Recreation and Leisure Services
Director of Finance
Economic Development Director
Library Director
Police Chief
Town Planner

*Position contingent upon funding from State/Federal grants, capital project funds, and/or user charges.

Agenda Item Summary

Date: January 17, 2017

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager

Subject: Prospect Hill Road Reconstruction, Phase 2

Background

Phase 2 of the Prospect Hill Road Reconstruction Project is the continuation of pavement reconstruction and streetscape improvements along the corridor, from the end of the Phase 1 project at West Street, to the intersection of Harvest Lane. Phase 2 work includes similar roadway reconstruction elements as the Phase 1 project; a widened pavement section with curbing and an improved storm drainage system. A sidewalk along the north side of Prospect Hill Road, from West Street to Harvest Lane, is incorporated in the project. The new sidewalk will complete the network from Poquonock Avenue to Northwest Park.

As the Council is aware, the town was selected to receive funding for Phase 2 of the Prospect Hill Road Reconstruction project under the state's Local Transportation Capital Improvement Program (LOTCIP). The LOTCIP program provides 100% state funding for the construction phase of the project. Due to the dollar value of the grant, Special Town Meeting approval is required.

In April 2013, the town entered into a Master Municipal Agreement (MMA) for construction projects with the Connecticut Department of Transportation (CT DOT). The MMA for construction projects covers the standard non-project specific provisions, including required state and federal rules and regulations, such as administration and procurement procedures, inspection requirements, construction standards and reimbursement procedures.

The funding for individual projects to be covered under the MMA is to be authorized with a Project Authorization Letter (PAL). The PAL serves as the written documentation that authorizes the distribution of funding to the municipality for a specific type of project. The PAL includes the funding source(s) for the project, the maximum reimbursement to the municipality, estimated cost break-down for the project, the amount of the demand deposit due to the state, the project amount and any affirmative action goals assigned to the project.

Discussion/Analysis

The final design for the reconstruction has been submitted to and approved by the CT DOT. At this time, the town must execute the PAL for the project to receive authorization to advertise the construction.

The PAL for the Prospect Hill Road Reconstruction project – Phase 2 includes a total estimated construction cost of $1,947,381 with this portion of the project being funded 100% by the state. Upon the receipt of construction bids, the state will transfer money in the amount of the low bid plus an additional 20% to cover incidental construction inspection and administration, material

testing, construction contingency, and other miscellaneous costs. When the project is complete, any remaining funds are to be returned to the state. The project will be bid this winter and work is expected to be substantially complete by the end of the construction season.

Staff is respectfully requesting the Council to set a Special Town Meeting to authorize the acceptance and expenditure of the grant funds as per the *Town Charter*. Secondly, it is requested that the Council authorize the Town Manager to sign the Project Authorization Letter upon th Special Town Meeting's approval of expending project grant funds.

Financial Impact
The project's estimated costs are as follows:

Construction	$1,614,317
Contingencies	$ 161,432
Incidentals to Construction	$ 161,432 (e.g. inspection, traffic control)
Eligible Utilities	$ 10,200
Total Project Cost	$1,947,381

Project construction, inspections and traffic control costs will be entirely grant funded. Local funds were previously authorized for project design.

Other Board Action
The Town Planning & Zoning Commission recommended acceptance of the project, pursuant to the provisions of Section 8-24, at its regularly scheduled meeting of November 9, 2016.

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

1) Set Special Town Meeting

"RESOLVED, that a Special Town meeting be set for Monday, February 6, 2017 at 6:45 p.m. (prevailing time) in the Council Chambers of the Windsor Town Hall, to approve or disapprove the acceptance and expenditure of grant funds from the State of Connecticut for the Prospect Hill Road Reconstruction Project;

And

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

2) Authorize Project Authorization Letter

"MOVE, that Peter Souza, Town Manager, be authorized to sign the Project Authorization Letter for the Prospect Hill Road Reconstruction, Project No. L164-0002, under Master Agreement No. 02.28-02(13) upon Special Town Meeting approval of expenditure of grant funds.

Attachment
Project authorization letter

DRAFT

January __, 2017

Mr. Peter Souza
Town Manager
Town of Windsor
275 Broad Street
Windsor, Connecticut 06095

Dear Mr. Souza:

Subject: **Project Authorization Letter**
Prospect Hill Road Reconstruction
Town of Windsor
State Project No. L164-0002
Master Agreement No. 02.28-02(13)
CORE ID No. 13DOT0234AA

On April 29, 2013, the State of Connecticut Department of Transportation (DOT) and the Town of Windsor (Municipality) entered into the Master Municipal Agreement for Construction Projects (Master Agreement) noted above. This Project Authorization Letter (PAL) is issued pursuant to the Master Agreement. The capitalized terms used in this PAL are the same as those used in the Master Agreement.

The Municipality is responsible for the Administration of the Construction Project.

The Construction Project is to provide for the reconstruction of Prospect Hill Road from Harvest Lane easterly to approximately 200 feet west of West Street, for a distance of approximately 2,400 feet including, but not limited to, full depth pavement reconstruction, minor widening, drainage improvements, construction of concrete sidewalks, installation of bituminous concrete curbing and installation of new pavement markings.

Funding for the Construction Project is provided under the Local Transportation Capital Improvement Program (LOTCIP). This project has a one hundred percent (100%) State participation ratio up to the established participation cap and payment for municipal costs will be on a grant basis subsequent to receipt of bids by the Municipality. The maximum grant payment to the Municipality under this PAL is One Million Nine Hundred Forty-seven Thousand Three Hundred Eighty-one Dollars ($1,947,381), based on the final estimate for the Construction Project provided by the Municipality. The actual grant payment to the Municipality will be based

on the approved low bid. In addition, any payment for actual expenditures will be in accordance with the terms of the Master Agreement.

Municipal costs contained in this PAL shall not be exceeded without first obtaining written permission from the DOT. Enclosed is an estimated engineering cost break down for Construction Project activities. A Demand Deposit of Zero Dollars ($0) is due to the DOT.

The issuance of the PAL itself is not an authorization for the Municipality to advertise the Construction Project for bids or begin performing work with respect to the Construction Project. The Municipality may advertise the Construction Project for bids only after the DOT has received the concurred PAL from the Municipality and the DOT has authorized the Municipality to advertise the Construction Project for bids. The Municipality may advance or begin work on the Construction Project only after it has received an Authorization to Award Notice from the DOT.

Please indicate your concurrence with the PAL by signing below on or before February 17, 2017 and returning a copy to the Project Manager listed below at the letterhead address. Submission of the Written Acknowledgement of the PAL by facsimile or electronic transmission is acceptable. The Master Agreement and the PAL will be incorporated into one another in their entirety and contain the legal and binding obligations of the Municipality with respect to the Construction Project.

If you have any questions, please contact the Project Manager, Mr. William Grant, at (860) 594-3229.

Very truly yours,

Thomas A. Harley, P.E.
Bureau Chief
Bureau of Engineering and Construction

Enclosure

Concurred By_____ Date_____
Mr. Peter Souza
Town Manager

PAL ATTACHMENT
STATE PROJECT NO. L164-0002
ESTIMATED CONSTRUCTION COSTS

PARTICIPATING

(100% State – Local Transportation Capital Improvement Program)

A.	Contract Items	$ 1,614,317
B.	Contingencies	$ 161,432
C.	Incidentals to Construction	$ 161,432
D.	Eligible Utilities	$ 10,200
E.	Total Participating Construction Cost (A+B+C+D)	$ 1,947,381
F.	Maximum Grant Payment to Municipality (100% of [A+B+C])	$ 1,947,381
G.	Demand Deposit Required from the Municipality	$ 0

Jeffrey R. Pfaffinger/jrp
bcc: Thomas A. Harley
Scott A. Hill
Gregory M. Dorosh – Hugh H. Hayward – William E. Grant
Wally P. Lugli – Eugene V. Falcone – Karen Kennon
Christian F. Davis
Vincent P. Hogan
Laenny Fraticelli – Angela Collin
Patricia Hustus – Darren Meyers – Jennifer N. Trio – Kelly Cain
Gerald F. Dobek
Central Files

File: S:/condes/lr/gran/lotcip/L164-0002/L164-0002 PAL

Agenda Item Summary

Date: January 17, 2017

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager

Subject: Referral of Public Safety Complex/Parks Garage Relocation Project to Public Building Commission

Background

The appointed Public Building Commission (PBC) is responsible for the oversight of public building projects for the town. The PBC has been involved in the development and review of various alternatives to address the facility needs of the town's public safety agencies and the public works department. With a Special Town Meeting considering funding authorization of Phase 1 of a multi-phased project, it is being requested that the project be referred to the Public Building Commission for implementation and oversight.

Discussion/Analysis

During the Town Council's January 3rd meeting, Phase I project authorization was introduced, approved and referred to a Special Town Meeting for final consideration. This meeting is scheduled prior to tonight's town council meeting. If approved via the Special Town Meeting, Phase I will include the acquisition and partial retrofit of an existing building on Addison Road for the DPW's parks and grounds operations. Funding authorization for phases 2 through 4 will 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.

If projection authorization for phase 1 is approved by the Special Town Meeting, building improvements would be planned and initiated over the winter and spring to allow for building use by July 1, 2017.

Financial Impact

None

Other Board Action

None

Recommendations

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

"MOVE that the Public Safety Complex / Parks Garage Relocation project be referred to the Public Building Commission for implementation and oversight."

Attachments

None

Town Council
Resignations/Appointments/Reappointments
January 17, 2017

Resignations

None

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

A. 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."

Names submitted for consideration of appointment

A. One *Unaffiliated Alternate* Member
Commission on Aging & Persons with Disabilities
Two Year Term to expire November 30, 2018 or until a successor is appointed
(Marsha Brown – reappointment)

"MOVE to REAPPOINT Marsha Brown as an Unaffiliated 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."

B. One *Democratic Alternate* Member
Public Building Commission
Three Year Term to expire November 30, 2019 or until a successor is appointed
(Milo Peck – moved from Alternate to regular member – VACANT)

"MOVE to APPOINT Joseph Auclair as an Unaffiliated Alternate member to the Public Building Commission for a three year term to expire November 30, 2019 or until a successor is appointed."

C. One ***Democratic*** Member
Public Building Commission
Three Year Term to expire November 30, 2019 or until a successor is appointed
(Richard Hazelton – reappointment)

"MOVE to REAPPOINT Richard Hazelton as a Democratic member to the Public Building Commission for a three year term to expire November 30, 2019 or until a successor is appointed."

D. One ***Democratic*** Member
Town Planning & Zoning Commission
Five Year Term to expire November 30, 2021 or until a successor is appointed
(Anita Mips – reappointment)

"MOVE to REAPPOINT Anita Mips as a Democratic member to the Town Planning & Zoning Commission for a five year term to expire November 30, 2021 or until a successor is appointed."

E. One ***Republican Alternate*** Member
Youth Commission
Two Year Term to expire September 30, 2018 or until a successor is appointed
(Onyeka Obiocha – VACANT)

"MOVE to APPOINT Wende Ann Cooper as an Unaffiliated Alternate member to the Youth Commission for a two year term to expire September 30, 2018 or until a successor is appointed."

F. One ***Democratic Alternate*** Member
Zoning Board of Appeals
Two Year Term to expire November 10, 2017 or until a successor is appointed
(George Bolduc – moved from alternate position to regular membership – VACANT)

"MOVE to APPOINT Dawn Kirkwood as an Unaffiliated Alternate member to the Zoning Board of Appeals for a two year term to expire November 10, 2017 or until a successor is appointed."

Town Council
Council Chambers
Windsor Town Hall
January 3, 2017
Public Hearing

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public hearing was called to order at 7:20 p.m. by Mayor Donald Trinks. 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.

Mayor Trinks read aloud the notice of public hearing for an ordinance "GAS AND OIL EXPLORATION – STORAGE, DISPOSAL AND USE OF HYDRAULIC FRACTURING WASTE."

2) PUBLIC COMMENT

Mayor Trinks invited members of the public to comment on the ordinance.

Bonnie Karkowski of 1852 Poquonock Avenue asked for a show of hands from the public for those who support the ordinance as drafted. The majority of the public present at the hearing raised their hands. Ms. Karkowski expressed concern over Section 6 of the ordinance "Severability" specifically pertaining to the Connecticut General Statues and was pleased to see the resolution proposed by Councilor Simon to be considered by the Town Council (at its meeting scheduled to follow this public hearing) requesting the State legislative delegation to support a state-wide ban on the storage, handling, disposal and use of hydraulic fracturing waste. She concluded by asking the Town Council to pass both the proposed ordinance and the proposed resolution.

Michele Vannelli of 1152 Poquonock Avenue expressed concern over the financial "lure" of fracking waste and urged the Town Council to ban the storage, handling, disposal and use of fracturing waste.

George Yeramian, 739 Prospect Hill Road noted that he has a well and knows what it is like not to have that as a water source. He is aware of what other states like Pennsylvania are doing with respect to fracturing waste and wants nothing to do with it.

Ann Beaudin of 1009 Poquonock Avenue noted that State Representatives David Baram and Tami Zawistowski had asked that Ms. Beaudin submit their letters to the

Town Council if they had not been previously received. Mayor Trinks confirmed that the letters had been received by Town Council members. Ms. Beaudin thanked the Town Council for their foresight in bringing this matter forward and then listed many of the negative impacts of fracturing waste and the reasons why the Town should have nothing to do with fracturing waste. Due to existing federal and state loopholes, fracturing waste is not classified as "hazardous" and in 2014 the State of Connecticut legislature failed to pass a ban on fracturing waste and towns are "stepping" up to take action to protect their residents.

Bob Wallick of 782 Stone Road stated that he supports the ban on fracturing waste and echoed many of the negative impacts of fracturing waste that have been stated.

Debra Bologna of 933 Stone Road said that she appreciates all of the interest that the Town Council members have taken in this matter. She then read and presented the Town Council with a signed letter by several people, including Windsor residents, supporting a ban on fracturing waste.

Robert Bologna of 933 Stone Road thanked the Town Council and Town Manager Souza for giving the very serious issue of fracturing waste their time and attention and especially at this point in time, he is proud to be a member of a community that is approaching this matter from a bipartisan stance.

Coralee Jones of 1171 Matianuck Avenue asked to be on the record noting she supports Councilor Wilkos' ordinance on all of the issues relative to hydraulic fracturing. She is glad that the Town is getting ahead of this issue and this would not be a positive thing for the Town of Windsor.

Linda Alexander of 155 Fieldstone Drive commended Councilor Wilkos for listening to all of the residents that worked hard in bringing this issue forward and in educating the public.

Jean Novacco of 45 East View Drive stated that she can't imagine why the Town of Windsor would want to take the "toxic garbage" from people who seem to need to sell their Mineral Rights for this purpose.

Lea Chayes of 7 Maude Circle stated she is on the Commission that sponsored the fracking forum that was held last year. She was very impressed by Dr. Brown from Carnegie Mellon who spoke at the forum regarding the health impact of fracking on the people who come from the areas where it is permitted. She supports this ordinance and hopes that the towns will all ban together on this.

3) ADJOURNMENT

Mayor Trinks declared the Public hearing closed at 7:40 p.m.

Respectfully Submitted,

Christine A. Healey
Clerk of the Town Council

Town Council
Council Chambers
Windsor Town Hall
January 3, 2017
Regular Council Meeting
Draft

UNAPPROVED MINUTES

1) ROLL CALL

Mayor Trinks called the meeting to order at 7:45 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 Jepsen prayed

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

4) PROCLAMATIONS/AWARDS – None

5) PUBLIC COMMUNICATIONS AND PETITIONS - None

6) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education (BOE)

Rich O'Reilly, Secretary of the Board of Education provided a brief update highlighting some of the Board of Education activities that had occurred during the previous month as follows:

Budget Preparation Process – This process is well underway and a public forum was held on December 20, 2016. Presently, the Superintendent is preparing the budget and will present it at the monthly BOE meeting scheduled for Wednesday, January 18, 2017 at 7:00 p.m. As usual, there will be time before and after the meeting for the public to speak.

Mr. O'Reilly reported that the State of Connecticut Office of Policy and Management recently announced approximately $20 million in state education aid for the current school year is being cut. It is expected that Windsor will see a reduction of $181,260 in grant money and he believes that Dr. Cooke has informed Town Manager Souza of this. Last year's mid-year reduction was approximately $100,000.

The BOE remains transparent in the budget process and any questions or comments can be addressed by emailing Superintendent Cooke through the main website at

www.windsorct.org. Additionally, two public forums have been scheduled to be held in January at LP Wilson on Tuesday, January 24, 2017 at 6:00 p.m. and Saturday, January 28, 2017 at 10:00 a.m.

Mr. O'Reilly reported that the Windsor Police Department had created a new position titled "Youth Engagement Officer" (which should be staffed in February, 2017) and has similar responsibilities as the School Resource Officer at Windsor High School. When school is out of session, the Youth Engagement Officer will be involved with the Recreation Department.

On December 9, 2016 Windsor schools hosted a legislative breakfast. The breakfast was well attended by several area school superintendents. Lively discussions were held relating to mandates and funding.

High School News: Princeton Review SAT prep classes which are scheduled to be held in March, 2017 are full, with a waiting list. The Windsor High School's football team made it all the way to the Class L finals and lastly, on December 22, 2016 the Windsor High School Council hosted the annual alumni breakfast where students who graduated in 2016 come back and discuss such things as applying for college, etc. These graduates are positive role models to the students.

At the last BOE meeting, the board ratified a collective bargaining agreement between the Board of Education and the United Public Service Employees' Union, which represents the custodians, maintenance and food service employees throughout the school district as well as ratifying a collective bargaining agreement between the Board of Education and the local CSEA SEIU Local 201 Union, which represents the nurses throughout the school district.

Upcoming events: Monday, January 9, 2017 at 7:00 p.m. a Project Graduation meeting is taking place at the high school. Everyone is encouraged to attend and help out, whether or not you have a child in the school system. It takes over 100 volunteers to make this event successful!

School is closed on Monday, January 16, 2017 in observance of Martin Luther King, Jr's Birthday. A celebration is scheduled to be held from 2:00 p.m. to 3:00 p.m. in the Town Council Chambers and High School Principal Uyi Osunde is the slated speaker.

7) TOWN MANAGER'S REPORT

Dr. Martin Luther King, Jr. Celebration – January 16, 2017

The Archer Memorial A.M.E. Zion Church is sponsoring its annual Dr. Martin Luther King, Jr. celebration for the community on Monday, January 16, 2017, from 2:00 PM to 3:30 PM in the council chambers of town hall. The keynote speaker will be Mr. Uyi Osunde, Principal of Windsor High School. The program will also include special tributes to Dr. King with musical selections, performances, and words of reflection. All are welcome as the community comes together in commemoration of Dr. Martin Luther

King Jr.'s dream, life, and legacy. The event is free and is open to the public. Refreshments will be served after the program. For questions, please contact the church office at 860-688-5225.

Police Radio System Update

The evaluation and assessment of our public safety radio system is well under way. The consultant and staff are in the process of reviewing draft alternatives for future system replacement or upgrades. We have also had preliminary discussions with the town of Bloomfield regarding potentially partnering in a cooperative arrangement as they are also looking to replace or upgrade their radio system. I anticipate being in a position to provide a report to the Health and Safety Committee in mid to late January.

Two Eagle Scout Projects Completed

Windsor High School graduate Jayden McAdams recently completed an Eagle Scout project at Oliver Ellsworth School. With the help of staff from the town's engineering department, Jayden installed a 30 foot flagpole behind the baseball field backstop.

Also, Windsor High School senior Joe Petro recently completed an Eagle Scout Project at the Old Poquonock Burial Grounds. Joe and his volunteers removed debris, put down mulch, repainted fencing and the existing sign, and placed the sign posts into concrete footings at the burial grounds. The most significant and noticeable change to the cemetery is the addition of a new granite "Site Map," which shows who is buried at each plot in the cemetery. Prior to Joe's work taking place, the town hired a contractor to remove trees from the Burial Ground and the Public Works Department sprayed poison ivy, delivered mulch, and removed debris from the site.

Ice Skating

This winter the town has prepared ice skating facilities at Welch Park and Sharson Park. The skating rink on the town green will not be in service this year due to the need to reduce water consumption per the drought advisory issued by Governor Malloy and the Metropolitan District Commission. The rink on the town green requires over 16,000 gallons of water; therefore, in an attempt to conserve water, we have chosen to only have Welch and Sharson Park used for skating this winter.

State Aid reductions

The office of Policy and Management has notified cities and towns of reductions in FY 2017 state aid. For the Town of Windsor, we are anticipating an $181,000 reduction in the Education Cost Sharing grant (ECS). We will also see our Local Capital Improvement Program (LOCIP) grant eliminated for FY 2017. This is $180,000 that has traditionally been used for our street repaving program. Elimination of the LOCIP will likely have impacts over the coming two construction seasons.

I am hopeful that the reduction in ECS funding can be partially made up through salary savings due to vacancies on both the Board of Education and General Government

sides of the budget. In addition, there could be savings in terms of vehicle fuel expenditures.

Thank you Jonathan Luiz, Assistant Town Manager

As Council already knows Jonathan Luiz, Assistant Town Manager has accepted the position of Town Administrator in the Town of Weston, CT in Fairfield County. I would like to publically acknowledge Jonathan for his dedication to the organization and the community over the past few years. This is a fine opportunity for Jonathan to further his professional local government management career here in Connecticut.

Jonathan has been a great partner over the past couple of years. He has contributed in numerous ways ranging from resolving complex citizen concerns to providing leadership with our Caring Connection and Discovery Center enterprise funds. He has continued refining our customer service efforts via administration of the See Click Fix system and has been the driving force behind researching and evaluating ways to reduce energy consumption and costs through the potential conversion of our streetlight infrastructure to LED technology.

While we wish him well in his next adventure - myself, department directors and other staff will miss Jonathan's counsel, team work and sense of humor. Jonathan will continue onboard with us through January 8th.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor McKenney – Nothing

Councilor Petkis – asked everyone to remember what Martin Luther King, Jr. stood for and represented and to remember this is in view of the upcoming observance on Monday January 16, 2017.

Councilor Simon – Nothing

Councilor Govoni – asked that everyone get involved in the budget process, become informed and go to the meetings.

Councilor Jenkins – thanked Councilor Petkis for his sentiments with respect to Martin Luther King, Jr. She hopes that people will come out and support the program scheduled for 2:00 p.m. in the Town Council Chambers, as well as other locations where observances are being held, and wished everyone a Happy Martin Luther King, Jr. day.

Councilor Wilkos – thanked Jonathan Luiz for his service to the Town of Windsor, thanked the Town Council for keeping an open mind with respect to the fracking ordinance and for all of the work that Town Manager Souza did on this issue. Special thanks was given to Debra and Tom Bologna for keeping the importance of this issue present and in the forefront.

Deputy Mayor Terranova – Nothing

Councilor Jepsen – thanked Jonathan Luiz as well for his service to the Town of Windsor and wished him well in his endeavors for the Town of Weston.

Mayor Trinks – wished everyone a Happy New Year and said he was looking forward to 2017. He also thanked the people of Windsor for their support and help with the two major drives that were held this holiday season; Toys for Tots and Project Santa. Mayor Trinks concluded by thanking Mr. Luiz for his service and wishing him well.

9) REPORTS OF STANDING COMMITTEES

Special Projects Committee - Councilor McKenney – Nothing to report

Town Improvements Committee - Councilor Simon – Nothing to report

Health & Safety Committee - Councilor Jenkins – Nothing to report

Finance and Personnel Committee - Deputy Mayor Terranova – reported that the next Personnel Committee meeting is scheduled to take place on Wednesday, January 11, 2017, and the Finance Committee will be meeting at the end of January, 2017 to review the audit which was received by all Town Council members this evening.

10) ORDINANCES

a) Approve an ordinance entitled, "GAS AND OIL EXPLORATION – STORAGE, DISPOSAL AND USE OF HYDRAULIC FRACTURING WASTE."

Councilor Wilkos MOVED and Councilor Jenkins seconded the following: 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.

Motion Passed 9-0-0

Councilor Wilkos MOVED and Councilor Simon seconded to adopt an ordinance entitled, "GAS AND OIL EXPLORATION - STORAGE, DISPOSAL, AND USE OF HYDRAULIC FRACTURING WASTE."

Both Councilors Simon and Jenkins thanked Councilor Wilkos for the proposed ordinance and thanked the Bolognas as well for their efforts.

Motion Passed 9-0-0

11) UNFINISHED BUSINESS - None

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 MOVED and Councilor Jepsen Seconded the following: 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.

Motion Passed 9-0-0

b) Approve an agreement with the fire districts and fire company social organizations for the procurement of insurance

Councilor Jepsen MOVED and Councilor Jenkins seconded 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 fire insurance coverage.

Town Manager Souza introduced the Town's Risk Manager, Martin Maynard, Town Attorney Kevin Dineen and a representative from the Insurance Broker that the Town uses. Town Manager Souza noted they were available for any questions or comments that the Town Council might have with respect to the proposed consolidated program of fire insurance coverage.

Town Manager Souza gave an overview of the item including background information, discussion and analysis points, costs, and recommended action should the Town Council deem it appropriate. Several gaps in fire service insurance coverage were identified during a recent review and Town staff is recommending 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 proposed program includes an increase in excess aggregate coverage from $15 million to $20 million and a significant reduction in the deductible payments for buildings and equipment from $15,000 per incident to $500 per incident. The cost for the proposed coverage is approximately $60,000 annually and includes adding the four fire social companies and the two fire districts. (Under the proposed agreement the two fire districts would pay the portion of their premium related to their coverage and it is expected to be approximately $11,000 per year.) Currently, the town pays $37,000 annually for insurance coverage and this is for the fire department only. The net cost to the town to increase

aggregate coverage by $5 million ($15 million to $20 million) and reduce the per incident deductible by $14,500 ($15,000 to $500) is estimated to be approximately $12,000 annually.

Discussion was held by Town Council members and it was determined that is was in the best interests of the town to obtain the fire insurance coverage as outlined above.

Motion Passed 9-0-0

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."

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded the following; 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.

Motion Passed 9-0-0

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded 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.

Town Manager Souza gave an overview of the project which included background information, discussion and analysis points, costs, and recommended action should the Town Council deem it appropriate. The total project is comprised of four phases totaling a cost of approximately $35.5 million. Town Manager Souza stated the list price of the property was $2.35 million, with an independent appraisal completed which listed the value at $2.3 million and the town negotiated a sales price of $2 million.

Extensive discussion was held by Town Council members that included the suitability of considering only the first phase at the meeting, (without a determination being made at the same time that the remaining three phases should move forward at some point in time) as

well as various scenarios related to how best to fund the $2.7 million estimated cost in the Phase I proposal to purchase and make improvements to 100 Addison Road.

Councilor Simon expressed his concern about getting involved in a project and investing $2.7 million when it is unclear to him as to whether or not other phases will move forward and how each phase will be paid for. He reminded everyone when the first budget failed this year and reductions had to be made, it was clear that the town could not afford such a large project, which at that time was estimated to cost $28 million.

Councilor Jepsen stated that the need for a new safety complex has not changed. Splitting the project out into four phases does not necessarily mean that questions on how to afford such a project will be answered, however it does afford time to explore what options are available. At the present time, the town can afford the costs in Phase I and get out of the leased space that the Parks department is presently in. Councilor Jepsen is in favor of moving forward with Phase I.

Councilor Wilkos opined that the Phase I portion of the project would get the town out of its existing lease on Addison Road. Hypothetically speaking, if Phase I goes forward, the building is a tremendous asset and worth a lot of money. If it is determined that the additional phases do not go through, 100 Addison Road is in one of the most desirable locations of town and could be disposed of if need be. Councilor Wilkos is in favor of moving forward with Phase I.

Councilor Simon thanked Councilors Jepsen and Wilkos for their honest input and stated that he would go along with the terms of Phase I, thereby affording more time for evaluating the other three phases.

Councilor Jenkins stated that she would like to receive feedback from the community regarding this proposal and that she liked the fact that the building is large enough to take care of existing needs while providing room for expansion.

Councilor Govoni echoed Councilor Jenkin's sentiments regarding receiving feedback from the community on this proposal and added that the option to upgrade the existing space was looked at however, it would have required acquiring additional land.

Deputy Mayor Terranova stated that while the cost of such a large project is a "big number" it forces the Town Council to figure it out. The proposal is a viable option and the cost of the project will not become cheaper by putting it off. While everyone shares the same concerns in getting budgets passed, this project should be started and it is incumbent upon the Town Council to make sure the public understands that if it supports this project now, it has to continue to support it in the years to come as it will still appear in the budget.

Councilor Govoni stated the existing facility was designed and built in the 1960s, needs to be upgraded and he supports moving forward with Phase I.

Councilor Petkis stated that the public does not usually have the opportunity to see the Police Department the way that he does and although it is a project that represents challenges, it needs to happen. He thanked Town Manager Souza and his staff for their creativity in designing a plan with four phases.

Councilor Simon added that there is no "buyer's remorse" once money is borrowed and a concrete plan needs to be drafted.

Motion Passed 9-0-0

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."

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded the following: 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.

Motion Passed 9-0-0

e) Approve FY 2018 Budget Parameters & Guidelines

Deputy Mayor Terranova MOVED and Councilor Jepsen Seconded that the FY 2018 budget assumptions and parameters be approved as presented.

Town Manager Souza gave an overview of the item regarding preliminary budget guidelines and parameters for fiscal year 2018. The memo included background information, discussion and analysis points, and the recommended action should the Town Council deem it appropriate. This time of the year the biggest challenge that the Town Council has in drafting its proposed budgets is putting together the October 1, 2016 Grand List which will be completed by January 31, 2017. The Town Council is aware that there is contraction on the Grand List of approximately1.5% primarily due to the Amazon real estate tax abatement taking effect, as well as a projected loss in revenue of approximately 4.7% or $775,000 due to personal property depreciation. The prudent financial planning used in the FY 2017 budget process will not be enough to offset the overall reduction in the grand list for FY 2018.

Councilor Petkis left the meeting at 9:10 p.m.

Increases of 8% and 10% are expected in health insurance costs and retirement costs, respectively. Assumptions and projections on utilities will become more firm over the next handful of months once the data is available from suppliers and cooperative purchasing coalitions. It is expected that electricity and natural gas will increase by 4%, gasoline prices will remain stable and diesel fuel will is expected to increase. The MDC ad valorem sewer assessment is projected to increase by approximately 10% and property, liability, and worker's compensation insurance costs are projected to increase by approximately 6% over current fiscal year.

Councilor Petkis rejoined the meeting at 9:14 p.m.

The new state law mandates a motor vehicle mill rate capped at 32 mills and goes into effective for the town in FY 2018. It remains unclear what level of state aid the town will receive in FY 2018.

Town Manager Souza concluded by saying there are many factors still yet to be determined and much of the information needed should evolve within the next 90 days.

Motion Passed 9-0-0

f) Approve FY 2018 Budget Format

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded that the FY 2018 budget format remain the same as the format utilized for FY 2017.

Deputy Mayor Terranova noted that there were no staff recommendations to change the budget format for next year, and the new requirement that the mill rate for vehicles be capped at 32 mills was used as an example of what will be added to the budget books as a separate levy line.

Motion Passed 9-0-0

g) Approve FY 2018 Budget Calendar

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded that the FY 2018 budget calendar be approved as presented.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

a) Accept Resignations

Deputy Mayor Terranova MOVED and Councilor Jepsen Seconded to accept the resignation of Daniel Stepanek from the Commission on Aging and Persons with Disabilities.

Motion Passed 9-0-0

b) Approve Reappointments / Appointments

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

- 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.

- 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.

- 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.

- Reappoint Collette Yeich as a Republican member of the Conservation Commission for a five year term to expire November 30, 2021 or until a successor is appointed.

- 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.

- Reappoint Jonathan Sasportas 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.

- 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.

- 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.

- 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.

- 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.

- 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.

- 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.

Councilor Simon noted there is a candidate for the MDC appointment that he feels should be considered, and asked that no action be taken on Mr. Avedisian's Town appointment until conversations can be held with the other candidate, Timothy Fitzgerald. Councilor Simon stated that there are two MDC appointments; one is a town designated representative and one is a Governor designated representative.
After discussion was held on this matter,

Deputy Mayor Terranova MOVED and Councilor Jepsen Seconded to make a friendly amendment to the motion as outlined in 13 b above and remove the Metropolitan District Commission town appointment, for further review:

Motion Passed 9-0-0

For all other appointments as proposed with the exclusion of the Metropolitan District Commission appointment as MOVED by Deputy Mayor Terranova and seconded by Councilor Jepsen (first motion):

Motion Passed 9-0-0

Discussion was held by Town Council regarding the MDC openings and what kind of candidate (s) should represent the Town of Windsor on the MDC Board.

Councilor Jepsen MOVED and Councilor Govoni Seconded that the Town Council recommend to the Governor's office of the State of Connecticut that Timothy Fitzgerald be appointed as a Democratic member to the Metropolitan District Commission (for the governor-appointed position on the commission)

Motion Passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the December 19, 2016 Regular Town Council Meeting

Councilor Jepsen MOVED and Deputy Mayor Terranova Seconded to approve the unapproved minutes of the December 19, 2016 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS – None

16) EXECUTIVE SESSION - None

17) ADJOURNMENT

Councilor Jenkins MOVED and Councilor Wilkos seconded to adjourn the meeting at 9:40 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Christine A. Healey
Clerk of the Town Council