

**Town Council
Council Chambers
Windsor Town Hall
January 17, 2017
Regular Council Meeting**

APPROVED 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 Petkis began the prayer by reflecting on the work of Martin Luther King, Jr., his struggles for justice and the dangers this entailed.

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

4) PROCLAMATIONS/AWARDS – None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Bob Wallick of 782 Stone Road stated his displeasure with the amount of jobs that have been filled by Windsor residents at the Amazon Fulfillment Center location, given the real estate tax abatement in the amount of \$1,600,000 that was given to Amazon to build its Day Hill Road warehouse.

REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

Mayor Trinks noted there was nothing to report on this agenda topic as no meeting was held in January, 2017.

b) Metropolitan District Commission

Mr. Tim Curtis, member of the District Board of the Metropolitan District Commission (“MDC”) made his report to the Town Council as follows:

- A water main break that occurred at Town Hall earlier in the day (1/17/17) was taken care of.
- On December 22, 2016 the reservoirs were at 75% capacity which is the first drought trigger. An advisory notice went out to all residents as well as town

government asking for conservation efforts with respect to discretionary tasks i.e. washing cars. As of now, the capacity is at 75.7%.

- As required by the MDC Charter, the MDC provided the Town of New Britain with water once its reservoir reached 30% capacity, and it is expected to continue to provide water to the Town of New Britain through the end of January, 2017.
- The next drought trigger is 53% capacity. If no event occurs that adds water to the reservoirs, it is projected the 53% drought trigger will occur in June, 2017. The 53% level equates to 100 days of water remaining.
- Niagara Bottling Plant (“Niagara”) has not begun operations yet and has not indicated to the MDC when it expects to do so. Niagara has taken 500,000 gallons of water from the reservoirs for use in its Bloomfield plant and has not used any for bottling operations. The MDC expects Niagara to begin its bottle processing operations by February, 2017.
- Trader Joes is exploring the possibility of opening a distribution center in Bloomfield, CT near the existing Amazon Fulfillment Center. The MDC has asked Trader Joes for its estimate on daily water usage for the proposed location and Trader Joes has indicated it would use 25,000 gallons per day. The MDC does not deem this to be a large amount of water and there should be no problem.
- It is expected that a meeting will be scheduled on February 2, 2017 with the MDC and Town Managers and Mayors of the 8 member towns to discuss issues such as the industrial water rate (discounted), ad valorem, and sewer rates which pertains to the Clean Water Project. The rates are becoming high and are becoming difficult for towns and their residents to deal with. The industrial water rate which has been suspended by the MDC, had not yet been utilized by Niagara as it has not begun its bottling operations. Mr. Curtis added that at the meeting scheduled for February 2, 2017, the MDC will ask each of the 8 member towns how it could help each municipality with its economic development.
- MDC is looking into going from quarterly billing to monthly billing for some of its residential customers in the hopes of making payments easier (more affordable). This would impact customers that use MDC for both water and sewer services.

Mr. Curtis noted that the City of Hartford may not be able to pay its MDC sewer charges for two of the four billing cycles and Hartford’s Mayor, Luke Bronin, has been meeting with surrounding City and Town representatives to explain some of the

racial and economic disparities that exist in Hartford compared with their municipalities. While Mayor Bronin is seeking financial support for the City of Hartford, it is hoped that these meetings will raise awareness to the state legislature to do something to help the City of Hartford. Mayor Bronin is scheduled to make a presentation to Windsor town residents on Monday, January 23, 2017 at 6:30 p.m. in Council Chambers at Town Hall.

Councilor Govoni thanked Mr. Curtis for his comprehensive report and asked if the non-member towns that get water from the MDC (and do not receive sewer services) such as New Britain, Bristol and Glastonbury pay an ad valorem tax. Mr. Curtis replied that he did not believe so, however, he was not completely sure and would have to look into it.

Councilor Simon thanked Mr. Curtis for serving his six year term (which has expired) as a member to the District Board of the MDC. Councilor Simon asked if the industrial sewer rate offered to Niagara had been suspended (as well as the industrial water rate) and Mr. Curtis responded that it had been suspended. Councilor Simon noted that Trader Joes had sought to obtain the same industrial water and sewer rates that the MDC had offered to Niagara and that when the MDC provides a discount to help a single member town with economic development, the other 7 member towns subsidize that discount. Councilor Simon noted it was his opinion that MDC should take care of the water and sewers and keep out of the economic development business of the member towns.

Mr. Curtis stated that the MDC is looking for ways to lower its costs. It is becoming difficult to find ways to pay for the Clean Water project as residents that have both water and sewer services have to pay the surcharge while residents that have only one service do not. MDC has begun cross training staff and reclassifying some of its employees in the hopes of lowering its costs.

Councilor Jenkins thanked Mr. Curtis for his report and service as a member of the District Board of the MDC and asked what the MDC parameters were for suspending the industrial water and sewer rates for Niagara. Mr. Curtis responded that the MDC offered the industrial rates to Niagara, a volume user, as encouragement for Niagara to open its Plant in Bloomfield and believed that discounted rates would have a positive impact. There was in fact so much negative feedback that the MDC decided to suspend the discounted rates to Niagara for a one year period until the MDC can get the opinions of the 8 member towns whether to offer a discounted rate or not. Councilor Jenkins stated that if Niagara is not going to receive any discounts from the MDC for the next year and the MDC is looking for ways to lower its costs, why wouldn't the MDC offer the discounted rates? Mr. Curtis reiterated that the MDC will look to get the opinions of the 8 member towns before determining whether to discontinue or offer the discounted rates. Councilor Jenkins noted that this issue needs to be flushed out and that all entities cannot be treated the same – perhaps a hospital should not be treated rate wise the same as a for profit water bottler.

Councilor Govoni expressed his concern over how financial responsibilities will be met with respect to the Federal Clean Water Act. Mr. Curtis responded that this was a good question. There are some commissioners who would prefer to do away with the ad valorem taxes and have the charges be paid by each household however, there are some municipalities that might be opposed to doing something like that. The MDC's hands are tied and cannot amend its Charter. The only body that can do that is the state legislature.

Mayor Trinks thanked Mr. Curtis for his service and Mr. Curtis noted that he would be happy to continue to serve until his successor has been appointed by the Town Council.

7) TOWN MANAGER'S REPORT

Community Conversation on Policing

Residents are invited to join Police Chief Melanson and members of the Windsor Police Department for a Community Conversation on Policing scheduled for Tuesday, January 31st from 6:30 PM to 8:30 PM in the town hall council chambers.

The discussion will focus on providing residents a better understanding of police work, increasing communication, and engage community members while discussing the department's overall philosophy and approach on policing. This is a free event.

Budget Workshops Begin February 2nd

The first of three budget workshops concerning the preparation of the 2017 - 2018 budget will be held Thursday, February 2nd from 6:30 PM to 8:30 PM in the Windsor Town Hall Council Chambers. The meeting is planned to be an informal and interactive gathering that will provide residents with an opportunity to hear an overview on the upcoming fiscal year 2018 budget process.

Additional budget workshops are scheduled to take place March 2nd and March 28th from 6:30 PM to 8:30 PM at town hall.

We are once again partnering with the League of Women Voters and CTVotes organizations to offer three community budget forums beginning in April and continuing until the budget referendum in May. The dates, locations and times of these forums vary to accommodate the schedules of all residents and are listed in the winter edition of *There's a lot to do in Windsor* magazine as well as the town website. I will keep you updated as the dates draw near. For more information call 860-285-1835.

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.

Income Tax Consulting for Seniors

Income tax consulting for seniors begins Monday, February 2nd and will be held every Monday and Thursday through April 6th from 9:00 AM to 11:00 AM at the Windsor Senior Center. (No appointments for February 20) Seniors can get the advice they need to fill out their federal and state income tax returns from trained AARP volunteers. Bring your 1099 and W/2 forms together with a copy of last year's tax return. This is a free service, but appointments are necessary and available spots fill quickly. Make an appointment by calling 860-285-1992.

Special Election Set for February 28

Governor Dannel P. Malloy by special writ has ordered a Special Election for Tuesday, February 28, 2017 to fill a vacancy in the 2nd State Senatorial District due to the resignation of Senator Eric Coleman. The 2nd State Senatorial District comprises voting Districts 1 through 6 in the Town of Windsor. Any registered voter residing in Districts 1 through 6 is eligible to vote in the Special Election. Absentee ballots for the Special Election will be available in the Town Clerk's Office beginning Friday, January 27, 2017 through Monday, February 27, 2017.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor McKenney – none

Councilor Petkis – none

Councilor Simon – none

Councilor Govoni – none

Councilor Jenkins – thanked Mr. Wallick for his concerns on the Amazon Fulfillment Center tax abatement and stated that this needed to be looked into further. She thanked everyone who participated in the Martin Luther King, Jr. Day celebration that was held the prior day in Council Chambers noting the event was a huge success, that it was a beautiful sight to see and a great celebration of unity in the community.

Councilor Wilkos – none

Deputy Mayor Terranova – none

Councilor Jepsen – thanked everyone who came out and supported the Addison Road project.

Mayor Trinks – stated that the Martin Luther King, Jr. Day celebration was amazing and also congratulated Councilor Petkis on his promotion to Sergeant with the Police Department.

9) REPORTS OF STANDING COMMITTEES

Special Projects Committee - Councilor McKenney – None

Town Improvements Committee - Councilor Simon – None

Health & Safety Committee - Councilor Jenkins – None

Finance and Personnel Committee - Deputy Mayor Terranova reported that there were many interviews held the prior week and that the names submitted for consideration would be voted on at the Town Council meeting scheduled for February 6, 2017.

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

a) Appointment of Clerk of the Council

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded to affirm the Mayor's appointment of Ms. Christine Healey as Clerk of the Town Council.

Motion Passed 9-0-0

b) Presentation on Job Classification and Compensation Study

Town Manager Souza introduced Amelia Bliss, Director of Human Resources, for the Town of Windsor and Joellen Earl from GovHR USA, noting the purpose of tonight's presentation was to provide a brief overview of the process that the Town is involved in regarding completion of a Classification and Compensation Study of the Town's Administrative Pay Plan. Ms. Earl's presentation materials were provided electronically to the Town Council members prior to the meeting via their Dropbox folder.

Ms. Earl provided background information on herself and her firm, noting GovHR USA is located in Northbrook, IL that provides services throughout the United States.

Ms. Earl then provided the outline for the evening's presentation as follows:

- Scope of Work
- Job Evaluation – Internal Equity
- Compensation and Benefits Survey – External Equity
- Development of Classification Plan

- Development of Compensation Plan
- Next Steps – Timeline for Completion
- Questions

Scope of Work

In October, 2016 Ms. Earl began her onsite work with the Town of Windsor collecting information, meeting with employees, and asking many questions. Ms. Earl came back in November, 2016 and interviewed employees while simultaneously developing a survey that was sent out to comparable municipalities. GovHR is currently in the process of compiling all of the data which will be submitted to town staff to review and within a couple of months, Ms. Earl expects to make a presentation of the report to the Town Council.

Job Evaluation – Internal Equity

GovHR is working on a new classification plan which considers nine factors in scoring and ranking the questionnaires that have been provided to staff members. It is expected that there will be between 9-12 grades. This plan is developed based on internal equity, meaning how positions are related to each other in Windsor.

Compensation and Benefits Survey – External Equity

GovHR sent out a survey that contained 8 criteria, which were mostly financial factors, to municipalities comparable to Windsor. The majority of the completed surveys have been received and the data is being used in the development of a classification plan.

Development of Classification Plan

GovHR will sort classifications by value and assign a rank from entry level (Grade 1) through Department Directors and the grade will be determined. Classifications with similar values will be in the same grade and some reclassifications may be recommended as a result of the job analysis.

Development of Compensation Plan

The compensation data received by each municipality will be looked at very thoroughly to make sure that it is applicable and should be used. Salary bands will be developed and applied to the classifications and proposed salaries will be linked within the bands developed. Gradation and ranges for the bands are developed and positions within the same grade are assigned the same proposed salary range.

Next Steps – Timeline for Completion

GovHR has provided much data to the Town for its review. A draft written report which is anticipated to contain 20 to 30 pages of narration and 60 to 80 pages of data will be submitted to the Town for its review and the Town will provide its feedback to Ms. Earl. Ms. Earl will present GovHR's final recommendations and a Final Report to the Town Council and this is expected to take place sometime in March, 2017.

Town Manager Souza noted that the Town's existing pay plan for its unaffiliated full time employees is very different from what Ms. Earl's final recommendations and final report will show. This study does not include the union positions or the adult day care or early childhood education positions. The Town Council is the body that would adopt the pay plan as well as any job description changes. Town Manager Souza asked council members for any comments or questions they might have.

Councilor Simon asked Ms. Bliss what the process was for selecting this specific vendor as he is interested in seeing how much outsourcing, such as this, the Town does. Ms. Bliss responded that the Human Resources Department developed a Request for Proposal ("RFP") which was then emailed to approximately 15 to 20 human resource consulting firms. Once the RFPs were received back, the firms were ranked (based on qualifications, experience and pricing), narrowed down to the top three and those three firms were interviewed.

Councilor Simon asked what the range of fees were in the RPS that were received back and Ms. Bliss responded on the low end in the \$20,000 to \$25,000 range and on the high end in the \$78,000 to \$80,000 range. There were no other questions or comments and Councilor Jenkins thanked Ms. Earl for her comprehensive report.

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

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

Town Manager Souza asked Bob Jarvis, Director of Public Works/Town Engineer to make a presentation on the Prospect Hill Road Reconstruction, Phase 2.

Mr. Jarvis noted Phase 2 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 paving work as Phase 1 and the Town Council is aware the town was selected to receive funding for Phase 2 of this

project under the state's Local Transportation Capital Improvement project which is a project that provides 100% state funding for the construction phase of this project. Due to the dollar value of the grant, a Special Town Meeting is required.

The town entered into a Master Municipal Agreement ("MMA") in April 2013 for construction projects with the Connecticut Department of Transportation ("CT DOT"). The MMA for construction projects covers non-project specific provisions. The funding for individual projects to be covered under the MMA is to be authorized with a Project Authorization Letter ("PAL"). The PAL is the written documentation that authorizes distribution of funding to the municipality for a specific type of project and includes the financial data related to the project as well as any affirmative action goals assigned to the project.

The final design for the reconstruction has been submitted to and approved by the CT DOT. The town must now execute the PAL for the project to receive authorization to advertise the construction. Phase 2 of this project, which is estimated to have a total construction cost of \$1,947,381, is being funded 100% by the state, and upon receipt of construction bids, the state will transfer money to the Town in the amount of the low bid plus an additional 20% to cover extra incidental and miscellaneous costs. Any unused funds are required to be returned to the state.

Councilor Jepsen commented that he hoped that the low bid plus the 20% will be less than the estimated cost of \$1,947,381 and asked Town Manager Souza what action would be required if the cost were in excess of the \$1,947,391. Town Manager Souza replied that he had not discussed this with the Town Attorney; however based on past practices, it may require that it has to go before the authorizing body and that he would confirm this with the Town Attorney. Mr. Jarvis noted that he expects a favorable bidding environment on this project (especially if it goes out to bid this winter) and is confident that the consultant and resources used have submitted an accurate estimate.

Motion Passed 9-0-0

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded 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.

Motion Passed 9-0-0

- d) Refer Public Safety Complex and Parks Garage Relocation Project – Phase 1 to the Public Building Commission for implementation and oversight

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded to Refer Public Safety Complex and Parks Garage Relocation Project – Phase 1 to the Public Building Commission for implementation and oversight.

Town Manager Souza noted that at the Special Town Meeting held at 6:45 p.m. tonight (prior to the Town Council Meeting) project authorization for Phase 1 of the Public Safety

Complex and Parks Garage Relocation project was submitted for final consideration and approved, thereby making it appropriate that the Public Building Commission take over the implementation and oversight of the Public Safety Complex and Parks Garage Relocation Project - Phase 1.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded to approve the appointment of 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.

Councilor Simon noted at the last Town Council meeting, the topic of a Governor designated representative to the MDC was discussed. This candidate, Timothy Fitzgerald, has submitted his application and the Governor's personnel will review it.

Motion Passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the January 3, 2017 Public Hearing

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded to approve the unapproved minutes of the January 3, 2017 Public Hearing as presented.

Motion Passed 9-0-0

b) Minutes of the January 3, 2017 Regular Town Council Meeting

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded to approve the unapproved minutes of the January 3, 2017 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

Corallee Jones of 1171 Matianuck Avenue thanked Mr. Curtis for his informative MDC report and noted she agrees with Councilor Simon that the MDC should not get involved with economic development as it is not their responsibility.

16) EXECUTIVE SESSION

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded to enter into executive session at 8:40 p.m. to discuss the selection of a site or a lease, sale or purchase of real estate.

Motion Passed 9-0-0

Present for executive session were all 9 Town Council members and Town Manager Peter Souza.

Councilor Jepsen MOVED and Councilor McKenney seconded to leave executive session at 9:15 p.m.

Motion Passed 9-0-0

17) ADJOURNMENT

Councilor Jepsen MOVED and Councilor McKenney seconded to adjourn the meeting at 9:16 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Christine A. Healey
Clerk of the Town Council