



# Council Agenda

Council Chambers  
Windsor Town Hall  
February 21, 2017



## 7:15 PM Public Hearing

To hear public comment on the following bond ordinances:

- Replacement of Self-Contained Breathing Apparatus equipment
- Town Hall Interior Improvements - Phase III
- Pavement Management Improvements at Town Facilities and Schools
- Field Improvements at Windsor High School – East Field.

## 7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Wilkos
3. PLEDGE OF ALLEGIANCE – Councilor Wilkos
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Public Building Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
  - a) \*Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$720,000 FOR COSTS IN CONNECTION WITH THE FIRE DEPARTMENT SELF-CONTAINED BREATHING APPARATUS REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$720,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)



- b) Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$210,000 FOR COSTS IN CONNECTION WITH PAVEMENT MANAGEMENT IMPROVEMENTS AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$210,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- c) \*Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$845,000 FOR COSTS IN CONNECTION WITH WINDSOR HIGH SCHOOL – EAST FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$845,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- d) \*Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR IMPROVEMENTS PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

12. NEW BUSINESS

- a) \*Approve waiving of bids per Section 5-2(d) of the *Town Charter* for the Town Hall Interior Improvements Project - Phase III (Town Manager)
- b) \*Authorize staff to market Roger Wolcott School for possible sale (Town Manager)
- c) \*Discussion of Wilson – Deerfield Advisory Commission (Deputy Mayor)

13. \*RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the February 6, 2017 Public Hearing
- b) \*Minutes of the February 6, 2017 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: February 21, 2017

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Goldberg, Fire Administrator

Prepared By: Peter Souza, Town Manager 

Subject: Fire Department Self Contained Breathing Apparatus

### Background

The Capital Improvements Program for FY 2017 to FY 2022 includes a project to replace a 1993 fire engine in FY 2017 as well as replacing and updating the department's Self Contained Breathing Apparatus (SCBA) and air bottles in FY 2018. As previously discussed with the Town Improvements Committee and the Health and Safety Committee, Fire Chief Lewis and I are recommending the scheduled years be changed so the authorization of the SCBA replacement occurs in FY 17.

### Discussion/Analysis

The SCBA and bottles are key pieces of firefighter safety equipment and are in need of replacement by 2018 due to federal regulations/standards. The town previously applied for a federal grant to fund the SCBAs / air bottle replacement, but was not awarded funding. Due to the importance of this firefighter safety equipment, it is recommended that project authorization occur in FY 17 versus the fire engine replacement. The fire engine replacement would then be proposed to be rescheduled in the FY 2018 to FY 2023 CIP.

This project plans to replace 80 SCBAs, 160 bottles and an air compressor fill station. The number of SCBAs is based on the department's fleet of fire apparatus and support vehicles. The majority of the fleet is outfitted with six SCBAs based on the number of 'firefighter seat positions' in each vehicle. There are nine spare units as well as two units assigned to the Fire Marshal's operation as they are available to respond to day-time fire calls.

### Financial Impact

Staff recently completed a solicitation of proposals from vendors for replacing 80 SCBAs, 160 bottles and an air compressor fill station. Based on the proposals, the estimated project cost including bonding expenses is \$720,000. Project funding is recommended to remain through the issuance of bonds.

The average annual debt service on a \$720,000 bond issue, based on a 20 year term at a 3.25% interest rate is \$48,000.

### Other Board Action

None

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 \$720,000 FOR COSTS IN CONNECTION WITH THE FIRE DEPARTMENT SELF-CONTAINED BREATHING APPARATUS REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$720,000 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) Approve a Bond Ordinance

**“MOVE to approve an ordinance entitled, “AN ORDINANCE APPROPRIATING \$720,000 FOR COSTS IN CONNECTION WITH THE FIRE DEPARTMENT SELF-CONTAINED BREATHING APPARATUS REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$720,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” the full text of the ordinance is available in the Town Clerk’s Office.**

Attachments

Bond Ordinance

**AN ORDINANCE APPROPRIATING \$720,000 FOR COSTS IN CONNECTION WITH THE FIRE DEPARTMENT SELF-CONTAINED BREATHING APPARATUS REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$720,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate SEVEN HUNDRED TWENTY THOUSAND DOLLARS (\$720,000) for costs in connection with replacement of the Fire Department's self-contained breathing apparatus (SCBA), air bottles and a compressor filling station with new equipment. The appropriation may be spent for the acquisition and installation of the new equipment, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Fire Administrator is 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 SEVEN HUNDRED TWENTY THOUSAND DOLLARS (\$720,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. 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 or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed SEVEN HUNDRED TWENTY THOUSAND DOLLARS (\$720,000). 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 the 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 Director of Public Works 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.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Bond Counsel

**ATTEST:**

\_\_\_\_\_  
Town Clerk

Distributed to Town Council	_____ 2/6/17 _____
Public Hearing Advertised	_____ 2/10/17 _____
Public Hearing	_____ 2/21/17 _____
Adopted	_____
Advertised	_____
Effective Date	_____

## Agenda Item Summary

Date: February 21, 2017

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Pavement Management Improvements at Town Facilities and Schools

### Background

The town's 6-year Capital Improvements Program (CIP) includes a multi-year project to address pavement conditions within paved parking and driveway areas at town-owned facilities and schools. The pavement at several town facilities is in fair to poor condition. As the pavement continues to deteriorate, this may become a liability to the town.

### Discussion/Analysis

The proposed pavement rehabilitation work will be similar to one of the rehabilitation methods done as a part of the annual pavement management program. At this time, we propose the milling and paving of 2" of existing bituminous concrete pavement. We do not propose to change the limits of the existing paved areas. Our paving activities will occur within the existing curb lines.

Prior to the paving operations, we will make any necessary drainage improvements. The project may also include the replacement of the deteriorated curb and sidewalk at the facilities.

Currently, improvements are proposed to be made to Clover Street School parking area, Oliver Ellsworth pavement, and portions of the LP Wilson Community Center site. These facilities receive many staff, visitors, and/or students on a regular basis. The areas to be rehabilitated may vary depending upon the actual cost of the work and severity of the pavement deterioration encountered.

Under this multi-year program, improvements have been made to parking areas, drives and walks at J.F.K. Elementary School, Clover Street Elementary School, Wilson Library, Stroh Park, Sharshon Park, and the Police Department.

### Financial Impact

Bonding in the amount of \$210,000 is being requested at this time. The average annual debt service on a \$210,000 bond issue, based on a 20 year term at a 3.25% interest rate is \$14,000.

Other Board Action

None

Recommendations

If 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 bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$210,000 FOR COSTS IN CONNECTION WITH PAVEMENT MANAGEMENT IMPROVEMENTS AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$210,000 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 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) Approve a Bond Ordinance

**“MOVE to approve a bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$210,000 FOR COSTS IN CONNECTION WITH PAVEMENT MANAGEMENT IMPROVEMENTS AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$210,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.’**

Attachments

Bond Ordinance

**AN ORDINANCE APPROPRIATING \$210,000 FOR COSTS IN CONNECTION WITH PAVEMENT MANAGEMENT IMPROVEMENTS AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$210,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED TEN THOUSAND DOLLARS (\$210,000) for costs in connection with pavement management improvements at various Town facilities and schools, including milling and resurfacing of the pavement at the facilities, as well as other related pavement management activities such as line striping, sidewalk facilities repair, reconstruction, and installation, and related improvements. The appropriation may be spent for design, construction and installation costs, 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 Director of Public Works is 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 HUNDRED TEN THOUSAND DOLLARS (\$210,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 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 or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed TWO HUNDRED TEN THOUSAND DOLLARS (\$210,000). 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 the 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 Director of Public Works 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.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Bond Counsel

**ATTEST:**

\_\_\_\_\_  
Town Clerk

Distributed to Town Council

\_\_\_\_\_  
2/6/17

Public Hearing Advertised

\_\_\_\_\_  
2/10/17

Public Hearing

\_\_\_\_\_  
2/21/17

Adopted

Advertised

Effective Date

\_\_\_\_\_

## Agenda Item Summary

Date: February 21, 2017

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Ball Field Renovations at Windsor High School

### Background

In accordance with the recommendations made in the approved 2013 Athletic Field Master Plan (Plan), various field improvements at several athletic facilities throughout town have been prioritized in the town's 6-year Capital Improvement Program (CIP). The Plan addressed the existing athletic field infrastructure in 2012 and projected recreational needs and capital improvement planning. Recent field improvements at O'Brien Stadium, Oliver Ellsworth School and L.P. Wilson Community Center have been successfully undertaken.

### Discussion/Analysis

The current Varsity and Junior Varsity softball fields and Junior Varsity baseball field located on the east side of Sage Park Road at the Windsor High School are highly utilized and have less than desirable playing surfaces. The Plan indicates that improvements to these fields will improve both their functionality and playability, as well as improve the configuration and playability of soccer fields in the project area. The proposed improvements include the minor re-orienting of the fields to better accommodate field usage, re-grading and supplementing the existing soils to improve turf establishment and ongoing maintenance of the fields, installation of new fencing, and improvements to the existing irrigation system.

Construction documents have been prepared and the project was bid in January. The lowest responsible bidder, of the seven bids received, was Mountain View Lawn care and Landscapes, the contractor for the O'Brien Field project and the L.P. Wilson field project. There were several alternates to the base bid, including items such as improved scoreboards, re-lamping the existing field lighting, and installing dugouts at the Varsity softball field. We will work with the contractor and the design consultant to review costs relative to desired bid alternates. If approved, construction could begin in June at the end of the school year with project completion estimated to be by this fall. Play could resume as early as the fall of 2018.

The Town Council authorized the appropriation of funding for the design phase in December 2015. The FY17-FY22 CIP allocated \$842,000 towards the construction phase of the project.

### Financial Impact

The current, estimated costs for the project are as follows:

Construction	\$743,200
Contingencies (10%)	\$74,300
Construction Inspection	\$15,000
<u>Bonding (1.5%)</u>	<u>\$12,500</u>
Total	\$845,000

The average annual debt service on an \$845,000 bond issue, based on a 20 year term at a 3.25% interest rate is \$57,000.

### Other Board Action

The Town Planning and Zoning Commission gave its recommend approval of this project pursuant to C.G.S. Section 8-24 at its February 14, 2017 meeting.

### Recommendations

If 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 an ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$845,000 FOR COSTS IN CONNECTION WITH WINDSOR HIGH SCHOOL - EAST FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$845,000 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 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) Approve a Bond Ordinance

**“MOVE to approve an ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$845,000 FOR COSTS IN CONNECTION WITH WINDSOR HIGH SCHOOL - EAST FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$845,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”**

### Attachments

Bond ordinance

**AN ORDINANCE APPROPRIATING \$845,000 FOR COSTS IN CONNECTION WITH WINDSOR HIGH SCHOOL - EAST FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$845,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate EIGHT HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$845,000) for costs in connection with renovations to athletic fields at Windsor High School, including re-grading, field re-orientation, soil supplementation, irrigation improvements, installation of fencing, installation of new dugouts and bleachers, lighting improvements, construction of sidewalks, and other related improvements. The appropriation may be spent for design, construction and installation costs, 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 Town Engineer is 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 EIGHT HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$845,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 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 or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed EIGHT HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$845,000). 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 the 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 Director of Public Works 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.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Bond Counsel

**ATTEST:**

\_\_\_\_\_  
Town Clerk

Distributed to Town Council \_\_\_\_\_ 2/6/17

Public Hearing Advertised \_\_\_\_\_ 2/10/17

Public Hearing \_\_\_\_\_ 2/21/17

Adopted \_\_\_\_\_

Advertised \_\_\_\_\_

Effective Date \_\_\_\_\_

## Agenda Item Summary

Date: February 21, 2017

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Request for Appropriation – Town Hall Interior Improvements – Phase III

### Background

The existing interior finishes of Town Hall were last renovated 26 years ago. Since that time, some of the wall coverings have become damaged or stained, the carpeting has become worn and stained beyond cleaning.

The 6-year Capital Improvement Program (CIP) highlighted a multi-phased plan to replace/improve the Town Hall finishes on a floor-by-floor basis. The Town Council approved funding in September 2015 to carry out these improvements to the first floor and east stairwell of Town Hall. Town Council approved Phase II in March 2016, which included the entire second floor and west stairwell. This renovation project was recently completed.

### Discussion/Analysis

Phase III of this program is proposed to include the third floor of Town Hall. This phase will comprise the Health Department, Engineering Department, Building Department, Town Planning Department, Human Resources, Fire Marshal, the hallways and other offices.

The work would include removing the damaged wall coverings and replacing it with a more durable painted surface, replacing the ceiling tile and repainting the existing ceiling grid, and replacing the worn carpeting with new carpet tiles.

The town will procure the materials for use in the project. These include carpet tiles and paint. It is expected that the town will realize a savings of approximately 10% in contractor markups of these materials.

Staff respectfully requests that the Town Council waive bidding requirements to allow the Phase I and Phase II contractor to continue their work on the Town Hall Renovation project to Phase III of the project. McKinney Construction was the low bidder for Phase 1 of the project and completed that work in June 2016. They were also the lowest responsible bidder for Phase 2 of the project and recently completed that work. The Contractor will perform the Phase III work at a price per square foot that is less than the price for the Phase II work. The Contractor performed the first 2 phases of the interior renovation on schedule and within budget. They have gained a familiarity with the operation of town hall and the functional requirements of staff and town hall patrons. They leave a clean workplace, and have been respectful of

staff work areas and providing temporary accommodations. The Public Building Commission has endorsed the proposal to award McKinney Construction the third phase of the project.

Formal Town Council action on the request to waive bidding requirements is recommended to be considered at the Council's February 21<sup>st</sup> meeting.

Financial Impact

The breakdown of the Contractor's proposed Phase III costs are:

Materials (paint and carpeting)	\$ 60,000
Labor	200,000
Bonding	5,000
Contingency	<u>25,000</u>
Total	\$290,000

This project is in the Capital Improvements Program (CIP) for the current fiscal year. The CIP had assumed \$386,350 for this final phase of the project.

The average annual debt service on a \$290,000 bond issue, based on a 20 year term at a 3.25% interest rate is \$19,000.

Other Board Action

The Public Building Commission has endorsed the use of McKinney Construction for Phase III of the Town Hall Interior Improvements project. It is proposed that the Public Building Commission (PBC) would continue to oversee this project.

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 an ordinance entitled, “AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR IMPROVEMENTS – PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 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 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) Approve a Bond Ordinance

**“MOVE to approve an ordinance entitled, “AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR IMPROVEMENTS – PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”**

Attachments

Bond Ordinance

**AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR IMPROVEMENTS PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED NINETY THOUSAND DOLLARS (\$290,000) for costs in connection with Town Hall Interior Improvements Phase III, including the removal of damaged wall coverings on the third floor of Town Hall and replacement with a painted surface, as well as replacement of the carpeting and ceiling tile, and related improvements. The appropriation may be spent for design, construction and installation costs, 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 is 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 HUNDRED NINETY THOUSAND DOLLARS (\$290,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. 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 or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed TWO HUNDRED NINETY THOUSAND DOLLARS (\$290,000). 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 the 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 Director of Public Works 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.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Bond Counsel

**ATTEST:**

\_\_\_\_\_  
Town Clerk

Distributed to Town Council	_____ 2/6/17
Public Hearing Advertised	_____ 2/10/17
Public Hearing	_____ 2/21/17
Adopted	_____
Advertised	_____
Effective Date	_____

## Agenda Item Summary

Date: February 21, 2017

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Request to waive bidding for Town Hall Interior Improvements – Phase III

### Background

The existing interior finishes of Town Hall were last renovated 26 years ago. Since that time, some of the wall coverings have become damaged or stained, the carpeting has become worn and stained beyond cleaning.

The approved 6-year Capital Improvement Program (CIP) highlighted a multi-phased plan to replace/improve the Town Hall finishes on a floor-by-floor basis. The Town Council approved funding in September 2015 to carry out these improvements to the first floor and east stairwell of Town Hall. Town Council approved Phase II in March 2016, which included the entire second floor and west stairwell. This phase of the project was recently completed.

The Town Council is being asked to consider approving a request to waive the bidding requirements per Section 5-2(d) of the *Windsor Town Charter* for the third phase of the project.

### Discussion/Analysis

Phase III of this program is proposed to include the third floor of Town Hall. The planned work would include removing the damaged wall coverings and replacing it with a more durable painted surface, replacing the ceiling tile and repainting the existing ceiling grid, and replacing the worn carpeting with new carpet tiles.

The town will procure the materials for use in the project. These include carpet tiles and paint. It is expected that the town will realize a savings of approximately 10% in contractor markups of these materials.

Staff respectfully requests that the Town Council waive bidding requirements to allow the Phase I and Phase II contractor to continue their work on the Town Hall Renovation project to Phase III of the project. McKinney Construction was the low bidder for Phase 1 of the project and completed that work in June 2016. They were also the lowest responsible bidder for Phase 2 of the project and recently completed that work. The Contractor will perform the Phase III work at a price per square foot that is slightly less than the price for the Phase II work. The Contractor performed the first 2 phases of the interior renovation on schedule and within budget. They have gained a familiarity with the operation of town hall and the functional requirements of staff and town hall patrons. They leave a clean workplace, and have been respectful of staff work areas and providing temporary accommodations. The Public Building Commission has endorsed the proposal to award McKinney Construction the third phase of the project.

Financial Impact

The breakdown of the proposed Phase III costs are:

Materials (paint and carpeting)	\$ 60,000
Labor	200,000
Bonding	5,000
Contingency	<u>25,000</u>
Total	\$290,000

This project is in the Capital Improvements Program (CIP) for the current fiscal year. The CIP had assumed \$386,350 for this final phase of the project.

The average annual debt service on a \$290,000 bond issue, based on a 20 year term at a 3.25% interest rate is \$19,000.

Other Board Action

It is proposed that the Public Building Commission (PBC) would continue to oversee this project.

Recommendations

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

**“MOVE that the Town Council waive bidding requirements per Section 5-2(d) of the Windsor Town Charter for Town Hall Interior Improvement Project – Phase III and designate the Public Building Commission to oversee the project.”**

Attachments

None

## Agenda Item Summary

Date: February 21, 2017  
To: Honorable Mayor and Members of the Town Council  
Prepared By: Peter Souza, Town Manager   
Subject: Roger Wolcott School Sale

### Background

In the summer of 2013 the Board of Education transferred control of the Roger Wolcott School to the Town Council.

### Discussion/Analysis

Presently the building is partially occupied by Team Paragon, a community based youth program. Team Paragon utilizes the cafeteria, stage and gymnasium areas for their meeting and activities. The majority of the building, including the former classrooms and administrative offices, has been vacant since the school district stopped utilizing the building for education purposes.

Staff has been in communication with the Superintendent of Schools regarding the district's space needs for the next one to three years that could be appropriately accommodated at Wolcott School. The superintendent stated that the district's current and short-term space needs relate primarily to relocating the community based transition program, which serves special needs students ages 18 to 21, from privately leased space. This program requires approximately 3,000 square feet. The present plan is to relocate the program to the L.P. Wilson Community Center. This move will be accommodated through re-organizing use of current program space and creating multi-use shared space.

Also, presently there are not any identified general government program needs appropriate for the space at Wolcott School.

Given the above, it is appropriate for the Town Council to provide direction as to the future of the facility. Primary options include maintaining the building in its current status, lease all or part of the building or place the building on the market for sale.

Per Section 7-163e of the *Connecticut General Statutes*, a public hearing needs to be conducted relative to the sale, lease or transfer of real property owned by a municipality. Staff is requesting that the Town Council set a public hearing for March 20, 2017 at 7:15 p.m. to meet the above requirement. If the Town Council were to pursue a sale of the property a Special Town Meeting would need to be held to approve a sale. If a lease arrangement were to be pursued, Town Council approval of a lease would be needed.

### Financial Impact

The Town Council has appropriated \$65,000 per year since FY 14 to fund utility and maintenance costs associated with the building.

### Other Board Action

None

Recommendations

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

**“MOVE to authorize town staff to market Roger Wolcott School, located at 451 Windsor Avenue for potential sale and that a required Public Hearing be set for Monday, March 20, 2017 at 7:15 PM to solicit public comment on the possible sale of town-controlled real property.”**

Attachments

None



First in Connecticut. First for its citizens.

Date: February 21, 2017  
To: Honorable Mayor and Members of the Town Council  
From: Peter Souza, Town Manager   
Subject: Wilson/Deerfield Advisory Committee

Deputy Mayor Terranova and the Personnel Committee requested this item be placed on the agenda for Council discussion.

The Town Council established the Wilson Citizen Advisory Committee on April 7, 1975. Seven citizens were to reside in the Wilson part of town and two from other parts of town.

In 1978 the Committee's name was changed to the Wilson/Deerfield Advisory Committee and by-laws were drawn up. One change made was to the membership which states there should be eight members that reside in the Wilson part of town as opposed to seven.

This Commission has been struggling for a few years to reach a quorum as outlined below:

- 2015 – met for 1 out of 4 regularly scheduled meetings
- 2016 – no meetings were held out of 5 regularly scheduled meetings

Attached are the committee's by-laws.

BY-LAWS

WILSON/DEERFIELD ADVISORY COMMITTEE

ARTICLE I

Name

This organization, situated in the Town of Windsor, shall be known as the Wilson/Deerfield Advisory Committee.

ARTICLE II

Purpose

1. Advise the Town Council and the Town Manager in planning, coordinating and promoting rehabilitation activities and improving living conditions in the Wilson area.
2. Investigate or assess matters pertaining to this area referred by the Town Council, Town Manager or one of the several town departments.
3. Recommend new programs to the Town Council and/or Town Manager.
4. Committee will act pursuant to the authority of the Connecticut General Statutes.

ARTICLE III

General Operating Policies

1. Wilson/Deerfield Advisory Committee will operate in the general public interest, serving the entire community. It will serve no special interests.
2. The Committee will cooperate with official agencies having legal responsibility for activities in Wilson. It will avoid criticism of public officials. It will advance positive, constructive recommendations to the Town Council and Town Manager for improving living conditions.
3. The Committee will encourage and help all responsible local agencies, organizations, groups and individuals to engage in rehabilitation and other activities.
4. The Committee's recommendations will be based upon competent analysis of the problems in the area, with major attention given to all citizens needs.

ARTICLE IV

Membership

1. Membership shall not exceed nine exclusive of the ex-officio members.

2. Members shall represent a cross-section of people who have an interest in Wilson. Only one member shall be appointed from outside the Wilson area.
3. Members of the Committee shall be appointed by the Town Council for a term not to exceed three years. New members, not related to any current member, may be recommended to the Town Council by members of the Wilson/Deerfield Advisory Committee.
4. Ex-officio members shall not vote or hold office and shall represent agencies performing Town functions in Wilson:
  - i.e.: Town Manager or his designee
  - Town Planner
  - Police Chief or his designee
  - Rehabilitation Specialist
  - Parks Superintendent
  - Town Engineer
  - Recreation Director
  - Public Works Director
5. Members are requested to attend all regular meetings during the year. Any member absent four consecutive meetings will be subject to removal from membership on Wilson/Deerfield Advisory Committee by the Town Council.
6. Members who move from the Wilson area should notify the chairperson of the change and shall immediately transmit a letter of resignation to the Windsor Town Council so that a new member may be appointed to fill the vacancy.
7. No members should hold elected office in the town while a committee member.

#### ARTICLE V

##### Officers

1. Officers of the Wilson/Deerfield Advisory Committee shall be: Chairperson and Secretary.
  - a. All officers shall be elected for a period of one year, by majority vote of the members at the Annual Meeting.
  - b. Vacancies occurring among the officers shall be filled by majority vote of the members at any regular meeting for the remainder of the term. Notification of the election shall be sent to all members prior to the meeting.

2. Duties of the Chairperson:

- a. Preside at all regular and special meetings of the Committee and vote on all matters only when it is necessary to break a tie.
- b. Act as chairperson of the Executive Committee and serve as an ex-officio member of all special and standing Committees.
- c. Prepare and present a summary report of the year's activities at the Annual Meeting and submit the same in writing to the Town Council.
- d. Call special meetings not sooner than 24 hours after the notice and shall state all the business to be considered at that meeting.

3. Duties of the Secretary:

- a. Shall conduct all correspondence of the Committee.

ARTICLE VI

Nominations and Elections

- 1. There shall be a Nominating Committee, composed of a chairperson and two other members, appointed each year by the Chairperson two months prior to the Annual Meeting.
- 2. The Nominating Committee shall submit to the Annual Meeting nominations for:
  - a. Chairperson
  - b. Secretary
- 3. There shall be an opportunity for nominations from the floor, provided that consent of those to be nominated shall have been obtained first.
- 4. Election shall be held by a majority of the membership.

ARTICLE VII

Meetings

- 1. The Annual Meeting of the Wilson/Deerfield Advisory Committee shall be held in September.
- 2. Regular meetings shall be held monthly from September through June on the fourth Wednesday of the month at 7:30 P.M. The place and date of regular meetings may be changed by majority vote of the members present. A majority of the voting membership shall constitute a quorum.

3. Special meetings may be called by the Chairperson or upon request of four members.
4. All regular meetings shall be open meetings. Members of the public will be encouraged and given an opportunity to discuss and comment on agenda items, if interested, and to present matters for consideration of the Committee during public communications.
5. The agenda shall be prepared by the Chairperson; members may submit business to be considered by submitting same to the Chairperson seven days prior to the meetings. The agenda and previous minutes shall be distributed to the general membership at least 24 hours prior to each meeting.
6. The prepared agenda shall include material from the Town Manager or his designee and any material submitted by a member of the Committee. Unless waived by consent of a majority of the members present, no action shall be taken on any matter not included on the agenda.
7. The order of business at regular meetings shall be as indicated in published notice of meeting.
8. Robert's Rules of Order shall govern the procedure of Committee meetings; however, all meetings shall be conducted as informally as practicable according to the prepared agenda.

#### ARTICLE VIII

##### Committees

1. All committees and committee chairpersons shall be appointed by the Chairperson.
2. The Executive Committee, consisting of the elected officers, shall meet upon request of the Chairperson to consider matters of policy, program, procedure of such other matters which require executive consideration. All actions of the Executive Committee shall be approved by the membership at a regular meeting.

#### ARTICLE IX

##### Revenue and Expenditures

1. All budget expenditures shall be spent from funds appropriated by the Town Council.
2. A budget, prepared by the chairperson and passed by the Executive Committee, with the approval of a majority of the members present shall be submitted to the Town Council via the Town Manager annually in February.

ARTICLE X

Amendments

These By-laws may be amended by a two-thirds vote of the members present at any regular meeting. Amendments shall be presented to the Executive Committee for approval and sent by the Executive Committee to all members in writing, at least seven days prior to the meeting at which action is to be taken.

ARTICLE XI

These By-laws shall become effective upon the end of the term in which they are adopted.

**Town Council**  
**Resignations/Appointments/Reappointments**  
**February 21, 2017**

**Resignations**

None

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

A. One Democratic Member

Commission on Aging & Persons with Disabilities

Three Year Term to expire January 31, 2020 or until a successor is appointed

(Amy Silliman-Avedisian – reappointment)

**“MOVE to REAPPOINT Amy Silliman-Avedisian as a Democratic Member to the Commission on Aging & Persons with Disabilities for a three year term to expire January 31, 2020 or until a successor is appointed.”**

B. One Democratic Member

Commission on Aging & Persons with Disabilities

Three Year Term to expire January 31, 2020 or until a successor is appointed

(Patricia Carroll – reappointment)

**“MOVE to REAPPOINT Patricia Carroll as a Democratic Member to the Commission on Aging & Persons with Disabilities for a three year term to expire January 31, 2020 or until a successor is appointed.”**

C. One Democratic Member

Conservation Commission

Five Year Term to expire November 30, 2021 or until a successor is appointed

(James Klase – reappointment)

**“MOVE to REAPPOINT James Klase as a Democratic 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  
(David Davis – resigned – VACANT)

**“MOVE to APPOINT Nigel Pepin as a Green Member to the Conservation Commission for a five year term to expire November 30, 2021 or until a successor is appointed.”**

*(move up from Alternate position to regular membership on commission)*

- E. One *Republican* Member  
Human Relations Commission  
Three Year Term to expire May 31, 2017 or until a successor is appointed  
(Richard Knickerbocker – resigned – VACANT)

**“MOVE to APPOINT Tracy Green as an Unaffiliated member to the Human Relations Commission for a three year unexpired term to expire May 31, 2017 or until a successor is appointed.”**

- F. One *Republican* Member  
Public Building Commission  
Three Year Term to expire November 30, 2019 or until a successor is appointed  
(Robert Gustafson – resigned – VACANT)

**“MOVE to APPOINT James Bennett as an Unaffiliated member to the Public Building Commission for a three year term to expire November 30, 2019 or until a successor is appointed.”**

*(move up from Alternate position to regular membership on commission)*

## **Names submitted for consideration of appointment**

None

**Town Council  
Council Chambers  
Windsor Town Hall  
February 6, 2017  
Public Hearing**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

The Public Hearing was called to order at 7:15 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 to hear public comment on the FY 2018 Budget Development.

**2) PUBLIC COMMENT**

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

There was no public comment.

**3) ADJOURNMENT**

Mayor Trinks declared the Public Hearing closed at 7:19 p.m.

Respectfully Submitted,

Christine A. Healey  
Clerk of the Town Council

**Town Council  
Council Chambers  
Windsor Town Hall  
February 6, 2017  
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** – Deputy Mayor Terranova asked in lieu of the prayer that she would recite an excerpt from a speech given by Frederick Douglass on December 7, 1869. The speech advocated for equal rights for immigrants, especially Chinese laborers. Deputy Mayor Terranova noted “the parallels from that time, and today, are astounding.”

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

**4) PROCLAMATIONS/AWARDS** – None

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Aaron Romano of 55 Woodland Avenue Bloomfield, CT introduced himself and noted that he was announcing his candidacy as an independent for the 2<sup>nd</sup> district for state legislature. Specifically, he is concerned with the cutting of \$20 million in state educational funds to the municipalities. Mr. Romano noted that if elected, he would vote against these cuts, which would have a dramatic effect on educational services.

**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 BOE activities that had occurred from his previous report to the Town Council on January 3, 2017 as follows:

- Budget Preparation Process – There have been a number of budget meetings and budget public forums which have taken place. The next meeting is

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scheduled to be held on Tuesday February 7, 2017 at 6:00 p.m. at LP Wilson Center. This may be the last regular Finance Committee meeting. However, if additional time is required, then what should be the final regular Finance meeting will be held on Tuesday February 14, 2017 at 6:00 p.m. at LP Wilson Center. The budget will be voted on by the Board on Wednesday, February 22, 2017 at 7:00 p.m. and will then be sent to the Town Council for its consideration. 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](http://www.windsorct.org).

- Report cards were sent out the previous week and we are half way through the school year.
- High School students are continuing with their SAT prep and five Windsor Warrior football players have signed national letters of intent to play college football.
- Three Windsor High School seniors were recognized out of 3,000 entrants for Art Scholastic Awards.
- Black History Month events and movies are scheduled throughout the month and a complete listing with details is available on the BOE website under the "Calendar" section. Events and movies are open to the public.
- Project Graduation meetings are taking place at the high school. Everyone is encouraged to attend and help out, regardless if you have a child in the school system. It takes over 100 volunteers to make this event successful and it is a good way to help out the community. Those interested in volunteering can contact the high school for more information.

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

### **Tax Relief for Senior Citizens**

Applications for Elderly Homeowners tax relief are now being taken in the Windsor Assessor's office and will be accepted until May 15, 2017. In order to be eligible for this program, you must be at least 65 years of age by December 31, 2016 or declared totally disabled by the Social Security Administration. You must also own and occupy your home and meet income requirements.

In addition to the state program, Windsor also offers a local program. All taxpayers that qualify for the state program will automatically qualify for the local program. However, if you do not qualify for the state program, you could still possibly qualify for the local program. For more information please contact the Windsor Assessor's office at 860-285-1817.

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### **Town Clerk's Office Annual Marriage License Tradition Continues**

The Windsor Town Clerk's office is offering free marriage licenses on Tuesday, February 14<sup>th</sup> in honor of Valentine's Day for any couple wanting to get married in Windsor within the next 65 days. This is an annual tradition which began in 1962 by Town Clerk, George Tudan. Both parties must be present and need to bring a photo identification. The Clerk's office will be issuing these free licenses from 8:30 a.m. to 4:30 p.m. In addition, each couple will be eligible to win a beautiful gift basket filled with assorted gift items, which have been donated by our generous local Windsor merchants.

For those who wish to marry immediately, a Justice of the Peace will be available all day however, prior arrangements must be made. For details call the Town Clerk's office at 860-285-1902 or visit the Town of Windsor's website.

### **Absentee ballots Available for February 28<sup>th</sup> Special Election**

A Special Election will be held on Tuesday, February 28<sup>th</sup> for the 2<sup>nd</sup> Senatorial District, which encompasses voting Districts 1, 2, 3, 4, 5 and 6 only, due to the resignation of Senator Eric Coleman. Polls will be open from 6:00 a.m. to 8:00 p.m.

Absentee ballots are currently available in the Town Clerk's office. The deadline to apply for an absentee ballot is Monday, February 27<sup>th</sup> at 5:00 p.m. The Town Clerk's office hours are Monday - Friday from 8:00 a.m. to 5:00 p.m.

### **Black History Month Events in Windsor**

On February 10<sup>th</sup> the Human Relations Commission will host State Representative Brandon McGee and the Windsor High School Gospel Choir with Director Ms. Tracee White at 6:30 PM here at town hall. Representative McGee will reprise his presentation on how to be politically involved, obtaining help with issues in the community and effective communications with legislators. In addition there will be the beautiful voices of the Windsor High School Gospel Choir by Ms. White. Donations to the Human Relations Commission scholarship will be accepted at the door.

Details on other events planned for this month including a trip to Washington D.C. and other speakers can be found on the town's website at: <http://www.townofwindsorct.com/announcements.php?id=503>

### **Police Department's New Patrol Schedule**

The police department has switched over to a new patrol schedule that will provide added flexibility and enhance opportunities for officers. The new schedule will allow for two officers to be dedicated to traffic enforcement. The department will also be assigning an officer to serve as a Youth Engagement Officer, working with the middle and elementary schools and with the Parks and Recreation department to increase positive police/youth interactions.

In addition, the new schedule provides Detective coverage during evening hours that will enhance the department's ability to investigate calls to better meet citizens' work schedules.

The new schedule will also feature a small number of officers working 10 hour shifts, providing coverage on the road during normal roll call / shift change times.

These changes are part of the most recent contract negotiations between the WPDEA and the town.

### **Northwest Park Maple Sugaring Project**

The Friends of Northwest Park have operated the maple sugaring program for over 30 years and provide educational opportunities for more than 900 students and 1,400 park visitors annually. The "Friends" recently submitted a grant application and were awarded \$33,000 from the Connecticut Department of Agriculture farm viability program. The grant will be used toward the renovation and expansion of the Sugarhouse. The project includes new equipment and information signage.

This is an exciting project and I'd like to extend my sincere appreciation to Chuck Drake of The Friends of Northwest Park for all of his work in planning the project and preparing the grant application. It is anticipated the project will start late this spring or early summer. Town staff will provide some assistance towards preliminary and final site preparation.

### **Animal Shelter Update**

Formal advertising for construction bids take place starting on Tuesday, February 7<sup>th</sup>. Bids are due by the end of the month. It is expected the Public Building Commission will review bids in early to mid-March with the request for Town Council project authorization and funding anticipated shortly thereafter. This project as well as the demolition of the existing facility on Mechanic Street is funded by large part through a state grant.

Town Manager, Peter Souza asked that Town Assessor, Lawrence LaBarbera, to provide a recap of the October 1, 2016 Grand List. Mr. LaBarbera reported that per state statute, the Grand List was signed on January 31, 2017 and gave the following update:

The October 1, 2016 Net Taxable Grand List totaled \$2,886,746,036 which is a decrease of \$37,696,679 or -1.29% compared to the Grand List of October 1, 2015. Real Property and personal property contributed similarly to the reduction. The Motor Vehicle Grand List increased slightly compared to 2015. The Real Estate portion of the October 1, 2016 Grand List, which totals \$2,242,852,652, reflects a decrease of \$19,778,905 or -0.87% over last year. This decrease is primarily due to the tax agreement beginning for the Amazon distribution facility and is partially offset by the construction of the Windsor Station apartment complex as well as a reduction of the abatement on the Dollar Tree facility.

The Personal Property portion of the October 1, 2016 Grand List equals \$438,291,434 and reflects a decrease of \$22,767,369 or -4.94% from the Grand List of October 1,

2015. The number of accounts increased from 1,279 as of October 1, 2015, to 1,287 as of October 1, 2016.

Mr. LaBarbera noted the Grand List report is available on the Town's website, under the Assessor's Department and this report also reflects the major changes to the October 1, 2016 Grand List (from the October 1, 2015 Grand List report) for real estate and reflects property address, owner name and grand list change. The report also reflects major changes to the October 1, 2016 Grand List (from the October 1, 2015 Grand List report) for personal property and reflects company, description of property and grand list change.

The motor vehicle portion of the October 1, 2016 Grand List equals \$205,601,950 which is an increase of \$4,849,595 or 2.42% over the October 1, 2015 Grand List. According to information provided to the town by the Connecticut Department of Motor Vehicles, there are 26,906 registered motor vehicles in Windsor, up from last year's number of 26,525.

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

Councilor McKenney – none

Councilor Petkis – none

Councilor Simon – none

Councilor Govoni – none

Councilor Jenkins – none

Councilor Wilkos – none

Deputy Mayor Terranova – none

Councilor Jepsen – none

Mayor Trinks – none

## **9) REPORTS OF STANDING COMMITTEES**

Special Projects Committee - Councilor McKenney – None

Town Improvements Committee - Councilor Simon – None

Health & Safety Committee - Councilor Jenkins reported that the committee had met and reviewed several topics. The Town Council had previously reviewed a report on the Town's radio communication system in which a presentation was made to replace the existing system at a cost estimate of \$1.92 million. An up to date proposal was

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reviewed by the committee which reflected an updated cost estimate in the range of \$3-4 million. Also discussed at the meeting was the condition of the existing breathing apparatus used by the town firefighters. There is a proposed ordinance to come before Town Council in tonight's meeting regarding this item on the agenda tonight under New Business.

Ms. Jenkins noted that there remains racial disparities in the statistics that are provided by the town regarding police stops of motor vehicles. The Committee and Police Chief Melanson will be working with CCSU in the future to identify ways to improve (reduce) the racial disparities.

The committee received a full report and presentation by Chief Melanson on the police car radio system that was purchased. Although the new system does not presently have body cameras, body cameras can be integrated into the current car video system.

Finance and Personnel Committee - Deputy Mayor Terranova reported that the Personnel Committee had met and has some recommendations for boards and commissions which will be reviewed by the Town Council later on in tonight's meeting. The Finance Committee had met during the previous week and reviewed with the auditors the annual financial audit with the auditor. This audit, which was very favorable reflected recommendations pertaining to some aspects of the accounting for student activity accounts and procedures have been implemented based on the recommendations. Also reviewed at the Finance Committee meeting was extending the contract with the current auditors. This will be reviewed during tonight's meeting New Business.

**10) ORDINANCES - None**

**11) UNFINISHED BUSINESS - None**

**12) NEW BUSINESS**

a) Resolution concerning colonial Windsor residents

Mayor Trinks then passed the gavel to Deputy Mayor Terranova so that he could act on the following:

Mayor Trinks MOVED and Councilor Govoni seconded to approve the resolution relative to the convictions of Alse Young and Lydia Gilbert in colonial Windsor.

Mayor Trinks provided council members with background information on both Alse Young and Lydia Gilbert, residents of colonial Windsor, who were convicted of Witchcraft and hung during the mid-1600's. Mayor Trinks then introduced three ladies who wished to address this issue and offer perspectives from a historical, religious and local viewpoint.

Ms. Beth Caruso addressed the Town Council in her capacity as local author and history scholar and provided Town Council members with a signed petition from many town and state residents that are moved by this issue. She provided extensive background on both Alse Young and Lydia Gilbert.

Brianna Dunlap addressed the Town Council, noting she was speaking on behalf of Anthony Griego, a gentleman that has worked for over 10 years to clear the names of 11 individuals who lost their lives as a result of witchcraft accusations in Connecticut. Alse Young and Lydia Gilbert are counted among the 11. Ms. Dunlap provided additional historical information regarding these two women, the circumstances surrounding how they came to be accused and hung over witchcraft accusations.

Reverend Charlene Corbett, Associate Pastor of First Church in Windsor, CT stated that the church cabinet (the governing board of the church) met on January 17, 2017 to review and vote on the proposed resolution. The church cabinet voted favorably to support the resolution as drafted and Reverend Corbett provided a letter reflecting this. Reverend Corbett provided background information on the reasons why, and the role that First Church played in the hanging of Alse Young and Lydia Gilbert and apologized for the "egregious mistake" 370 years ago that resulted in the deaths of these two women and mistreatment of their families and descendants.

Mayor Trinks thanked Ms. Caruso, Ms. Dunlap and Reverend Corbett for bringing this issue to his attention and for all of their hard work. He added that it was his hope that other towns that had similar events in its history will do the same thing that Windsor is doing, and further that the State of Connecticut will look at this again.

Deputy Mayor Terranova asked if there was any discussion from Town Council members on this issue. Councilor Simon asked that the resolution be read in its entirety. Deputy Mayor Terranova did so.

Councilor Simon noted that he had received an email passed along from Mayor Trinks that had been sent to the Town Council by a descendant of Ms. Young. Councilor Simon read the email out loud, reflecting that he had been very moved by it and asked Town Council members to consider establishing a memorial in honor of people who lost their lives to the witchcraft hysteria.

Councilor Jenkins added that she believes Windsor is such a special place, that Windsor can serve as a beacon of light for the rest of the state and each of us must always put our best foot forward and do the right thing. She will do everything in her power to promote unity, justice and love. She thanked the ladies for bringing this to the attention of the Town Council and concluded by saying she would definitely support the resolution.

Councilor Govoni also thanked the ladies for their presentation and for the education that he received from them.

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Councilor McKenney thanked the ladies for their presentation, noting he recently attended an event at the Windsor Historical Society where a presentation was made on the life of Nancy Toney, the last known enslaved person who died in Windsor in 1857. Councilor McKenney stated he supports the proposed resolution and hopes that it may help pave the way for other issues from the past that have yet to be addressed.

Motion Passed 9-0-0

Mayor Trinks left the meeting at 8:29 p.m.

- b) Approve collective bargaining agreement with UPSEU – Dispatchers

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded to approve the collective bargaining agreement between the Town of Windsor and UPSEU Local 424, Unit 10 for the period of July 1, 2016 through June 30, 2019.

Town Manager Peter Souza asked Police Chief Melanson and Town Attorney Kevin Deneen to make a presentation to the Town Council regarding the proposed United Public Service Employees Union (UPSEU) Public Safety Dispatchers Collective Bargaining Agreement. Chief Melanson noted negotiations were relatively simple and centered on four main issues: active employee health insurance, eligibility for retiree health insurance, wages and pension contributions. Management and the dispatchers have come to an agreement on contract terms and members of the employee association have ratified the proposed agreement. Town Council is now asked to approve the contract. Deputy Mayor Terranova asked if there were any questions or comments. There were none.

Motion Passed 8-0-0 (Mayor Trinks out of room)

- c) Authorize Town Manager to negotiate a contract extension for Annual Financial Audit services for the completion of Fiscal Year 2017 audit.

Councilor Jepsen MOVED and Councilor McKenney seconded to appoint the firm of RSM US, LLP as the Town Auditor to carry out the financial audit of the Town of Windsor for fiscal year 2017, and authorize the Town Manager to finalize a one-year agreement with said firm.

Town Manager Souza provided a brief overview noting the Town Council has the opportunity to extend the term of the Town Auditor, the firm of RSM US, LLP, for a one year period. Alternatively, Town Council can elect to have management begin the process for a Request for Proposal for financial audit services. Fees for the financial audit for the Town of Windsor for fiscal year 2017 would remain the same, if the Town utilizes RSM US, LLP and maintains the same engagement manager as in the past. If a different engagement manager within RSM US, LLP is utilized, it is anticipated the cost of the audit would increase by 5%.

Mayor Trinks entered the room at 8:34 p.m.

Councilor Jenkins asked Town Manager Souza if the fee would increase if the existing engagement manager were to leave the firm of RSM US, LLP. Town Manager Souza responded that it would not and the fee would remain the same as it is now, approximately \$61,000.

Councilor Jenkins noted that the Town has engaged the firm of RSM US, LLP for several years and noted perhaps that Town Council can review next year at this time the feasibility of making a change in the firm it uses for its annual financial audit. There were no other comments or questions.

Motion Passed 9-0-0

d) Resolution Authorizing Debt Refunding

Councilor Jepsen MOVED and Councilor Wilkos seconded the following:

RESOLVED, that the reading into the minutes of the text of the resolution entitled "Resolution of the Town Council of the Town of Windsor authorizing the Issuance of refunding bonds for payment of the outstanding principal, interest and any call premium on the Town's \$8,930,000 general obligation refunding bonds, Issue of 2009 Series A; \$9,695,000 general obligation refunding bonds, Issue of 2009 Series B; \$12,305,000 general obligation refunding bonds, Issue of 2010 Series B; and \$4,490,000 general obligation bonds, Issue of 2011; and costs related thereto" is hereby waived, the full text of the resolution 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 resolution be recorded with the minutes of this meeting.

Motion Passed 9-0-0

Councilor Jepsen MOVED and Councilor Wilkos seconded the following:

RESOLVED, that the following resolution entitled, "Resolution of the Town Council of the Town of Windsor authorizing the Issuance of refunding bonds for payment of the outstanding principal, interest and any call premium on the Town's \$8,930,000 general obligation refunding bonds, Issue of 2009 Series A; \$9,695,000 general obligation refunding bonds, Issue of 2009 Series B; \$12,305,000 general obligation refunding bonds, Issue of 2010 Series B; and \$4,490,000 general obligation bonds, Issue of 2011; and costs related thereto" be introduced and approved.

Town Manager Souza provided an overview to Town Council members, noting Finance staff has been working with the Town's financial advisor and an opportunity to refinance a series of bond issues due to lower market interest rates has been identified. Such refinancing would not extend the term of any of the original bond issues being refinanced and it is expected that such refinancing, while still preliminary, could

potentially save the town between \$235,000 - \$275,000 in debt service payments over a seven year period. If the Town Council were to approve the refinancing, it is expected that it would take place in late May. The town's advisors expect market conditions to remain favorable in the near term. However, if rates were to turn upward, the town would forego the refinancing. Town Manager Souza then asked Jim Bourke, the Town's Finance Director, and Mr. Chapman, of Independent Bond & Investment Consultants LLC (IBIC) to answer any questions the Town Council might have.

Councilor Simon noted Page 5 of the proposal received from IBIC reflected two different estimated cash flow scenarios and asked what the difference was between them. Town Manager Souza noted one of the scenarios reflects much of the savings upfront.

Councilor Simon then asked what the cost would be to the town to refinance the debt and Mr. Chapman replied the estimate is in the range of \$75,000 to \$85,000 and the numbers in the proposal are net of the fees.

Councilor Jepsen noted this was discussed by the Finance Committee and the refinancing would help free up some cash for other larger expenditures "coming down the pike". There were no other comments or questions.

Motion Passed 9-0-0

- e) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$720,000 FOR COSTS IN CONNECTION WITH THE FIRE DEPARTMENT SELF-CONTAINED BREATHING APPARATUS REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$720,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Councilor Jenkins seconded the following:

RESOLVED, that the reading into the minutes of the text of an ordinance entitled, "AN ORDINANCE APPROPRIATING \$720,000 FOR COSTS IN CONNECTION WITH THE FIRE DEPARTMENT SELF-CONTAINED BREATHING APPARATUS REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$720,000 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 that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

Councilor Jepsen MOVED and Councilor Jenkins seconded to introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$720,000 FOR COSTS IN CONNECTION WITH THE FIRE DEPARTMENT SELF-CONTAINED BREATHING APPARATUS REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF

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\$720,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" the full text of the ordinance is available in the Town Clerk's Office.

Fire Chief, Bill Lewis, and Fire Administrator, Paul Goldberg, were asked to join the meeting and provided the following highlights.

The Town followed the request for proposal process and received two proposals; one from MSA and one from Scott. The Scott proposal included the air compressor, which is necessary to fill the air packs. Scott is the best bidder at this time. Fire Chief Lewis noted there are 100 bottles that will need to be replaced in 2017. The life of a bottle is 15 years. The existing air packs cannot be revised.

Town Manager Souza noted that the Capital Improvements Program (CIP) for FY 2017 to FY 2022 reflected a project to replace a 1993 fire engine in FY17 and replacement and updating of the self contained breathing apparatus and air bottles in FY18. Fire Chief Lewis and Town Manager Souza are recommending the scheduled years be changed.

Councilor Govoni noted he attended a nice presentation regarding the new tanks and that this purchase is necessary to protect the firemen that do such a wonderful job for the town.

Councilor Jepsen asked if it made sense to structure the debt service over a 15 year period (to match the life of the bottles), as opposed to the 20 year period. Town Manager Souza responded the final debt structure may change to 15 years, depending on other factors.

Councilor Simon noted that the original estimate for this expenditure was \$1.4 million and the actual expense is expected to be \$720,000, a difference of \$680,000. There were no other questions or comments.

Motion Passed 9-0-0

- f) Set a Public Hearing for February 21, 2017 for 7:15 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$720,000 FOR COSTS IN CONNECTION WITH THE FIRE DEPARTMENT SELF-CONTAINED BREATHING APPARATUS REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$720,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Councilor Jenkins seconded the following:

RESOLVED, that a Public Hearing be set for Tuesday, February 21, 2017 at 7:15 p.m. (prevailing time) in the Council Chambers of the Windsor Town Hall on the following ordinance entitled, "AN ORDINANCE APPROPRIATING \$720,000 FOR COSTS IN CONNECTION WITH THE FIRE DEPARTMENT SELF-CONTAINED BREATHING

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APPARATUS REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$720,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" 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

- g) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR IMPROVEMENTS PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Councilor McKenney seconded the following:

RESOLVED, that the reading into the minutes of the text of an ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR IMPROVEMENTS - PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 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 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.

Councilor Simon left the room at 8:55 p.m.

Motion Passed 8-0-0 (Councilor Simon out of room)

Councilor Simon came back into the room at 8:59 p.m.

Councilor Jepsen MOVED and Councilor McKenney seconded to introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR IMPROVEMENTS - PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION".

Town Manager Souza asked Bob Jarvis, Director of Public Works/Town Engineer, to provide Town Council members with an overview on this proposal.

Mr. Jarvis noted that the 6-year CIP called for a multi-phased plan to replace/improve the Town Hall finishes on a floor-by-floor basis. Phase I and Phase II were completed. Phase III of the program includes the third floor of Town Hall where damaged wall coverings would be removed and replaced as well as replacing the ceiling tile, repainting the existing ceiling grid and replacing worn carpet with new carpet tiles.

Mr. Jarvis added that McKinney (McKinney) Construction was the low bidder on Phase I of the project which was completed in June, 2016 and was the lowest responsible bidder for Phase II of the project, which was recently completed. McKinney would perform Phase III work at a price per square foot that is less than the price for the

Phase II work. McKinney workers have gained a familiarity with the operation of town hall and the functional requirements of staff and town hall patrons. Using McKinney for Phase III would require requesting a waiver on the RFP process.

Councilor Wilkos asked Mr. Jarvis if Phase I and Phase II fell within the CIP. Mr. Jarvis replied that contingency funds were used however, that was a result of upgrades that the town requested.

Councilor Simon asked what the price per square foot ended up being for Phase II and Mr. Jarvis noted it was \$14.51 and is expected to be \$14.13 for Phase III work. The price per square foot for the Phase I work was \$7.07; however, that phase did not require such items as moving of furniture, etc.

There were no other questions or comments.

Motion Passed 9-0-0

- h) Set a Public Hearing for February 21, 2017 for 7:15 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR IMPROVEMENTS PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Councilor McKenney seconded the following:

RESOLVED, that a Public Hearing be held at the Windsor Town Hall on Tuesday, February 21, 2017 at 7:15 p.m. (prevailing time) on the following ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR IMPROVEMENTS - PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" 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

- i) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$210,000 FOR COSTS IN CONNECTION WITH PAVEMENT MANAGEMENT IMPROVEMENTS AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$210,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Councilor Jenkins seconded the following:

RESOLVED, that the reading into the minutes of the text of the bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$210,000 FOR COSTS IN CONNECTION WITH PAVEMENT MANAGEMENT IMPROVEMENTS AT TOWN FACILITIES AND

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SCHOOLS; AND AUTHORIZING THE ISSUE OF \$210,000 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 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 Jepsen MOVED and Councilor Jenkins seconded to introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$210,000 FOR COSTS IN CONNECTION WITH PAVEMENT MANAGEMENT IMPROVEMENTS AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$210,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Mr. Jarvis reported that the 6-year CIP includes a multi-year project to address pavement conditions within paved parking and driveway areas at town-owned facilities and schools. Much of this pavement is in fair to poor condition and as it continues to deteriorate, it may become a liability to the town.

At this time, staff is recommending the milling and paving of 2" of existing bituminous concrete pavement that will occur within the existing curb lines. Mr. Jarvis continued by stating that the proposed improvements are to the Clover Street School parking area, Oliver Ellsworth pavement and portions of the LP Wilson Community Center site and bonding in the amount of \$210,000 is being requested.

Councilor Wilkos asked if any area at Town Hall would be addressed. Mr. Jarvis responded not during Phase III work and that there may be some work required as a result of the construction for the commuter rail.

Councilor Jepsen asked if speed bumps would be part of the work done at Oliver Ellsworth. Mr. Jarvis responded that he would look into this. Town Manager Souza stated that the Superintendent would be consulted on this. There were no other comments or questions.

Motion Passed 9-0-0

- j) Set a Public Hearing for February 21, 2017 for 7:15 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$210,000 FOR COSTS IN CONNECTION WITH PAVEMENT MANAGEMENT IMPROVEMENTS AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$210,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Councilor Jenkins seconded the following:

RESOLVED, that a Public Hearing be held at the Windsor Town Hall on Tuesday, February 21, 2017 at 7:15 p.m. (prevailing time) on the following ordinance entitled, "AN

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ORDINANCE APPROPRIATING \$210,000 FOR COSTS IN CONNECTION WITH PAVEMENT MANAGEMENT IMPROVEMENTS AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$210,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" 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

- k) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$845,000 FOR COSTS IN CONNECTION WITH WINDSOR HIGH SCHOOL – EAST FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$845,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION".

Councilor Jepsen MOVED and Councilor McKenney seconded the following:

RESOLVED, that the reading into the minutes of the text of an ordinance entitled "AN ORDINANCE APPROPRIATING \$845,000 FOR COSTS IN CONNECTION WITH WINDSOR HIGH SCHOOL - EAST FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$845,000 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 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 Jepsen MOVED and Councilor McKenney seconded to introduce an ordinance entitled "AN ORDINANCE APPROPRIATING \$845,000 FOR COSTS IN CONNECTION WITH WINDSOR HIGH SCHOOL - EAST FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$845,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Mr. Jarvis noted that various field improvements at several athletic facilities throughout town have been prioritized in the town's 6-year CIP, in accordance with the recommendations made in the approved 2013 Athletic Field Master Plan. Construction documents have been prepared and the project was bid in January, 2017 for the proposed work. Seven bids were received and the lowest responsible bidder was Mountain View Lawncare and Landscapes. There were several alternates to the base bid and staff will work with the contractor and design consultant to review costs relative to bid alternates. If approved, construction could begin in June, 2017 at the end of the school year with completion estimated for fall, 2017. Play could resume as early as the fall of 2018.

Councilor Wilkos asked if the costs are in line with what the town has paid for similar work in the past. Mr. Jarvis confirmed that it was.

Councilor Jepsen asked if the proposed work included an alignment to the varsity baseball field. Mr. Jarvis replied that it did not.

Councilor McKenney asked if dugouts were included in the alternates list. Mr. Jarvis replied that they were.

There were no other comments or questions.

Motion passed 9-0-0

- I) Set a Public Hearing for February 21, 2017 for 7:15 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$845,000 FOR COSTS IN CONNECTION WITH WINDSOR HIGH SCHOOL – EAST FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$845,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Councilor Wilkos seconded the following:

RESOLVED, that a Public Hearing be held at the Windsor Town Hall on Tuesday, February 21, 2017 at 7:15 p.m. (prevailing time) on the following ordinance entitled " AN ORDINANCE APPROPRIATING \$845,000 FOR COSTS IN CONNECTION WITH WINDSOR HIGH SCHOOL - EAST FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$845,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" 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

### **13) RESIGNATIONS AND APPOINTMENTS**

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

- 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.
- 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.
- 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.

- 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.
- 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.
- APPPOINT 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.

Motion Passed 9-0-0

#### **14) MINUTES OF PRECEDING MEETINGS**

a) Minutes of the January 17, 2017 Regular Town Council Meeting

Councilor Jepsen MOVED and Councilor Jenkins seconded to approve the unapproved minutes of the January 17, 2017 regular Town Council meeting as presented.

Motion Passed 9-0-0

#### **15) PUBLIC COMMUNICATIONS AND PETITIONS**

Bradshaw Smith of 23 Ludlow Road informed the Town Council members that body cameras and the maintenance on body cameras is free.

Charles Windsor Jackson, III of 26 Wilson Avenue asked Town Manager Souza whether or not the RFPs that were sent out for carpeting were sent to the two local carpet businesses. Mr. Souza responded that he did not believe so. Mr. Jackson noted for the first time in 20 years he had been stopped by a police officer in town and did not feel the need for a body camera to be used. However, if they are free, that is a good thing. Mr. Jackson stated that he tries to attend the Wilson/Deerfield Advisory Committee meetings as often as he can however, most times the meetings are cancelled due to a lack of a quorum. Mr. Jackson noted he believes in giving back and would like to offer his services for this committee. Lastly he said he was supporting Aaron Romano in his bid for State Representative.

#### **16) EXECUTIVE SESSION**

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

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded to enter into executive session to discuss the selection of a site or a lease, sale or purchase of real estate at 9:32 p.m.

Motion Passed 9-0-0

Present: Mayor Donald Trink, 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.

Staff: Town Manager Peter Souza

Councilor Jepsen MOVED and seconded by Deputy Mayor Terranova to leave executive session and return to the regular session at 9:58 p.m.

The Motion Passed 9-0-0

## **17) ADJOURNMENT**

Councilor Jepsen MOVED and seconded by Councilor Govoni to adjourn the meeting at 9:59 p.m.

Motion Passed 9-0-0.

Respectfully Submitted,

Christine A. Healey  
Clerk of the Town Council