



# Council Agenda

Council Chambers  
Windsor Town Hall  
January 22, 2019



## 7:20 PM Public Hearing

To hear public comment regarding an appropriation of \$225,000 for pavement resurfacing at town facilities and schools

## 7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Black-Burke
3. PLEDGE OF ALLEGIANCE – Councilor Black-Burke
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Metropolitan District 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 \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
12. NEW BUSINESS
  - a) \*Introduce an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS." (Town Manager)



- b) \*Set a Public Hearing for February 4, 2019 at 7:15 PM to hear an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS." (Town Manager)
- c) \*Approve amendments to Public Health Nurse position description (Town Manager)
- d) \*Approve appropriation of \$10,000 from the Capital Projects Fund for design services related to the replacement of a portion of the Clover Street School Roof (Town Manager)
- e) Consideration of settlement in Town of Windsor vs Fusco (Town Manager)

13. \*RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the January 7, 2019 Public Hearing
- b) \*Minutes of the January 7, 2019 Regular Town Council Meeting

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

16. EXECUTIVE SESSION

- a) Strategy and negotiations with respect to pending claims and litigation (Fusco vs Town of Windsor)
- b) Strategy and negotiations with respect to pending claims and litigation (SCA Pharma vs Town of Windsor)

17. ADJOURNMENT


★Back-up included

## Agenda Item Summary

Date: January 22, 2019

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 Resurfacing 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. It continues to deteriorate and 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 deteriorated curb and sidewalk at the facilities.

Improvements are proposed to be made at Town Hall, L.P. Wilson Community Center, Milo Peck Center, Poquonock Fire Station, Rainbow Fire Station and Wilson Fire Station, as funding permits. The planned improvements at the L.P. Wilson Community Center will be primarily to the areas to the rear of the building. Town Hall work will include the entrance drive between the post office building and the Luddy House, majority of the parking lot, but not the area to the rear of the Huntington House.

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

### Financial Impact - Update

Bonding in the amount of \$225,000 is being requested at this time. The average annual debt service based on a 15 year term and a 3.70% interest rate is 19,440.

### 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 a bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 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) Approval of the Bond Ordinance

**“MOVE to approve a bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.’**

Attachments

Bond ordinance

**AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$225,000) for costs in connection with pavement resurfacing at various Town facilities and schools, including milling and resurfacing of pavement, as well as other related pavement management activities such as line striping, sidewalk facilities repair, reconstruction, installation, and related improvements. Areas planned for resurfacing include parking areas at Windsor Town Hall, L.P. Wilson Community Center, Milo Peck Center, Poquonock Fire Station, Rainbow Fire Station and Wilson Fire Station. 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 TWENTY-FIVE THOUSAND DOLLARS (\$225,000) 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 TWENTY-FIVE THOUSAND DOLLARS (\$225,000). 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 \_\_\_\_\_ 1/7/19

Public Hearing Advertised \_\_\_\_\_ 1/11/19

Public Hearing \_\_\_\_\_ 1/22/19

Adopted \_\_\_\_\_

Advertised \_\_\_\_\_


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

## Agenda Item Summary

Date: January 22, 2019

To: Honorable Mayor and Members of the Town Council

Prepared by: Jim Bourke, Finance Director

Reviewed by: Peter Souza, Town Manager 

Subject: Property Tax Relief for Elderly and/or Disabled Homeowners Ordinance

### Background

In 2006, the Town Council adopted an ordinance that provides a tax credit for Windsor homeowners who are elderly or totally disabled and whose incomes do not exceed certain limits. This ordinance, known as the local Property Tax Relief for Elderly and/or Disabled Homeowners, provides benefits in addition to tax credits available under a similar state authorized program. On January 7, 2013 the Town Council amended the ordinance to increase the local benefit from 20% to 40% of the state benefit and to increase the upper qualifying income level for the local benefit to \$43,500, in order to exceed qualifying incomes limits as set forth under the State program.

Presently a total of 401 households receive benefits under the overall elderly and / or disabled property tax relief program. 63 of these households have incomes between the State income limit and the town program income limits.

### Discussion/Analysis

The Town's qualifying local income limit for eligibility has been greater than the State's limit since being reset in 2013. This allows for eligible participants to take advantage of both programs if they meet the qualifying income criteria, or to at least receive the local benefit should their income be greater than the State's income limit but still under the Town's.

Each year the State adjusts its qualifying income limit based on the annual Social Security cost of living adjustment. The State of Connecticut Office of Policy & Management has notified towns that the qualifying income limit for the State program as of the 2018 grand list will increase to \$36,000 for single households and \$43,900 for married households. This places the upper limit for married households under the State program higher than the Town's current limit of \$43,500. Therefore, the local benefit would be denied to married applicants if the local qualifying income limit is not adjusted upwards above the State's program limit.

It is recommended that the local qualifying income limit be increased to \$49,500, which is what the limit would currently be had the Town been making the same COLA adjustments as the State over the last several years. Town staff is also recommending that the language in Town ordinance section 5-17 (b)(2)(ii) be simplified to allow for the local qualifying income limit to automatically index to the State cost of living adjustment as part of an annual administrative process.

### Financial Impact

Currently the value of the local option is \$92,272. \$79,912 of this amount is related to those households meeting state program income levels and \$15,360 is for those above the state level, but within the town's maximum income level. Although it is difficult to provide a precise cost estimate related to the

proposed increase in the local qualifying income limits, as we do not have detailed household income data by household age, it is not anticipated the amount allocated in the FY 19 budget will need to be increased.

Other Board Action

None

Recommendation

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 AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS” 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 the full text of the ordinance be recorded with the minutes of this meeting.”**

2) Introduce an Ordinance

**“MOVE to introduce an ordinance entitled, “AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS.”**

3) Set a Public Hearing

**“RESOLVED, that a Public Hearing be set for Monday, February 4, 2019 at 7:15 p.m. (prevailing time) in the Council Chambers of the Windsor Town Hall, to hear an ordinance entitled, “AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS.”**

**And**

**“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”**

Attachments

Red-lined version of current ordinance

Proposed amended ordinance



# Red-Lined Version

## Property Tax Relief for Elderly and/or Disabled ordinance

**CHAPTER 5  
ARTICLE XV11**

**AN ORDINANCE ADOPTING CONNECTICUT GENERAL STATUTES  
SECTION 12-129n TO PROVIDE PROPERTY TAX RELIEF FOR ELDERLY  
AND/OR DISABLED HOMEOWNERS.**

**Sec. 5-17. Property tax relief for elderly and/or disabled homeowners.**

(a) Pursuant to the authority granted under Connecticut General Statutes section 12-129n, as amended, the tax relief for elderly and/or disabled homeowners provided under said statute is hereby adopted, extended and supplemented by the town council as follows.

(b) The qualifications for the property tax relief provided by this section shall be as follows:

(1) Applicants must be a resident of the town who are:

(i) Sixty-five years of age or over or whose spouse, living with them, is 65 years of age or over, or 50 years of age and the surviving spouse of a taxpayer who has qualified under this section at the time of their death, and with respect to real property in which such resident or their spouse is liable for taxes under Connecticut General Statutes section 12-48.

(ii) Applicants under age 65 must be eligible in accordance with applicable federal regulations to receive permanent total disability benefits under Social Security, or have not been engaged in employment covered by Social Security and accordingly have not qualified for benefits thereunder, but have become qualified for permanent total disability benefits under any federal, state or local government retirement or disability plan, including the Railroad Retirement Act and any government-related teacher's retirement plan, in which requirements with respect to qualifications for such permanent total disability benefits are comparable to such requirement under Social Security.

(iii) Applicants must have been a taxpayer of the town for one year immediately preceding their receipt of tax benefits under this section.

(iv) Applicants must own and occupy the dwelling of the property subject to tax relief for at least 183 days per year for the property to qualify as the taxpayer's principal residence.

(v) Applicants and/or their spouses shall have individually, if unmarried, or jointly, if married, adjusted gross income, as shown on Internal Revenue Service Form 1040, (if filed) Social Security benefits, and all other forms of income including but not limited to interest, dividends, annuities, pensions, retirement allowances hereinafter called "qualifying income", during the calendar year preceding the filing of their application in accordance with the guidelines set forth below.

(vi) Such other conditions, qualifications, standards and procedures as set forth in the Connecticut General Statutes, as may be amended and this section.

(2) (i) For the October 1, ~~2008~~ 2018 Grand List, local tax credits shall be provided by the Town in accordance with the following income and credit guidelines:

<i>Qualifying Income</i>	Marital Status	Local Tax Credit = % of State Benefit
\$0 - <del>\$16,700</del> <u>18,100</u>	Married	40%
\$0 - <del>\$16,700</del> <u>18,100</u>	Single	40%
<del>\$16,701</del> <u>18,101</u> - <del>\$22,500</del> <u>24,200</u>	Married	40%
<del>\$16,701</del> <u>18,101</u> - <del>\$22,500</del> <u>24,200</u>	Single	40%
<del>\$22,501</del> <u>24,201</u> - <del>\$28,100</del> <u>30,200</u>	Married	40%
<del>\$22,501</del> <u>24,201</u> - <del>\$28,100</del> <u>30,200</u>	Single	40%
<del>\$28,101</del> <u>30,201</u> - <del>\$33,500</del> <u>36,000</u>	Married	40%
<del>\$28,101</del> <u>30,201</u> - <del>\$33,500</del> <u>36,000</u>	Single	40%
<del>\$33,501</del> <u>36,001</u> - <del>\$40,900</del> <u>43,900</u>	Married	40%
<del>\$33,501</del> <u>36,001</u> - <del>\$40,900</del> <u>43,900</u>	Single	\$240
<del>\$40,901</del> <u>43,901</u> - <del>\$43,500</del> <u>49,500</u>	Married	\$360
<del>\$40,901</del> <u>43,901</u> - <del>\$43,500</del> <u>49,500</u>	Single	\$240

(ii) The qualifying income levels described in paragraph (2)(i) above shall be ~~as set forth therein or equal to adjusted in accordance with any changes made to the~~ as set forth therein or equal to adjusted in accordance with any changes made to the qualifying incomes for the Elderly and Totally Disabled Tax Relief program as published annually by the State of Connecticut as determined by the state Office of Policy & Management, ~~whichever is greater and/or by the Town Council, the local maximum income level shall increase by the same percentage as the maximum state income level increase.~~ whichever is greater and/or by the Town Council, the local maximum income level shall increase by the same percentage as the maximum state income level increase.

(iii) The local property tax credits provided by this article shall be in addition to and not dependent upon those benefits available to qualified taxpayers under any

Connecticut General Statute, Sections 12-129b to 12-129d, inclusive, Sections 12-129h and 12-170aa, provided that the Town and state benefits in any one year shall not exceed 75% of the normal tax which would have been imposed on a qualified taxpayer in the absence of such state statute and this article.

(3) Except for the "qualifying income" standard as set forth in this article, if the state denies the eligibility of an applicant for the portion of tax relief granted under one of the state programs, the Assessor must deny the applicant the local share of tax relief, remove the applicant from the benefit records and bill them for the full real estate tax due.

(4) Upon the transfer of the property, the benefit is not transferable to the new owner and the new owner shall lose the benefit. Additionally, the Assessor shall prorate the increased tax liability from the date of transfer and notify the tax collector of such increase who will bill the new owner within a reasonable time period.

(5) The assessor and the tax collector shall prescribe, with regard to their respective duties under this article, such forms and procedures as may be necessary to implement this article. The Assessor shall, in addition, satisfy himself or herself as to the qualifying income of an applicant for benefits under this article by requesting and reviewing such evidence of qualifying income as may be pertinent. All applications, federal income tax returns, and any additional evidence of qualifying income which the Assessor may require shall be kept confidential and not open to public inspection to the extent permitted under the Connecticut Freedom of Information Act.

(6) Applications for benefits under this article shall be filed bi-annually with the assessor between February 1 and May 15.

(7) This article shall be applicable to the Grand List of October 1, ~~2008~~2018 and all subsequent Grand Lists thereafter.

(8) All provisions of the town code in conflict herewith are hereby repealed and that if for any reason, any word, clause, paragraph, or section of this article shall be held to make the same unconstitutional, this article shall not hereby be invalidated and the remainder of the article shall continue in effect. Any provision herein which is in conflict with the *Connecticut General Statutes* is hereby repealed, it being understood that said statutes shall take precedence over this article. In the event of any conflict between this article and *Connecticut General Statutes* Section 12-129n as it may be amended, the provisions of the statute shall control.

(9) The local tax credits available pursuant to this article shall be reduced if the total cost of the program exceeds the annual amount appropriated by the Town Council. The re-adjusted tax credits shall be calculated by reducing the tax credit in a pro rata amount until the total cost of the annual appropriation is reached. If in any year the Town Council fails to appropriate any funds for this program, the tax credits will be suspended for that fiscal year only.

(Ord. No. 06-01, 6-5-06)

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Town Attorney

**ATTEST:**

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

Distributed to Town Council \_\_\_\_\_

Public Hearing Advertised \_\_\_\_\_

Public Hearing \_\_\_\_\_

Adopted \_\_\_\_\_

Advertised \_\_\_\_\_

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

Property Tax Relief  
for Elderly and/or  
Disabled  
ordinance

**CHAPTER 5  
ARTICLE XVII**

**AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS.**

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

Chapter 5, Article XVII, of the *Windsor Code* is amended to read as follows:

**Section 1. Property tax relief for elderly and/or disabled homeowners.**

Section 5-17 (b)(2)(i) is amended to read as follows:

For the October 1, 2018 Grand List, local tax credits shall be provided by the town in accordance with the following income and credit guidelines:

Qualifying Income	Marital Status	Local Tax Credit = % of State Benefit or stated dollar value
\$0 - \$18,100	Married	40%
\$0 - \$18,100	Single	40%
\$18,101 - \$24,200	Married	40%
\$18,101 - \$24,200	Single	40%
\$24,201 - \$30,200	Married	40%
\$24,201 - \$30,200	Single	40%
\$30,201 - \$36,000	Married	40%
\$30,201 - \$36,000	Single	40%
\$36,001 - \$43,900	Married	40%
\$36,001 - \$43,900	Single	\$240
\$43,901 - \$49,500	Married	\$360
\$43,901 - \$49,500	Single	\$240

Section 5-17 (b)(2)(ii) is amended to read as follows:

The qualifying income levels described in paragraph (2)(i) above shall be as set forth therein or equal to the qualifying income for the Elderly and Totally Disabled Tax Relief program as published annually by the State of Connecticut Office of Policy & Management, whichever is greater.

Section 5-17 (7) is amended to read as follows:

This article shall be applicable to the Grand List of October 1, 2018 and all subsequent Grand Lists thereafter.

**Section 2. Savings Clause.** The enactment of this Ordinance shall not operate as an abatement of any action or proceeding previously taken, now pending, or taken prior to the effective date of this Ordinance. All said actions and proceedings are hereby ratified to be continued.

**Section 3. Severability.** All provisions of the Town Code in conflict herewith are hereby repealed and that if for any reason, any word, clause, paragraph, or section of this Ordinance shall be held to make the same unconstitutional, this Ordinance shall not hereby be invalidated and the remainder of the Ordinance shall continue in effect. Any provision herein which is in conflict with the Connecticut General Statutes is hereby repealed, it being understood that said statute shall take precedence over this Ordinance.

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

ATTEST:

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

Distributed to Town Council \_\_\_\_\_

Public Hearing Advertised \_\_\_\_\_

Public Hearing \_\_\_\_\_

Adopted \_\_\_\_\_

Advertised \_\_\_\_\_

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




## Agenda Item Summary

Date: January 22, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Peter Souza, Town Manager 

Subject: Amendment to Public Health Job Description

### Background

The Health Department includes the unaffiliated, full-time position of Public Health Nurse. The Public Health Nurse position will become vacant at the end of the month due to a retirement. It is customary for town staff to review the job description when a position is vacated to ensure that the duties, education and experience requirements reflected in the job description align with the town's needs. The job description was last updated in 2000. It has been reviewed by the Director of Health and the Human Resources Director. Several changes are being recommended for it to reflect the current duties and minimum qualifications of the position.

Sections related to "Essential Duties and Responsibilities" and "Minimum Qualifications" have been updated to better align with the requirements of the position and "Competencies" have been added to conform to the town's current format. The "Physical Demands and Work Environment" sections have been updated. Some terminology and duties have been updated to align with changes that have occurred over the years.

### Discussion/Analysis

The main duties of the Public Health Nurse position include developing and implementing health education programs and providing community health services including disease prevention and control, clinic services, testing and screening to meet the needs of the customers based upon community assessments.

The proposed changes are intended to more accurately reflect the duties of the position. A red-lined draft showing the specific changes is attached. The most significant changes proposed to the job description are:

- Adding the essential duty of participating in public health emergency preparedness training and activities.
- Adding the academic nursing accreditation organization The Commission on Collegiate Nursing Education (CCNE).
- Adding knowledge of the Advisory Committee on Immunization Practices (ACIP) recommendations for vaccinations as a minimum requirement.
- Adding competencies and updating the physical demands and work environment sections.

Financial Impact

None

Other Board Action

None

Recommendations

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

**“MOVE that the job description for the position of Public Health Nurse be approved as presented.”**

Attachments

Red-lined version of existing job description

Current position description

Red-Lined version

Public Health Nurse  
job description

## TOWN OF WINDSOR POSITION DESCRIPTION

**Job Title:** Public Health Nurse  
**Department:** Health  
**Reports To:** Director of Health  
**FLSA Status:** Exempt  
**Approved By:** Town Council  
**Approved Date:** ~~September 5, 2000~~

### GENERAL PURPOSE

Develops and implements health education programs and provides community health services including disease prevention and control, clinic services, testing and screening to meet the needs of the customers based upon community assessments. [Performs work in a manner consistent with the town's service excellence expectations.](#)

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assesses present and future health needs within the community.
- Plans appropriate interventions and assists in on-going program planning to meet the health needs of the community [based upon program objectives and planning intervention strategies through the use of data analysis and community expectations.](#)
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Organizes and implements community health interventions or programs including [but not limited to](#) -injury prevention, health screenings, immunizations, health education, environmental assessments and infectious disease follow-up.
- Assesses and evaluates the outcomes of community health programs.
- Develops methods to communicate with the community, customers and health care providers in order to disseminate or receive pertinent information.
- [Develops reports and maintains statistical information relating to the health of the community.](#)
- [Participates in public health emergency preparedness training and activities.](#)
- [Performs related work as required.](#)

### ADDITIONAL DUTIES

- Participates in meetings, seminars, continuing education and training sessions; serves as a member of various employee committees.
- Assists in preparation of the annual budget and annual report.

~~A significant portion of the job requires fieldwork outside of the office setting.~~

## COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills - Is respectful with the ability to establish effective working relationships with staff, community, organizations, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance with tact, fairness, respect and sensitivity; Meets commitments.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness.

Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently.

## **~~DESIRED~~ MINIMUM QUALIFICATIONS**

### *Education and Experience*

- Bachelor's Degree in Nursing from a program approved by the National League for Nursing ([NLN](#)) or [Commission on Collegiate Nursing Education \(CCNE\)](#)- and at least four years of experience in Public Health nursing; or
- Any equivalent combination of training and experience.

### *Necessary Knowledge, Skills and Abilities*

- Ability to evaluate public health services for effectiveness and appropriateness in the context of the community as a whole.
- Knowledge of current clinical nursing science; knowledge of causes, control and treatment of communicable diseases; knowledge of Bloodborne Pathogen procedures.
- Knowledge of current recommendations of the Advisory Committee on Immunization Practices (ACIP) for vaccination of infants, children and adults; knowledge of ACIP guidelines to determine which immunizations are needed for an individual based on individual demographics and medical history; ability to administer immunizations to infants, children and adults.



- Ability to communicate effectively with individuals representing all age groups, community and state agencies, providers and recipients of community health services. ~~Good a~~Ability to establish and maintain effective working relationships with other employees; ability to communicate effectively verbally and in writing; works effectively as a team member with the ability to assume the leadership role when appropriate.
- ~~Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.~~

### *Special Requirements*

- Valid ~~Connecticut~~ driver's license or ability to obtain one.
- Current State of Connecticut License as a Registered Nurse.

### **TOOLS AND EQUIPMENT USED**

Personal computer, ~~including word processing, spreadsheet, and PowerPoint applications,~~ calculator, copy and fax machine; phone, ~~various clinical nursing equipment and;~~ automobile.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and physical environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to communicate with others in person, over the phone, and through email. ~~sit and talk or hear, use hands to finger, handle feel or operate objects, tools or controls; and reach with hands and arms.~~ The employee is required ~~to walk~~ must be able to sit or stand for long periods of time. The employee must have mobility sufficient to perform job duties including ability to use a variety of nursing equipment such as syringes, stethoscope, and other screening tools. Must be able to administer medications and immunizations and conduct physical assessments. Ability to travel to other town buildings and other locations as needed. Must be able to operate automobile, computers, office machines and equipment; enter information into the computer and maintain manual records. The employee may occasionally lift and/or move up to 25 pounds and push or pull carts that require 25 pounds of force to move. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to inspect documents, read written materials, and verify data.

While performing the duties of this job, the employee may come in contact and work with persons who have various infectious conditions. The noise level in the work environment is usually quiet with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*

Effective Date:

Revision History: 9/2000

Current

Public Health Nurse  
job description



# **TOWN OF WINDSOR POSITION DESCRIPTION**

**Job Title:** Public Health Nurse  
**Department:** Health  
**Reports To:** Director of Health  
**FLSA Status:** Exempt  
**Approved By:** Town Council  
**Approved Date:** September 5, 2000

## **GENERAL PURPOSE**

Develops and implements health education programs and provides community health services including disease prevention and control, clinic services, testing and screening to meet the needs of the customers based upon community assessments.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assesses present and future health needs within the community.
- Plans appropriate interventions and assists in on-going program planning to meet the health needs of the community.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Organizes and implements community health interventions or programs including injury prevention, health screenings, immunization, health education, environmental assessments and infectious disease follow-up.
- Assesses and evaluates the outcomes of community health programs.
- Develops methods to communicate with the community, customers and health care providers in order to disseminate or receive pertinent information.
- Develops reports and maintain statistical information relating to the health of the community.

## **ADDITIONAL DUTIES**

- Participates in meetings, seminars, continuing education and training sessions; serves as a member of various employee committees.
- Assists in preparation of the annual budget and annual report.
- A significant portion of the job requires fieldwork outside of the office setting.

## **DESIRED MINIMUM QUALIFICATIONS**

### *Education and Experience*

- Bachelor's Degree in Nursing from a program approved by the National League for Nursing and at least four years of experience in Public Health nursing; or
- Any equivalent combination of training and experience.

### *Necessary Knowledge, Skills and Abilities*

- Ability to evaluate public health services for effectiveness and appropriateness in the context of the community as a whole.
- Knowledge of current clinical nursing science; knowledge of causes, control and treatment of communicable diseases; knowledge of Bloodborne Pathogen procedures.
- Ability to communicate effectively with individuals representing all age groups, community and state agencies, providers and recipients of community health services. Good ability to establish and maintain effective working relationships with other employees; ability to communicate effectively verbally and in writing; works effectively as a team member with the ability to assume the leadership role when appropriate.

### *Special Requirements*

- Valid Connecticut driver's license or ability to obtain one.
- Current State of Connecticut License as a Registered Nurse.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, and PowerPoint applications, calculator, copy and fax machine; phone; automobile.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and physical environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle feel or operate objects, tools or controls; and reach with hands and arms. The employee is required to walk or stand for periods of time.
- The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee may come in contact and work with persons who have various infectious conditions.
- The noise level in the work environment is usually quiet.


*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*

## Agenda Item Summary

Date: January 22, 2019

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Partial Roof Replacement at Clover Street School – Request for Funding for Design Services

### Background

A 7,000 square foot portion of the roof at Clover Street Elementary School (over the Nurse, Staff Office, and corridor along the cafeteria) is in need of being replaced. This roof area has become problematic with ongoing leaks. At this time, it is respectfully requested that funding from the Capital Projects Fund be approved for project design to commence.

### Discussion/Analysis

This section of roof was installed in 1995 at the school and is no longer under the manufacturer's warranty. A third party professional inspection found water has saturated much of the roof insulation in a portion of the roof area. Moisture is making its way into the administrative office area of the building.

Unfortunately, there are limited repair options, except for the full replacement of approximately 7,000 square feet of roofing. The estimated cost to design and prepare bid documents is \$10,000. The cost of construction is preliminarily estimated at \$150,000.

This project will involve the removal of the layers of roofing material, and the installation of a new roof for this section. The new roof will have additional insulation installed to reduce energy usage, as well as to increase the slope on the roof. This will improve storm water drainage on and from the roof, and will comply with State of Connecticut requirements for minimum slopes on school facilities.

Design potentially could be completed by the end of February and the bid solicitation process would follow in late March and April. Funding authorization for construction would likely be requested in March or the first Town Council meeting in April.

Town Council is requested to authorize the preparation of plans and specifications and to refer the project to the Public Building Commission for oversight.

The project is potentially eligible for a partial reimbursement grant from the State of Connecticut. Once design is underway, the plan is to prepare a grant application to the State of Connecticut. Additional actions by the Board of Education and the Town Council will be needed at a later date to formally submit a full grant application to the state.

Financial Impact

It is requested that the Capital Projects Fund, Assigned Fund balance be the funding source for the design services. Staff will be reviewing possible funding options (e.g. cash pay as you go, state grant, bonding) for construction during the coming weeks while design work is underway.

Other Board Action

None

Recommendations

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

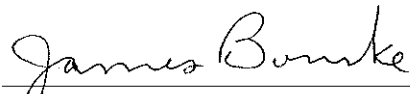
**“MOVE that \$10,000 be appropriated from the Capital Projects Fund, Assigned Fund Balance to fund the design and preparation of schematic drawings and specifications for the Clover Street School Partial Roof replacement project; and the project be referred to the Public Building Commission for oversight.”**

Attachments

None

Certification

I hereby certify that there is \$10,000 in the Capital Projects Fund, Assigned Fund balance to fund the above appropriation.



\_\_\_\_\_  
James Bourke  
Finance Director

**Town Council**  
**Resignations/Appointments/Reappointments**  
**January 22, 2019**

**Resignations**

None

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

None

**Names submitted for consideration of appointment**

None

**Town Council  
Council Chambers  
Windsor Town Hall  
JANUARY 7, 2019  
PUBLIC HEARING**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

The Public Hearing was called to order at 7:23 p.m. by Mayor Trinks.

Present were: Mayor Donald Trinks, Councilor James Govoni, Councilor Donald Jepsen, Councilor Black-Burke, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Deputy Mayor Jody Terranova, Councilor Michael Tustin and Councilor Kenneth Wilkos

Mayor Trinks read aloud the notice of the public hearing to hear public comment on an ordinance appropriating \$295,000 for the Windsor High School indoor pool HVAC replacement project.

**2) PUBLIC COMMENT – None.**

**3) ADJOURNMENT**

Mayor Trinks declared the Public Hearing closed at 7:25 p.m.

Respectfully Submitted,

Erin Rand  
Clerk of the Town Council

**TOWN COUNCIL  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
JANUARY 7, 2019  
Regular Town Council Meeting  
UNAPPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:30 p.m.

Present: Mayor Donald Trinks, Deputy Mayor Jody Terranova, Councilor Nuchette Black-Burke, Councilor James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos.

**2) PRAYER**

Councilor Wilkos wished everyone a healthy and happy 2019.

**3) PLEDGE OF ALLEGIANCE**

Councilor Wilkos led the group in the pledge of allegiance.

**4) PROCLAMATIONS AND AWARDS – None**

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Aaron Szotka, 511 Hearthstone Drive, was on the Millbrook Open Space Steering Committee and came to speak about the project. He noted that there is no provision in the current document for an ecosystem inventory of any kind and emphasized that before working too much at this location, we need to know what's already there. He recommended consulting with a forester to look at the trees, doing a botanical inventory, and performing a limnological survey of the ponds to find out what's living in there. Goals in the mission statement are to preserve and enhance the space, which can't really be done without knowing what's currently there.

**6) REPORT OF APPOINTED BOARDS AND COMMISSION**

a) Board of Education (BOE)

Maryam Khan, BOE Secretary, presented the following:

- BOE member Ayana Taylor was selected for the Bridge Builders Award this year.
- Councilor Nuchette Black-Burke, former board member, has also been selected to receive a Bridge Builders Award.
- Superintendent Cooke was selected as "Outstanding School Superintendent for 2019" by the UConn School of Education and its alumni board. The school's 21<sup>st</sup> annual alumni award celebration will be on Saturday, March 16, 2019. Dr. Cooke will be honored with 6 other outstanding alumni during the event.

- Dr. Cooke will present the 2019/2020 budget at the Board of Education's regular meeting on Tuesday, January 15, 2019 beginning at 6:30 p.m.
- Windsor Public Schools has rolled out "STOPit" software for staff, students, and families. It is an anonymous online reporting tool for grades 3 through 12 to report mean behavior or unsafe activity, and for students who may consider harming themselves or others. Councilor O'Reilly shared the idea for this software years ago and the software was recently developed into an easy to use app.
- Poquonock teacher, Jennifer Harrison, was named one of 10 winners of Crayola's national "Thank A Teacher" contest. Parent, Nina Montilla, and student, Xavier Montilla, nominated Ms. Harrison in appreciation for all of her work with Xavier. They received a \$10,000 classroom makeover, a one year supply of Crayola products, a \$1,000 scholarship for Xavier, a \$1,000 gift card for both Jennifer and Poquonock, and a free Create Ed seminar for the school. Ms. Harrison will be recognized at the January 15, 2019 Board of Education meeting.

Councilor O'Reilly asked why the "STOPit" software was only available for grades 3-12 and not younger. Ms. Khan responded that it's more appropriate for the older grades and that younger grades have other processes in place. Councilor O'Reilly followed up by asking if other districts use it. Ms. Khan believed that it was developed specifically for Windsor.

Councilor Tustin asked who receives the reports from the STOPit software. Ms. Khan responded that the reports get forwarded to the appropriate staff members in the district. This then gives staff an opportunity to respond with follow up questions in order to ensure that the incoming information from the app is sent to the correct individuals.

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

### **Dr. Martin Luther King, Jr. Celebration – January 21, 2019**

The Archer Memorial A.M.E. Zion Church is sponsoring its annual Dr. Martin Luther King, Jr. celebration for the community on Monday, January 21, 2019, from 2:00 PM to 3:30 PM in the council chambers of town hall. All are welcome to attend. For questions, please contact the church office at 860-688-5225.

### **Town Offices Closed for Martin Luther King Day**

Town Offices will be closed on January 21, 2019 due to the Martin Luther King holiday.

### **Bridge Builders Award Ceremony**

A reception will be held on Thursday, January 10, 2019 at 6:00 p.m. in the Town Council Chambers at the Town Hall, for the Bridge Builder awards. All are welcome to come and celebrate. Bridge Builder awards are given to those individuals, organizations and companies that exhibit excellence in human relations, cultural and social justice and humanitarian interest in the Windsor community. To RSVP and for more information, contact Jim Burke at (860) 285-1877.

### **Winter Parking Rules**

Just a reminder that until April 15<sup>th</sup>, there is no parking on Windsor streets between the hours of 1:00 AM and 6:00 AM and no parking on any street during a snow or ice storm that has been



in progress for one hour or more. Also, please do not leave your vehicle on the street in such a position that it impedes snowplowing operations or the free flow of traffic.

When the snow arrives this year, please remember that the town ordinance requires all property owners to clear snow from the sidewalk (and fire hydrants if there is one on your property) within 12 hours after the storm.

### **Book-A-Librarian**

Looking for more help with your technology? Book-A-Librarian! Make an appointment to meet with a staff member for one hour to get help with downloading e-books or audiobooks to e-readers or other devices; basic computer skills; how to set up an email or social media account or to learn more about Ancestry, Reference USA and more library services. To get your free one hour appointment, call 860-285-1922.

### **Fiscal Year 18 Independent Financial Audit**

The FY 18 independent financial audit performed by RSM US LLP has been completed and submitted to the State of Connecticut on time.

Hard copies have been distributed to Council this evening.

An auditor's management letter was not issued as there were no findings or recommendations by the auditors.

As in years past, I look forward to reviewing the reports with the Finance Committee and the external auditor at the Committee's convenience.

Councilor O'Reilly asked if it was unusual not to receive a letter about the report from the auditors. Town Manager Souza replied that in previous years, there had been recommendations, but it is not unusual not to receive it if there are no recommendations.

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

Councilor O'Reilly – None

Councilor Wilkos commented on the amount of people who came out to support the open space preservation at Brown's Harvest and said it was awesome. He thanked the Trust for Public Land, Windsor Land Trust, and Town Manager Souza and his staff for all of their work on the project. He thanked the Brown family for their cooperation and willingness to ensure that the farm always remains a part of the community. He also thanked Windsor residents for coming out to support it.

Councilor Black-Burke – None

Councilor Govoni – None

Councilor McAuliffe – None

Councilor Tustin – None

Deputy Mayor Terranova – None

Councilor Jepsen asked if the State of CT or UConn could take on the survey issues that Mr. Szojka referred to in the public comment portion of tonight's meeting. Town Manager Souza recalled that UConn does offer this service for low or no cost, but it is in high demand so it's hard to know what the timeline would be. This and other options will be looked into.

Mayor Trinks stated that he echoes Councilor Wilkos' comments regarding Brown's open space.

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

Personnel Committee – Councilor O'Reilly reported that the committee has a number of appointments and reappointments that people have applied for and they will be holding interviews.

Health & Safety Committee – Councilor Black-Burke reported that she will be meeting with the Town Manager soon regarding the committee.

Finance Committee – Deputy Mayor Terranova reported that the committee will be meeting soon to review the annual audit.

Special Projects Committee – None

Town Improvements Committee – Councilor McAuliffe reported that the committee is meeting on January 22, 2019 at 6:00 p.m.

## **10) ORDINANCES – None**

## **11) UNFINISHED BUSINESS**

- a) Approve a bond ordinance in the amount of \$295,000 for Windsor High School Indoor Pool HVAC Replacement project

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the reading into the minutes of the text of the bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL INDOOR POOL HVAC REPLACEMENT PROJECT AND AUTHORIZING THE ISSUE OF \$295,000 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

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL INDOOR POOL HVAC

REPLACEMENT PROJECT AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Motion Passed 9-0-0

**12) NEW BUSINESS**

- a) Friends of Northwest Park presentation

Town Manager Souza welcomed Terry Langevin, President of the Friends of Northwest Park.

Ms. Langevin presented a history and overview of Northwest Park and highlighted that the park's mission is to provide conservation, environmental education, and passive recreation. She provided slides regarding what it costs to run the park's education and maintenance goals. Ms. Langevin then announced the grand opening of the maple sugarhouse on Sunday, January 27, 2019 at 1:30 p.m. and invited everyone to attend.

Councilor McAuliffe asked how many members there are. Ms. Langevin reported that there are almost 400 memberships, but those include family memberships, so there are even more individual members. Councilor McAuliffe followed up by asking how many trustees there are. Ms. Langevin reported that 22 of the 27 seats are currently filled.

Councilor McAuliffe asked about the braille trail and asked if it was not suitable for someone who is sight impaired. Ms. Langevin responded that it is, but time marches on and there is new technology available in addition to the braille plates, which were also just replaced.

Councilor O'Reilly asked if there are significant resources to take care of the animals. Ms. Langevin responded that there are. She noted that there are daily volunteers.

Councilor McAuliffe asked if the dog park is part of Northwest Park. Town Manager Souza replied that it is physically a part of it, but it is not managed by the park or the Friends of Northwest Park.

Councilor Black-Burke thanked Ms. Langevin for the presentation and then suggested that school groups leave with some type of marketing after when they attend field trips there. Ms. Langevin responded that's a wonderful idea and that they could do more in that area.

Mayor Trinks thanked the Friends of Northwest Park for everything they do and for coming out.

- b) Approve an easement at 55 Mack Street with the Housing Authority

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve the proposed easement with the Town of Windsor Housing Authority as shown on the attached map titled, 'Boundary Survey Showing Proposed Easement from the Town of Windsor to Windsor Housing Authority, #35 Mack Street and Town Parcel "A" Windsor, Connecticut, Scale 1" = 20', Dec. 17, 2018.'

Town Manager Souza reported that the Windsor Housing Authority is initiating major renovations as a part of this project. They had to do a title search and it revealed that a portion of the property is owned by the town. It is requested that an easement of 7,000 square feet be approved that will allow the Housing Authority to close on their financing and begin renovations. The Town Attorney, engineer, and planning staff have reviewed the easement. It will also go to the Town Planning and Zoning committee for their review at their next meeting. There is no cost to the town.

Motion Passed 9-0-0

- c) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the reading into the minutes of the text of a bond ordinance entitled, 'AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 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

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to introduce a bond ordinance entitled, 'AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.'

Bob Jarvis, Town Engineer and Director of Public Works, presented the following:

The town's Capital Improvement Program (CIP) includes a multi-year project to address pavement conditions at town-owned facilities and schools. Improvements are proposed to be made at the Town Hall, L.P. Wilson Community Center, Milo Peck Center, Poquonock Fire Station, Rainbow Fire Station, and Wilson Fire Station, as funding permits. Bonding in the amount of \$225,000 is being requested at this time.

Councilor O'Reilly asked if the price of paving is related to the price of oil. Mr. Jarvis responded that it is. They use the state's bid system, but it fluctuates, depending on the price of petroleum.

Councilor Wilkos asked if the town hall paving would include the area near the post office. Mr. Jarvis responded that it does include that area, but not most of the parking spaces.

Motion Passed 9-0-0

- d) Set a Public Hearing for January 22, 2019 at 7:20 PM (prevailing time) to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Councilor Jepsen, seconded by Councilor Deputy Mayor Terranova that a Public Hearing be held at the Windsor Town Hall on Tuesday, January 22, 2019 at 7:20 p.m. (prevailing time) on the following ordinance entitled, 'AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 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**

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen to:

- REAPPOINT Linda Rickard as a Democratic Alternate member to the Commission on Aging & Persons with Disabilities for a two year term to expire November 30, 2020 or until a successor is appointed.
- REAPPOINT Elizabeth Dupont-Diehl as a Democratic member (resident) to the Historic District Commission for a five year term to expire October 13, 2023 or until a successor is appointed.
- REAPPOINT Theresa Tillett as a Republican member to the Housing Code Board of Appeals for a five year term to expire October 31, 2023 or until a successor is appointed.

Motion Passed 9-0-0

### **14) MINUTES OF PRECEEDING MEETINGS**

- a) Minutes of the December 17, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the December 17, 2018 Regular Town Council meeting as presented.

Motion Passed 9-0-0

### **15) PUBLIC COMMUNICATIONS AND PETITIONS – None**

### **16) EXECUTIVE SESSION – None**

**17) ADJOURNMENT**

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen to adjourn the meeting at 8:37 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand  
Clerk of the Council