

**TOWN OF WINDSOR
TOWN COUNCIL
SPECIAL MEETING
June 11, 2018
TOWN HALL – COUNCIL CHAMBERS**

APPROVED MINUTES

1. CALL TO ORDER

The workshop was called order at 7:00 p.m.

Present: Mayor Donald Trinks, Councilor James Govoni, Councilor Donald Jepsen, Councilor Jill Jenkins, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos. Deputy Mayor Jody Terranova called in via telephone at 8:45 PM and then arrived at Town Hall at 9:30 PM.

Absent: Councilor Joseph McAuliffe

2. REVIEW AND DISCUSSION OF PUBLIC SAFETY RADIO SYSTEM PROJECT

Peter Souza, Town Manager, gave a recap of the present radio system followed by the RFP process.

Jack Hart from TUSA Consulting gave an overview of the proposed radio system. TUSA Consulting performed a review of the town's radio system in 2016 and 2017 and made the following conclusions:

- The current radio system is obsolete. Repair/replacement parts are not available and there have been operational problems with the equipment
- There is poor system coverage for portable radios, especially in the northern parts of town.

TUSA Consulting is recommending the Motorola P25 radio system for town wide communications. For the school radio system, it is recommended the proposal submitted by Utility Communications/Motorola which is for a Digital Mobile Radio (DMR) system.

Mayor Trinks invited Councilmembers to ask questions and begin discussion.

Councilor Jenkins asked if there are any regulations the radio systems need to meet. Mr. Hart stated there are FCC licensing rules related to frequency spectrums and the FCC plans on continuing to narrow the frequency bands, which essentially is forcing more public safety agencies toward the 700/800 MHZ level. The national standard for digital communication systems is known as P25. This is the standard the town's RFP specified.

Councilor Jepsen asked who regulates or manages the frequency coordination. Mr. Hart explained that the FCC designates a regional coordinator for New England.

Councilor Jenkins inquired if there are systems that are more technologically advanced on the market that we should be looking at and is the P25 system the latest generation in terms of technology / functionality? Staff and the consultant responded P25 is the current standard for digital public safety communications, there is nothing on the horizon that would be public safety acceptable. The *Firstnet* system, which is a nationwide cellular based network under

development was discussed. This system is also designed to provide interoperable communications for public safety. Initial build out of *Firstnet* has just recently begun and is focused primarily on data communications at this point and does not yet have the ability for public safety related voice communications. Mr. Hart indicated he felt the voice communication capabilities were a significant number of years away from being perfected for everyday public safety agency use.

Councilor Wilkos asked if the Fire and Police chiefs had talked to other communities that are currently using similar systems. Fire Chief Lewis and Police Chief Melanson stated they have talked to several towns using the 700/800 MHZ system and have received positive feedback. The technology and functionality has improved over the last decade or so.

Several questions were posed related to if we could share the system with other communities. Staff and Mr. Hart explained how, if a neighboring community had a Motorola based system at the 700/800 MHZ band, we could share resources and create cost savings.

Questions were asked if and how the schools and police department would be able to talk to each other. The new systems will be able to talk to each other via a connection or 'patch function' at the public safety dispatch center.

Councilor Jepsen asked the consultant about the reliability of the microwave connections between the tower sites. Mr. Hart explained the specifications of the equipment and believed that there would be minimal chance of weather related problems.

It was asked how long will installation take? It will take approximately one year from the time the referendum gets approved and contract is executed. The first six months would be dedicated to securing frequency licensing and system design and then installation, testing and commissioning would be the second six months.

Councilor Wilkos inquired about the estimated annual debt service cost. Staff projects that annual debt service payments would be approximately \$360,000 per year for a 15 years term.

Councilor Tustin asked about annual maintenance costs. Annual maintenance costs on the system is projected to vary from roughly \$110,000 in year 1 to \$140,000 in year 10. In approximately 4 years there would be a larger expenditure of \$245,000 due to a planned software upgrade. The cost would then return to \$125,000. Presently \$15,000 is budgeted for annual maintenance costs based on a time and material basis.

Mayor Trinks inquired about what happens if a portion or component of the system goes down? Mr. Hart responded there are multiple levels of redundancy built into the proposed system (per P25 standards) at both dispatch and the tower sites that assures we would not lose full communications or functionality.

3. REVIEW AND DISCUSSION OF PUBLIC COMPLEX PROJECT

Peter Souza, Town Manager, gave a recap of the overall space needs of the three safety agencies and the project scope.

Paul Dominov and Luke McCoy from KBA Architects gave an overview of the proposed police station at 100 Addison Road and the renovation of the public safety complex at 340 Bloomfield Avenue.

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

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

Mayor Trinks invited Councilmembers to ask questions and begin discussion on project scope.

Councilor Govoni asked if the landscaping will be designed with easy maintenance in mind. Yes. The landscape portion of the drawings are on a conceptual basis to show the layout relative to the building. When the actual landscaping is done, it will incorporate low maintenance landscaping. It will also include landscaping that will not cover windows or reach the roof for security purposes.

Councilor Jenkins asked if the women's locker rooms be larger or in more proportion to the men's? Staff stated there are additional female lockers than we presently have and that the size of the locker rooms provide for some growth in the number of female officers.

Councilors asked for clarification on where the prisoners are going to be released? Architects explained they will go through a door on the south side of the building and there will be a side walk to the parking area. They would not be released through the front lobby of the building.

Councilor Govoni inquired if there would be cruiser protection from the snow? The present plans do not include any due to cost, but something could be explored in the future.

Councilor Wilkos asked if we have to move the ambulance from the back building. The Town Manager stated the ambulance has a need for indoor vehicle storage, additional administrative and storage space as well as a larger training space. There could be ways of meeting those needs without a complete renovation and move.

Councilor O'Reilly asked what was going to happen or could happen to the current ambulance building? Staff stated currently there are no definitive reuse plans for the building.

Councilor Govoni inquired if the current police impound lot will be moved? Yes, to a secured dedicated area to the rear of 100 Addison Road.

Councilors asked if there would be space for the robotics team at 100 Addison Road. Town Manager responded there would be space available to remodel for that purpose.

Councilor Jepsen asked if there was mezzanine space in the 100 Addison Road plan. Architects responded there was not because the building footprint provided enough space in the ground level, and the required staircase access takes up too much room.

Review of the multi-year debt financing plan for the proposed FY 19 – FY 24 CIP

Jim Bourke, Finance Director, gave an overview of the FY 19 – FY 24 Capital Improvements Plan (CIP) for referendum and non-referendum projects. He discussed the town's current debt profile and the effects of adding on non-referendum projects and then non-referendum and referendum projects. Under the current debt profile, there are several years with debt service drop offs of approximately \$1 million each year, which provides for borrowing capacity. Also highlighted was the increase of the debt service budget at 3% and the need to use \$3 million in reserves to finance the full FY 19 – FY 24 CIP.

Mayor Trinks invited Councilmembers to ask questions and begin discussion on financing.

Councilor Jepsen inquired if there any bond premiums included in the assumptions? Mark Chapman from Independent Bond & Investment Consultants, LLC joined Mr. Bourke to explain what bond premiums are and that it is not best practices to budget or project for premiums because you don't know how much you could get if any at all. Just because the market dictates premium payments currently, it doesn't mean they will in the future.

Councilors asked if we drop below the 15% fund balance policy, would it hurt the town's bond rating. Staff and Mr. Chapman stated the rating would not automatically drop, as long as the bond rating agencies know that the town is taking a measured approach and that the policy includes a replenishment plan to recover the fund balance if it falls below 15%.

Overall project phasing and scheduling was discussed. Councilors asked, if the town had to take a break in the borrowing due to a project delay, does the debt analysis allow for that? Staff explained the financing projection provides for continuous cash flow as needed by both the referendum and non-referendum projects in the 6 year proposed CIP.

Town Manager Souza outlined the approval / authorization process and timeline if the Town Council wanted to consider placing one or both of the projects on the November 2018 general election.

Councilor O'Reilly made a motion, seconded by Councilor Govoni, to adjourn.

Motion passed 8-0-0 (Councilor McAuliffe absent)

Respectfully Submitted,

Linda Collins
Assistant Finance Director