



Council Agenda

Council Chambers
Windsor Town Hall
September 4, 2018



7:15 PM Public Hearing

To hear public comment on an ordinance:

- Repealing Chapter 6, Fire Protection and Prevention, Articles I, II and III and adopting Chapter 6, Article I, Fire Prevention Code
- Appropriating \$4,405,000 for the Town-Wide public safety radio system replacement
- Appropriating \$33,900,000 for the Public Safety Complex project

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor O'Reilly
3. PLEDGE OF ALLEGIANCE – Councilor O'Reilly
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
 - b) Insurance Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
 - a) *Approve an ordinance entitled, "AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE I, FIRE PREVENTION CODE." (Town Manager)
11. UNFINISHED BUSINESS
 - a) *Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT



PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

- b) *Approve resolution to set a referendum date and approve ballot language for Town-Wide Public Safety Radio System replacement project (Town Manager)
- c) *Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- d) *Approve resolution to set a referendum date and approve ballot language for Public Safety Complex project (Town Manager)
- e) *Approve proposed Capital Improvement Program for Fiscal Years 2019-2024 (Councilor McAuliffe)

12. NEW BUSINESS

- a) *Authorize the Town Clerk and Town Manager to prepare explanatory text and other materials related to the referendum questions concerning the Town-Wide Public Safety Radio System Replacement Project and the Public Safety Complex Project. (Town Manager)
- b) *Approve amendment to price guide regarding fire lane violations (Town Manager)
- c) *Approve appropriation of \$60,000 from the Capital Projects Fund for the design of Deerfield Road repaving project (Town Manager)
- d) *Presentation on opportunities for future community arts and culture collaboration (Mayor Trinks)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the August 6, 2018 Public Hearing
- b) *Minutes of the August 6, 2018 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: September 4, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Lauri Volkert, Fire Inspector

Reviewed By: Peter Souza, Town Manager 

Subject: Amendments to Fire Protection and Prevention Ordinance

Background

Chapter 6 of the town ordinances relate to fire protection and prevention. Articles I, II, III were adopted in the 1960's and have remained mostly untouched. Since then the legal environment has changed, including the adoption of the Connecticut State Fire Safety Code and Connecticut State Fire Prevention Code. These codes are intended to set a minimum standard of fire safety to be enforced uniformly across the state, are based on nationally recognized codes with state specific amendments and have been updated through time to stay current.

The state has established, both legislatively and judicially, that they consider the state Codes to also be a maximum standard to be enforced across the state such that municipalities cannot require more than the state code on subjects it regulates, except in specific areas outlined in the regulations. As such, much of our Chapter 6 became "unenforceable" under these statewide codes. In the current Codes, the State has deleted some of the model code requirements in order to leave the matters such as water supply, emergency responder support, and outdoor burning up to local jurisdiction. These topics are then unregulated unless a town adopts local requirements. The existing Chapter 6 does not address many of these topics.

Discussion/Analysis

The items that were out of date or are currently regulated by the state codes have been removed and the items left up to local jurisdiction have been addressed. Below are the highlights:

- Section 6-1 - 6-7. Establishes the relationship of this code with the state codes and establishes enforcement authority.
- Section 6-8 - 6-9. Water supply is one of the areas left up to local jurisdiction. Fortunately most of our town is serviced by the MDC and has adequate hydrants. Unfortunately new developments only have defined requirements for water supply under the subdivision regulations, meaning it is only applied to developments where parcels were subdivided into 3 or more parcels. This section simply carries those existing regulations to here, expands them to cover all new development and provides protection for development in the few areas of town that may not be serviced by the MDC.
 - Section 6-9(e). This is a new requirement, however, it is in line with what other towns require and is codifying what the Fire Marshal's office has requested on a case by case basis. Very few developable areas in town are outside the reach of MDC water mains, so we see this as having a minimal impact on the majority of development. However it will have a positive impact on the fire department's

ability to adequately suppress fires in these non-MDC areas in order to protect life and property.

- Section 6-20 Fire Zones. CGS §29-293 allows towns to create “fire zones”, or areas of particular concern, regarding fire and life safety and to require additional items for protection in these zones. This has been addressed in the zoning regulations with the establishment of certain overlay design districts and the Great Pond Development plan. However the statute says that such zones must be adopted “by ordinance,” so this is simply naming these design districts as “fire zones.”
- Section 6-21 – 6-26 Fire lanes. These have been amended to reflect the new requirements in the CT fire prevention code. We have also moved the fine amount out of the ordinance and into the price guide. If the council adopts the proposed ordinance, we will subsequently prepare a new fee schedule for Council consideration.
- Section 6-27 Emergency responder radio coverage. This is an area left up to local jurisdiction and this language is simply codifying what this office has been requiring on a case by case basis
- Section 6-28 Outdoor Fires. This is an area where the state code is silent, although CT DEEP has some statutes addressing open burning. However in the DEEP statutes, towns are allowed to prohibit outdoor fire by ordinance if they so choose. This section codifies what this office has been doing informally and will give residents and emergency responders a better definition of what is allowed and what is expected.
- Section 6-29 Properties served by both liquefied petroleum gas and natural gas. The current ordinance prohibits the use of LPG on properties where the street was served by natural gas. The original intent was to provide firefighters with a degree of certainty that when they shut off the gas, that all gas would indeed be shut off and that there would be no mixing of fuels. This ordinance has become cumbersome and difficult to enforce. We believe this new language will provide an adequate level of protection to the fire department and will allow residents flexibility as to fuel type.

Financial Impact

There is no additional cost to the town related to the proposed amendments.

Other Board Action

None

Recommendations

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

1) Waiving of Reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, ‘AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE I, FIRE PREVENTION CODE’ 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 an Ordinance

“MOVE to approve an ordinance entitled, ‘AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE I, FIRE PREVENTION CODE.’

Attachments

Proposed Chapter 6 of the Windsor Town Ordinances

AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE I, FIRE PREVENTION CODE

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

Section 1. REPEAL Chapter 6, FIRE PROTECTION AND PREVENTION, Articles I, II and III.

Section 2. ADOPT Chapter 6, FIRE PROTECTION AND PREVENTION, Article I, to read as follows:

FIRE PREVENTION CODE

Sec. 6-1 Intent of code.

It is the intent of this code to prescribe regulations consistent with nationally recognized good practice for the safeguarding to a reasonable degree of life and property from the hazards of fire and explosion in the areas left to local jurisdiction by the State Building Code, Connecticut State Fire Safety Code, and the Connecticut State Fire Prevention.

- (a) The provisions of this code shall apply equally to new and existing conditions except that existing conditions not in strict compliance with the terms of this code shall be permitted to continue where the exceptions do not constitute a distinct hazard of life or property in the opinion of the Fire Marshal.
- (b) Nothing contained in this code shall be construed as applying to the transportation of any article or thing shipped under the jurisdiction of and in compliance with the regulations prescribed by the Interstate Commerce Commission, nor as applying to the military forces of the United States.
- (c) The requirements of this code shall not supersede the requirements of either the Connecticut State Fire Safety Code, The Connecticut State Fire Prevention Code, of the State Building Code. The Fire Marshal shall have all of the authority granted pursuant to the Connecticut General Statutes to enforce the Connecticut State Fire Safety Code and the Connecticut State Fire Prevention Code and the provisions of this Chapter.

Sec. 6-2 Inherent requirements.

All matters which could reasonably be intended to be regulated by this code but not specifically set out herein shall be deemed to be included among the matters herein regulated. The requirements for said matters shall be at minimum that which are nationally recognized as good fire prevention and protection practices for such matters. Meeting the requirement of the National Fire Prevention Code as promulgated by the National Fire Protection Association, as amended from time to time shall be prima facie evidence of compliance.

Sec. 6-3 Authority to enter premises.

The Fire Marshal or any inspector thereof may, at all reasonable hours, enter any building or premises for the purpose of making any inspection, or investigation which, under the provisions of this code, such Fire Marshal or inspectors may deem necessary to be made.

Sec. 6-4 Inspections of building and premises.

It shall be the duty of the Fire Marshal to inspect, or cause to be inspected all buildings and premises,

except the interiors of dwellings, as often as may be necessary for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire, endanger life from fire, or any violations of the provisions or intent of this code and of any other ordinance affecting the fire hazard.

Sec. 6-5 Service of orders.

The service of orders for the correction of violations of this code shall be made upon the owner, occupant or other person responsible for the conditions, either by delivering a copy of same to such person or by delivering the same to and leaving it with any person in charge of the premises, or in case no such person is found upon the premises, by affixing a copy thereof in a conspicuous place on the door to the entrance of the premises. Whenever it may be necessary to serve such an order upon the owner of premises such order may be served by delivering to and leaving with the person a copy of the order, or, if such owner is absent from the jurisdiction of the officer making the order, by sending such copy by registered mail to the owner's last known post office address.

Sec. 6-6 Definitions.

Unless otherwise expressly stated, the following terms shall, for the purpose of this code, have the meanings indicated in this section:

APPROVED

Accepted by the Fire Marshal as a result of investigation and experience or by reason of test, listing or approval by Underwriters' Laboratories, Inc., the National Bureau of Standards, the American Gas Association Laboratories or other nationally recognized testing agencies.

FIRE ZONE

Areas designated by the Town through local ordinance that regulate the size, type of construction and nature of use or occupancy of such buildings or facilities therein and the fire suppression equipment and method of attack utilized by the fire department, in order to provide for the orderly access of fire and other emergency equipment to buildings or facilities open to the public.

OWNER

Includes the owner's authorized agent or attorney, a purchaser, devisee, fiduciary, and a person having a vested or contingent interest in the property in question.

Sec. 6-7 Liability for damages.

This code shall not be construed to hold the municipality responsible for any damage to persons or property by reason of the inspection or re-inspection authorized herein or failure to inspect or re-inspect or the permit issued as herein provided or by reason of the approval or disapproval of any equipment authorized herein.

- (f) Modifications: The Fire Marshal shall have power to modify any of the provisions of the code hereby adopted upon application in writing by the owner or lessee, or a duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the code, provided that the spirit of the code shall be observed, public safety secured, and substantial justice done. The particulars of such modification when granted or allowed and the decision of the Fire Marshal thereon shall be entered upon the records and a signed copy shall be furnished to the applicant.
- (g) Appeals: Whenever the Fire Marshal shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the code hereby adopted do not apply or that the true intent and meaning of the code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the Fire Marshal to Town Manager within 30 days from

the date of the decision appealed.

- (h) Penalties.
- (1) Any person who shall violate any of the provisions of the code hereby adopted or fail to comply therewith, or who shall violate or fail to comply with any order made thereunder, or who shall build in violation of any detailed statement of specifications or plans submitted and approved thereunder, or any certificate or permit issued thereunder, and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the Town Manager or by a court of competent jurisdiction, within the time fixed herein, shall severally for each and every such violation and noncompliance respectively, be guilty of a misdemeanor, punishable as provided in Section 1-8 of this Code of Ordinances for each violation. All such persons shall be required to correct or remedy such violations or defects within a reasonable time and when not otherwise specified, each 10 days that prohibited conditions are maintained shall constitute a separate offense.
 - (2) The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

Sec. 6-8 Water Supply

The intent of this section is to provide adequate water supply and fire department access in order to ensure the appropriate fire protection for all new and existing buildings in the town of Windsor. This section shall apply to all public and privately owned property.

Sec. 6-9 Water Supply - Where Required:

An approved water supply capable of supplying the required fire flow for fire protection shall be provided to all premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved into the jurisdiction. Where available, a municipal water supply shall be utilized.

- (a) *Where municipal water is available fire hydrants shall be installed at the developer's expense.*
 - (1) *For residential and unclassified occupancies, the hydrants shall be spaced at intervals not to exceed 500 feet. Unless greater space between hydrants is approved by the fire marshal.*
 - (2) *For all other occupancies, hydrants shall be placed at intervals not to exceed 250 feet, unless a greater space between hydrants is approved by the fire marshal.*
- (b) *Private fire service mains and appurtenances shall be installed in accordance with NFPA 24.*
- (c) *Water tanks for private fire protection may be required in buildings where the municipal water supply is insufficient to meet the required fire flow and shall be installed in accordance with NFPA 22.*
- (d) *Buildings equipped with a fire department connection installed in accordance with the State Building Code and Connecticut State Fire Safety Code shall have a hydrant within 100 feet of the fire department connections.*
 - (1) *Exception: The distance shall be permitted to exceed 100 feet where approved by the fire marshal.*
- (e) Where no adequate or reliable municipal water distribution system exists to provide adequate fire protection, all buildings shall be protected throughout by an automatic sprinkler system with

stored water, to be installed in accordance with the applicable codes.

Sec. 6-10 Assessment for fire hydrants — Notice of public hearing.

[Code 1961, § 15.03.01; Ord. of 3-15-1965; Ord. No. 99-3, § 1, 5-3-1999]

Whenever the Town Manager shall determine that public convenience and interest require the installation of any new fire hydrant, such Director shall notify the Council, which shall thereupon hold a public hearing. Notice of such hearing shall be given by publication and by notice sent by mail to all record owners of property located within such distances in any direction from the proposed hydrant location which shall be benefitted.

Sec. 6-11 Expert appraisers; contract for installation levying assessment.

[Code 1961, § 15.03.02; Ord. of 9-25-1967; Ord. No. 99-3, § 1, 5-3-1999]

In the event that the Council shall determine that public convenience and necessity require the installation of such hydrant, the Council shall thereupon instruct the Town Manager to contract with the water bureau of the metropolitan district for the installation of said hydrant and shall assess so much of the cost of the installation of said hydrant as the Council deems necessary and proper equitably among the owners of property which shall be benefitted by said hydrant, having in mind the nature and use of the land and the state of improvement thereof. At all such hearings the Council may receive and consider the testimony of expert appraisers.

Sec. 6-12 Notice of assessment; lien.

[Code 1961, § 15.03.04]

The Council shall give notice of such assessment to each owner as soon as the same shall have been determined and the same shall be a lien upon the premises of such owner provided that the Town Manager shall cause a certificate of lien to be recorded in the Town Clerk's office within 60 days from the date of such notice, and such lien shall thereafter continue to be a lien upon such premises until the assessment, together with fees and charges, is fully paid, and may be foreclosed in the same manner as tax liens; and the Town shall not be required to file for record any further certificate of such lien.

Sec. 6-13 Deferment of assessment.

[Code 1961, § 15.03.05; Ord. No. 79-7, § 1, 9-4-1979]

Any owner of property against which a hydrant assessment has been made may request a deferment of payment of the assessment whenever the assessment has been made against significant acreage of substantially under improved land.

A deferment of the assessment may be granted by Council in accordance with the following conditions:

- (1) The assessment must exceed \$100.
- (2) A request for a deferment is to be made by the owner of the premises upon which the assessment is being placed or the owner's designated representative, to Council, at the time of the public hearing, considering the hydrant installation. This request must be made in writing by the owner or the owner's legal representative.
- (3) If the deferment request is approved by Council, the amount of the deferment plus interest at the

same rate as delinquent property taxes will be secured by placing a lien against the property for which the deferment was granted.

(4) The deferred assessment and interest will be due and payable whenever the land is sold, subdivided, or built upon. Upon payment in full of the amount due, the lien shall be released by the Town.

Sec. 6-14 through Sec. 6-19. (Reserved)

Sec. 6-20 Fire Zones Established

Where required, fire zones will be established to provide for the orderly access of fire and other emergency equipment to buildings and facilities. These requirements may be in accordance with the size, type of construction and nature of use or occupancy of such buildings or facilities contained therein and the fire suppression equipment and method of attack utilized by the fire department.

(a) All approved center design development districts in Windsor Center and Poquonock Center, as described in the Windsor Zoning Regulations, are designated as fire zones.

(b) The Great Pond Development District is designated as a fire zone.

(c) All approved Housing for Older Adults developments, as described in the Windsor Zoning Regulations, are designated as fire zones.

Sec. 6-21 Fire Lanes, Where required:

Fire lanes and fire department access roads shall be provided as required in the CT Fire Prevention Code and as determined by the fire marshal

Sec. 6-22 Placement of signs or markings.

The owners, agents or occupants shall cause to be erected, installed and maintained at their own expense, permanent, adequate signs bearing the words "FIRE LANE — NO PARKING" in said fire lane. Such owners, agents or occupants shall cause such other and further designations as are reasonably required by the Fire Marshal to warn persons to keep said fire lanes free.

Sec. 6-23 To be maintained unobstructed.

Fire lanes established under this article shall be kept free of ice and snow and of rubbish containers or other obstructions.

Sec. 6-24 Parking prohibited; exceptions.

No person shall park or permit to stand a motor vehicle in any fire lane that has been established in accordance with this article, except when actually picking up or discharging passengers or actively engaged in loading or unloading a motor vehicle.

Sec. 6-25 Citing illegally parked vehicles; fines.

Whenever any vehicle shall be found parked in violation of the regulations as established above, any police officer may attach to such vehicle a notice to the owner or operator thereof that such vehicle has been parked in violation of these regulations; further that such owner or operator shall be subject to penalties as specified in the official town price guide. Payment as stated above to the designated

authority as stated on said parking violation notice shall be in lieu of a court appearance. The registered owner of said motor vehicle shall be presumed to be the operator of such vehicle.

Sec. 6-26 Towing of illegally parked vehicle.

Any motor vehicle found parked or standing in a fire lane that has been established in accordance with this article, may be towed upon the direction of a police officer, to any public or private parking facility and all expense of such towing, and any subsequent storage, shall be borne by the registered owner or operator of such vehicle.

Sec. 6-27 Emergency responder radio coverage, where required:

In all new and existing buildings, minimum radio signal strength for fire department communications shall be maintained at a level determined by the fire marshal. Two-way radio communication enhancement systems may be required.

- (a) Where required by the fire marshal, two-way radio communication enhancement systems shall comply with NFPA 72.*
- (b) Where a two-way radio communication enhancement system is required and such system, components, or equipment has a negative impact on the normal operations of the facility at which it is installed, the fire marshal shall have the authority to accept an automatically activated responder system.*

Sec. 6-28 Outdoor Fires

Outdoor fires are prohibited unless they meet one of the following exceptions:

- (a) **Bonfires.** A bonfire shall not be conducted within 50 feet of a structure or combustible material. Conditions which could cause a fire to spread to within 50 feet of a structure shall be eliminated prior to ignition. Bonfires shall be constantly attended until the fire is extinguished. This person shall have a means to completely extinguish the fire available for immediate utilization.
 - 1. **Bonfire,** defined as an outdoor fire burning clean, dry, hardwood, utilized for ceremonial purposes.**
- (b) **Recreational Fires.** Recreational fires shall not be conducted within 25 ft of a structure or combustible material. Conditions which could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition. Recreational fires shall be constantly attended until the fire is extinguished. This person shall have a means to completely extinguish the fire available for immediate utilization.
 - 1. **Recreational fire,** defined as an outdoor fire burning clean, dry, hardwood, where the fuel being burned is not contained in an incinerator, outdoor fireplace, or portable outdoor fireplace and has a total fuel area of 3 feet or less in diameter and 2 feet or less in height for pleasure, religious, ceremonial, cooking, warmth, or similar purposes.**
- (c) **Portable outdoor fireplaces.** Portable outdoor fireplaces shall be used in accordance with the manufacturer's instruction and shall not be operated within 15 feet of a structure. Portable fireplaces used at one and two family dwellings may be within 10 feet of a structure. Fires in portable outdoor fireplaces shall be constantly attended until the fire is extinguished. This person shall have a means to completely extinguish the fire available for immediate utilization. The fire department shall be authorized to require any fire to be immediately discontinued if the*

fire is determined to constitute a hazardous condition.

Sec. 6-29 Properties served by both liquefied petroleum gas and natural gas.

Where premises are served by both natural gas and propane permanent, readily-visible signage, approved by the fire marshal, shall be provided at the shut off locations for both utilities. Signs shall read:

“Building served by both natural gas and LPG,

Locations of shut offs are (locations of shut offs listed)”.

Section 3. Articles II and III of Chapter 6 are reserved.

Section 4. Sec. 6-30. Savings Clause; is added and is to read as follows:

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 5. Sec. 6-31. Severability; is added and is to read as follows:

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.

Section 6. Sec. 6-32. Effective Date; is added and is to read as follows:

This Ordinance shall become effective ten (10) days after publication in a newspaper having a substantial circulation in Windsor.

APPROVED AS TO FORM:

Town Attorney

ATTEST:

Town Clerk

Distributed to Town Council _____ 8/6/18

Public Hearing Advertised _____ 8/14/18

Public Hearing _____ 9/4/18

Adopted _____

Advertised _____


Effective Date _____

Agenda Item Summary

Date: September 4, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Goldberg, Fire Administrator/EMD

Reviewed By: Peter Souza, Town Manager 

Subject: Replacement of Town-wide Public Safety Radio System

Background

The Town currently operates a radio system which allows for emergency services, town government and the school system to communicate within their organizations. This radio system also allows for “interoperability” between departments during emergency and non-emergency situations. The current radio system was installed in 2003 and is nearing the end of its life cycle. Technology and manufacturer changes (elimination of support) have created the need to update the radio system and user equipment.

There have been ongoing issues with the current radio system that has caused concern. These issues include dead spots in certain places of town, excessive static over the radio, periodic interference from non-Windsor agencies and sporadic inability to receive or transmit necessary communications.

TUSA Consulting was hired in July 2016 to review our present radio system and to suggest a path for the town to follow in meeting our radio communications needs for the future. TUSA Consulting has continued working with town staff to create and implement a Request for Proposal process.

Project funding authorization, as per the *Town Charter*, is required by referendum vote. If the Town Council were to decide to move this project forward to a referendum as part of the November 2018 General Election, such a decision needs to be made by no later than September 6th.

At this juncture, the Town Council is asked to consider approving and recommending a bond ordinance and approve a resolution to set a referendum date and ballot question for November 6, 2018.

Discussion/Analysis

TUSA Consulting performed a review of the town’s radio system in 2016 into 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 recommended the town consider moving to a digital Project 25, or “P25” radio system. P25 is a set of standards designed for use by public safety organizations in North America. P25 standards came about to achieve interoperability and widespread acceptance after lessons learned during disasters when basic infrastructure failed. These standards provide different responding agencies the ability to communicate during large scale critical incidents and disasters.

TUSA also recommended consideration of a separate Digital Mobile Radio (DMR) system for use by the schools to reduce the costs of the overall town-wide system. This DMR technology would allow the schools to be operationally connected to the P25 public safety system, but would not require equipment to meet the standards needed for public safety operations. This option was approved by the town and Board of Education management.

Request for Proposals (RFP's) were developed and published in late 2017 for the provision of a P25 compliant system for town-wide operations and a Digital Mobile Radio (DMR) system for use by the schools. The RFP included a list of "critical buildings" that are required to have interior coverage provided by the new system and also solicited pricing for the P25 user radios (portables, mobiles, and control stations.)

Based on the vendor responses, the projected cost of acquiring and installing a new P25 Public Safety radio system ranges from \$4,045,000 to \$4,150,000, including contingency and bond issuance costs based on proposals from two vendors. The cost for the DMR radio system for the schools is \$255,000, with contingency and bond issuance costs. A second proposal for the school system was deemed not to meet the desired system specifications.

Town staff and the consultant evaluated the vendor proposals to determine compliance with equipment and performance specifications included in the RFPs. The evaluation consisted of meeting with each manufacturer by town staff and end users of the equipment including Fire Department members, EMS administration and School System staff along with an analysis from TUSA Consulting on the content of the proposals and the prices associated with the proposals. Based on the review of the proposals, vendor interviews and responses to follow up questions, TUSA Consulting recommended the acquisition of the proposed Motorola P25 radio system for town communications for the following reasons:

- Superior radio coverage design
- Efficient channel plan that will allow for 7 simultaneous voice communications
- Confidence of Motorola to acquire the FCC licensed 700 MHz channels
- Full functionality of the dispatch console which integrates into the radio system
- Minimal need of "in building amplifiers"
- Expandable system architecture that would allow us to add other towns to the radio system

For the school radio system, TUSA consulting is recommending the proposal submitted by Utility Communications. The other proposal received was non-conforming to the RFP.

Financial Impact

The cost of acquiring and installing a Motorola P25 Public Safety radio system would be \$4,150,000, including contingency and bond costs. The cost for the DMR radio system for the schools is estimated at \$255,000 with contingency and bond costs. The new radio system will require yearly maintenance with costs starting at approximately \$110,000 yearly.

The projected average annual debt service on the total project cost would be \$370,000 based on a 15 year term at 3.25%.

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 bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 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 \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Approve Resolution Setting Referendum Date and Question

“MOVE to approve the following resolution: “RESOLVED, pursuant to Section 9-3(a) of the Charter, the ordinance entitled ‘AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ shall be submitted to the voters of the Town on Tuesday, November 6, 2018, between the hours of 6:00 A.M. and 8:00 P.M. (prevailing time) in conjunction with the election to be held on that date, in the manner provided by the Town Charter and the Connecticut General Statutes, Revision of 1958, as amended, and the procedures set out in subsection (b)(2) of Section 9-369d of the Connecticut General Statutes, Revision of 1958, as amended, which procedures are hereby chosen and approved in accordance with subsection (b)(1) of Section 1 of said statute. Electors shall vote on the question at their respective polling places. Voters who are not electors shall vote on the question at the Windsor Town Hall. Absentee ballots will be available from the Town Clerk's office.”

FURTHER RESOLVED, That said ordinance shall be placed upon the voting machines or paper ballots under the following heading:

"SHALL THE TOWN OF WINDSOR APPROPRIATE \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION?"

Voters approving said ordinance will vote "Yes" and those opposing said ordinance will vote "No." Absentee ballots will be available from the Town Clerk's office.

FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said referendum, to be incorporated into the notice of the aforesaid election.”

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

1. That the Town of Windsor appropriate FOUR MILLION FOUR HUNDRED FIVE THOUSAND DOLLARS (\$4,405,000) for costs related to replacement of the existing public safety and general government radio infrastructure and user equipment with a digital "P25" radio system, and replacement of the board of education radio system infrastructure and user equipment with a digital mobile radio (DMR) system. The appropriation may be spent for design, construction and installation costs, software, equipment, materials, engineering, inspection and consultant fees, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Chief of Police and Town Fire Administrator are authorized to determine the scope and particulars of the project and may reduce or modify the scope of the project, and the entire appropriation may be spent on the project as so reduced or modified.

2. That the Town issue bonds or notes in an amount not to exceed FOUR MILLION FOUR HUNDRED FIVE THOUSAND DOLLARS (\$4,405,000) 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. 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.

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 for the project or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed FOUR MILLION FOUR HUNDRED FIVE THOUSAND DOLLARS (\$4,405,000). 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 with respect to any notes that do not mature within the time permitted by said Section 7-378.

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 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.

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.

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 notes 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.

7. That the Town Manager, or any other proper officer of the Town, is authorized to apply for and accept grants for the project, to execute grant agreements for the project, and to file such documents as may be required to obtain grants for the project. Any grant proceeds may be used to pay project costs or principal and interest on bonds, notes or temporary notes.

8. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Public Building Commission and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or other obligations to finance the aforesaid appropriation.

9. That this Ordinance is subject to a mandatory referendum under Section 9-3 of the Town Charter and shall not become effective until approved by referendum vote.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:


Town Clerk

Distributed to Town Council:	8/6/18
Public Hearing Advertised:	8/14/18
Public Hearing:	9/4/18
Adopted:	_____
Advertised:	_____
Effective Date:	_____

Agenda Item Summary

Date: September 4, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Public Safety Complex Bond Authorization and Setting of Referendum

Background

Since 2014, a number of alternative options have been explored to meet the current and future needs of the public safety agencies. Options examined ranged from purchasing land adjacent to the Public Safety Complex at 340 Bloomfield Avenue and other locations to acquiring existing buildings for the relocation of the police department operations. In January 2017, the Town Council decided to move forward with a multi-phased project consisting of purchasing an existing building at 100 Addison Road to house a relocated police department operation and parks and grounds operations, as well as renovating and expanding the existing Public Safety building for fire department and emergency medical functions.

A 65,000 square foot building at 100 Addison Road was purchased in late winter 2017 and approximately 25,000 square feet was outfitted for public works use starting in June 2017. In early 2018, the town engaged the firm of Kaestle Boos Associates to further develop schematic plans and cost estimates for relocating the police department to 100 Addison Road and renovating and expanding the existing Public Safety building for fire department and emergency medical functions.

At this point, the Town Council is asked to consider approving and recommending a bond ordinance and approve a resolution to set a referendum date and ballot question for November 6, 2018. It is recommended that the Town Council consider the following: introduction of a bond ordinance, setting a public hearing for September 4, 2018, as well as introducing a resolution to set a referendum date and ballot question. On September 4, 2018 the Town Council would act on the bond ordinance and decide whether to set a referendum date and question for November 6, 2018.

Discussion/Analysis

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.

Police Department space needs include:

- updated locker rooms including increased female locker room space

- additional training facilities to help meet mandated training requirements
- improved evidence management space
- detention facilities to meet current regulations and best practices
- additional storage space

Fire Department needs include:

- larger apparatus bays with proper air ventilation and exhaust system
- improved site parking and circulation
- additional equipment and supply storage space
- future firefighter sleeping quarters
- office and training space, code compliant restrooms and shower / locker area
- upgraded kitchen, watch room, and support area to facilitate firefighter recruitment/retention

Volunteer ambulance needs include:

- additional apparatus area and storage space
- additional office and training space

The existing police / fire building is structurally sound but is in need of a new roof and a heating, ventilation and air conditioning system (roof and boiler plant replacement are funded and will be done this summer.) Various elements of the building's plumbing and electrical systems need replacing as they have or are approaching the end of their service life expectancy. The ambulance facility is generally in good condition except for windows. In recent years, a new roof and HVAC units have been installed.

The proposed project approach is multi-phased both in terms of construction, timing and financing.

Phase 1 – Police Department Relocation to Addison Road – \$16.04 M

- Renovate 30,000 square feet of space for police department operations
- Partial roof replacement
- Site improvements

Phase 2 – Renovate and Add Fire Apparatus Bays at Public Safety Building – \$17.86 M

- Construct new fire apparatus bays and storage space
- Site improvements related to parking and vehicle circulation
- Renovate existing police department space for fire department support areas including offices, restrooms/lockers and a kitchen area
- Renovate existing fire department space to accommodate EMS offices, training, sleeping quarters and storage
- Mechanical, electrical and plumbing systems replacement, including HVAC
- Public lobby and restroom improvements

It is proposed that the Town Council consider placing a referendum question for the full project scope on the November 2018 general election. In order to do so, a public hearing, formal vote on a recommended bond ordinance and ballot question would need to be taken by no later than September 6, 2018.

Based on a November 2018 voter approval, it would be possible that design of Phase 1, renovation of 100 Addison Road, could be completed by approximately June 2019 with bidding and contract award being finished in early fall 2019. This would allow construction to start by the end of the

2019. Construction length is preliminarily estimated to be 12 to 14 months, meaning the police operations could relocate in the first quarter of 2021.

Phase 2 design could potentially overlap with parts of Phase 1 design and be completed in summer / fall of 2019. This would allow for bidding and contract award in the winter of 2020 and the building expansion to start in the summer of 2020. Interior renovations would start in a phased manner upon the police operations moving to 100 Addison Road.

Preliminary cost estimates have been developed and include allocations for furniture, equipment and technology, as well as a cost escalation factor given the phasing nature of the project.

Phase 1 - 100 Addison Road

Construction (site & building)	12,170,163
Contingency, Base Design Fee	<u>1,988,671</u>
Subtotal	14,158,834
Furniture, Equip., Technology & Fiber	1,216,000
Survey, Testing, Moving, Clerk of Works	<u>396,000</u>
Subtotal	1,612,000
Total	15,770,834
Rounded	15,800,000
Bond Issuance Cost	<u>236,000</u>
TOTAL	<u>16,036,000</u>

Phase 2 - 340 Bloomfield Ave are as follows

Construction (site & building)	13,973,703
Contingency, Base Design Fee	<u>2,111,055</u>
Subtotal	16,084,758
Furniture, Equipment & Technology	775,727
Hazmat, Traffic Signal	265,000
Survey, Testing, Moving/Storage, Clerk of Works	<u>469,000</u>
Subtotal	1,509,727
Total	17,594,485
Rounded	17,600,000
Bond Issuance Cost	<u>264,000</u>
TOTAL	<u>17,864,000</u>

Financial Impact

As part of the planning process, as well as the annual updates to the 6 year Capital Improvements Program, staff has developed a series of debt service planning models. These forecasts include annual ongoing capital investments as well as the larger projects requiring voter referendums. Our current debt retirement schedule provides the opportunity to take advantage of four large drops in existing debt service levels in the next seven years.

Staff is recommending the use of both short-term bond anticipation notes and general obligation bonds combined with utilizing the debt service reserve fund (~\$1.1M) and a portion of the general fund unassigned fund balance (~\$1.9M) over a multiple year period. The suggested funding plan includes maintaining the recent practice of an annual increase in debt service appropriation of approximately 3%.

Attached is the debt service model and potential financing structure reviewed at the Council's June 11th workshop.

Other Board Action

The Public Building Commission has reviewed and provided feedback on the draft schematic plans. A number of initial suggestions from the PBC have been incorporated into the plans.

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 bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 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 \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Approve Resolution Setting Referendum Date and Question

MOVE to approve the following resolution: “RESOLVED, pursuant to Section 9-3(a) of the Charter, the ordinance entitled ‘AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ shall be submitted to the voters of the Town on Tuesday, November 6, 2018, between the hours of 6:00 A.M. and 8:00 P.M. (prevailing time) in conjunction with the election to be held on that date, in the manner provided by the Town Charter and the Connecticut General Statutes, Revision of 1958, as amended, and the procedures set out in subsection (b)(2) of Section 9-369d of the Connecticut General Statutes, Revision of 1958, as amended, which procedures are hereby chosen and approved in accordance with subsection (b)(1) of Section 1 of said statute. Electors shall vote on the question at their respective polling places. Voters who are not electors shall vote on the question at the Windsor Town Hall. Absentee ballots will be available from the Town Clerk's office.

FURTHER RESOLVED, That said ordinance shall be placed upon the voting machines or paper ballots under the following heading:

"SHALL THE TOWN OF WINDSOR APPROPRIATE \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION?"

Voters approving said ordinance will vote "Yes" and those opposing said ordinance will vote "No." Absentee ballots will be available from the Town Clerk's office.

FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said referendum, to be incorporated into the notice of the aforesaid election."

Attachments

Bond ordinance

Preliminary Project Plans

Debt Service Model

AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

1. That the Town of Windsor appropriate THIRTY-THREE MILLION NINE HUNDRED THOUSAND DOLLARS (\$33,900,000) for costs related to Public Safety Complex improvements and renovations at 100 Addison Rd. and 340 Bloomfield Ave., including: (1) renovation of approximately 30,000 square feet of space at 100 Addison Rd. and relocation of the police department from its current location at 340 Bloomfield Ave. to 100 Addison Rd; (2) partial replacement of the 100 Addison Rd. roof and various site improvements; and (3) renovation of the current public safety building located at 340 Bloomfield Ave., including the addition of fire apparatus bays, site improvements related to parking and vehicle circulation, the renovation of existing police department space for fire department support areas including offices, restrooms, locker rooms, and a kitchen area, the renovation of existing fire department space to accommodate EMS offices, training areas, sleeping quarters and storage, the replacement of mechanical, electrical and plumbing systems including HVAC, and improvements to the public lobby and restrooms. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, 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 scope of the project, and the entire appropriation may be spent on the project as so reduced or modified.

2. That the Town issue bonds or notes in an amount not to exceed THIRTY-THREE MILLION NINE HUNDRED THOUSAND DOLLARS (\$33,900,000) 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. 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.

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 for the project or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed THIRTY-THREE MILLION NINE HUNDRED THOUSAND DOLLARS (\$33,900,000). 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 with respect to any notes that do not mature within the time permitted by said Section 7-378.

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 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.

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.

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 notes 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.

7. That the Town Manager, or any other proper officer of the Town, is authorized to apply for and accept grants for the project, to execute grant agreements for the project, and to file such documents as may be required to obtain grants for the project. Any grant proceeds may be used to pay project costs or principal and interest on bonds, notes or temporary notes.

8. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Public Building Commission and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or other obligations to finance the aforesaid appropriation.

9. That this Ordinance is subject to a mandatory referendum under Section 9-3 of the Town Charter and shall not become effective until approved by referendum vote.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council:	8/6/18
Public Hearing Advertised:	8/14/18
Public Hearing:	9/4/18
Adopted:	_____
Advertised:	_____
Effective Date:	_____

New Windsor Public Safety Complex

Town Council Workshop



Windsor, Connecticut
June 11, 2018

KAESTLE BOOS
associates, inc

SITE INFORMATION:
 ZONE: I- INDUSTRIAL
 AREA: 2.2 ACRES
 POLICE
 SECURE POLICE PARKING: 89 SPACES
 IMPROVD: 2000+ SF
 DPW
 DPW PARKING: 103 SPACES
 SHARED USE
 VISITOR PARKING: 47 SPACES

KAESTLE BOOS
 associates, inc

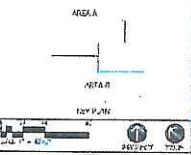
100 WEST MAIN STREET, SUITE 200
 WINDSOR, CT 06095
 TEL: 860.237.1111 FAX: 860.237.1112
 WWW.KAESTLEBOOS.COM

ISSUE DATE:
 2018
 06/12/2018

REVISION:
 01
 06/12/2018

PROJECT:
 2018
 06/12/2018

FOR ALL REVISIONS, SEE REVISIONS SHEET.
 AND GENERAL NOTES SECTION.



WINDSOR POLICE

303 ADDISON ROAD
 WINDSOR, CT 06095

DATE: 06/12/2018

**OVERALL
 SITE PLAN**

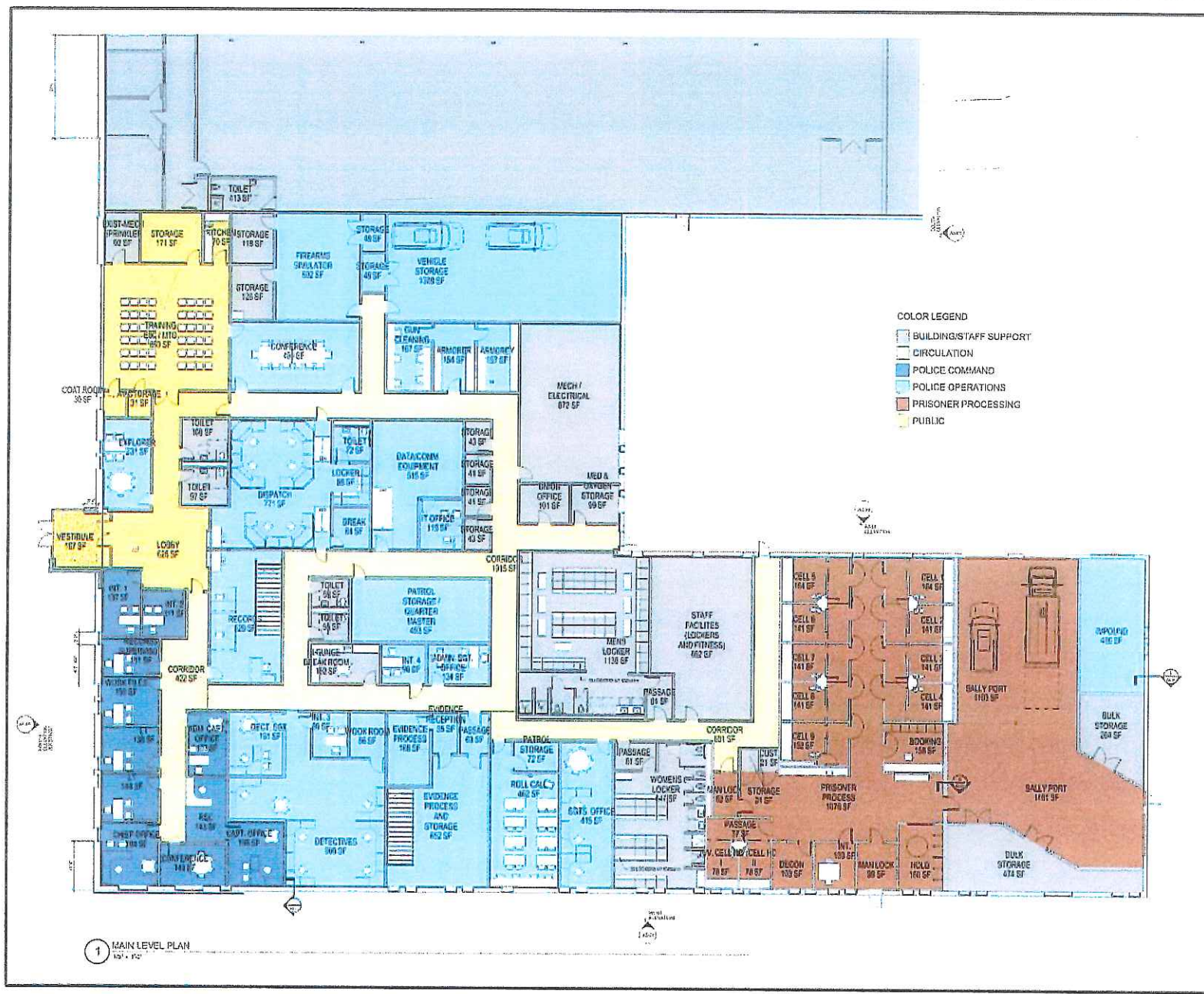
PROJECT NO:
OSP1-01



POLICE STATION -SITE PLAN

June 11, 2018

KAESTLE BOOS
 associates, inc



KAESTLE BOOS
associates, inc

100 Addison Road Windsor, CT 06095
TEL: 860.237.1100
WWW.KAESTLEBOOS.COM

PROGRESS PRINT
DATE: 6/9/2018 1:15:04 PM
NOT FOR CONSTRUCTION

DATE: 6/9/2018	ISSUE DATE: 6/9/2018
BY: JTB	REVISIONS: 1
CHKD: JTB	DESCRIPTION: 1

FOR ALL DIMENSIONS, SPIND, LEGS, AND SPECIAL NOTES SEE SHEET 0101

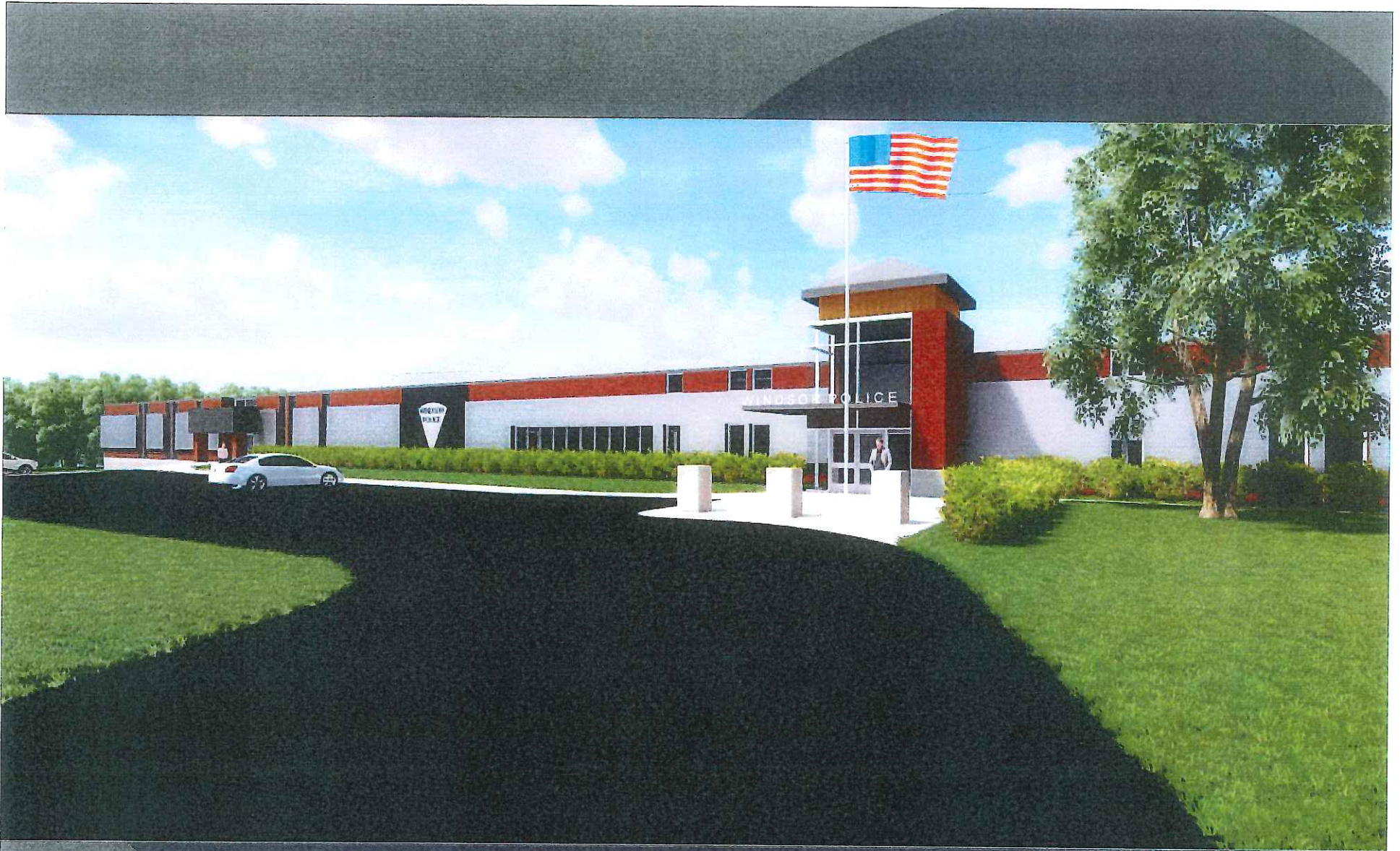
WINDSOR POLICE

100 ADDISON ROAD
WINDSOR, CT 06095

MAIN LEVEL FURNITURE PLAN AREA A

DATE: 6/9/2018
BY: JTB

A13.01



POLICE STATION – RENDERING

June 11, 2018



POLICE STATION – RENDERING

June 11, 2018

KAESTLE BOOS
associates, inc

SITE INFORMATION:

ADDRESS: N/E
SHOOTING AREA: 0.30 ACRES (13,408 S.F. ±)

FIELD:
PERMITTED PAVEMENT AREAS: 18 SPACES
ASPHALT DRIVE: 44 SPACES
TOTAL: 62 SPACES

OFFICE:
PERMITTED PAVEMENT AREAS: 10 SPACES
ADDITIONAL PAVEMENT: 11 SPACES
VISITOR PARKING: 3 SPACES
TOTAL: 24 SPACES

OTHER PARKING:
TOTAL: 22 SPACES

EXISTING SITE INFORMATION:
TOTAL AREA: 237,042 S.F. (5.45 AC ±) (1.71 AC)
LOT COVERAGE (NOT TO EXCEED 50%): 139,033 S.F. COVERAGE
LOT COVERAGE: 60%
PARKING: 132 SPACES



DATE	ISSUE DATE
4/11/18	11/14/2018

DATE	REVISIONS
	1.1.1.1.1

NOT ALL AREAS SHOWN. SEE ALL OTHERS.
AND CONSULT WITH ALL OTHERS.

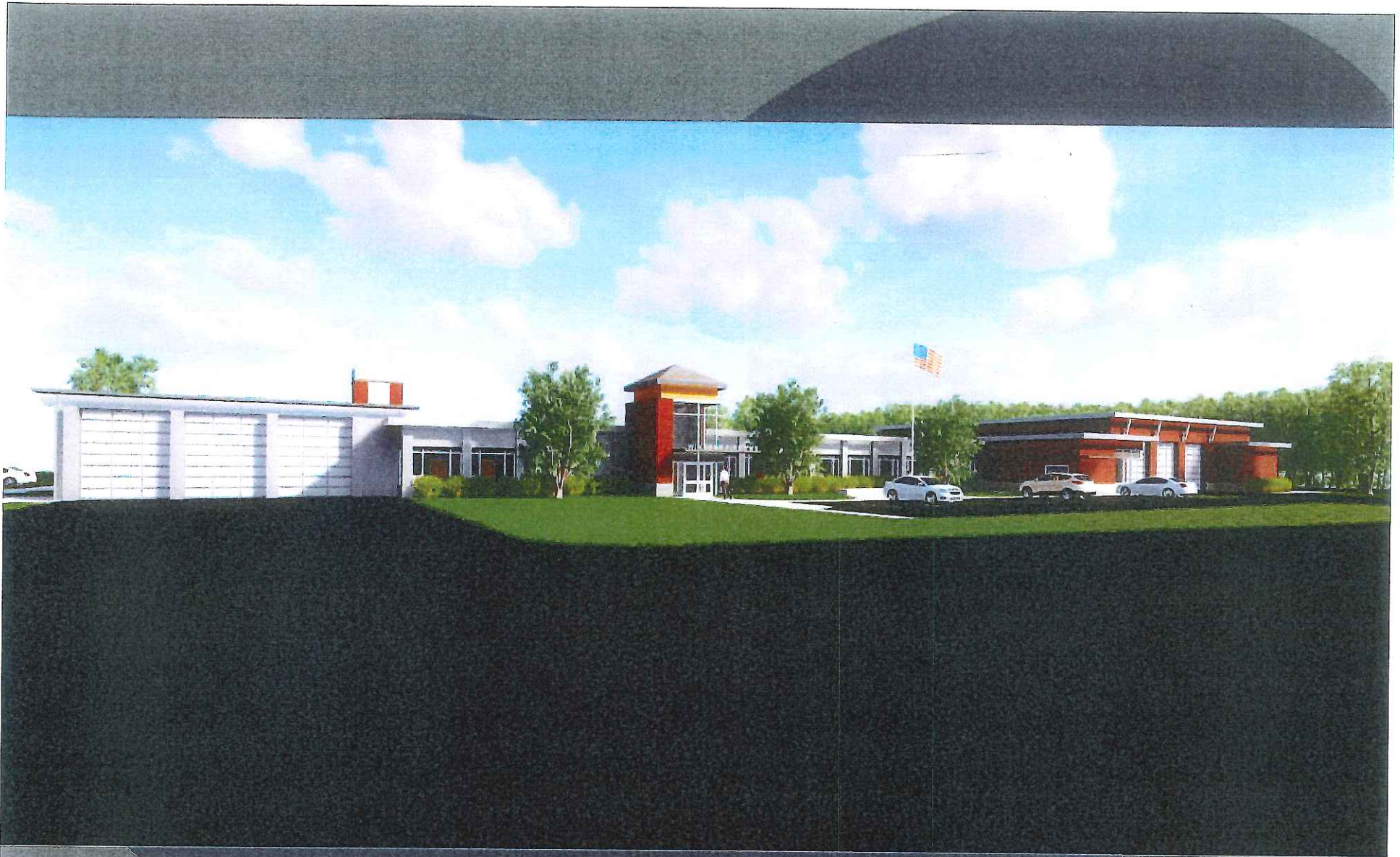


WINDSOR PUBLIC SAFETY COMPLEX

340 BLOOMFIELD AVE.
WINDSOR, CT

OVERALL SITE PLAN

OS1111.01



FIRE-EMS STATION – RENDERING

June 11, 2018

KAESTLE BOOS
ASSOCIATES, INC.



FIRE-EMS STATION – RENDERING

June 11, 2018

KAESTLE BOOS
associates, inc

Town Council

Public Safety Complex & Town-Wide Radio System

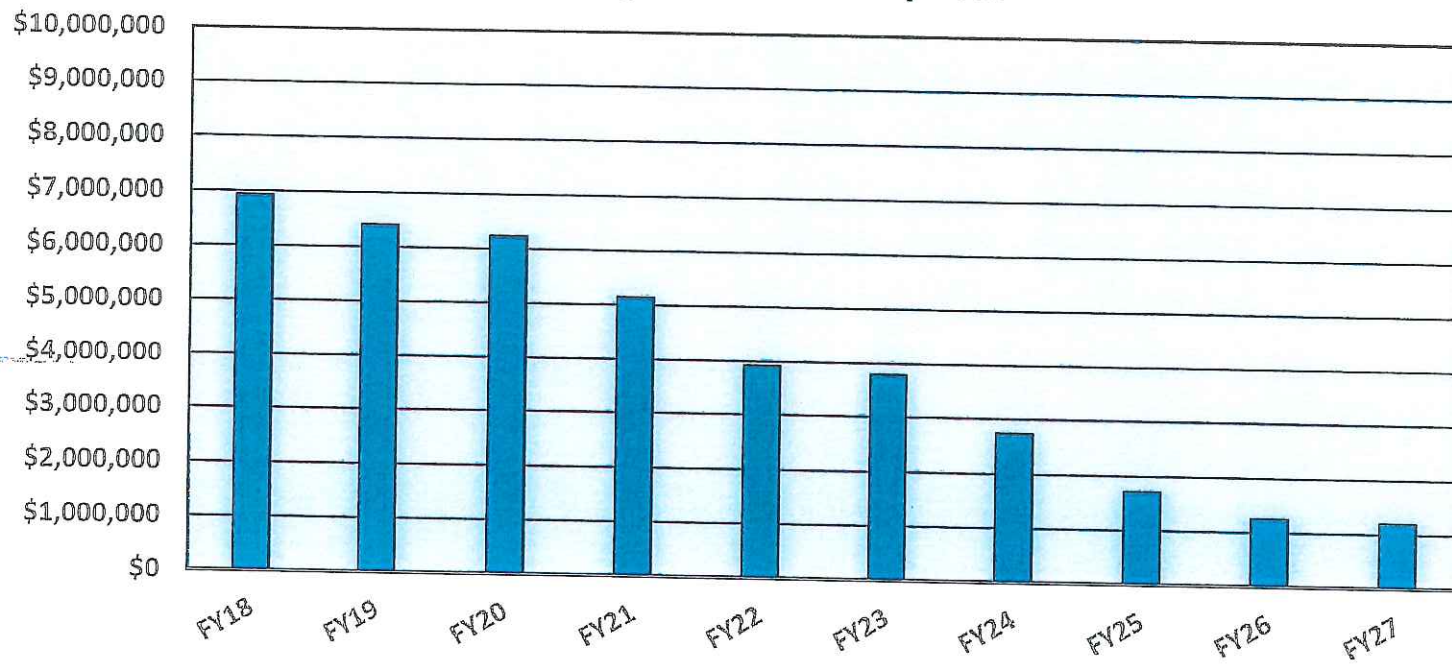
Multi-Year Debt Financing Forecast

August 6, 2018

**FY19-FY24 Capital Improvement Program
Summary of Debt-Financed Projects**

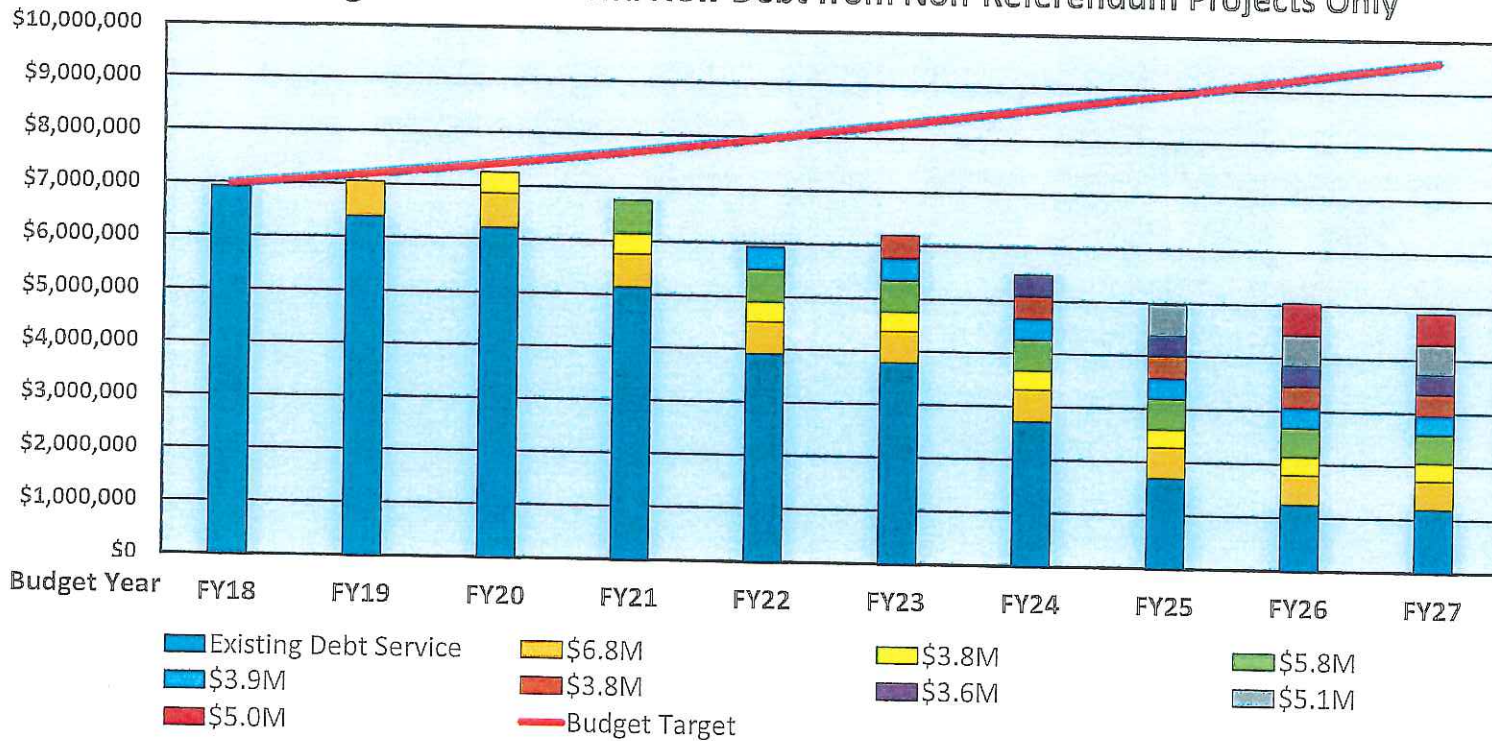
CIP Year	Budget Year	Base CIP - No referendum	Projects requiring voter referendum	Total
FY19	FY20	\$3,795,000	\$20,760,000	\$24,555,000
FY20	FY21	\$5,795,000	\$8,935,000	\$14,730,000
FY21	FY22	\$3,855,000	\$12,190,000	\$16,045,000
FY22	FY23	\$3,780,000		\$3,780,000
FY23	FY24	\$3,550,000	\$3,655,000	\$7,205,000
FY24	FY25	\$5,070,000		\$5,070,000
Total		\$25,845,000	\$45,540,000	\$71,385,000

Existing Debt Service by Year



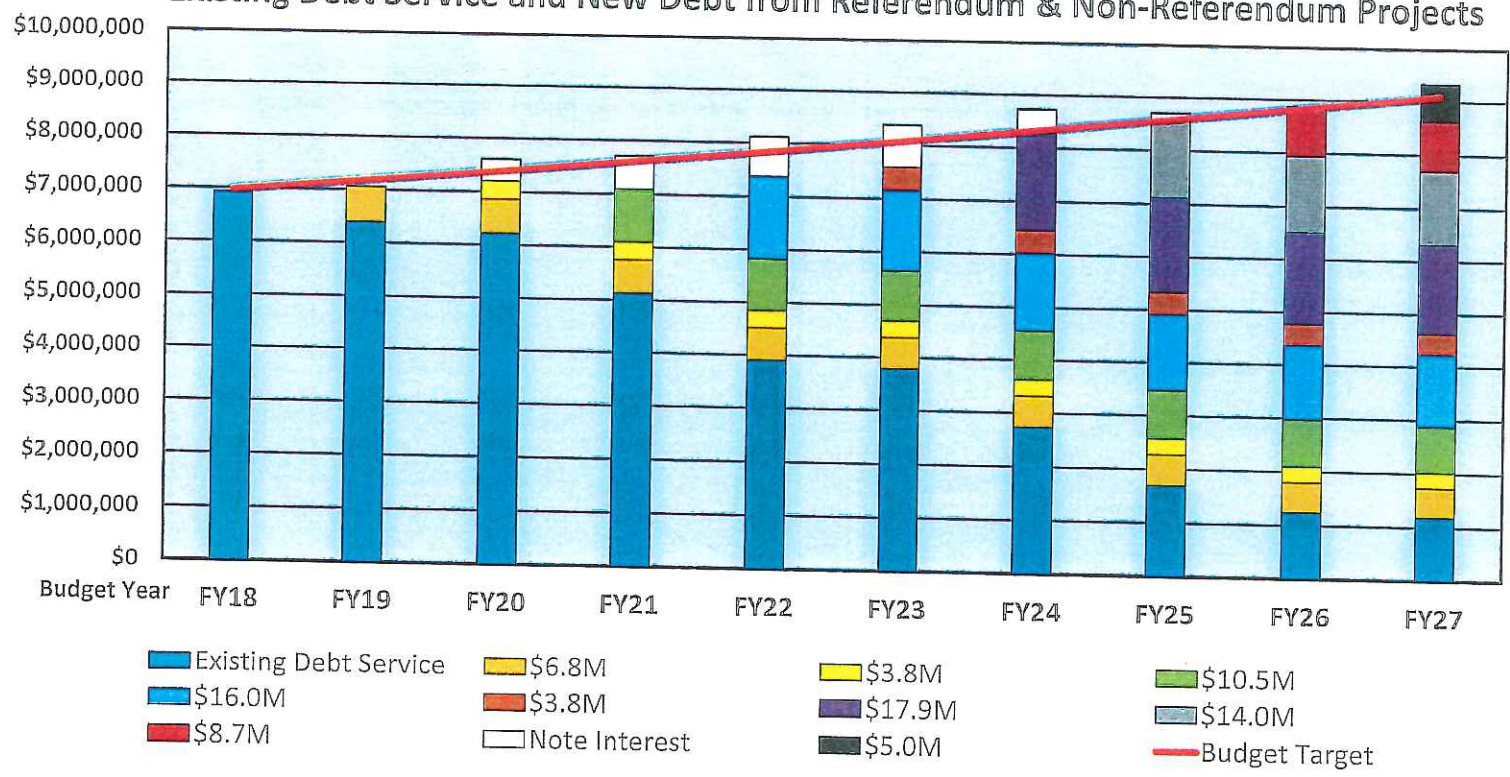
- \$1.1M drop in debt service in years FY21, FY22, FY24 & FY25
- Approximately 90% of our debt is paid off in ten years

Existing Debt Service and New Debt from Non-Referendum Projects Only



- Existing debt service and new debt from FY19-FY24 non-referendum projects
- Uses long-term bonds. No use of short-term borrowing
- Allows for \$25.8M in borrowing for CIP projects
- Budget increases 3% for each year - allows for additional borrowing of approx. \$44M

Existing Debt Service and New Debt from Referendum & Non-Referendum Projects




- Uses a combination of long-term bonds and short-term notes
- Annual short-term notes interest expense 6 year average is \$525,000
- Requires approximately \$3.0M use of reserves of which \$1.6M are note pay downs
- Budget increases 3% for each year
- Provides for \$71.3M in borrowing for CIP projects

Agenda Item Summary

Date: September 4, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Victoria Houle, Project Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Capital Improvement Program for FY 2019-2024

Background

Staff has prepared the proposed Capital Improvement Program (CIP) for FY 2019-2024, which includes project descriptions and projected costs by fiscal year. The Capital Improvement Committee completed their review of the proposed plan on April 17, 2018 and the Town Improvements Committee met on August 13, 2018 and recommended the Town Council approve the plan. This agenda item requests the Town Council adopt the multi-year planning tool.

Discussion/Analysis

The 6-year CIP provides a means for coordinating and prioritizing the capital project requests of various departments and agencies. The information that the CIP provides regarding the short-term and long-term financial impacts of undertaking projects enables policy makers to balance town priorities with the town's financial capability to pay for desired projects.

Historically, Windsor has adhered to recommended best practices in order to maintain a debt burden that is in line with available resources. Windsor holds its total debt service requirement to within 8% of total operating expenditures. This is consistent with recommendations from bond rating agencies that debt service be held to within 5% to 15% of the total operating budget. In recent years, borrowing has been structured to allow for the relatively quick retirement of outstanding debt.

Below are a few highlights of the proposed CIP:

- The proposed CIP lists those projects that are anticipated to require voter referendum approval separately from the other projects for each year. Similar to the current CIP, the proposed 6-year CIP cycle includes four projects that would require voter approval due to their estimated costs. These projects include:
 - Public Safety Complex Renovation and Police Department Relocation
 - Replace Town-Wide Radio System
 - Town Facility Improvements – Outdoor Pool Facilities
 - BOE – Sage Park Middle School – Energy Efficiency Upgrades (Construction)
- The 6-year CIP includes approximately \$7.9 million for street resurfacing, pavement reclamation, milling, curb replacement, minor drainage improvements and other pavement repair work. In addition, the CIP includes major street reconstruction or rehabilitation projects at an estimated cost of \$13.0 million. Of the total \$20.9 million included for the asset management of town roadways, \$6.52 million is expected to come from state and/or federal funding sources.

- Projected debt service ratios based on a five-year financial forecast, inclusive of all projects requiring voter referendum, are not projected to exceed the 8% policy goal in any year of the proposed CIP.
- The proposed CIP identifies \$16.4 million in cash-funded projects. The sources for cash funding projects are primarily appropriations from the annual General Fund as well as requests for monies from the Capital Projects Fund Assigned Fund balance. The latter source is somewhat unpredictable as that fund is comprised of closed out balances from completed projects.
- The Public Safety Complex Renovation and Police Department Relocation project includes a number of proposed construction phases based on the purchase of 100 Addison Road to house both a relocated police department operation and the DPW parks and grounds operations. The first phase includes the renovation of 100 Addison Road to house the police department with the second phase being renovations and building additions for new fire apparatus bays and storage spaces at the existing Public Safety Complex to accommodate both fire and emergency medical services.
- The estimated project cost to replace the town-wide public safety radio system is \$4.4M and includes replacing the current radio system serving the school system.
- Based on the outdoor pool facilities assessment and evaluation study completed in FY 17, the Town Facilities Improvements – Outdoor Pool Facilities project was revised to include initial equipment replacement at Goslee Pool in FY 19, project design phase in FY 21 and construction phase in FY 23.
- An annual General Fund appropriation of \$500,000 is proposed to be dedicated to Public Safety projects to reduce long-term borrowing. Projects could include replacement of fire apparatus and fire station HVAC system replacements.
- The DPW building located at 99 Day Hill Road was built in 1977 and a number of items are in need of renovation/replacement such as the restrooms and facility windows. Design funding is scheduled for FY 19 and construction funding in FY 20.
- Based on the changing needs and priorities of the Board of Education (BOE), the replacement of the Indoor Pool HVAC unit at the high school has been moved to FY 19 from unscheduled; Sage Park Roof Repairs/Replacement project scope has been increased; Sage Park Energy Efficiency Project has been moved forward 1 year; and a new project related to parking lot improvements at Poquonock School is proposed for FY 20.

Financial Impact

The debt service ratios are inclusive of the Public Safety Complex Renovation and Police Department Relocation project, as well as the other referendum projects in the CIP. The financing assumptions used to calculate the debt service ratios include a combination of both long-term general obligation bonds and short-term notes. As a result of this, the debt service ratios are projected to not exceed the 8% policy goal in any year of the CIP.

Other Board Action

The Capital Improvements Committee completed their review of the proposed CIP on April 17, 2018. The Committee voted to recommend to the Town Council that the proposed FY 2019-2024 CIP be approved.

As required by *Connecticut General Statutes* Section 8-24, the Town Planning and Zoning Commission reviewed the proposed FY 2019 – FY 2024 CIP at its regularly scheduled meeting in June.

The Town Improvements Committee met on August 13, 2018 and reviewed the proposed FY 2019-FY 2024 CIP. They recommended that the Town Council approve the proposed CIP with the updated cost estimate for the Town-wide Public Safety Radio Replacement Project and the Public Safety Complex Project.

Recommendations

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

“MOVE to approve the proposed FY 2019-FY 2024 Capital Improvements Program as presented.”

Attachments

6-Year CIP Schedule and Unscheduled Projects List

Draft FY 2019-2024 Capital Improvement Program online at:

<https://townofwindsorct.com/app/uploads/sites/12/2018/08/Proposed-FY-19-FY-24-CIP-1.pdf>

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
FY 2019						
Pavement Management Program	1,034,300	850,000		184,300		
Sidewalk and Curb Replacement Program	150,000	150,000				
Stormwater Management Improvements	284,200		284,200			
Fleet and Public Works Equipment Replacement	650,000	650,000				
Pavement Resurfacing at Town Facilities & Schools	225,300		225,300			
Island Road Street Reconstruction (Design)	57,200					57,200 ¹
Replace Stairway between Lenox Street and the Moorlands (Design)	30,200					30,200 ¹
Day Hill Road Pedestrian Circulation Enhancements (Marshall Phelps Road, from Day Hill to Orange Way)	260,000		260,000			
Town Center Parking and Pedestrian Improvements	150,000	150,000				
Town Facility Improvements - Fire and Security Systems Upgrades (Phase 2)	370,000		370,000			
Town Facility Improvements - Northwest Park - Caretaker's House and Nature Center Upgrades	349,300		349,300			
Town Facility Improvements - DPW Restrooms, Office and Mtg. Rm. Window Replacements (Design)	21,800					21,800 ¹
Town Facility Improvements - Outdoor Pool Improvements (Goslee Pool Filtration System)	75,000					75,000 ¹
Town Facility Improvements - Millbrook Open Space Improvements	400,000		400,000			
Hayden Station Fire House - Engine 10 Replacement Vehicle	930,000	500,000	430,000			
Landfill Closure	1,786,200				1,786,200	
Landfill Leachate Management	967,200				967,200	
BOE - Technology Equipment Upgrades	100,000	100,000				
BOE - Poquonock School - HVAC Conversion (Phase III, Construction)	1,140,000		1,140,000			
BOE - Sage Park Middle School - Roof Repairs and Partial Roof Replacement (Design)	32,400					32,400 ¹
BOE - Windsor High School - Indoor Pool HVAC Unit Replacement	335,700		335,700			
Subtotal FY 2019	9,348,800	2,400,000	3,794,500	184,300	2,753,400	216,600
FY 2019 Projects Anticipated to Require Voter Approval						
Public Safety Complex Renovation and Police Department Relocation (Phase 1)	16,036,000		16,036,000			
Replace Town-Wide Radio System	4,405,000		4,405,000			
Subtotal FY 2019	20,441,000	0	20,441,000	0	0	0
GRAND TOTAL FY 2019	29,789,800	2,400,000	24,235,500	184,300	2,753,400	216,600

¹ Capital Projects Fund Assigned Fund Balance (Total = \$216,600)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
FY 2020						
Pavement Management Program	1,034,300	850,000		184,300		
Sidewalk and Curb Replacement Program	150,000	150,000				
Stormwater Management Improvements	324,800		324,800			
Fleet and Public Works Equipment Replacement	650,000	650,000				
Tree Replacement Program	25,000					25,000 ¹
Island Road Street Reconstruction (Construction)	500,000		500,000			
Construct Sidewalks - Local Roads Within 1 Mile of School	140,000		140,000			
Traffic Signal at Windsor Avenue and Corey Street (Construction)	505,000		505,000			
Day Hill Road Pedestrian Circulation Enhancements (Day Hill from Marshall Phelps to Helmsford Way)	224,000		224,000			
Historic Monument and Ancient Cemetery Preservation	50,000					50,000 ¹
Wilson Route 159 Corridor Enhancement Program (Phase I)	966,900			966,900		
Replace Stairway between Lenox Street and the Moorlands (Construction)	199,800		199,800			
Deerfield Avenue Rehabilitation (Design)	83,800					83,800 ¹
Town Facility Improvements - Fire and Security Systems Upgrades (Phase 3)	146,000		146,000			
Town Facility Improvements - Milo Peck HVAC, Electrical & Energy Improvements (Design)	61,000					61,000 ¹
Town Facility Improvements - DPW Restrooms, Office and Mtg. Rm. Window Replacements (Const.)	209,200		209,200			
Town Facility Improvements - Northwest Park Roof Replacements and Facility Repairs	362,000		362,000			
Town Facility Improvements - Poquonock Fire Station Roof Replacement (Design)	18,000					18,000 ¹
Town Facility Improvements - Wilson Fire Station HVAC Replacement (Design)	28,000					28,000 ¹
Poquonock Fire Station - Engine 7 Replacement Vehicle	990,000	500,000	490,000			
Skate Park Improvements (Construction)	180,000		180,000			
Town Center Redevelopment Broad Street Diet (Design)	150,000	150,000				
BOE - Technology Equipment Upgrades	100,000	100,000				
BOE - Sage Park Middle School - Roof Repairs and Partial Roof Replacement (Construction)	2,110,000		2,110,000			
BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades (Design)	97,000					97,000 ¹
BOE - Poquonock School Parking Lot Improvements	400,000		400,000			
Subtotal FY 2020	9,704,800	2,400,000	5,790,800	1,151,200	0	362,800
FY 2020 Projects Anticipated to Require Voter Approval						
Public Safety Complex Renovation and Police Department Relocation (Phase 2)	17,864,000		17,864,000			
Subtotal FY 2020	17,864,000	0	17,864,000	0	0	0
GRAND TOTAL FY 2020	27,568,800	2,400,000	23,654,800	1,151,200	0	362,800

¹ Capital Projects Fund Assigned Fund Balance (Total = \$362,800)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
FY 2021						
Pavement Management Program	1,034,300	850,000		184,300		
Sidewalk and Curb Replacement Program	150,000	150,000				
Fleet and Public Works Equipment Replacement	650,000	650,000				
Pavement Resurfacing at Town Facilities & Schools	243,600		243,600			
Wilson Route 159 Corridor Enhancement Program (Phase II)	1,005,400			1,005,400		
Town Facility Improvements - Milo Peck HVAC, Electrical & Energy Improvements (Construction)	2,360,000		2,360,000			
Town Facility Improvements - Luddy House and Carriage House Windows and Doors Replacement	127,000					127,000 ¹
Town Facility Improvements - Poquonock Fire Station Roof Replacement (Construction)	250,000	250,000				
Town Facility Improvements - Wilson Fire Station HVAC Replacement (Construction)	250,000	250,000				
Town Facility Improvements - Data Centers Storage	120,000					120,000 ¹
Wilson Fire Station - Engine 22 Replacement Vehicle	1,050,000		1,050,000			
Broad Street Signal Modifications and "Road Diet" (Design) Phase II (Phase I \$150,000 in FY20)	150,000	150,000				
Town Facility Improvements - Outdoor Pool Improvements (Welch and Goslee Facility Designs)	200,000		200,000			
Athletic Field Improvements - Sage Park Middle School West Field Improvements (Design)	92,800					92,800 ¹
BOE - Technology Equipment Upgrades	100,000	100,000				
Subtotal FY 2021	7,783,100	2,400,000	3,853,600	1,189,700	0	339,800
FY 2021 Projects Anticipated to Require Voter Approval						
BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades (Construction)	3,255,000		3,255,000			
Subtotal FY 2021	3,255,000	0	3,255,000	0	0	0
GRAND TOTAL FY 2021	11,038,100	2,400,000	7,108,600	1,189,700	0	339,800

¹ Capital Projects Fund Assigned Balance (Total = \$339,800)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
FY 2022						
Pavement Management Program	1,034,300	850,000		184,300		
Sidewalk and Curb Replacement Program	150,000	150,000				
Stormwater Management Improvements	269,000		269,000			
Fleet and Public Works Equipment Replacement	700,000	700,000				
Tree Replacement Program	30,000					30,000 ¹
Historic Monument and Ancient Cemetery Preservation	50,000					50,000 ¹
River Street Roadway Rehabilitation (Poquonock to Old River, Construction)	649,200		649,200			
Construct Sidewalks - Local Roads Within 1 Mile of School	152,000		152,000			
Pigeon Hill Road Rehabilitation (Lamberton Rd to Addison Rd, Design)	52,600					52,600 ¹
Town Facility Improvements - Small Facilities Heating Systems Upgrades	161,400		161,400			
Broad Street Signal Modifications and "Road Diet" (Construction)	4,303,000		860,600	3,442,400		
Athletic Field Improvements - Sage Park Middle School West Field Improvements (Construction)	1,683,900		1,683,900			
Athletic Field Improvements - Sharshon Park Improvements (Design)	93,600					93,600 ¹
Public Safety Equipment Fund	500,000	500,000				
BOE - Technology Equipment Upgrades	100,000	100,000				
BOE - Clover Street School - ADA Code and Restroom Renovations (Design)	100,000	100,000				
BOE - Clover Street School - Partial Roof Replacement (Design)	156,800					156,800 ¹
Subtotal FY 2022	10,185,800	2,400,000	3,776,100	3,626,700	0	383,000
FY 2022 Projects Anticipated to Require Voter Approval						
None	0					
Subtotal FY 2022	0	0	0	0	0	0
GRAND TOTAL FY 2022	10,185,800	2,400,000	3,776,100	3,626,700	0	383,000

¹ Capital Projects Fund Assigned Fund Balance (Total = \$383,000)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
FY 2023						
Pavement Management Program	1,034,300	850,000		184,300		
Sidewalk and Curb Replacement Program	175,000	175,000				
Stormwater Management Improvements	274,000		274,000			
Fleet and Public Works Equipment Replacement	725,000	725,000				
Pavement Resurfacing at Town Facilities & Schools	261,900		261,900			
Deerfield Road Reconstruction (Construction)	1,011,800		1,011,800			
Pigeon Hill Road Rehabilitation (Lamberton to Addison Rd, Construction)	706,000		706,000			
Construct Sidewalks Along Arterial Roads (Design)	62,500					62,500 ¹
Day Hill Road Capacity Improvements - Lane Widening from Addison Road to I-91 (Design)	377,200		377,200			
Town Facility Improvements - LP Wilson Boiler Replacement (Design)	103,400					103,400 ¹
Town Facility Improvements - Install Security System Cameras	163,000		163,000			
Palisado Avenue Corridor Improvements and Wall Repairs (Design)	134,000		134,000			
Athletic Field Improvements - Clover Street School Field Improvements (Design)	75,400					75,400 ¹
Athletic Field Master Plan Implementation - Sharshon Park Improvements (Construction)	614,000		614,000			
Wilson Fire Station - Replace Brush Truck	210,000	210,000				
Public Safety Equipment Fund	290,000	290,000				
BOE - Technology Equipment Upgrades	150,000	150,000				
BOE - Windsor High School - Roof Restoration (Design)	121,700					121,700 ¹
Subtotal FY 2023	6,489,200	2,400,000	3,541,900	184,300	0	363,000
FY 2023 Projects Anticipated to Require Voter Approval						
Town Facility Improvements - Outdoor Pool Improvements (Welch and Goslee Facility Renovations, Const.)	3,654,000		3,654,000			
Subtotal FY 2023	3,654,000	0	3,654,000	0	0	0
GRAND TOTAL FY 2023	10,143,200	2,400,000	7,195,900	184,300	0	363,000

¹ Capital Projects Fund Assigned Fund Balance (Total = \$363,000)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
FY 2024						
Pavement Management Program	1,034,300	850,000		184,300		
Sidewalk and Curb Replacement Program	175,000	175,000				
Stormwater Management Improvements	324,800		324,800			
Fleet and Public Works Equipment Replacement	725,000	725,000				
Tree Replacement Program	35,000					35,000 ¹
Historic Monument and Ancient Cemetery Preservation	100,000					100,000 ¹
Construct Sidewalks - Local Roads Within 1 Mile of School	165,000		165,000			
Construct Sidewalks Along Arterial Roads (Construction)	130,000		130,000			
Street Reconstruction - Basswood Road (Design)	169,600		169,600			
Street Rehabilitation - International Drive (Construction)	1,047,700		1,047,700			
Repair Culvert and Stream Bed at River Street (Design)	47,400					47,400 ¹
Town Facility Improvements - LP Wilson Boiler Replacement (Construction)	1,334,000		1,334,000			
Ramp Modification at I-91 & Route 75/Day Hill Road	72,237,000			72,237,000		
Athletic Field Improvements - Clover Street School Field Improvements (Construction)	633,500		633,500			
Public Safety Equipment Fund	500,000	500,000				
BOE - Technology Equipment Upgrades	150,000	150,000				
BOE - Clover Street School - ADA Code and Restroom Renovations (Construction)	1,259,600		1,259,600			
BOE - Windsor High School - HVAC Roof Top Unit Replacements (Design)	67,100					67,100 ¹
BOE - L.P. Wilson - ADA Code and Restroom Renovations (Design)	38,000					38,000 ¹
Subtotal FY 2024	80,173,000	2,400,000	5,064,200	72,421,300	0	287,500
FY 2024 Projects Anticipated to Require Voter Approval						
None	0	0	0	0	0	0
Subtotal FY 2024	0	0	0	0	0	0
GRAND TOTAL FY 2024	80,173,000	2,400,000	5,064,200	72,421,300	0	287,500
¹ Capital Projects Fund Assigned Fund Balance (Total = \$287,500)						
Total CIP Program	168,898,700	14,400,000	71,035,100	78,757,500	2,753,400	1,952,700

List of Unscheduled Projects FY19-24 CIP

	<u>Estimated Cost*</u>		<u>Estimated Cost*</u>
Road Reconstruction/Transportation System Projects		Pavement Management	
Archer Road Safety Improvements	651,600	Ongoing	-
Audible Pedestrian Crosswalk Signals	28,000		-
Baker Hollow Road - Street Reconstruction	1,291,500		Subtotal
Basswood Road - Street Reconstruction (Construction)	1,660,400		-
Construct Sidewalks Along Arterial Roads	4,471,400	Public Safety	
Construct Sidewalks Along Collector Roads	4,574,100	Additional Fire Hydrants	875,400
Construct Sidewalks Within 1 Mile of Schools	25,874,700	Poquonock Fire Station - Replace Ladder Truck	1,344,200
Day Hill Road Capacity Improvements - Lane Widening from Addison Rd to I-91 (Const.)	4,275,400	Poquonock Fire Station - Rescue Pumper 8	939,740 NEW
Day Hill Road Capacity - Right Turn Lanes	265,900	Public Safety Complex - Engine 1 Replacement Vehicle	929,500
Day Hill Road Pedestrian Circulation Enhancements	261,300	Hayden Station Fire House - Utility/Mobile Cascade Vehicle	178,000 NEW
Day Hill Road/Blue Hills Ave. Extension Roundabout Construction	4,008,300	Rainbow Fire Station - Engine Tanker Replacement	916,500 NEW
Intersection Improvements at Capen Street and Sage Park Road	273,400		Subtotal
Palisado Avenue Corridor Improvements and Wall Repair (Construction)	1,582,200 design moved to FY23		5,183,340
Pedestrian Bridge Over Railroad Tracks - Windsor Center	3,086,250	Park Improvements	
Pond Road/Indian Hill Road - Street Reconstruction	2,225,400	Northwest Park Activity Pavilion	273,700
Rainbow Road - Street Reconstruction	4,179,700	Athletic Field Improvements - Fitch Park	520,100
River Street Roadway Rehabilitation (Kennedy Rd to Old River St)	827,800	Athletic Field Improvements - Northwest Park	241,200
Route 305 Corridor Improvements	7,880,500	Athletic Field Improvements - Welch Park	182,700
Sidewalk Installation - Poquonock Avenue (Marshall St to Tiffany Dr)	226,900 NEW	Riverfront Trail Project - Windsor Center to E. Barber	2,873,300
	Subtotal	Windsor-Bloomfield Landfill Future Use Planning	197,300
	67,645,750		Subtotal
			4,288,300
Community Facilities and Assets		Stormwater Management Improvements	
Silver Birch Pond Improvements	141,700	Repair Culvert and Stream Bed at River Street (Const.)	528,300
Streetlight Replacement, Energy, and Maint. Cost Reduction Program	2,790,200		Subtotal
Town Facility Improvements - Chaffee House Roof Replacement	201,600		528,300 design in FY24
Town Facility Improvements - Direct Digital Control Upgrades	718,600	Board of Education	
Town Facility Improvements - Fiber Optic Expansion - 330 Windsor Ave	64,800 rev. to incl. 330 WA only	Clover Street School - Partial Roof Repl. (Construction)	1,611,800
Town Facility Improvements - Luddy House Fire Protection Installation	113,300	Windsor High School - HVAC Improvements (Construction)	322,800
Town Facility Improvements - Milo Peck Lighting Retrofit Upgrades	159,600	Oliver Ellsworth School - Code Compliance Upgrades	255,800
Town Facility Improvements - Milo Peck Restroom Renovations	552,000	Windsor High School - Roof Restoration (Construction)	1,583,400
Town Facility Improvements - Outdoor Pool Improvements (Veterans Pool Renovation)	3,552,500 project phased	L.P. Wilson - ADA Code and Restroom Renovations (Const.)	286,200 NEW, design in FY23
Town Facility Improvements - Poquonock Fire Station HVAC Replacement	254,100	School Windows Replacement	935,800 NEW, design in FY24
Town Facility Improvements - Roger Wolcott HVAC, Restrooms & Windows Repl.	2,624,200		Subtotal
Town Facility Improvements - Roger Wolcott Roof Replacement	1,656,100		4,995,800
Town Facility Improvements - Windsor Volunteer Ambulance Windows Repl.	34,600		
Town Center Parking Garage	13,430,300		
Veterans Memorial Cemetery Expansion & Enhancements	144,300		
Wilson Firehouse Renovations	60,000		
	Subtotal		
	26,497,900		


* Estimate in current dollars: includes 20% contingency and 1.5% bonding costs

Agenda Item Summary

Date: September 4, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Anna Posniak, Town Clerk

Reviewed By: Peter Souza, Town Manager 

Subject: Authorization of Explanatory Text and Materials Related to Referendum

Background

Connecticut General Statutes allows for the preparation of neutral explanatory text and other material related to local proposals or questions presented to electors of a municipality at a referendum after the authorization of the local legislative body. The law allows the Town Clerk and other designated persons to prepare the materials subject to the approval of the town attorney.

This agenda item requests the Town Council to provide authorization to the Town Clerk and the Town Manager so that explanatory text and materials related to the referendum questions concerning the Town-Wide Public Safety Radio System Replacement Project and the Public Safety Complex Project can be prepared.

Discussion/Analysis

Connecticut General Statutes, Sec. 9-369b, outlines the ability for a municipality to prepare explanatory text as well as other materials concerning a referendum question as long as they do not advocate the approval or disapproval of the proposal or question. The town attorney needs to review and approve the explanatory text and prepared materials.

The explanatory text shall specify the intent and purpose of each question. The text shall be neutral in nature and be posted at the polling locations. Text shall also be made available to each absentee ballot applicant. At the Clerk's discretion, the explanatory text may also be posted at locations which are frequented by the public.

Financial Impact

None

Other Board Action

None

Recommendations

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

“MOVE to authorize the Town Clerk and Town Manager to prepare neutral explanatory text and other materials related to the referendum questions concerning the Town-Wide Public Safety Radio System Replacement Project and the Public Safety Complex Project.”

Attachments


None

Agenda Item Summary

Date: September 4, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Lauri Volkert, Fire Inspector

Reviewed By: Peter Souza, Town Manager 

Subject: Amend Price Guide – Fire Lane Parking Violations

Background

Item 10 a) of tonight's agenda requests the Town Council adopt changes to Chapter 6 of the town of Windsor Ordinances. These changes include the transfer of the fire lane parking violation fine from the text of the ordinance to the town's price guide. This item requests the Town Council to incorporate the fine amounts for fire lane parking violations into the price guide.

Discussion/Analysis

Fire lane parking violations were once addressed in Sec 6-27, which included a fine of \$15 if paid in the first 7 days and \$30 if paid after the 7 days. The proposed Sec 6-25 now addresses these violations and takes the fine amount out of the ordinance text and references instead a penalty set forth in the town's price guide which is adopted each year by the Town Council. This change was made to allow for easier and more frequent updates and revisions to the penalty in future years.

Attached is the proposed new lines for the price guide.

The proposed fee structure is as follows:

Fire Lane Parking Violation (paid within 7 days) \$50
Fire Lane Parking Violation (paid after 7 days) \$100

Fine amounts for the same violation in area communities range from \$25 to \$107. Among the eight communities surveyed, the average fine amount was \$43.

Financial Impact

The additional revenue to the town is nominal as the police department does not issue a large number of fire lane parking violations per year. Most of the time the driver is located and simply moves the vehicle. The number of violations in the last several years are as follows:

2018 to date = 13
2017 = 22
2016 = 47
2015 = 60

Other Board Action

None

Recommendations

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

“MOVE to approve the attached amendments to the Price Guide related to fire lane parking violations.”

Attachments

Attachment ‘A’ - Proposed Price Guide Amendments

ATTACHMENT 'A'


Fines and Fees	Fund	Authority	FY 2018	Last Action	FY 2019 Proposed
Safety Services (Police)					
<i>Fire Lane Parking Violation (first 7 days)</i>	General Fund	Resolution	\$50		new
<i>Fire Lane Parking Violation (after 7 days)</i>	General Fund	Resolution	\$100		new

Agenda Item Summary

Date: September 4, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Deerfield Road Rehabilitation

Background

Several months ago the town submitted an application for state funding through the Connecticut Department of Transportation's (CT DOT) Local Transportation Capital Improvement Program (LOTICIP) for the pavement rehabilitation of Deerfield Road. The town was recently notified by the Capitol Region Council of Governments (CRCOG) that this project had been selected for potential funding under this program.

Discussion/Analysis

Deerfield Road is a highly used collector roadway. The town's most recent pavement evaluations, conducted by BETA Group, Inc., indicate that the pavement condition of a substantial portion of Deerfield Road is within the fair to poor range with a roadway surface rating (RSR) as low as 63 on the roadway. Linear cracking, alligator cracking, and potholes are visible in the pavement. The project was selected by CRCOG with the understanding that the town could fast-track the design of the project and the final design can be completed by May 31, 2019. The LOTICIP program is structured such that the town is financially responsible for the design of the work. The state then funds 100% of the construction phase of the project.

The proposed rehabilitation project includes the milling and paving of 2 inches of pavement, with the replacement of bituminous curbing, catch basin tops, and sidewalk ramps along the roadway. The proposed rehabilitation also includes restriping of the roadway to accommodate two 5-foot wide designated bike lanes on both sides of the roadway. Repair of brick work and concrete adjacent to various bus stops along the roadway is also included in the proposed project scope. The current cost estimate for the construction phase is \$936,000. CRCOG has submitted the project to the DOT for their review and approval of the project funding. We are expecting the DOT to complete this review by the end of September.

At this time, staff is seeking funding to initiate the design phase of this project. Town staff estimates that \$60,000 is needed to complete the design of the project including a survey as well as geotechnical and traffic data collection. The design is expected to be completed by town staff over the winter months.

Financial Impact

Design funds in the amount of \$60,000 are being requested from the Capital Projects Fund Assigned Fund Balance.

Other Board Action

None

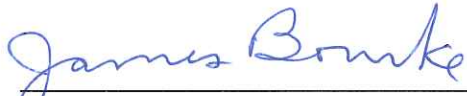
Recommendations

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

“MOVE to approve an appropriation of \$60,000 from the Capital Projects Fund Assigned Fund Balance for the Design of the Deerfield Road Rehabilitation Project.”

Certification

I hereby certify that \$60,000 is available in the Capital Projects Fund Assigned Fund Balance to fund the above appropriation.




James Bourke
Finance Director



First in Connecticut. First for its citizens.

Date: September 4, 2018

To: Honorable Mayor and Members of the Town Council

From: Peter Souza, Town Manager 

Subject: Opportunities for future community arts and culture collaboration

Mayor Trinks has requested this item be placed on the agenda to provide for the opportunity to discuss collaboration between various arts and culture organizations.

Town Council
Resignations/Appointments/Reappointments
September 4, 2018

Resignations

None

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

- A. One Republican Member
Capital Improvements Committee
Three Year Term to expire May 5, 2021 or until a successor is appointed
(James Ristas – resigned)

“MOVE to APPOINT Aaron Jubrey as a Republican member to the Capital Improvements Committee for a three year term to expire May 5, 2021 or until a successor is appointed.”

- B. One Democratic Member
Capital Improvements Committee
Three Year Term to expire May 5, 2021 or until a successor is appointed
(Randall Graff)

“MOVE to REAPPOINT Randy Graff as a Democratic member to the Capital Improvements Committee for a three year term to expire May 5, 2021 or until a successor is appointed.”

- C. One Democratic Alternate Member
Human Relations Commission
Three Year Term to expire March 31, 2021 or until a successor is appointed
(Jeremy Lawson)

“MOVE to REAPPOINT Jeremy Lawson as a Democratic Alternate member to the Human Relations Commission for a three year term to expire March 31, 2021 or until a successor is appointed.”

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

- D. One *Republican* Member
Inland Wetlands & Watercourses Commission
Four Year Term to expire March 31, 2022 or until a successor is appointed
(Ruth Jefferis)

“MOVE to REAPPOINT Ruth Jefferis as a Republican member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2022 or until a successor is appointed.”

- E. One *Democratic* Member
Library Advisory Board
Three Year Term to expire April 30, 2021 or until a successor is appointed
(Betty Hellerman)

“MOVE to REAPPOINT Betty Hellerman as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2021 or until a successor is appointed.”

- F. One *Republican* Member
Library Advisory Board
Three Year Term to expire April 30, 2021 or until a successor is appointed
(David Raney)

“MOVE to REAPPOINT David Raney as a Republican member to the Library Advisory Board for a three year term to expire April 30, 2021 or until a successor is appointed.”

Names submitted for consideration of appointment

None

**Town Council
Council Chambers
Windsor Town Hall
AUGUST 6, 2018
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 Jill Jenkins, 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 a:

“PROPOSED LEASE AGREEMENT FOR TOWN-OWNED REAL PROPERTY, THE CARRIAGE HOUSE, LOCATED AT 261 BROAD STREET, WINDSOR, CONNECTICUT.”

2) PUBLIC COMMENT

Rachel Schuster, proposed Luddy House tenant and owner of Ewe and You Fiber Arts, LLC, welcomed all fiber artists to come create in the new space. She is looking to fill the void created when Knitting Creations closed on Poquonock Avenue two years ago and plans to provide classes by appointment. She is excited to grow her business and impact the community in a positive way.

Jan Porri, former tenant of the Luddy House, spoke in favor of the proposed lease for the Luddy house and believes it will be a great addition to Windsor Center.

Sharran Selig Bennett, 30 Capen Street, on behalf of herself, First Town Downtown, and the Chamber of Commerce, stated that the proposed lease is a wonderful opportunity to add another small business to the downtown area. She believes it is a wonderful use of the space, that it will continue to make the downtown area more vibrant, and hopes council members agree.

Patricia Carpenter, 33 Phelps Street, looks forward to having a new knitting shop in town where she and others can purchase supplies and meet to knit. She believes it will be successful.

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:30 P.M.

Respectfully Submitted,

Erin Rand
Clerk of the Town Council

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
AUGUST 6, 2018
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 James Govoni, Councilor Donald Jepsen, Councilor Jill Jenkins, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos.

2) PRAYER

Councilor McAuliffe offered a moment of silence in memory of George Brooks, Jr. who lost his life in the early morning hours of July 11, 2018 while working as a Windsor EMT. Mr. Brooks is survived by his wife Maureen and son Jonathan.

3) PLEDGE OF ALLEGIANCE

Councilor McAuliffe led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

5) PUBLIC COMMENTS AND PETITIONS

William Herzfeld, 1031 Windsor Avenue, wished his best to Councilor Jenkins. He spoke about how Windsor Avenue was a road known for racing since 1968 and nothing has changed since. He sees unsafe driving and cars that average 60-75 miles per hour on a regular basis. In 2015, when Mr. Herzfeld was on the town council, he brought forward these issues to the state but feels they did not do an adequate job. He stated that property values are affected when people avoid buying homes on Windsor Avenue and Broad Street due to traffic safety concerns. Mr. Herzfeld urged the council to apply the pressure to the legislators stating that it is a matter of safety and quality of life for all residents on Windsor Avenue. He then wished the councilors a good summer.

Cristina Santos, 65 Winthrop Road, is concerned about the potential for reckless driving by delivery drivers who are in a hurry to get people's orders to them while it is fresh and hot. She requested a town ordinance mandating that all businesses offering delivery services require drivers to retain auto insurance in order to keep the roads safe.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education (BOE)

Maryam Khan, BOE Secretary, gave the following report:

- School buildings have been busy this summer with HVAC and school safety projects.
- Summer school and camps are nearing an end. Once that happens, the schools will be cleaned.
- Student athletes and staff are appreciative for and excited about the field projects underway.
- A convocation will be held on August 27th at 8:30 a.m. in the Windsor High School Auditorium. Town council members and the Town Manager Souza are invited.
- The first day of school is September 4th. School Registration is busy and a large kindergarten class is anticipated for this year.
- This summer has been quiet for the BOE but work will begin shortly with a self-evaluation and considerable policy work.
- The early May passing of the budget has allowed the board to get a jump on new hires and there are 16 new hires entering the district this year.

Councilor O'Reilly asked about the number of students attending summer school this year and for more information about the large upcoming kindergarten class. Ms. Khan did not have information on either topic but said she would report back.

Councilor Jenkins asked for details about the new format of summer school and asked how it was going. Ms. Khan reported that the board has not met since summer school has begun, but she will be able to report on that after they have their first meeting.

Councilor Jepsen asked about two more vice principals being hired at the high school, totaling four, and wondered how that could happen ten days into the fiscal year when it was not reflected in the approved budget. Ms. Khan responded that in order to fund the new position, they decreased a teaching position and altered the school-based budget. This change allowed Advanced Placement courses to be offered at each grade level. Councilor Jepsen was curious about which teaching position was cut. Ms. Khan stated that she would find out.

Councilor Tustin asked where the leftover money from mealtime accounts goes at the end of the year. Ms. Khan stated that she believed that it rolls over into the next year. Councilor Jenkins confirmed that it does.

b) Public Building Commission (PBC)

Rick Hazelton, Public Building Commissioner, reported the following:

- Safety complex roof and boiler replacement projects are basically complete as the replacement roof is fully installed. Contractors have two roof ladders to install and five skylights to replace.
- The boiler replacement project is underway. The new boilers are on site and contractors are working to connect the hydronic piping and electrical control connections to the existing building systems. The project is expected to be completed in early September.
- At the last meeting, PBC endorsed the scope of the Public Safety Complex, including relocating the police department to 100 Addison Road and the renovations to 340 Bloomfield Avenue for the fire department and EMS.
- The JFK School HVAC project contractor has completed the demolition of all existing heating systems along with the abatement of all hazardous materials. The contractor will now start installing the new heating and air conditioning systems. Completion of the heating system will be in September of 2018 and the air conditioning will be completed by the Spring of 2019.
- The town hall portico restoration project is on hold and will be completed in late March 2019. This will allow for a shorter overall construction period when factoring in the bidding process, the contractor ordering/receiving materials, and late fall weather concerns.
- The PBC has awarded all proposed Fire Security Safety systems upgrades to Siemens. Work will continue through the fall. Locations scheduled for upgrades are Rainbow Road cell tower, Luddy House, Milo Peck School, Sill House, Freight House, Train Station, and the Department of Public Works on 99 Day Hill Road. Proposals for upgrades to 330 Community Center and the Wilson Branch Library are pending.
- The Ellsworth HVAC project consists of three parts: replacing the cooling tower, cleaning all duct work in the building, and the replacement of two exhaust fans along with three air handling units. The duct work cleaning is complete. The cooling tower is scheduled for installation the week of August 13th. Delivery of the air handling units has been delayed until August 20th by the manufacturer. The contractor, SK Mechanical has agreed to work 7 days per week to complete installation by September 4th, the first day of school.

Councilor Jenkins asked if the entrance to town hall will be blocked off during the construction of the portico projects. Mr. Hazelton responded that arrangements have been made for some of the events that occur out front but once construction starts it will be fully blocked off.

Councilor Wilkos spoke about visiting the dog pound recently and wondered why fans were implemented instead of an air conditioning system in a brand-new facility. He expressed specific concern for the hot and humid temperatures in the areas where the dogs are kept. Town Manager Souza responded that the office area of the building is air conditioned but the kennel area is not, but the facility is in compliance with all state regulations. State regulations do not require the kennel area of the facility to be air conditioned but it does require the kennel to have air ventilation which the facility does have. Town Manager Souza agreed that it does get warm in the kennel area and confirmed that a technician was reviewing the ventilation system that afternoon to make sure it was operating properly. Town Manager Souza said there is an option to install a split air conditioning unit that would go on the wall for a relatively low cost and reasonable power output if the council desires air conditioning in the kennel area.

Town Manager Souza welcomed Whit Przech, Building Facilities Manager, to elaborate further for the council. Councilor Wilkos asked if this would be a condenser on the outside of the building and the air conditioning unit mounts on the wall. Mr. Przech responded that was correct and that the unit could also produce heat in the winter. Councilor Wilkos reiterated his disappointment of visiting a brand new, high-end facility that did not include air conditioning throughout. He said that the split unit is something that should be pursued.

c) Inland Wetlands and Watercourses Commission

Mr. Louis Morando, Chair of Inland Wetlands and Watercourses Commission, reported the following:

- Between August 2017 and July 2018, 27 applications were reviewed for activity. The applications included 11 commercial/industrial sites, 13 residential sites, and 2 maintenance town projects.
- Notable projects include the Verizon expansion, Loomis Chaffee Solar project, and the Fastpitch Nation project at Day Hill Road.
- A total of \$7,959 in application fees were collected, an increase of almost \$3,000 over the previous year.
- There was a decrease in violations of the regulations.
- The goals of the Inland Wetland and Watercourses Commission remains the same for erosion protection, minimizing pollution runoff, minimizing encroachment, protecting watercourses and wetlands, wetland linkages, conservation easements, and promoting the best use of management practices.

d) Human Relations Commission

Kevin Washington, Chair of the Human Relations Commission, presented the following:

- New members are Tracy Green, Treasurer, and two student representatives from Windsor High School: Xavier McGeorge and Kyle Wilson.
- Returning officers for this year are Chairman Kevin Washington, Vice Chairman Patricia Mack, Secretary Pamela Lofton-McGeorge. Serving as commissioners are Joyce Armstrong, Leonard Swade, Max Kuziak, Desiree Primus, Jeremy Lawson, and liaison Diane McDougald.
- There has been an issue of commissioners being appointed but not active, which inhibits interested parties from joining.
- This year the commission has been pulled into many social justice issues regarding human rights, eliminating discrimination in all forms, and encouraging community involvement. The commission aims to avoid partisan conflict, seeking to benefit the Windsor community as a whole.
- The commission has stepped up visibility this year, utilizing social media, and collaborating with Windsor Public Television, the Chamber of Commerce, the Historical Society, and the local media. Consequently, the commission has garnered praise from Human Relations Commissions in other towns as well as local and state officials.
- In September 2017, the commission took a trip to Washington, D.C. and visited the African American History Museum, the Library of Congress, the Capitol Chambers, and received the White House Special VIP tour.
- The Commission is partnering with Loomis' Norton Family Center for the Common Good on events such as the Integrated Refugee and Immigrant Services (IRIS), Human Trafficking International, and additional partnership with the First Church of Windsor.
- In October 2017, the Commission began planning for the 22nd annual Bridge Builder Awards, featuring a visit by the nominees to the Mashantucket Pequot Museum and Research Center in recognition of Native American indigenous culture.
- In January of 2018, commissioners brought food to people relocated to the area due to Hurricane Maria. The food was presented at an event organized in the refugees' honor by Tracy Green and Vice Chair, Patricia Mack.
- The Commission implemented an educational series on diversity, race, culture, gender, and economic disparities.

- A human trafficking forum was organized by the commission along with Loomis Chaffee and First Church and was successful at creating an open dialogue within the community.
- The commission began the annual African American History Celebration with a screening of *The Immortal Life of Henrietta Lacks* on February 2nd.
- On February 9th, the commission hosted their first ever Black History Jeopardy event. African American History month was closed by a presentation by the first female African American President of the Hartford County Medical Association.
- In March 2018, the Commission hosted a forum on gun violence attended by state representatives, state senators and town officials, Mayor Trink, Deputy Mayor Terranova, School Superintendent Craig Cooke, School Board President Leonard Lockhart, Police Chief Melanson, and the Madina Academy Executive Director. The Commission received requests to host another forums on gun violence for students during school hours in Windsor and Bloomfield.
- The Commission offers an annual Human Relations Scholarship Award in the amount of \$500 to be given to a deserving Windsor High School student planning to study Social Justice, Sociology, Urban Studies, Race-Culture Relations and/or Public Health. The 2018 recipient was Windsor High School Senior Laura Faulk.
- The Commission hosted an LGBTQI celebration in June 2018 along with the Windsor High School Gay Straight Alliance and the First Church of Windsor. The movie *Love, Simon* was screened at the event before having an open forum for discussions on LGBTQ lifestyle and culture.
- The One Book One Windsor program starts this month featuring *White Houses* by Connecticut author, Amy Bloom highlighting the life and times of historic First Lady Mrs. Roosevelt. The One Book One Windsor program also includes a visit to the home and Presidential Museum of the Roosevelts in Hyde Park, NY.

Councilor Jenkins thanked the commissioners for their service. She also spoke about political issues and civil rights violations and asked how these concerns are addressed. Mr. Washington replied that he refers people to the state. The commission doesn't take any particular stance. Councilor Jenkins spoke more specifically about children in cages not being a political issue, but rather a moral one.

Councilor Jenkins wanted to leave citizens with the thought that "Doing nothing is doing something."

Councilor O'Reilly asked about members who do not attend meetings. Mr. Washington stated that there are 4-5 members who do not attend meetings regularly. Councilor O'Reilly suggested that they request resignations from members who are not active so that those seats can be filled by active members.

Councilor Jepsen thanked the commission for all of the work they do in the community and called the commission one of the gems of the community.

e) Metropolitan District Commission (MDC)

John Avedisian, commissioner, presented the following:

- Mr. Avedisian apologized for not making it to the previous meeting. Because the Department of Energy and Environmental Protection (DEEP) is not paying their bill, he needed to attend a vote that evening so that come September 1st, the MDC is going to shut them off from putting contaminated water into the sewer system.
- Suggested citizens reach out to representatives because unless there is a change and DEEP pays their bill, water rates will increase another 5-6%. The dollar value that DEEP owes the MDC is up to \$5,000,000.
- The MDC has a contract with the government about storage of water at Colbrook Reservoir. A final payment of \$240,000 is due and it then needs to be decided whether they will still be involved with it or not.
- The dikes have been looked at and they are almost at a state of being uncertified. A project was recommended to the City of Hartford to spend \$77 million on the dikes but they did not do it. If flood insurance cannot be attained and a problem does occur, downtown areas will be flooded, including the MDC, and MDC customers will have to pay.
- A new, 400-foot drill will be up and running in the next couple months. He invited councilors and Town Manager Souza to attend the ribbon cutting.
- The MDC is looking into supplying water to Easthampton and Portland. There will be significant costs to install water pipes, but they expect to sell around 400,000 gallons of water per day to these customers.
- There was an MDC imposter in West Hartford. He told citizens to make sure anyone who represents themselves as being from the MDC has photo identification on their MDC badge.

Councilor McAuliffe asked if the dike maintenance is the City of Hartford's responsibility. Mr. Avedisian responded that it is. Councilor McAuliffe followed up by asking if it is a yearly expenditure for the city. Mr. Avedisian replied that no, it is a project that should last until the water reaches a 500-year level.

Councilor Govoni asked if it could flood I-91 if the dikes fail. Mr. Avedisian responded that it could.

Councilor Jenkins asked about the breakdown of the vote to shut off MDC. Mr. Avedisian responded that 100% of the council felt that it is unacceptable for an agency that overlooks everyone else to not pay their bill and voted as such.

Deputy Mayor Terranova thanked Mr. Avedisian for his commitment.

7) TOWN MANAGER'S REPORT

Community Block Party

Just a reminder that there will be a community block party on Friday, August 10th at Deerfield Park, 70 Colton Street. This event runs from 4:30 PM until 7:30 PM and admission is a school snack donation for the Weekend Wheels Program. Enjoy carnival games, arts and crafts, face painting, music, bounce-house, food and more! There will be prizes and giveaways. This event is created by youth in the Summer Teen Employment Program (STEP) in partnership with the Windsor Police Department to promote family fun and community spirit in a substance free environment. Call (860) 285-1990 for more information.

August 14th State Primary

The 2018 State Democratic and Republican Primaries will be held on Tuesday, August 14th. All polling locations will be open from 6:00 a.m. to 8:00 p.m.

To participate in the primary you must be an enrolled party member of either the Democratic or Republican parties. The deadline for new or unaffiliated voters to enroll in a party is August 9th by mail or August 13th in person at Town Hall.

Absentee ballots are now available in the Windsor Town Clerk's office. Applications for an absentee ballot may be obtained by calling 860-285-1902 or by downloading the application from the town's website.

The Town Clerk's office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. Extended office hours for absentee ballots will be on Thursday, August 9th from 8:00 a.m. to 6:00 p.m.

Windsor Citizen's Academy

Since 2005, more than 200 Windsor residents have graduated from the Windsor Citizen's Academy.

The program is a fun opportunity to learn more about the services the Town of Windsor provides, how they are funded, a look at our day-to-day operations, and how you can get involved. The interactive Citizen's Academy meets on Thursday evenings beginning September 20th and focuses on how daily government operations contribute to a better community.

This is a free program. To register call 860-285-1835, by going online at townofwindsorct.com or by email at: jubrey@townofwindsorct.com.

Deerfield Avenue

On May 21st, Council approved the submission of 2 grant applications, under the Local Transportation Capital Improvement Program (LOTICIP), for the rehabilitation of Deerfield Road and Archer Road. The Capital Region Council of Governments voted recently to approve the \$936,000 grant request for the Deerfield Road project. CRCOG voted to fast-track the project under its initiative to accelerate the spending of \$5 million of LOTICIP funding. Windsor was one of 4 communities selected to receive the fast-track funding. In order to be considered for fast-track funding, the municipality must commit to a May 2019 final design date. In September staff plans to request funding for any necessary geotechnical, survey and traffic services related to the design of the improvements. We are currently anticipating performing the design in-house.

Upcoming Paving Projects

The next phase of street repaving is scheduled to occur in late August with the third phase slated for late fall. Earlier this summer we repaved just under 3.5 miles. Public Works crews have been working to replace storm drain tops in preparation of milling the existing paving. Remaining road sections, totaling 6.25 miles, to be repaved this construction season include:

Mill & Overlay – Phase 2

- Bent Road
- Harvest Lane (Prospect Hill to Ethan)
- Silver Birch Lane
- Prospect Hill Road (Harvest to Lang including circle)
- Ethan Drive
- Wooduck Farms
- River Street (Strawberry Hill to Stop sign)
- Lamberton Road (Day Hill to Pigeon Hill)

Mill & Overlay – Phase 3

- Preston Street (Maple to Kellogg)
- Sycamore Street
- Sycamore Circle
- Welch Avenue
- Capen Street (Crest Drive to Dudley Town)
- Remington Road
- Bristol Street
- East Barber Street
- Rodney Street
- Upton Street
- Great Pond

Police Department Matter

Through the Town Attorney's office an independent fact finder has been engaged to review matters or concerns related to the police chief and handling of an in-car video. The

name of the firm is Marcum Accountants and Advisors and they have offices in Boston and Hartford.

It is expected that the findings and report will be completed prior to the end of the month. Funding will be from projected vacancy savings within the FY19 budget.

Mill Brook Open Space Steering Committee

The volunteer Mill Brook Steering Committee has had 3 meetings. The first meeting was an orientation meeting and the second was a site tour of the property. During the last meeting, the committee discussed various ways to obtain public input during the planning process.

The steering committee has scheduled two public open houses or tours of the property. They will be held on August 22 and 28 from 5:00 PM to 7:00 PM. Citizens will be able to tour the former clubhouse building as well as walk the property if they wish. Steering Committee members and staff will be on hand to answer questions and to receive ideas as to the future use and management of the open space and the buildings. Residents can drop in anytime at the former clubhouse at 147 Pigeon Hill Road between 5:00 PM and 7:00 PM.

An on-line survey is also being developed to gather additional input and it is expected to be available the first week or so of September. Various means will be used to publicize the open houses including a mailing to neighboring property owners within the next week.

Northwest Park

We've had recent sightings of a coyote on Brookside Trail, as well as the usual frequent bear sightings in that area. Northwest Park staff conferred with wildlife resources officers at CT Department of Energy & Environmental Protection and they advised to post informational signs for park patrons, especially dog walkers. The signs include the do's and don'ts or precautions if a hiker sees a coyote or a bear.

There are no reasons to close off the trail or part of the park at this point. However, we are working to inform and educate our visitors on how to act if they have an encounter with our larger wildlife. Dogs running off leash are at the highest risk. People running away from a bear or coyote may also endanger themselves unintentionally.

Councilor Jenkins warned citizens that there was a bear sighted at the intersection of Matianuck Avenue and Park Avenue and recommended using caution while out walking. She also remarked that there have been many hostile comments online regarding a police investigation and asked citizens to refrain from commenting and let the professionals do their jobs first.

Councilor O'Reilly asked how word was getting around about the Mill Brook open houses in August. Town Manager Souza responded that they are posting information in various ways and nearby neighbors will receive a mailing.

Councilor Govoni asked if money allocated for paving Deerfield Road will cover it in its entirety. Town Manager Souza responded that it would.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly noted that reckless driving came up a lot during the public comment portion of the meeting and agreed that the council and police department should be addressing traffic safety issues.

Councilor Wilkos expressed his concerns about cars parked on both sides of the road near the Wilson Pizza area making it very difficult to watch for pedestrians. Being a state road, there should be no parking along it just like there is no parking along Windsor Center to the Hartford line. He wondered if the state is aware and addressing this issue. Town Manager Souza replied that they will get in contact with the Regional Manager in charge of issuing the permits because the state issues permits and then installs no parking signs.

Councilor Wilkos thanked WIN-TV, specifically Jenny Hawran and Charles Jackson, for hosting a free concert Sunday afternoon with food on the town green as a fundraising event. They raised \$500 to fund their Kidvid program where they teach children to use production equipment and also offer a free after school program at WIN-TV for kids to learn about audio visual production.

Councilor Govoni spoke fondly of her and Councilor Jenkins' professional work together and stated that he will miss her terribly and she is a wonderful Councilor.

Councilor McAuliffe thanked Councilor Jenkins for her help and service to the town.

Councilor Jenkins stated that she will be relinquishing her position at the end of the month due to family reasons. She wants people to know what an honor it has been to serve the people of Windsor to this capacity. She also stated that she loves Windsor and hopes to come back and serve the town at a later date.

Councilor Tustin wished the best of luck to Councilor Jenkins and her family. He also thanked everyone involved in the concerts on the town green and stated that they are wonderful events where a lot of people from the community show up. The concerts are something he and his family look forward to every week.

Deputy Mayor Terranova thanked Councilor Jenkins for her dedication to this council and town. She stated that Councilor Jenkins is one of the most prepared councilors and she appreciates her contributions to this fairly homogenous group of councilors. She appreciates her insight as a person of color and hopes that she will be back to serve again soon.

Councilor Jepsen stated that he will miss Councilor Jenkins and feels that they worked well together. He thanked Councilor Jenkins for her preparedness and wishes her family all the best.

Mayor Trinks reminded citizens that the rescheduled Taste of Windsor event hosted by First Town Downtown is tomorrow night on the green from 6:00 p.m. - 8:30 p.m. He supported Councilor Jenkins' decision to put her family first and told her that there will

always be a place for her on a board, commission, or perhaps back on the council in the future.

Councilor Jenkins assured citizens that this particular town council is unique and special in that everyone gets along and can speak about issues. She hopes that the council will carry on in that spirit and set a positive example for the town. Councilor Jenkins thanked town employees who work hard to prepare all of the materials that the council reviews and expressed appreciation to Town Manager Souza for all he's done and for carrying a big weight with class.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor O'Reilly reported that the committee met on July 16th to interview candidates for appointments and reappointments. He stated that he will speak more about the details during agenda item 13. He also wants citizens to know that there are a number of boards and commissions with vacancies that any one in town can apply for on the town website.

Health & Safety Committee – None.

Finance Committee – None.

Special Projects Committee – None.

Town Improvements Committee – Councilor McAuliffe reported that the committee will be meeting on August 13th at 6:30 p.m. at the town hall.

10) ORDINANCES – None.

11) UNFINISHED BUSINESS – None.

12) NEW BUSINESS

- a) Approve lease for 261 Broad Street, Luddy Carriage House

MOVED by Councilor McAuliffe, seconded by Councilor Jepsen that the Town Manager is authorized to sign the attached lease with Ewe and You Fiber Arts, LLC for use of the town-owned Luddy Carriage House, located at 261 Broad Street.

Councilor Jenkins thinks this is a great opportunity for a small business in town and hopes everyone supports it.

Councilor Govoni stated that fiber arts kept his mother sharp at 92 years of age and thinks there are a lot of benefits that come from these crafts and people having positive interactions around it.

Motion Passed 9-0-0

b) Introduce Northwest Park facility rental fee amendments

Paul Norris, Director of Recreation and Leisure Services, and Marilyn Smith, Manager of Northwest Park, presented the following:

Northwest Park has two picnic shelters available for public rental that accommodate private gatherings and public events. The picnic pavilion has a capacity of 150 people, while the warming shed is sized for groups up to 50. Estimated attendance at rental events is over 13,000 people annually.

Mr. Norris and Ms. Smith are proposing rental fee increases and the addition of a staff member to oversee the appropriate use of the facilities, specifically where parking is concerned.

Councilor Govoni asked if the revenue from the proposed increased rental fees would fund the new position. Mr. Norris replied that was correct. Councilor Govoni expressed his support.

Councilor McAuliffe asked what the proposed fee is for the pavilion. Mr. Norris replied that currently it is \$50 and they are proposing that it cost \$150 per day, which is in line with what other towns are charging.

Councilor Wilkos asked about current staffing and wondered if some of the current employees' hours could be adjusted rather than hire a new employee so that the revenue collected could be placed back into the park. Mr. Norris noted that although the earnings collected from rental use could cover the cost of an employee, right now the \$8,000 collected per year is retained so that would be less money for the park itself, even with fee increases.

Councilor Jepsen spoke about citizens being very used to parking near the picnic pavilion so it may be a challenge to enforce the change.

Mayor Trinks expressed concerns that part of the appeal of renting the pavilion may be the close parking, therefore prohibiting parking may decrease the popularity of the facility. He noted that the walk from the pavilion to the parking lot will probably require a better, well-lit walking path. Ms. Smith replied that it should be noted that the park does close at sunset, before dark.

Town Manager Souza offered the town council the option to form a committee regarding these changes. Mayor Trinks responded that it would be fine to bring the issues back to the attention of the full council in the Fall.

c) Introduce an ordinance entitled, "AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE 1, FIRE PREVENTION CODE."

RESOLVED by Councilor Jepsen, seconded by Councilor Jenkins that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE I, FIRE PREVENTION CODE" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

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

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to introduce an ordinance entitled, "AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE 1, FIRE PREVENTION CODE."

Lori Volkert, Fire Inspector, presented the following:

Chapter 6 of the town ordinances relate to fire protection and prevention. Articles I, II, III were adopted in the 1960's and have remained mostly untouched. Since then the legal environment has changed, including the adoption of the Connecticut State Fire Safety Code and Connecticut State Fire Prevention Code. These codes are intended to set a minimum standard of fire safety to be enforced uniformly across the state, are based on nationally recognized codes with state specific amendments and have been updated through time to stay current.

The state has established, both legislatively and judicially, that they consider the state Codes to also be a maximum standard to be enforced across the state such that municipalities cannot require more than the state code on subjects it regulates, except in specific areas outlined in the regulations. As such, much of our Chapter 6 became "unenforceable" under these statewide codes. In the current Codes, the State has deleted some of the model code requirements in order to leave the matters such as water supply, emergency responder support, and outdoor burning up to local jurisdiction. These topics are then unregulated unless a town adopts local requirements. The existing Chapter 6 does not address many of these topics.

- Section 6-1 - 6-7. Establishes the relationship of this code with the state codes and establishes enforcement authority.
- Section 6-8 - 6-9. Water supply is one of the areas left up to local jurisdiction. Fortunately most of our town is serviced by the MDC and has adequate hydrants. Unfortunately new developments only have defined requirements for water supply under the subdivision regulations, meaning it is only applied to developments where parcels were subdivided into 3 or more parcels. This section simply carries those existing regulations to here, expands them to cover all new development and provides protection for development in the few areas of town that may not be serviced by the MDC.

- Section 6-9(e). This is a new requirement, however, it is in line with what other towns require and is codifying what the Fire Marshal's office has requested on a case by case basis. Very few developable areas in town are outside the reach of MDC water mains, so we see this as having a minimal impact on the majority of development. However it will have a positive impact on the fire department's ability to adequately suppress fires in these non-MDC areas in order to protect life and property.
- Section 6-20 Fire Zones. CGS §29-293 allows towns to create "fire zones", or areas of particular concern, regarding fire and life safety and to require additional items for protection in these zones. This has been addressed in the zoning regulations with the establishment of certain overlay design districts and the Great Pond Development plan. However the statute says that such zones must be adopted "by ordinance," so this is simply naming these design districts as "fire zones."
- Section 6-21 – 6-26 Fire lanes. These have been amended to reflect the new requirements in the CT fire prevention code. We have also moved the fine amount out of the ordinance and into the price guide. If the council adopts the proposed ordinance, we will subsequently prepare a new fee schedule for Council consideration.
- Section 6-27 Emergency responder radio coverage. This is an area left up to local jurisdiction and this language is simply codifying what this office has been requiring on a case by case basis
- Section 6-28 Outdoor Fires. This is an area where the state code is silent, although CT DEEP has some statutes addressing open burning. However, in the DEEP statutes, towns are allowed to prohibit outdoor fire by ordinance if they so choose. This section codifies what this office has been doing informally and will give residents and emergency responders a better definition of what is allowed and what is expected.
- Section 6-29 Properties served by both liquefied petroleum gas and natural gas. The current ordinance prohibits the use of LPG on properties where the street was served by natural gas. The original intent was to provide firefighters with a degree of certainty that when they shut off the gas, that all gas would indeed be shut off and that there would be no mixing of fuels. This ordinance has become cumbersome and difficult to enforce. We believe this new language will provide an adequate level of protection to the fire department and will allow residents flexibility as to fuel type.

Councilor Wilkos asked about sprinkler requirements. Ms. Volkert replied that those requirements are taken out of already existing subdivision regulations and spoke about larger buildings needing an additional tank of water to supply the sprinklers adequately.

Councilor Tustin thanked Ms. Volkert for her department's hard work in keeping residents safe.

Councilor Jenkins asked about grills being considered a portable fireplace. Ms. Volkert replied that they are not; grills have their own protocol.

Motion Passed 9-0-0

- d) Set a Public Hearing for September 4, 2018 at 7:15 PM for an ordinance entitled, "AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE 1, FIRE PREVENTION CODE."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, that a Public Hearing be held at the Windsor Town Hall on September 4, 2018 at 7:15 PM (prevailing time) on the following ordinance entitled, "AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE 1, FIRE PREVENTION CODE" 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

- e) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

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 \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 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 Councilor McAuliffe, to introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Town Manager Souza gave an overview of the next steps required for the Public Safety Radio System Replacement Project as follows:

TUSA Consulting was hired in July 2016 to review the present radio system and to suggest a path for the town to follow in meeting radio communications needs for the

future. TUSA Consulting has continued working with town staff to create and implement a Request for Proposal process.

Project funding authorization, as per the *Town Charter*, is required by referendum vote. If the Town Council were to decide to move this project forward to a referendum as part of the November 2018 General Election, such a decision needs to be made by no later than September 6th.

At this juncture, it is recommended that the Town Council consider the following: introduction of a bond ordinance, setting a public hearing for September 4, 2018, as well as introducing a resolution to set a referendum date and ballot question. On September 4, 2018 the Town Council would act on the bond ordinance and decide whether to set a referendum date and question for November 6, 2018.

Motion Passed 9-0-0

- f) Set a Public Hearing for September 4, 2018 at 7:15 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that a Public Hearing be held at the Windsor Town Hall on September 4, 2018 at 7:15 PM (prevailing time) on the following ordinance entitled, "AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 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 resolution to set a referendum date and ballot question for Town-Wide Public Safety Radio System project

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to introduce the following resolution: "RESOLVED, pursuant to Section 9-3(a) of the Charter, the ordinance entitled, "AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" shall be submitted to the voters of the Town on Tuesday, November 6, 2018 between the hours of 6:00 AM and 8:00 PM (prevailing time) in conjunction with the election to be held on that date, in the manner provided by the Town Charter and the Connecticut General Statutes, Revision of 1958, as amended, and the procedures set out in subsection (b)(2) of Section 9-369d of the Connecticut General Statutes, Revision of 1958, as amended, which procedures are hereby chosen and approved in accordance with subsection (b)(1)

of Section 1 of said statute. Electors shall vote on the question at their respective polling places. Voters who are not electors shall vote on the question at the Windsor Town Hall. Absentee ballots will be available from the Town Clerk's office."

FURTHER RESOLVED, that said ordinance shall be placed upon the voting machines or paper ballots under the following heading:

"SHALL THE TOWN OF WINDSOR APPROPRIATE \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION?"

Voters approving said ordinance will vote "Yes" and those opposing said ordinance will vote "No." Absentee ballots will be available from the Town Clerk's office.

FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said referendum, to be incorporated into the notice of the aforesaid election."

Motion Passed 9-0-0

- h) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

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 \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 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 Councilor McAuliffe, to introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Town Manager Souza gave the following highlights about the timeline of the Public Safety Complex project:

Phase 1 – Police Department Relocation to Addison Road – \$16.04 M

- Renovate 30,000 square feet of space for police department operations
- Partial roof replacement
- Site improvements

Phase 2 – Renovate and Add Fire Apparatus Bays at Public Safety Building – \$17.86 M

- Construct new fire apparatus bays and storage space
- Site improvements related to parking and vehicle circulation
- Renovate existing police department space for fire department support areas including offices, restrooms/lockers and a kitchen area
- Renovate existing fire department space to accommodate EMS offices, training, sleeping quarters and storage
- Mechanical, electrical and plumbing systems replacement, including HVAC
- Public lobby and restroom improvements

It is proposed that the Town Council consider placing a referendum question for the full project scope on the November 2018 general election. In order to do so, a public hearing, formal vote on a recommended bond ordinance and ballot question would need to be taken by no later than September 6, 2018.

Based on a November 2018 voter approval, it would be possible that design of Phase 1, renovation of 100 Addison Road, could be completed by approximately June 2019 with bidding and contract award being finished in early fall 2019. This would allow construction to start by the end of the 2019. Construction length is preliminarily estimated to be 12 to 14 months, meaning the police operations could relocate in the first quarter of 2021.

Phase 2 design could potentially overlap with parts of Phase 1 design and be completed in summer / fall of 2019. This would allow for bidding and contract award in the winter of 2020 and the building expansion to start in the summer of 2020. Interior renovations would start in a phased manner upon the police operations moving to 100 Addison Road. Preliminary cost estimates have been developed and include allocations for furniture, equipment and technology, as well as a cost escalation factor given the phasing nature of the project.

Councilor Govoni spoke about growth on the grand list helping to recover some of the debt incurred with the project and Town Manager Souza responded that the grand list can be up and down but there is definitely room for growth within it.

Motion Passed 9-0-0

- i) Set a Public Hearing for September 4, 2018 at 7:15 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT AND AUTHORIZING THE ISSUE

OF \$33,900,000 BONDS AND NOTES TO FINANCE THE
APPROPRIATION.”

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, that a Public Hearing be held at the Windsor Town Hall on September 4, 2018 at 7:15 PM (prevailing time) on the following ordinance entitled, “AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 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

- j) Introduce a resolution to set a referendum date and ballot question for public Safety Complex project

“MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to introduce the following resolution: “RESOLVED, pursuant to Section 9-3(a) of the Charter, the ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ shall be submitted to the voters of the Town of Windsor on Tuesday, November 6, 2018, between the hours of 6:00 AM and 8:00 PM (prevailing time) in conjunction with the election to be held on that date, in the manner provided by the Town Charter and the Connecticut General Statutes, Revision of 1958, as amended, and the procedures set out in subsection (b)(2) of Section 9-369d of the Connecticut General Statutes, Revision of 1958, as amended which procedures are hereby chosen and approved in accordance with subsection (b)(1) of Section 1 of said statute. Electors shall vote on the question at their respective polling places. Voters who are not electors shall vote on the question at the Windsor Town Hall. Absentee ballots will be available from the Town Clerk’s office.

FURTHER RESOLVED, that said ordinance shall be placed upon the voting machines or paper ballots under the following heading:

“SHALL THE TOWN OF WINDSOR APPROPRIATE \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION?”

Voters approving said ordinance will vote “yes” and those opposing said ordinance will vote “No.” Absentee ballots will be available from the Town Clerk’s office.

FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish notice of said referendum, to be incorporated into the notice of the aforesaid election.”

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

Councilor O'Reilly reported that the Personnel Committee met three weeks ago and has submitted names for the council's consideration. There is one candidate for appointment and five members for reappointment.

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the July 2, 2018 Public Hearing

MOVED by Councilor Jepsen, seconded by Councilor Jenkins, to approve the unapproved minutes of the July 2, 2018 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

Leonard Lockhart, 57 Columbia Road, BOE President, provided clarity about the BOE report presented earlier tonight. He thanked the council for approving the budget and then stated that Superintendent Dr. Cooke was well within his rights to make the changes he made and staff the building as he sees fit. He feels that the fourth assistant principal position is necessary to provide more focus on academics and discipline. He also noted that Dr. Cooke consulted with the executive committee, who were all in agreement with his decision.

16) EXECUTIVE SESSION

17) ADJOURNMENT

MOVED by Councilor Jenkins, seconded by Councilor Wilkos to adjourn the meeting at 10:09 P.M.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council