



Council Agenda

Council Chambers
Windsor Town Hall
September 17, 2018



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Deputy Mayor Terranova
3. PLEDGE OF ALLEGIANCE – Deputy Mayor Terranova
4. PROCLAMATIONS/AWARDS
 - a) Declaring September as National Suicide Prevention Awareness Month
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Appointment to fill Town Council vacancy (Mayor Trinks)
 - b) *Approve an appropriation of \$58,000 from the Capital Projects Fund for design of Island Road pavement rehabilitation project (Town Manager)
 - c) *Approve an appropriation of \$75,000 from the Capital Projects Fund for design of Poquonock Elementary HVAC Project (Town Manager)
 - d) Approve an appropriation of \$30,000 from the Capital Projects Fund for Oliver Ellsworth Elementary HVAC Project – Phase II (Town Manager)



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- e) Approve an appropriation of \$60,000 from the Capital Projects Fund for the salt storage facility project (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the September 4, 2018 Public Hearing
- b) *Minutes of the September 4, 2018 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

PROCLAMATION

September as National Suicide Prevention Awareness Month

WHEREAS, September is known around the United States as National Suicide Prevention Awareness Month and is intended to help promote awareness surrounding each of the Suicide Prevention resources available to us and our community. The simple goal is to learn how to help those around us and how to talk about suicide without increasing the risk of harm; and

WHEREAS, Suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and

WHEREAS, According to the CDC, each year more than 41,000 people die by suicide; and

WHEREAS, Suicide is the 10th leading cause of death among adults in the U.S., and the 2nd leading cause of death among people aged 10-24; and

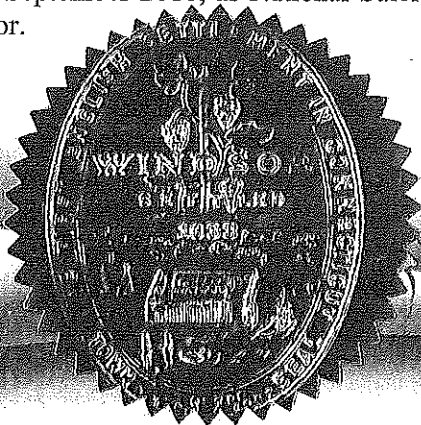
WHEREAS, Windsor is no different than any other community in the country, but chooses to publicly state and place our full support behind local educators, mental health professionals, athletic coaches, pack leaders, police officers, and parents, as partners in supporting our community in simply being available to one another; and

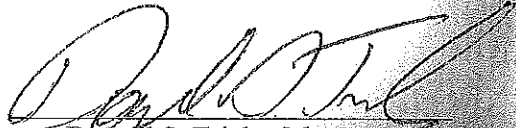
WHEREAS, local organizations like Suicide Prevention Services (SPS) and national organizations like the National Alliance on Mental Illness (NAMI) are on the front lines of a battle that many still refuse to discuss in public, as suicide and mental illness remain too taboo a topic to speak on; and

WHEREAS, every member of our community should understand that throughout life's struggles we all need the occasional reminder that we are all silently fighting our own battles; and

WHEREAS, I encourage all residents to take the time to inquire as to the wellbeing of their family, friends, and neighbors over the next few days and to genuinely convey their appreciation for their existence by any gesture they deem appropriate. A simple phone call, message, handshake, or hug can go a long way towards helping someone realize that suicide is not the answer.

NOW, THEREFORE, be it resolved that I, Donald S. Trinks, do hereby proclaim the month of September 2018, as National Suicide Prevention Awareness Month in the Town of Windsor.





Donald S. Trinks, Mayor
September 17, 2018

Agenda Item Summary

Date: September 17, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Appointment to Town Council

Background

The Town Council currently has one vacancy due to Councilor Jill Jenkins' resignation which was effective August 31, 2018. Councilor Jenkins' political party affiliation is Democrat. The Town Council is responsible for filling the vacancy. The Democratic members of the Town Council plan to present the appointment of Ms. Nuchette Black-Burke to fill the vacant unexpired term for approval on Monday.

Discussion/Analysis

Per Section 6-1 of the *Town Charter*, when a vacancy occurs on the Town Council, the remaining unexpired portion of the term shall be filled by the remaining members of the Council by an affirmative vote of not less than five members. Additionally, the appointee shall be of the same political party as the person creating the vacancy. With regards to a time frame for filling the vacancy, the Town Charter is silent.

The Council's Rules of Order, Rule #20, calls for the appointment to be submitted to the Council at one meeting with the final consideration of the appointment being made at the next meeting.

The Town Council may vote to suspend its Rules of Order, per Rule #29, to make the appointment a one step process versus a two step process.

Ms. Nuchette Black-Burke has served on the Board of Education since 2015. She resides on Milo Peck Lane and is currently employed by the Hartford Partnership for Student Success and assigned to the Hartford Public Schools as the Hartford Community Schools Coordinator. Ms. Black-Burke is a graduate of Windsor High School and Western Connecticut State University. She received her masters of education from the University of Hartford.

Financial Impact

None

Other Board Action

None

Recommendations

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

Amend Order of Agenda Items

“MOVE to place item 12 a) on tonight's agenda after item 3.”

Waive Council Rules of Order

“MOVE to suspend the Town Council’s Rules of Order to allow the appointment to fill the Town Council vacancy to be completed this evening.”

Appointment to Town Council

“MOVE to appoint Ms. Nuchette Black-Burke to the Town Council to fill an unexpired term.”

Attachments


None

Agenda Item Summary

Date: September 17, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Island Road Rehabilitation Project

Background

The FY 2019 Capital Improvements Program includes the design phase for the roadway reconstruction or rehabilitation of Island Road.

Discussion/Analysis

Island Road is an aging roadway. The pavement structure is composed of numerous lifts of pavement installed over many decades. The base appears to be inadequate in many areas. The pavement has deteriorated and is raveling at the edges, pot holes are prevalent throughout, and the bituminous curbing is broken and misaligned. Island Road serves as an important access route to the Loomis Chaffee Campus.

At one time, the Capital Improvement Program included a project for the complete roadway reconstruction of Island Road as well as the installation of sidewalks and street lighting. Since that time, the project has been reduced in scope for budgetary purposes to focus on the rehabilitation of the pavement. The current project includes the rehabilitation of the existing pavement, replacement of curbing and minor drainage improvements.

Staff is requesting funding to initiate the design phase of this project. Design monies will be used to complete a survey, collect geotechnical data, and delineate wetlands and other environmental resources in proximity to the roadway. Consultant assistance may also be required to assist with any environmental permitting and design.

Financial Impact

At this time, staff is seeking \$58,000 in funding for the design phase of the project. The adopted Fiscal Year 2019 - 2024 Capital Improvement Program includes construction funding in FY 20 at a preliminary estimated cost of \$500,000.

Other Board Action

None

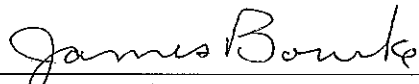
Recommendations

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

“MOVE to approve an appropriation of \$58,000 from the Capital Projects Fund Assigned Fund Balance for the design of the Island Road Rehabilitation Project.”

Certification

I hereby certify that \$58,000 is available in the Capital Projects Fund Assigned Fund Balance to fund the above appropriation.




James Bourke
Finance Director

Agenda Item Summary

Date: September 17, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Funding for the Design of the Air Conditioning System and Equipment at Poquonock Elementary School – Phase III

Background

The replacement and installation of HVAC systems at Poquonock School is being done in phases. The first phase, funded by Town Council in February 2010, encompassed the installation of new high efficiency boilers for domestic hot water and heating hydronic water. The second phase was funded in January 2011. This phase encompassed the removal of the 60 year old steam boilers from the heating system and the removal / conversion of existing steam heating equipment to hot water hydronic equipment. The final phase is to design and install air conditioning.

Discussion/Analysis

Poquonock Elementary School was originally constructed in 1947. Two additions were added in 1958 and 1988. The first two phases of this project completed the replacement of the existing heating equipment systems. Presently some sections of the building have air conditioning: main office, library, and a few classrooms. This funding request is for the design of air conditioning systems for the remaining areas of the building not currently air conditioned.

The new design will determine the most efficient cooling systems that will be utilized to air condition remaining spaces and integrate with the DDC Controls system. If approved, the project would be designed and bid by mid-winter to allow a funding request to be considered in February or March. Construction would be scheduled for the summer of 2019.

The Town Council is also requested to refer the project to the Public Building Commission for oversight.

Financial Impact

Town staff solicited Request for Proposals for the design work in June 2018 and the Public Building Commission discussed the proposals received in July 2018. Town Council is being requested to allocate funds in the amount of \$75,000 from the Capital Projects Fund Assigned Fund Balance for the design of air conditioning systems to the HVAC system and equipment at Poquonock School. Preliminary project construction cost is estimated at approximately \$1.14M.

Other Board Action

None

Recommendations

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

Appropriation

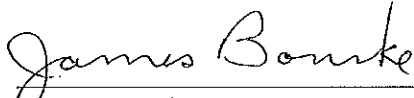
“MOVE to approve an appropriation of \$75,000 from the Capital Projects Fund Assigned Fund Balance for the Poquonock School HVAC Improvements project.”

Referral to Public Building Commission

“MOVE to refer the Poquonock School HVAC Improvements project to the Public Building Commission for oversight.”

Certification

I hereby certify that \$75,000 is available in the Capital Projects Fund Assigned Fund Balance to fund the above appropriation.




James Bourke
Finance Director

Agenda Item Summary

Date: September 17, 2018

To: Honorable Mayor and Members of the Windsor Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Oliver Ellsworth Elementary School HVAC Supplemental Appropriation

Background

In March 2017, Town Council approved funding for the replacement and improvement of the HVAC system and equipment at Oliver Ellsworth Elementary School. The project bids were in excess of the estimated cost. As a result, several components of the project were deferred from the project scope.

In March 2018, Town Council approved funding for the deferred components: replacement cooling tower, replacement air handling units, and complete building duct cleaning. Town staff bid this project for the deferred components in Spring 2018.

Discussion/Analysis

As the project work progressed this August, two unknown conditions were uncovered. The existing piping for the air handling units serving the gym and cafeteria areas were found to have more corrosion than was expected and the under-ground electrical conduit serving the chiller tower was found to be broken and not useable. Two change orders are required to address these two items - \$15,000 for the air handling unit piping and \$11,000 for the replacement electrical conduits. The piping will be cut back to a location where piping is sound and the replacement electrical conduits will be installed above ground. A supplemental request of \$30,000 is requested to fund these unanticipated costs.

Financial Impact

The project does not have adequate contingency funds available due to higher than expected prices on base bid components. The proposed funding source is the Capital Projects Fund Assigned Fund Balance.

Other Board Action

The Public Building Commission has reviewed and discussed the change orders and are awaiting funding authorization from Town Council.

Recommendations

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

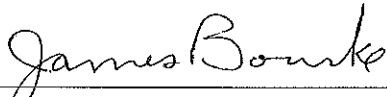
“MOVE to approve an appropriation of \$30,000 from the Capital Projects Fund Assigned Fund Balance for the Oliver Ellsworth School HVAC Project.”

Attachments

None

Certification

I hereby certify that \$30,000 is available in the Capital Projects Fund Assigned Fund Balance to fund the above appropriation.

A handwritten signature in cursive script that reads "James Bourke". The signature is written in black ink and is positioned above a horizontal line.


James Bourke
Finance Director

Agenda Item Summary

Date: September 17, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Salt Shed Construction – Additional Funding Authorization

Background

The Town's original salt shed was constructed in 2004 at the Department of Public Works, at 99 Day Hill Road. The intent of the original structure was to provide a covered area for road salt storage that would be resistant to the elements. During one of the three Nor'easters that hit the state during March 2018, the cover tore and blew off the salt shed. Subsequent reviews of the salt shed superstructure revealed stress fractures and twisting of the steel members.

This spring the Town Council approved the appropriation of \$252,000 to fund the salt shed replacement project. Insurance proceeds will reimburse the Capital Projects Fund Assigned Fund Balance. The requested appropriation was based on the best available information at the time.

This agenda item is to request an appropriation of \$60,000 for additional concrete and foundation work.

Discussion/Analysis

Since the original appropriation, it was determined that additional work would be required to supplement the existing concrete block foundation. A structural evaluation, dated June 6, 2018, indicated that a new concrete cap and strapping of the existing foundation blocks should be added to accommodate the new shed framing. The additional cost for this work is approximately \$60,000. We have had ongoing discussions with our insurance carrier since the loss and we expect this additional cost will be covered by insurance proceeds and be used to reimburse the Capital Projects Fund Assigned Fund Balance.

Financial Impact

The breakdown of estimated project costs are:

Initial Costs:

Salt shed construction	\$194,000
Dismantle existing shed	20,000
Structural evaluation	4,000
Electrical and lighting	10,000
Contingency (10% of const.)	<u>24,000</u>
Total	\$252,000

Current Request:

Concrete cap and steel strapping	<u>\$60,000</u>
Revised Total	\$312,000

Other Board Action

The Public Building Commission (PBC) is being updated on the progress of the construction project.

Recommendations

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

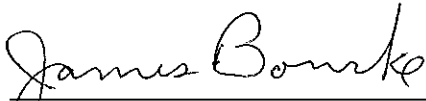
“MOVE to approve an appropriation of \$60,000 from the Capital Projects Fund Assigned Fund Balance for the Department of Public Works’ Salt Storage Shed and to utilize insurance proceeds to reimburse the Capital Projects Fund.”

Attachments

None

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

Town Council
Resignations/Appointments/Reappointments
September 17, 2018

Resignations

None

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

None

Names submitted for consideration of appointment

- A. One Democratic Alternate Member
Capital Improvements Committee
Three Year Term to expire May 5, 2021 or until a successor is appointed
(Louis Morando - reappointment)

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

- B. One Unaffiliated Member
Central Connecticut Tourism District
Three Year Term to expire July 1, 2021 or until a successor is appointed
(Kevin Washington - reappointment)

“MOVE to REAPPOINT Kevin Washington as an Unaffiliated member to the Central Connecticut Tourism District for a three year term to expire July 1, 2021 or until a successor is appointed.”

- C. One Democratic Member
Commission on Aging & Persons with Disabilities
Three Year Unexpired Term to expire January 31, 2020 or until a successor is appointed
(Patricia Carroll – resigned)

“MOVE to APPOINT Donna Grossman as a Democratic member to the Commission on Aging & Persons with Disabilities for a three year unexpired term to expire January 31, 2020 or until a successor is appointed.”

D. One Unaffiliated Member

Commission on Aging & Persons with Disabilities

Three Year Term to expire November 8, 2020 or until a successor is appointed

(Marsha Brown - reappointment)

“MOVE to REAPPOINT Marsha Brown as an Unaffiliated member to the Commission on Aging & Persons with Disabilities for a three year term to expire November 8, 2020 or until a successor is appointed.”

E. One Democratic Member

Housing Authority of the Town of Windsor

Five Year Term to expire July 31, 2023 or until a successor is appointed

(Alpha Nicholson III – resigned)

“MOVE to APPOINT Randy McKenney as a Democratic member to the Housing Authority of the Town of Windsor for a five year term to expire July 31, 2023 or until a successor is appointed.”

F. One Democratic Alternate Member

Human Relations Commission

Three Year Term to expire May 31, 2021 or until a successor is appointed

(Max Kuziak – moved from alternate position to regular membership)

“MOVE to APPOINT Byron Bobb as a Democratic Alternate member to the Human Relations Commission for a three year term to expire May 31, 2021 or until a successor is appointed.”

G. One Unaffiliated Member

Human Relations Commission

Three Year Term to expire March 31, 2021 or until a successor is appointed

(Kevin Washington - reappointment)

“MOVE to REAPPOINT Kevin Washington as an Unaffiliated member to the Human Relations Commission for a three year term to expire March 31, 2021 or until a successor is appointed.”

H. One Unaffiliated Member

Inland Wetlands & Watercourses Commission

Four Year Term to expire March 31, 2022 or until a successor is appointed

(Kevin Washington - reappointment)

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

- I. One *Democratic* Member
Inland Wetlands and Watercourses Commission
Four Year Term to expire October 31, 2021 or until a successor is appointed
(Louis Morando - reappointment)

“MOVE to REAPPOINT Louis Morando as a Democratic member to the Inland Wetlands and Watercourses Commission for a four year term to expire October 31, 2021 or until a successor is appointed.”

- J. One *Republican* Member
Library Advisory Board
Three Year Term to expire April 30, 2021 or until a successor is appointed
(Carol Sama - reappointment)

“MOVE to REAPPOINT Carol Sama 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.”

- K. One *Republican* Member
Library Advisory Board
Three Year Term to expire April 30, 2021 or until a successor is appointed
(Denise Panos - reappointment)

“MOVE to REAPPOINT Denise Panos 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.”

- L. One *Republican Alternate* Member
Zoning Board of Appeals
Two Year Term to expire October 10, 2019 or until a successor is appointed
(Theresa Tillett - reappointment)

“MOVE to REAPPOINT Theresa Tillett as a Republican Alternate member to the Zoning Board of Appeals for a two year term to expire October 10, 2019 or until a successor is appointed.”

**Town Council
Council Chambers
Windsor Town Hall
SEPTEMBER 4, 2018
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:16 P.M. by Mayor Trinks.

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

Mayor Trinks read aloud the notice of the public hearing to hear public comment on:

"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."

"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."

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

2) PUBLIC COMMENT

Coralee Jones, 1171 Matianuck Avenue, spoke about the importance of the radio system and public safety complex projects but asked for a clearer picture of how they will be paid for in relation to the entire town budget. She asked if other projects would be underfunded or not funded. She stated that Windsor needs these projects, but believes that citizens need to be shown how the town can take on the debt.

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:20 P.M.

Respectfully Submitted,

Erin Rand
Clerk of the Town Council

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
SEPTEMBER 4, 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 Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos.

2) PRAYER

Councilor O'Reilly quoted the late Senator John McCain saying "No just cause is futile, even if it is lost, if it helps make the future better than the past."

3) PLEDGE OF ALLEGIANCE

Councilor O'Reilly led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS – None

5) PUBLIC COMMENTS AND PETITIONS

TJ Barresi, 10 Lighthouse Hill Road, spoke about a dangerous traffic situation at the intersection of Poquonock Avenue and Oxcart Drive due to school traffic. He used a map to demonstrate stacking on Oxcart Drive and described another bus stop nearby that makes the traffic even worse when cars that are waiting for the bus line on the road. He claims that it is especially dangerous when larger vehicles try to drive through. Mr. Barresi suggested prohibiting parking and idling there or hiring a crossing guard.

Fiona Conliffe, 10 Derek Lane, the parent of three students in Windsor schools, spoke on behalf of the Windsor Water Rats swimming team (WWRX). Hundreds of WWRX swimmers have gone on to swim in high school and college and many become lifeguards in town. Ms. Conliffe stated that the WWRX organization generated an estimated \$20,000 in revenue for the town in 2017-2018. In July 2018 the team had meets that coincided with the town's summer camp program, during which the WWRX incurred extra custodial fees. Ms. Conliffe believes these fees are unjustified, were only necessary due to the summer camp program's presence, and is asking that they be waived. Due to an increase in pool use by other programs, the WWRX practice time has also been shortened from 20 hours to 15 hours per week.

Neil Beaulieu, 309 Trapper Circle, spoke about how many WWRX members leave to find teams with more practice time, etc. He named various students who got their start with the water rats who swam at the collegiate level and spoke of numerous other swimmers who have become coaches. Considering the success of these former WWRX members, he asked for more support from the town.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education (BOE)

Maryam Khan, BOE Secretary, gave the following report:

- Today was the first day of school. It was very warm in the schools, and buses ran well with only a few arriving late in the morning.
- There were many well-received events prior to the start of school including a picnic for Sage Park students.
- New teachers attended a luncheon at the Windsor Historical Society sponsored by the Windsor Chamber of Commerce. The new teachers received bags filled with items from area businesses and community organizations.
- Windsor Public Schools received generous donations of backpacks and school supplies from school staff and community members. Donations were distributed from the Office of Family and Community Partnership.
- The Windsor Education Foundation is hosting a Wine Bottle Bingo on Friday, September 7th from 7-10 p.m. at Northwest Park. Tickets are \$45 and can be purchased at windsoreducationfoundation.org.
- A Calling all Windsor Men Initiative will be held on Friday, September 21st. Fathers, grandfathers, father figures, uncles, and other significant male community members are invited to welcome students to school. Interested individuals should meet at Windsor High school at 7 a.m. and at the elementary schools at 8:15 a.m. The rain date will be Monday, September 24th.
- The BOE will receive a report about summer school at their September 18th meeting that can then be shared with the Town Council.

b) Insurance Commission

Ed Samolyk, Chairman of Insurance Commission, and Marty Maynard, Risk Manager reported the following:

The Commission worked very hard with Insurance Broker USI to develop quotes for the 2018/2019 period. The primary insurance provider was Trident Insurance for the past five years and their overall service has been good. Now it will be the Travelers Insurance Company right here in Windsor who came in \$20,000 under Trident's proposal. They are known for their industry leading claims and loss control services, both of which will help the town and school district.

Councilor Govoni thanked Mr. Samolyk for keeping the taxpayers' best interest in mind.

Mr. Samolyk stated that he was pleased with the work of the commission this year along with the hard work of Risk Manager, Marty Maynard. Mr. Samolyk is happy to have representation via a local taxpaying company and stated that the knowledgeable staff and Windsor location are ideal for customer service purposes. He hopes to have a long continuance with Travelers.

7) TOWN MANAGER'S REPORT

Mill Brook on-line Survey

The Mill Brook Open Space Steering Committee, created to help guide the development of a recommended multi-year land management plan for the former Mill Brook & Traditions golf course property on Pigeon Hill Road, has drawn up a quick five-minute survey to collect the public's views on how to best manage the open space and the structures on the property. The survey can be found on the front page of the town's website at www.townofwindsorct.com.

Two open house events were held in August with approximately 75 people attending to tour the property and provide input. The committee continues to work toward providing the Town Council a recommended land management plan in late October or early November.

Amtrak work schedule

Amtrak has work scheduled for the following locations:

Central Street grade crossing – road closure from Thursday (9/6/18) at 6:00 a.m. to Tuesday (9/11/18) at 6:00 p.m. We have stressed with Amtrak and their contractor that this crossing and associated paving needs to be completed by September 16th, which is the date of the annual Tavern Trot.

Batchelder Road – temporary lane closures with alternating one way traffic for paving work on Monday 9/10/18, Tuesday (9/11/18) and Wednesday (9/12/18) between the hours of 6:00 a.m. – 6:00 p.m.

There will be construction noise throughout this period and temporary lighting to support overnight work in the area.

Freedom Trail Run

This year's Freedom Trail run will take place on Saturday, September 15th and begins at 5:30 AM at the Archer Memorial A.M.E. Zion Church located at 320 Hayden Station Road. The run will end at the Riverside Cemetery on East Street. The run is approximately 3.9 miles and stops at several locations related to Windsor's African-American history. A bus will follow the runners and provide a return trip to Hayden Station Road. A country style breakfast will be served at the church for event participants after the run. To sign up, call 860-688-2479.

36th Annual Northwest Park Country Fair

Northwest Park's annual country fair will be held on Saturday, September 15th from 10:00 AM – 4:00 PM. This is a major fundraising event for the Friends of Northwest Park. Activities include hay rides, pony rides, silent auction, and games galore. Food and refreshments will be available for purchase. Rain date: Sunday, September 16th from noon to 4:00 PM. \$4 kids / \$5 adults / children 3 and under free. For more information, call 860-285-1886.

Volunteer Service Fair

Join us at the town hall in the Council Chambers for our Volunteer Service Fair on September 12th from 6:30 PM – 8:30 PM. Find the right match for you and your talents by exploring opportunities with a variety of non-profit and civic organizations. Admission is free. For more information, call 860-285-1925.

Government Finance Officers Association Award

I'm pleased to let you know that the Government Finance Officers Association, or GFOA, has presented the town the Certificate of Achievement for Excellence in Financial Reporting for our FY 17 Comprehensive Annual Financial Report. In order to receive this award, a government must publish an easily readable and efficiently organized comprehensive annual financial report. The report must satisfy both generally accepted accounting principles and applicable legal requirements.

We submit our annual Comprehensive Annual Financial Report, or CAFR, each year to the GFOA to help us benchmark against a nationally recognized standard and to help ensure we are meeting or exceeding best practices. FY 17 is the 33rd consecutive year the town has been awarded this recognition.

My appreciation goes to the entire Finance team with special thanks to Jim Bourke, Linda Collins, and Jennifer Mighty.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly – None

Councilor Wilkos – None

Councilor Govoni – None

Councilor McAuliffe – None

Councilor Tustin – None

Deputy Mayor Terranova – None

Councilor Jepsen stated that he misses Jill Jenkins already.

Mayor Trinks acknowledged the loss of a South Windsor Police Officer who lost his life doing what he believed in. He asked citizens to reflect on just how much our officers and first responders face. He asked citizens to use this senseless tragedy as a time to show gratitude.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor O'Reilly reported that the committee has had a very active summer and that he will report on that further during item 13 on tonight's agenda. On Monday, September 10th, nine individuals are scheduled to be interviewed for appointments and reappointments. He reminded the community that there are many opportunities to serve on boards or commissions and asked citizens to go to the Windsor town website to apply.

Health & Safety Committee – None

Finance Committee – None

Special Projects Committee – None

Town Improvements Committee – Councilor McAuliffe reported that the Capital Improvements Committee will be covered in item 11(e).

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

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova 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

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova 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.'

Motion Passed 8-0-0

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.'

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the reading into the minutes of the text of 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' 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

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve an 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.'

Motion Passed 8-0-0

- b) Approve resolution to set a referendum date and approve ballot language for Town-Wide Safety Radio System replacement project

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova 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."

Councilor Jepsen noted that if people don't live in Windsor but have assessed property here, they can vote on this at town hall.

Motion Passed 8-0-0

- 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.'

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the reading into the minutes of the text of 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' 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

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve an 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 spoke regarding a comment from the public hearing describing how the financing of the project will be managed. The Public Safety Complex and Radio System Replacement projects have been a part of the Capital Improvements Program for a number of years, so staff has been building up the debt service reserve and paying off previous debts to prepare for this expense. It is proposed that a combination of short-term bond anticipation notes as well as long-term general obligation borrowing is used.

The plan is to use approximately \$3,000,000 in reserve funds and to take advantage of four \$1,100,000 drops in debt service over the next six years while maintaining the town council's policy of appropriating a 3% increase to debt service each year, or about \$240,000 per year. This will allow for the completion of about \$72,000,000 worth of projects over the next 6-7 years.

Councilor Wilkos asked how much debt needs to go to the voters. Town Manager Souza replied that it is approximately \$45,000,000 in total.

Mayor Trinks noted that despite these large ticket items, the town can continue to follow the other Capital Improvement Program projects, which was an important point for him.

Motion Passed 8-0-0

- d) Approve resolution to set a referendum date and approve ballot language for Public Safety Complex project

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova 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."

Motion Passed 8-0-0

- e) Approve proposed Capital Improvements Program for Fiscal Years 2019-2024

MOVED by Councilor McAuliffe, seconded by Councilor Wilkos, to approve the proposed FY 2019-FY 2024 Capital Improvements Program as presented.

Councilor McAuliffe thanked Councilors Wilkos and O'Reilly for their efforts on the committee as well as Town Manager Souza and his staff.

Town Manager Souza noted that there were not many changes to the plan but that the projects do cost a bit less than typical years to account for the larger projects being completed. He anticipates that project design funding will be presented to the council in October in order to prepare for FY 19 project approval during the winter.

Motion Passed 8-0-0

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.

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen, 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.

Town Manager Souza stated that upon council approval, the Connecticut General Statutes allows for the preparation of neutral explanatory text to explain voting questions to citizens. The materials need to be reviewed and approved by the town attorney to ensure neutrality and will be posted at polling locations and made available to those voting via absentee ballot.

Councilor Jepsen asked if it will be posted electronically. Town Manager Souza replied that the language is outdated, but it does allow for that and they will consult with the election commission for appropriate guidance.

Councilor Wilkos asked when this would be completed. Town Manager Souza replied that it should be completed within the next two weeks and then there will be a separate timeframe for printing, likely done within the month of September.

Councilor Jepsen asked if outside groups presenting information would be held to the same standards. Town Manager Souza recommended that those groups contact the Town Clerk's office for guidance.

Motion Passed 8-0-0

- b) Approve amendment to price guide regarding fire lane violations

MOVED by Deputy Mayor Terranova seconded by Councilor Jepsen to approve the attached amendments to the Price Guide related to fire lane parking violations.

Town Manager Souza explained that this moves the fine amount from the ordinance to the price guide to allow for more flexibility to adopt amendments. Currently the fee is \$15 if paid within seven days and then goes up to \$30. After looking into nearby towns' fines, averaging \$43, it is being suggested that the fine for parking violations be \$50 within 7 days and double to \$100 outside of that period.

Motion Passed 8-0-0

- c) Approve appropriation of \$60,000 from the Capital Projects Fund for the design of Deerfield Road repaving project

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to approve an appropriation of \$60,000 from the Capital Projects Fund Assigned Fund Balance for the design of the Deerfield Road Rehabilitation project.

Bob Jarvis, Town Engineer and Director of Public Works, stated that several months ago the town submitted an application to fund the pavement rehabilitation of Deerfield Road through the state's Local Transportation Capital Improvement Program (LOTICIP) and was notified that it has been selected for potential funding. The town's most recent pavement evaluation indicated that the condition of the majority of the road was rated as fair or poor.

The cost estimate of the project is \$936,000 and includes milling and paving of two inches of pavement, bituminous concrete curbing, catch basin tops, sidewalk ramps, restriping to accommodate a bike lane on each side of the road, and concrete and brick work repair near bus stops.

The project was selected as one of four fast-tracked projects with the understanding that design work must be completed by May 31st, 2019, the funding of which is the responsibility of the town. Staff is seeking funding to initiate the design phase of the project, estimated at \$60,000.

Councilor Wilkos asked about parking on the roads in relation to the new bike lanes. Mr. Jarvis replied that it would have to be evaluated in the design phase.

Councilor O'Reilly asked what alligator cracking is. Mr. Jarvis replied that it is a type of distress that signals that the pavement is failing.

Councilor McAuliffe asked if there is legal parking on the street right now. Mr. Jarvis did not believe that it was prohibited at this time.

Councilor Jepsen asked if the sidewalks were included in the project. Mr. Jarvis replied that no, this type of funding is exclusively for roadway rehabilitation from curb to curb and ramps that intersect the roadway.

Motion Passed 8-0-0

- d) Presentation of opportunities for future community arts and culture collaboration

Joe Young, Windsor business owner, spoke about his background with Windsor and as an artist who has been doing artwork since the early 1980's. While speaking with Mayor Trinks recently, Mr. Young spoke about wanting to give back to Windsor by creating an art commission, specifically one that focuses on his niche, filmmaking. He hopes to attract filmmakers from Hollywood and New York. He asked the council for help to create a smaller committee to further his vision.

Mayor Trinks spoke about the value of this potential commission and having one contact to provide to anyone wanting to film in Windsor. He asked councilors for their input on how to proceed.

The council discussed appropriate contacts for Mr. Young to meet with, which resulted in Mayor Trinks asking Councilor McAuliffe to set up a meeting with Mr. Young. He asked for a report at the next council meeting.

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen 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
- 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
- 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
- REAPPOINT Ruth Jeffries 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
- 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

- 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

Motion Passed 8-0-0

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the August 6, 2018 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the August 6, 2018 Public Hearing as presented.

Motion Passed 8-0-0

- b) Minutes of the August 6, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the August 6, 2018 Regular Town Council minutes as presented.

Motion Passed 8-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS – None.

16) EXECUTIVE SESSION – None.

17) ADJOURNMENT

MOVED by Councilor Wilkos, seconded by Councilor McAuliffe to adjourn the meeting at 8:55 P.M.

Motion Passed 8-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council