



Council Agenda

**Council Chambers
Windsor Town Hall
November 5, 2018**



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor McAuliffe
3. PLEDGE OF ALLEGIANCE – Councilor McAuliffe
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) Windsor Housing Authority
 - c) Wilson/Deerfield Advisory Committee
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
 - a) *Approve amendments to the Price Guide for Northwest Park facility rental fees (Town Manager)
12. NEW BUSINESS
 - a) *MDC presentation on Clean Water Project and Integrated Plan(Town Manager)
 - b) *Approve appropriation of \$13,000 from the Capital Project Fund for design of Northwest Park Nature Center Improvement project (Town Manager)
13. *RESIGNATIONS AND APPOINTMENTS



14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the October 15, 2018 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee (Town Manager's evaluation)

17. ADJOURNMENT


★Back-up included

Agenda Item Summary

Date: November 5, 2018

To: Honorable Mayor and Members of the Town Council

Prepared by: Paul Norris, Recreation and Leisure Services Director

Reviewed by: Peter Souza, Town Manager 

Subject: Facility Rental Fees at Northwest Park

Background

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

On August 6, 2018, staff presented a report to the Town Council on the facility rental usage, changing needs of pavilion patrons and proposed amendments to the facility rental fee schedule.

The purpose of this agenda item is to request approval of the proposed amendments to the Price Guide.

Discussion/Analysis

From its earliest stages of conceptual planning in the 1970's, Northwest Park was designed as a place where visitors could enjoy passive recreation and nature discovery in a tranquil environment. For this purpose, parking spaces and roadways for motorized vehicles largely terminate at the park entrance, with minimal "restricted access" facilities extending as far as the Nature Center building and to the community gardens. Public access to the picnic shelters, museum buildings, animal barn, and other features within the park is primarily via walking paths.

In practice, this design does not meet the needs of most groups renting a picnic shelter at the park. The larger picnic pavilion is more than a tenth of a mile from the nearest parking space, making it inaccessible to guests with impaired mobility and for carrying in food and supplies. Therefore, over time the practice has been to permit 1-2 vehicles to cautiously drive across the lawn to the picnic pavilion to drop off and pick up guests and supplies. Renters are advised they may not leave vehicles parked near the picnic shelters during the event. Staff has adjusted operation policy to allow temporary parking next to the Picnic Pavilion for those with mobility limitations.

The park has experienced increased rental usage over the past several years with some event attendees disregarding vehicle restrictions and cars being driven and parked on the lawn throughout rental events.

Frequent traffic violations cause three issues of concern.

1. Unsafe conditions for children at play and pedestrians of all ages, as cars are driven at inappropriate speeds on walking paths and across grass areas.
2. Physical damage to the lawns, including an often rutted travel way.
3. The park experience is compromised for other visitors when the lawn provided for casual picnics and family games is used as a parking lot.

To properly maintain park grounds and facilities while improving safety for all visitors, staff recommends hiring a facility attendant to be present during rental events. The facility attendant will perform a variety of custodial duties and set up work in preparing for user groups. They would maintain a welcoming, clean, safe and usable facility; assist renters and visitors with equipment set up and general service requests; monitor renter activities in progress for adherence to good neighbor policies and safety compliance; and provide direction and assistance in resolving rental issues, facility problems and emergency situations.

Providing these new services would require an estimated 800 additional staff hours each year at current levels of use. The facility attendant would work on an “as needed” basis to cover scheduled rentals when other park staff are not available to tend to their needs.

Costs associated with a part-time facility attendant would be met by the proposed rental fees schedule for the picnic pavilion and warming shed. The proposed fee changes are detailed in the attached exhibit entitled Proposed Northwest Park Facility Fee Schedule.

Staff completed a benchmarking survey of other communities with like facilities (see attachment.) Although the range of amenities differ to some degree between facilities, Northwest Park’s current rates are much lower. Proposed amendments would bring Windsor’s fees comparable to the benchmark facilities. It is proposed to create a new rental fee category for businesses renting the facilities.

Financial Impact

Current rentals generate approximately \$8,000 per fiscal year. The proposed fee amendments, assuming similar use patterns, are projected to generate approximately \$19,800 per year.

The estimated cost of a part-time facility attendant position is \$14,650 (including FICA) if scheduled for approximately 800 part-time hours or 0.38 FTE’s during the mid-April through October timeframe. Rate of pay is projected to be \$15-\$17 per hour. It is anticipated that the majority of hours would be scheduled for weekends and evenings.

Rental fees collected are placed into the Northwest Park facility rental special revenue account. Pay for the facility attendant will be charged to the same account.

Other Board Action

None

Recommendations

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

“MOVE that the proposed amendments to the Northwest Park Facility Fee Schedule be adopted as presented.”

Attachments

Proposed Northwest Park Facility Fee Schedule
Rental Fee Benchmarking Survey
Rental Usage Chart
Park Facility Photos

Proposed NWP Facility Fee Schedule

Fines and Fees	Fund	Authority	FY 2019	Last Action	Proposed	
Northwest Park						
Pavilion Full Day Rental - Resident	Special Revenue	Resolution	\$50	4/11/2007	\$150 + \$100 sec. deposit	
Pavilion Rental - Non-resident	Special Revenue	Resolution	\$200 + \$100 sec. deposit	4/11/2007		No change
Pavilion Rental - Commercial	Special Revenue				\$175 + \$100 sec. deposit	New category
Pavilion Half Day Rental - Resident	Special Revenue	Resolution	\$25	4/11/2007	\$100 + \$100 sec. deposit	
Pavilion Half Day Rental - Non-resident	Special Revenue	Resolution	\$50 + \$100 sec. deposit	4/11/2007	\$150 + \$100 sec. deposit	
Pavilion Half Day Rental - Commercial	Special Revenue				\$125 + \$100 sec. deposit	New category
Warming Shed Full Day Rental - Resident	Special Revenue	Resolution	\$45 + \$100 security deposit for inside and outside rental	5/15/2012	\$100 + \$100 sec. deposit	
Warming Shed Full Day Rental - Non-resident	Special Revenue	Resolution	\$150 + \$100 security deposit for inside and outside rental	5/15/2012	\$150 + \$100 sec. deposit	
Warming Shed Full Day - Commercial	Special Revenue				\$125 + \$100 sec. deposit	New category
Warming Shed Half Day Rental - Resident	Special Revenue	Resolution	\$25 + \$100 security deposit for inside and outside rental	5/15/2012	\$60 + \$100 sec. deposit	
Warming Shed Half Day Rental - Non-resident	Special Revenue	Resolution	\$75 + \$100 security deposit for inside and outside rental	5/15/2012	\$110 + \$100 sec. deposit	
Warming Shed Half Day - Commercial	Special Revenue				\$85 + \$100 sec. deposit	New category

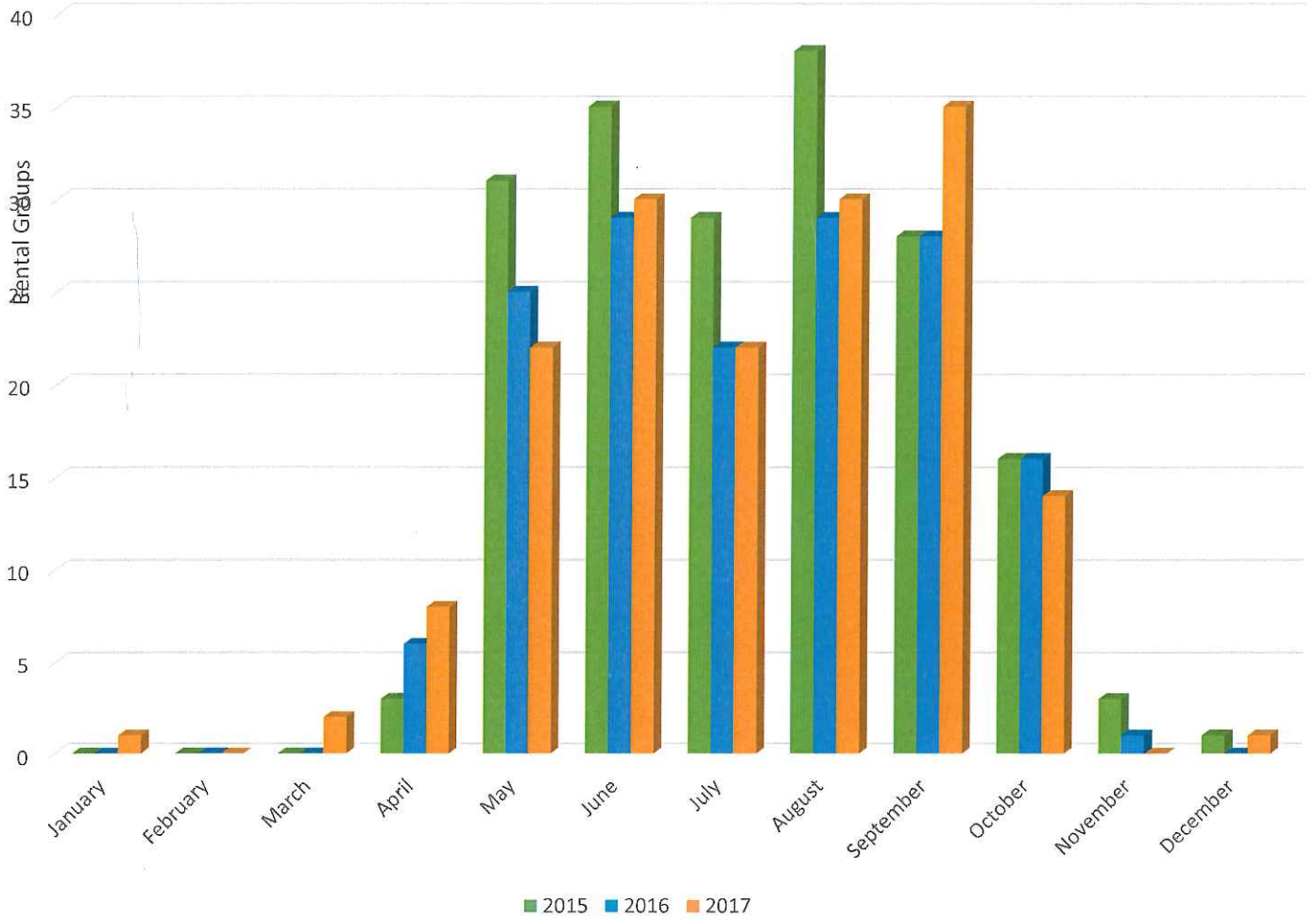
Rental Fee Benchmarking Survey

Shown below are fees for an 8 hour rental on a weekend, grouped by size of facility. (Several towns charge higher fees on weekends than weekdays.)

Town / Agency	Resident	Non-resident	Corporate
Old Saybrook	Free	-	-
Stonington	\$25	-	-
Windsor (Warming Shed)	\$45	\$150	-
Coventry	\$80	\$160	-
Newington	\$95	\$190	\$190
Groton	\$100	\$200	\$300
Mansfield	\$100	-	-
East Hampton- Sears Park	\$125	-	-
Glastonbury	\$150	\$150	\$150
Manchester	\$200	\$300	\$175
Rocky Hill	\$200	-	-
Wethersfield	\$250	-	-
Winding Trails (Farmington)	\$350	\$350	\$350

Windsor (Picnic Pavilion)	\$50	\$200	-
Coventry	\$80	\$160	-
Milford	\$100	-	\$100
CT DEEP- Dinosaur Park	\$150	-	-
Stratford	\$200	\$395	\$225
Newtown	\$200	\$375	\$450
Southbury	\$205	\$550	\$275
CT DEEP- Peoples Park	\$220	-	-
Oxford Parks & Rec.	\$300	-	-
South Windsor	\$300	\$500	\$500

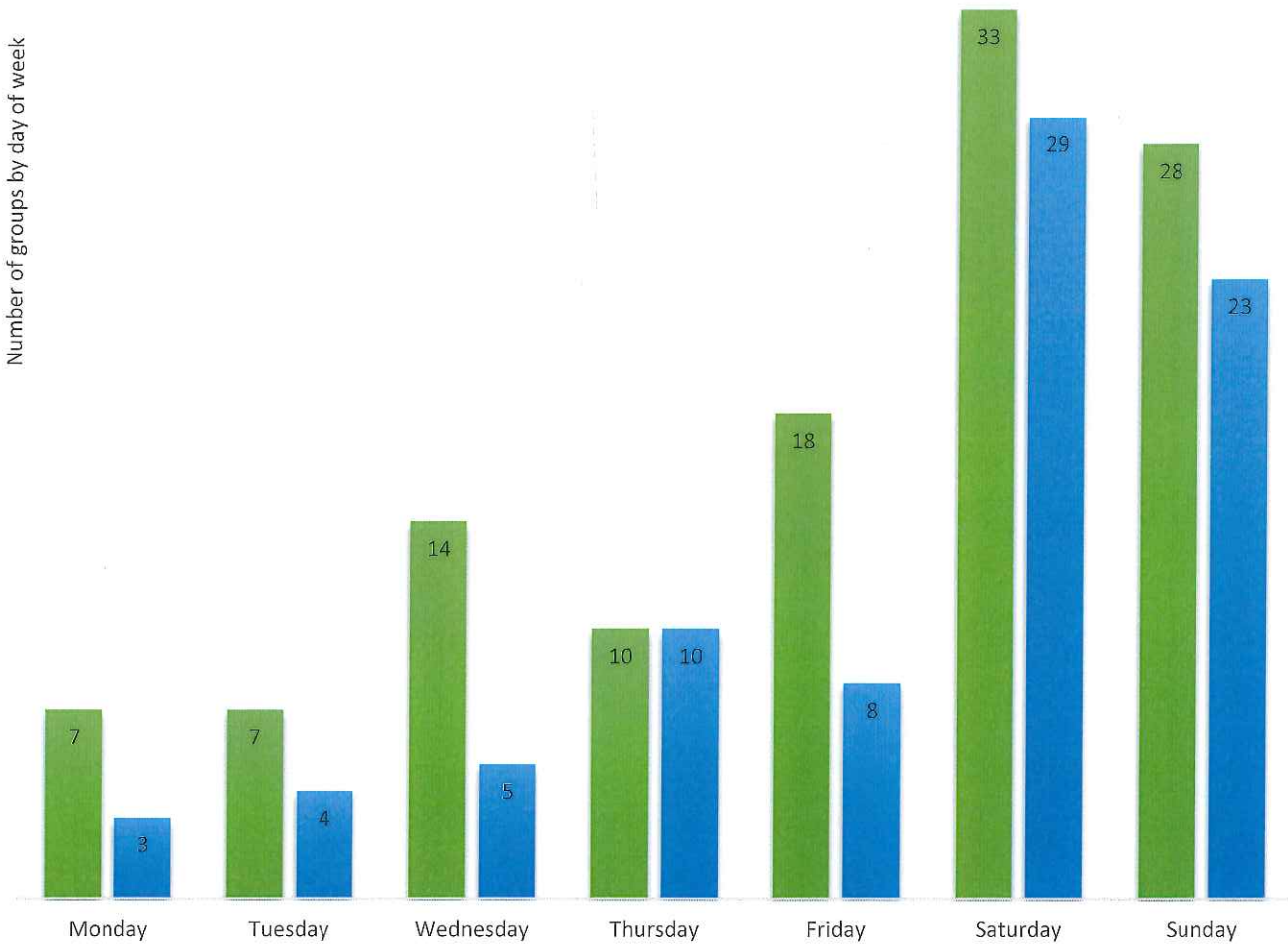
NWP Rentals, 2015-2017



NWP Rental Groups, 2017

■ Picnic Pavilion ■ Warming Shed

Number of groups by day of week



Northwest Park Facility Photos



Rutted path over the lawn to the picnic pavilion



Parking on the lawn during a rental event



Extensive damage to the activity lawn




Walking paths are used as streets by some drivers

Agenda Item Summary

Date: November 5, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Metropolitan District Commission Presentation

Background

The Metropolitan District Commission (MDC) staff will be providing an update on the Clean Water project's long-term control plan and outlining their proposed 'Integrated Plan' which would need to be submitted to the State of Connecticut Department of Energy and Environmental Protection (DEEP). Below is a short overview of the integrated planning concept provided by MDC. Also attached is a draft presentation from MDC.

Integrated Planning Overview (based on USEPA definition)

EPA, states and municipalities have achieved real progress in implementing the Clean Water Act (CWA) and protecting public health and the environment. However, today there are many factors stressing the implementation of CWA programs. Stressors include population growth, aging infrastructure, increasingly complex water quality issues, limited resources, and other economic challenges. Currently, EPA, states and municipalities often focus on each CWA requirement individually. This may not be the best way to address these stressors and may have the unintended consequence of constraining a municipality from addressing its most serious water quality issues first.

An integrated planning approach offers a voluntary opportunity for a municipality to propose to meet multiple CWA requirements by identifying efficiencies from separate wastewater and stormwater programs and sequencing investments so that the highest priority projects come first. This approach can also lead to more sustainable and comprehensive solutions, such as green infrastructure, that improve water quality and provide multiple benefits that enhance community vitality.

The integrated planning approach is not about changing existing regulatory or permitting standards or delaying necessary improvements. Rather, it is an option to help municipalities meet their CWA obligations while optimizing their infrastructure investments through the appropriate sequencing of work.

MDC's Position

The EPA overview (above) describes the position MDC believes we are currently in, with regard to costs associated with the maintenance of an aging utility infrastructure and the impact of these costs on our customers and member towns.

For MDC customers, an 'Integrated Plan' would allow consideration of all necessary infrastructure improvements while calculating the affordability and prioritization of these improvements within

the USEPA guidelines. Conversely, under the current requirements of the CWA, only the MDC's Clean Water Project work is permitted to be considered in affordability and prioritization calculations. That still leaves all other sewer work not related to the Clean Water Project, and all water infrastructure work as well, potentially adding to the cost of necessary utility infrastructure improvements, costs which are ultimately passed on to our customers and member towns. These costs are very likely not affordable for member towns and MDC customers.

MDC representatives will present how they believe utilizing the 'Integrated Plan' approach will help to provide a level of stabilization and predictability related to the member towns' annual ad valorem assessment, while achieving the objectives of the Clean Water Act and making needed reinvestments in the region's sewer infrastructure.

Next Steps

MDC is making similar presentations to the other member towns and is planning to hold a required public hearing on the proposed 'Integrated Plan' in December prior to formally submitting the plan to DEEP by the end of the year. The MDC would like the eight individual member towns to consider approving a resolution supporting the plan submittal to DEEP.

Other Board Action

None

Recommendations

At this time there is no specific action requested of the Town Council. The MDC will provide a presentation of the 'integrated planning approach' and the Town Council at a later date in 2018 may consider a resolution of support.

Attachments

MDC Presentation



**MDC's Proposed Integrated Plan
Presentation to Windsor Town Council
November 5, 2018**

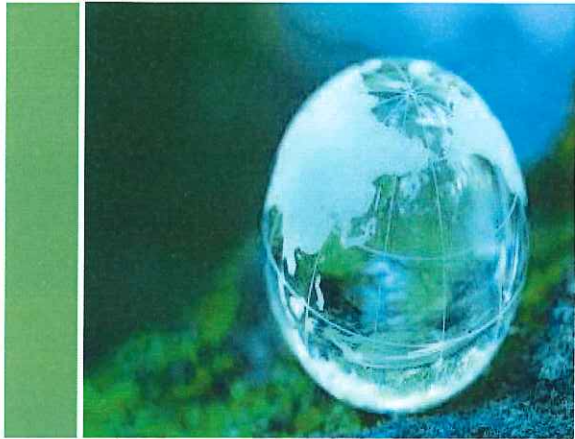
Presentation Acronyms

- CCF – Hundred Cubic Feet
- CCTV – Closed Circuit Television Inspection
- CMOM – Capacity Management Operations & Maintenance
- CIP – Capital Improvement Program
- Cove – Wethersfield Cove – Note: Total elimination of CSOs required
- CSO – Combined Sewer Overflow
- CTDEEP – Connecticut Department of Energy & Environmental Protection
- CWF/SRF – Clean Water Fund/State Revolving Fund
- CWP – Clean Water Project
- CWPC – Clean Water Project Charge (Formerly SSSC – Special Sewer Service Charge)
- EPA – Environmental Protection Agency
- I/I – Infiltration & Inflow
- IP – Integrated Plan
- LTCP – Long Term Control Plan
- MG/MGD – Million Gallons/Million Gallons per Day
- MHI – Median Household Income
- MS4 – Municipal Separate Storm Sewer Systems
- NBPR – North Branch Park River – Note: Total elimination of CSOs required
- NTS – Newington Trunk Sewer
- O&M – Operations and Maintenance
- PMU – Program Management Unit
- R&R – Rehabilitation & Replacement
- SSO – Sanitary Sewer Overflow
- WPCF/WWTP – Water Pollution Control Facility/Wastewater Treatment Plant
- 1-year storm – Design storm for CSO Consent Order with CTDEEP
- Typical year – All rain events in a typical year with no storms bigger than a 1 year storm

Agenda/Meeting Purpose

Why am I here?

1. Explain Integrated Planning
2. Quick Summary of CWP/LTCP Evolution and Accomplishments
3. Moving Forward, **MDC Proposing Integrated Plan**
 - High Points of Recommended Technical Plan
 - Baseline assumption = **sewer system renewal**
4. Financial Benefits of Integrated Plan
5. Next Steps/Schedule
 - **MDC asking for your support**



1. What is Integrated Planning?

Next CSO LTCP Update/ Integrated Plan

- EPA guidance from 2012 allows for Integrated Planning:
 - CSO Consent Order – CT DEEP Approval
 - SSO Consent Decree – EPA Approval
 - **Sewer system investigation/repair (CMOM)**
 - Stormwater (i.e., MS4)
- Consider affordability analysis



National Pollutant Discharge Elimination System (NPDES)

Integrated Planning for Municipal Stormwater and Wastewater

On this page:

- Overview
- Resources
- Technical Assistance

Overview

EPA, states, and municipalities have achieved real progress in implementing the Clean Water Act (CWA) (PDF) (234 pp, 571 K, About PDF) and protecting public health and the environment. However, today there are many factors stressing the implementation of CWA programs. Stressors include population growth, aging infrastructure, increasingly complex water quality issues, limited resources, and other economic challenges. Currently, EPA, states, and municipalities often focus on each CWA requirement individually. This may not be the best way to address these stressors and may have the unintended consequence of constraining a municipality from addressing its most serious water quality issues first.

An integrated planning approach offers a voluntary opportunity for a municipality to propose to meet multiple CWA requirements by identifying efficiencies from separate wastewater and stormwater programs and sequencing investments so that the highest priority projects come first. This approach can also lead to more sustainable and comprehensive solutions, such as green infrastructure, that improve water quality and provide multiple benefits that enhance community vitality.

The integrated planning approach is not about changing existing regulatory or permitting standards or delaying necessary improvements. Rather, it is an option to help municipalities meet their CWA obligations while optimizing their infrastructure investments through the appropriate sequencing of work.

Resources

- Memorandum: Achieving Water Quality Through Integrated Municipal Stormwater and Wastewater Plans
- Integrated Municipal Stormwater and Wastewater Planning Approach Framework – Provides guidance for EPA, states, and local governments to develop and implement effective integrated plans under the CWA. This framework was finalized after extensive public input including a series of workshops across the country.
- Combined Sewer Overflows - Guidance for Financial Capability Assessment and Schedule Development (FCA Guidance) – Provides an aid for assessing financial capability as part of negotiating schedules for CWA requirements for municipalities and local authorities.
- Financial Capability Assessment Framework – Provides greater clarity on the flexibilities built into

Primary Benefits of Integrated Planning

- MDC
 - **Better** - Prioritize existing infrastructure repair in all 8 Member Towns
 - **More Time** – Control annual spending

- Member Towns/Public
 - **Sooner** - Address aging sewers in your town sooner, before they fail
 - **More Stable** - Reduces and stabilizes projected Ad Valorem increases for town budget planning

- Environmental - Meets Clean Water Project Objectives:
 - ✓ CTDEEP Consent Order Compliance - CSOs
 - ✓ USEPA Consent Decree Compliance - SSOs
 - ✓ Reduce Nitrogen discharged to Connecticut River



2. Clean Water Project Summary

The Clean Water Project (CWP)

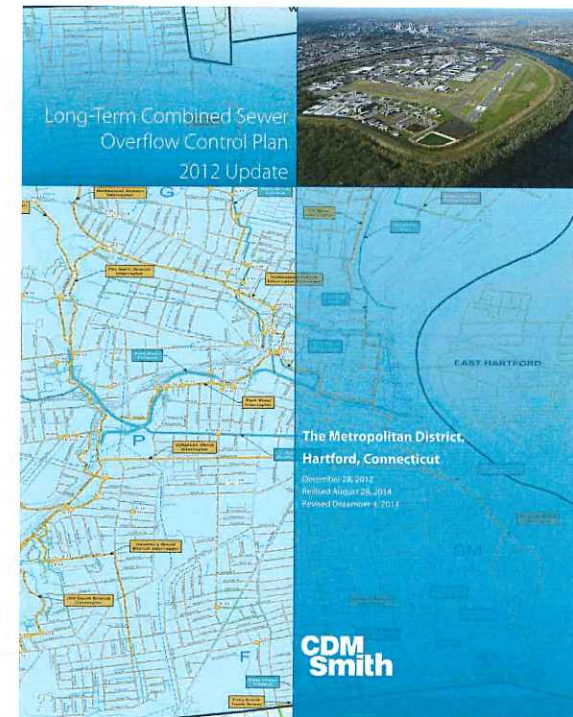
- The CWP is the MDC's Response to:
 1. **Consent Order** from CT DEEP for CSOs
 2. **Consent Decree** from EPA for SSOs



- Project Goals:
 1. Reduce the Combined Sewer Overflows (CSOs) to streams/rivers
 2. Eliminate CSO outfalls to Wethersfield Cove & North Branch Park River
 3. Reduce Nitrogen discharged to CT River
 4. Address Sanitary Sewer Overflows (SSOs) outside of Hartford

Clean Water Project (CWP) requires CSO Long-Term Control Plan (LTCP)

- 2005 LTCP approved by CT DEEP in 2007
- LTCP required to be updated every 5 years
- 2012 LTCP Update approved by CT DEEP in 2015
- Next LTCP Update due to CT DEEP December 2018



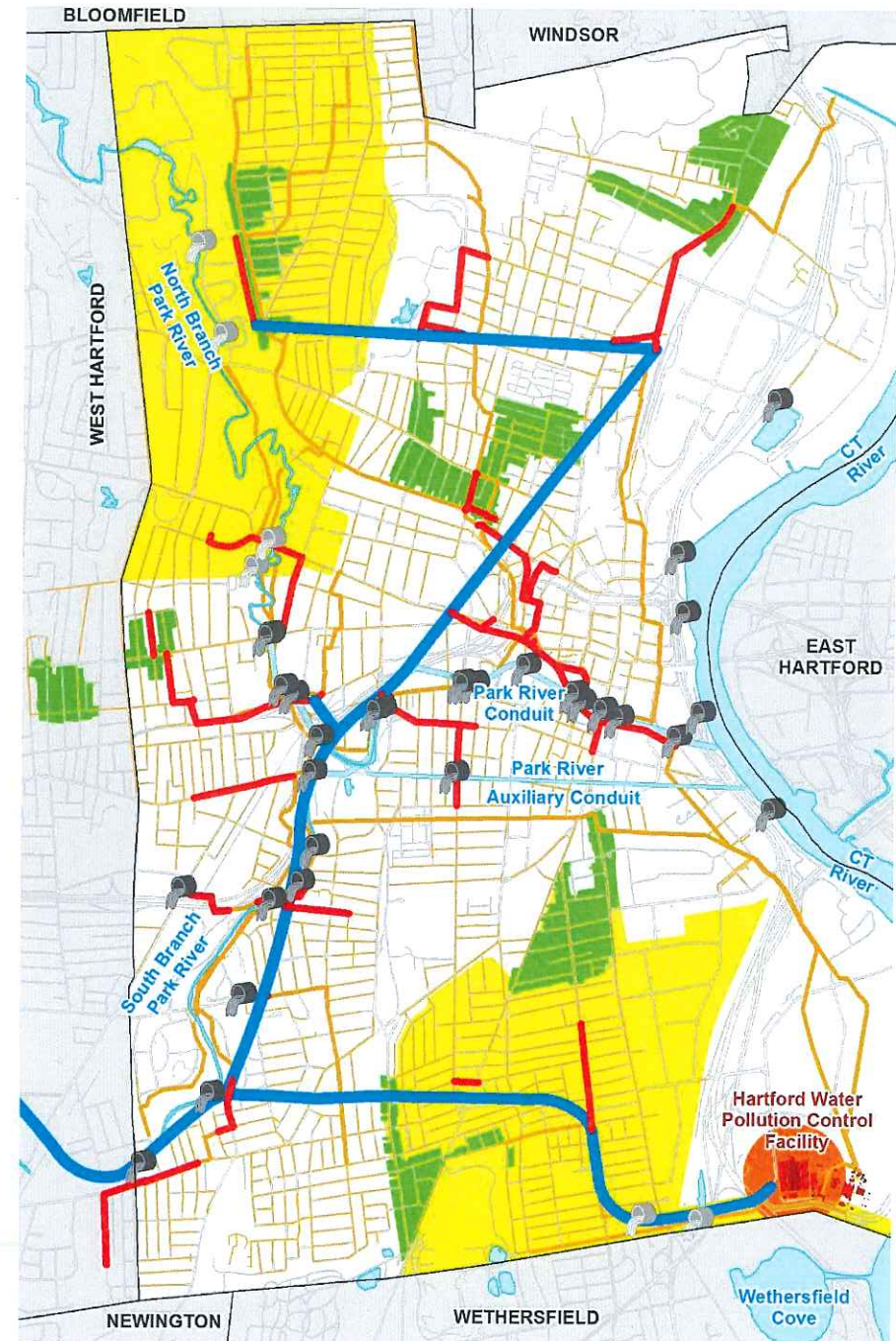
Prior 2014 LTCP Plan Highlights

Ongoing/Completed:

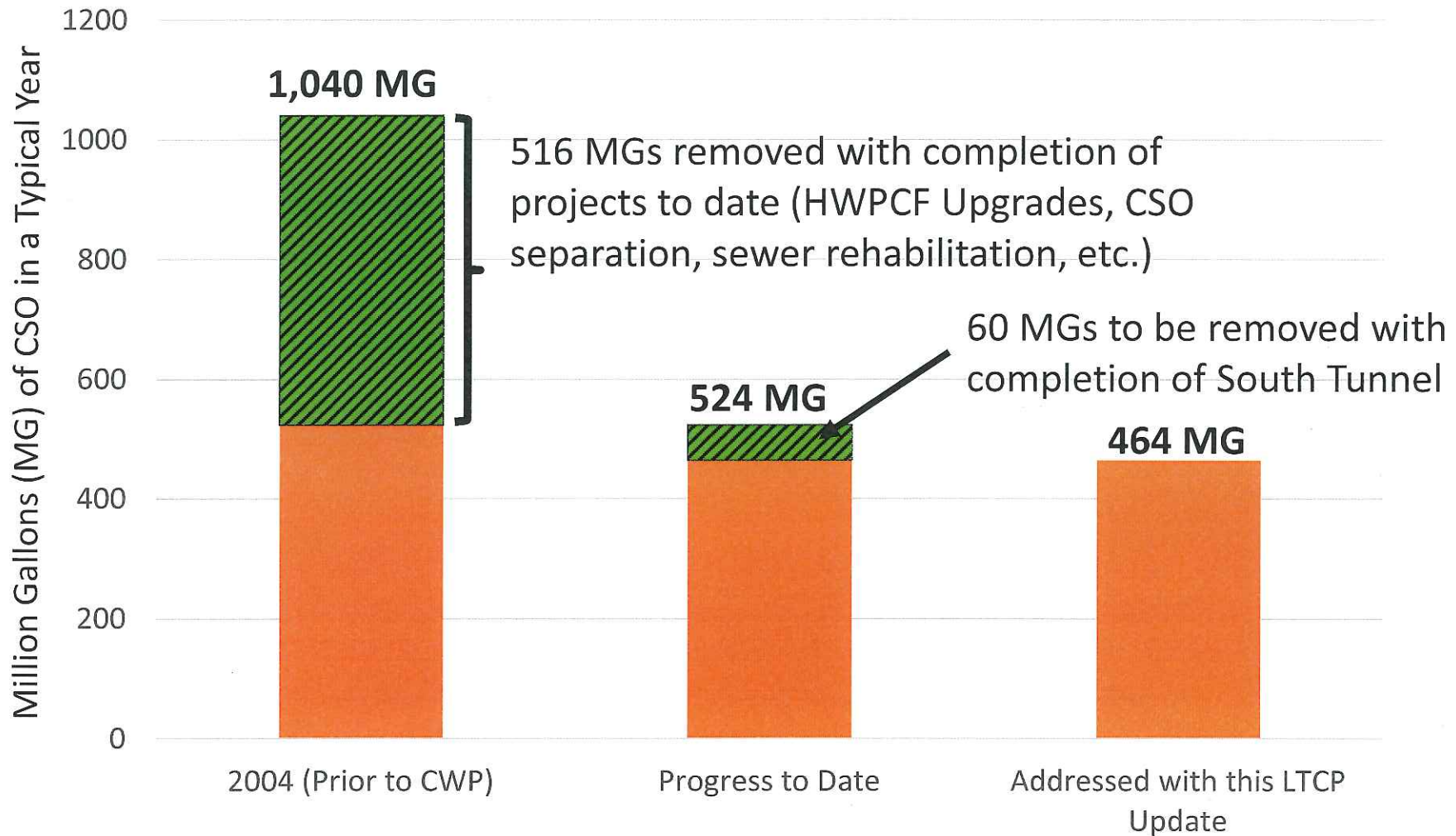
- Continue sewer rehabilitation
- Complete sewer separation (green areas)
- Complete HWPCF improvements (Southeast Hartford)
- 1/2024: South Tunnel online (eliminate CSOs to Cove and Newington/West Hartford SSOs)

Remaining:

- 2029: North tunnel online.
Primary reasons for tunnel:
 - 1) Eliminate CSOs to NBPR
 - 2) Capture remaining CSOs up to & including 1-year storm



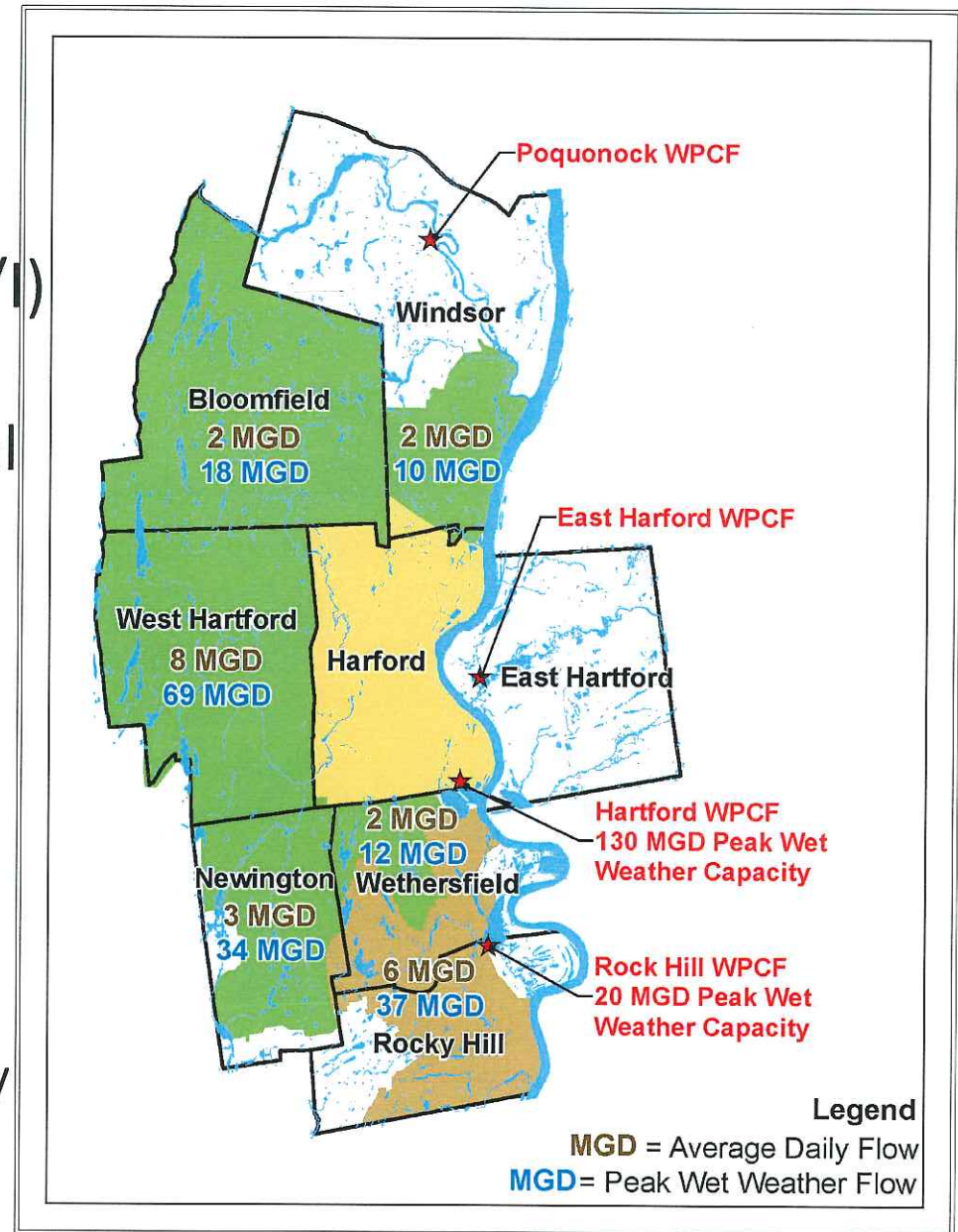
Clean Water Program Progress – Typical Year



- Save the Sound just released report couple weeks ago that Long Island Sound water quality is improving - <http://www.ctenvironment.org/save-the-sound/>

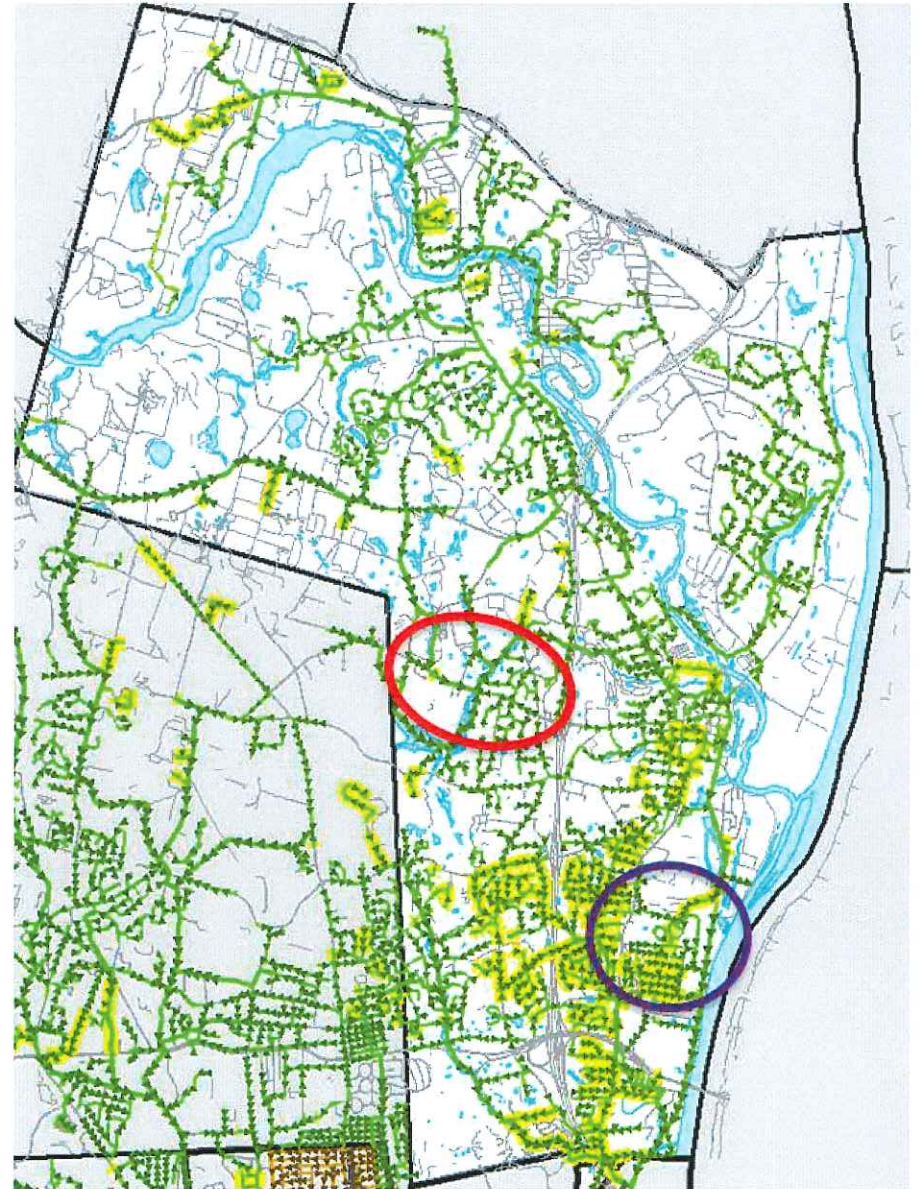
How are Separated Sewers different from Combined Sewers?

- **Dry day** – no difference (household sewage plus some I/I)
- **Wet day** – no flow from catch basins/brooks, BUT still additional flow from I/I sources
 - Peak flow from Bloomfield, West Hartford, West Hartford, Newington, Windsor & Wethersfield (excluding Hartford) **of 143 MGD EXCEEDS the current 130 MGD HWPCF capacity**
 - Peak flow from Wethersfield & Rocky Hill of 37 MGD EXCEEDS the current 20 MGD RHWPCF capacity

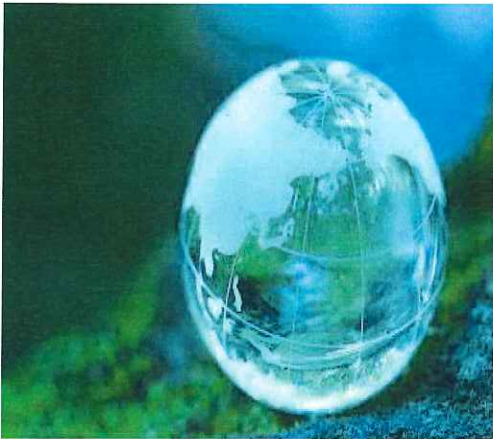


What Has Been Completed in/for Windsor?

- 18% of system has been **rehabilitated** since 2005
- Other underway/ recently completed projects
 - **Bloomfield Avenue Sanitary Sewer**
 - **Pilot Study Private Inflow Removal**
 - Closure of the NM-1 SSO regulator



3. Evaluation of Status Quo versus Proposed Integrated Plan



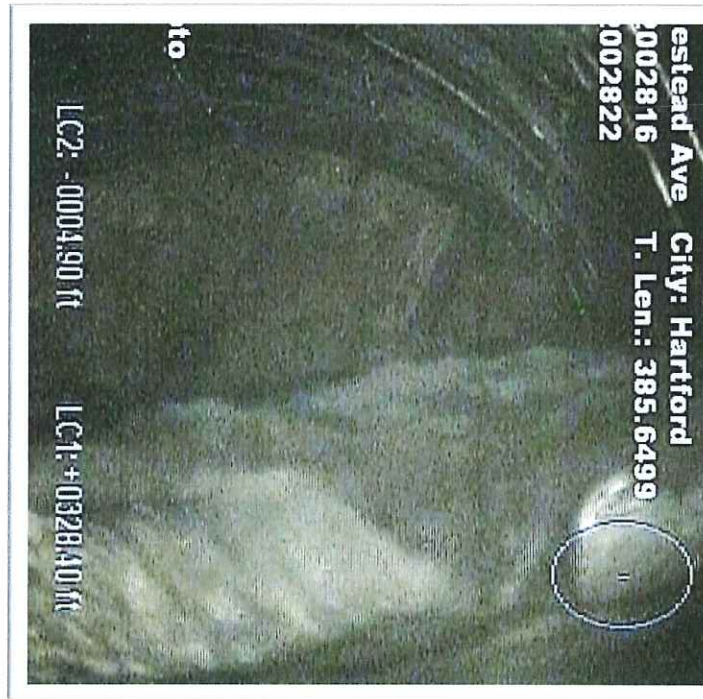
Why Integrated Planning?



Asylum Avenue West Hartford
August 2018



Park Avenue East Hartford
July 2017



Homestead Avenue Hartford
October 2017



Capen Street Hartford
September 2018



Bloomfield Avenue Windsor
January 2014

In 2017, MDC performed 17 emergency repairs at a cost of about \$3.5M total

Why Integrated Planning?



Windsor Avenue Windsor



Old North Branch Interceptor Hartford



Main Street Newington



Park Avenue Wethersfield

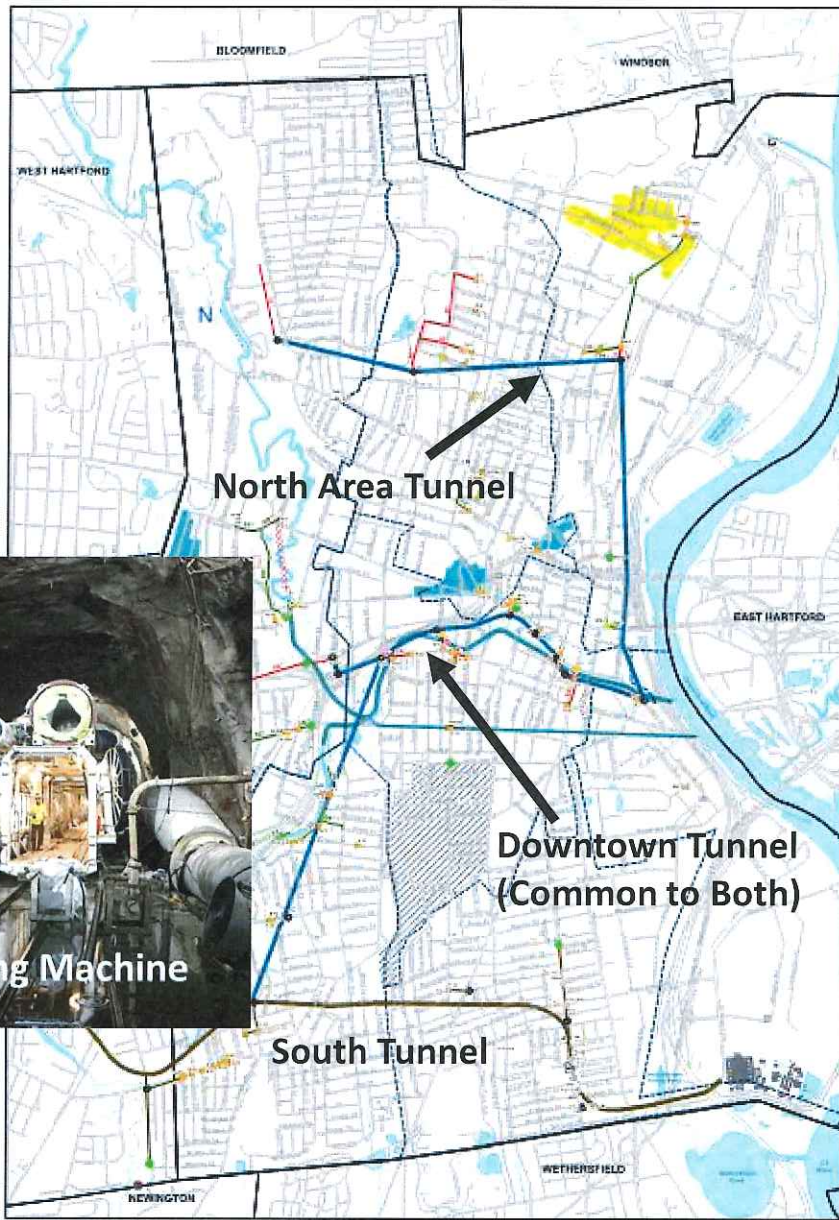


Remington Road Windsor

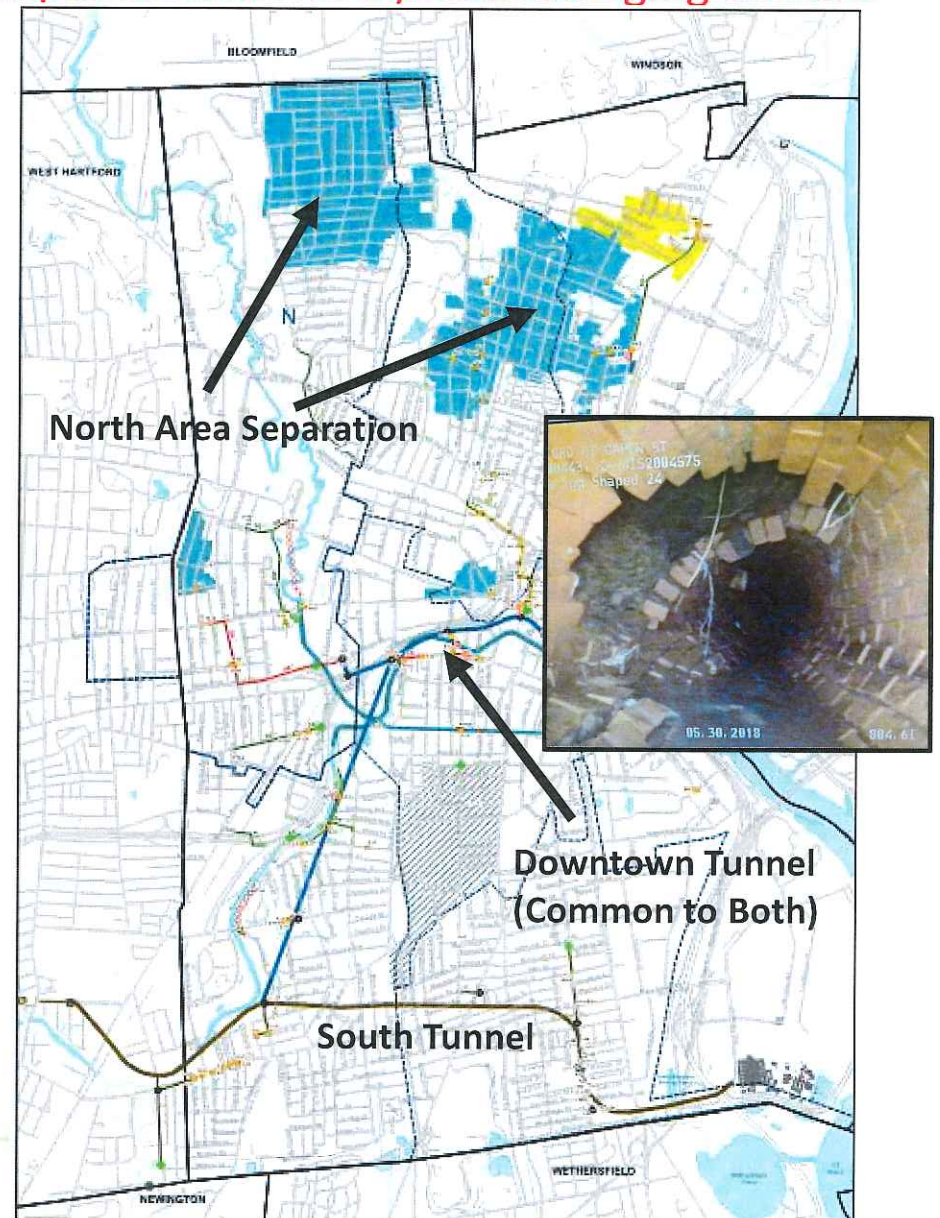
Inspection of sewers has identified \$450M in additional repairs needed
These repairs would have been funded by Ad Valorem

Two Primary Options for Remainder of LTCP

Scenario 1 (Status Quo): North Area Tunnel



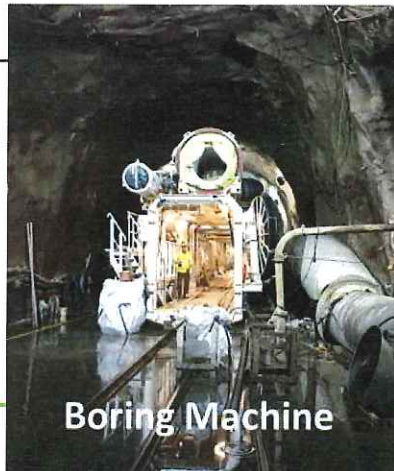
Scenario 2 (Proposed Integrated Plan): Separation in North/Address Aging Sewers



Comparison of Northern Area CSO Alternatives

North Area Tunnel Plan (Scen. 1)

- Less expensive (\$282M)
- Spending over 14 years
- Addresses CSOs only. **Limited renewal of existing assets.**
Avg. sewer age increases to ~80 yrs
- **One large project**
- Can't be phased
- **Likely need to start tunnel now**
- More risk
- Project has less disruption to community



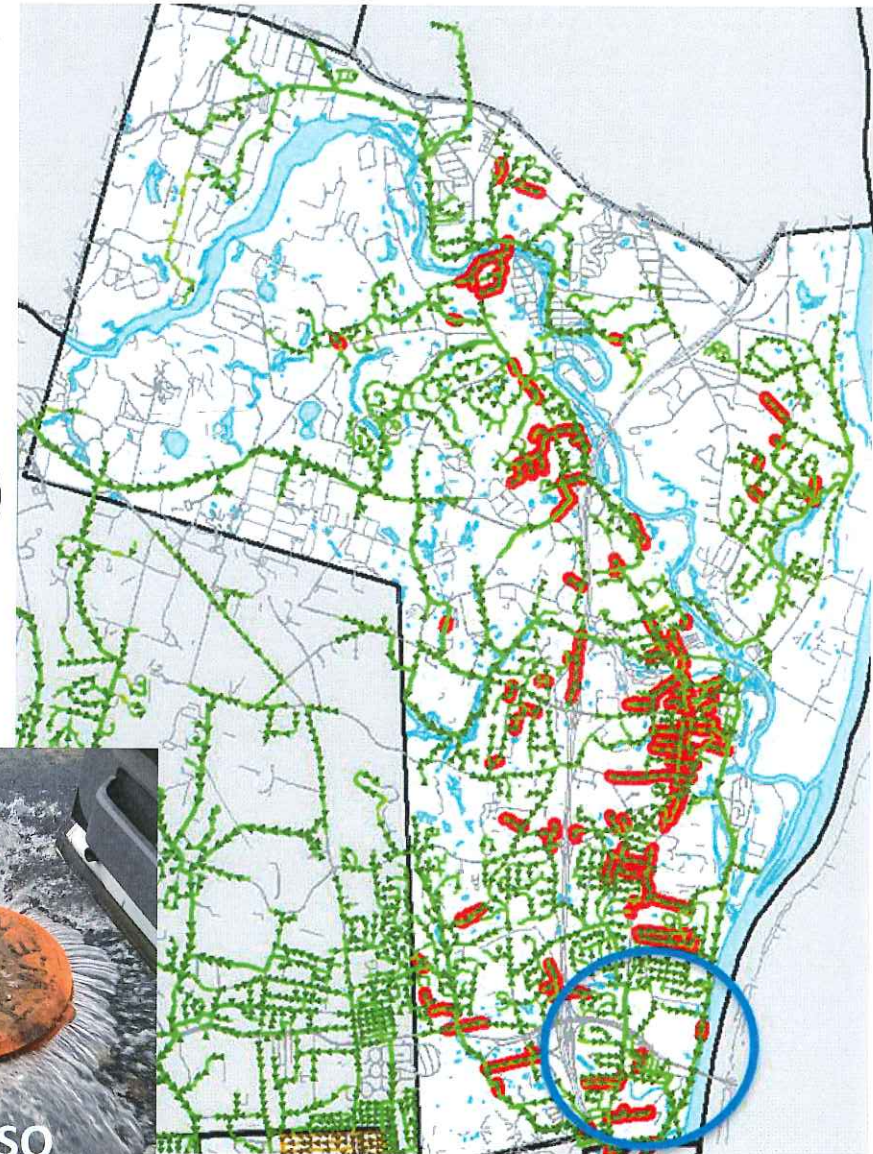
Sewer Separation in North (Scen. 2)

- More expensive (\$350M)
- Spending over 40 years
- **Renew existing assets**
Avg. sewer age reduces to ~45 yrs
- **Multiple “smaller” projects**
- Can be phased, gain intermediate levels of control as plan progresses
- Sewer separation can be combined with other street work to limit disturbances – **INTEGRATED PLANNING**
- Separation add drainage pipe and outfalls – MS4 issues?



What is proposed in/for Windsor?

- Additional 12% of sewer system **rehabilitation** throughout Town (total of 30% of sewers in Town)
- Reduces the average sewer age in Town from 67 yrs (if we did nothing) to 49 yrs
- **Decker's Brook Trunk Sewer**



4. Financial Benefits



MDC Customers Pay for Sewer in Two Primary Ways

- 1) Clean Water Project Charge (CWPC) on water bill allocated to customers based on metered water consumption
 - Payment of water bill for water related charges is separate

- 2) Property tax payments for MDC assessment (Ad Valorem)
 - Property owners pay directly through town tax bill
 - Renters pay indirectly through rental payments
 - Tax exempts charged sewer rate directly (Sewer User Charge)

To address EPA affordability process need to estimate the total combined cost per dwelling unit



The Metropolitan District
 555 Main Street, P.O. Box 800
 Hartford, Connecticut 06142-0800
 Telephone: (860) 278-7850
 www.themdc.org

Account Number 00000000	Invoice Number 000000000000	Invoice Date 09/21/2018	Page 2 of 2
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Service Address: 1 MAIN ST, WEST HARTFORD CT
Customer Name: MRS. SMITH
Billing Period: 08/21/2018 - 09/20/2018 (31 Days)



METER READINGS

Meter Num/Size 00000000 /5/8"X3/4"
Current Reading (09/20/2018) 351.03
Previous Reading (08/20/2018) 339.17
Water Use CCF 5.83

CURRENT CHARGES

Water Service:
 2018 Water Used Charge @ \$ 3.140 X 5.83 CCF 18.30
(MDC Water rate is 0.0042 Cents per US-Gallon)
 2018 Water Customer Srvc Charge 14.98
Sub Total: **\$33.28**

Sewer Service:
 2018 Sewer Customer Srvc Charge 3.00
Sub Total: **\$3.00**



Federal / State Regulatory Compliance Fees:
 2018 CWP Charge @ \$ 3.800 X 5.83 CCF 22.15
 2018 DPH Drinking Water Fee 0.33
Sub Total: **\$22.48**

TOTAL CURRENT CHARGES **\$ 58.76**

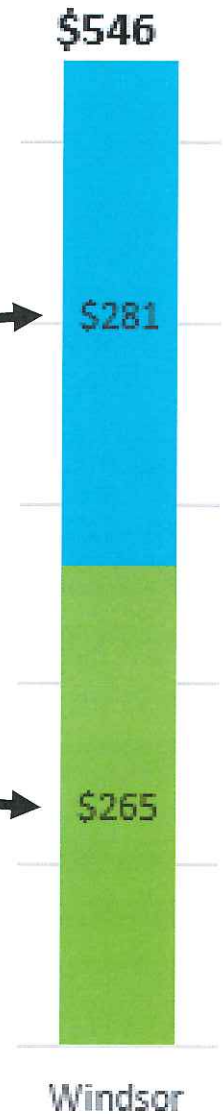
Projected Dwelling Unit Sewer Costs for 2019 Windsor

- **Clean Water Project Charge (CWPC)**

- 2019 CWPC rate = \$4.10 per hundred cubic feet (ccf)
- Average annual water consumption = 68 ccf
- Residential CWPC (on water bill) = **\$281**

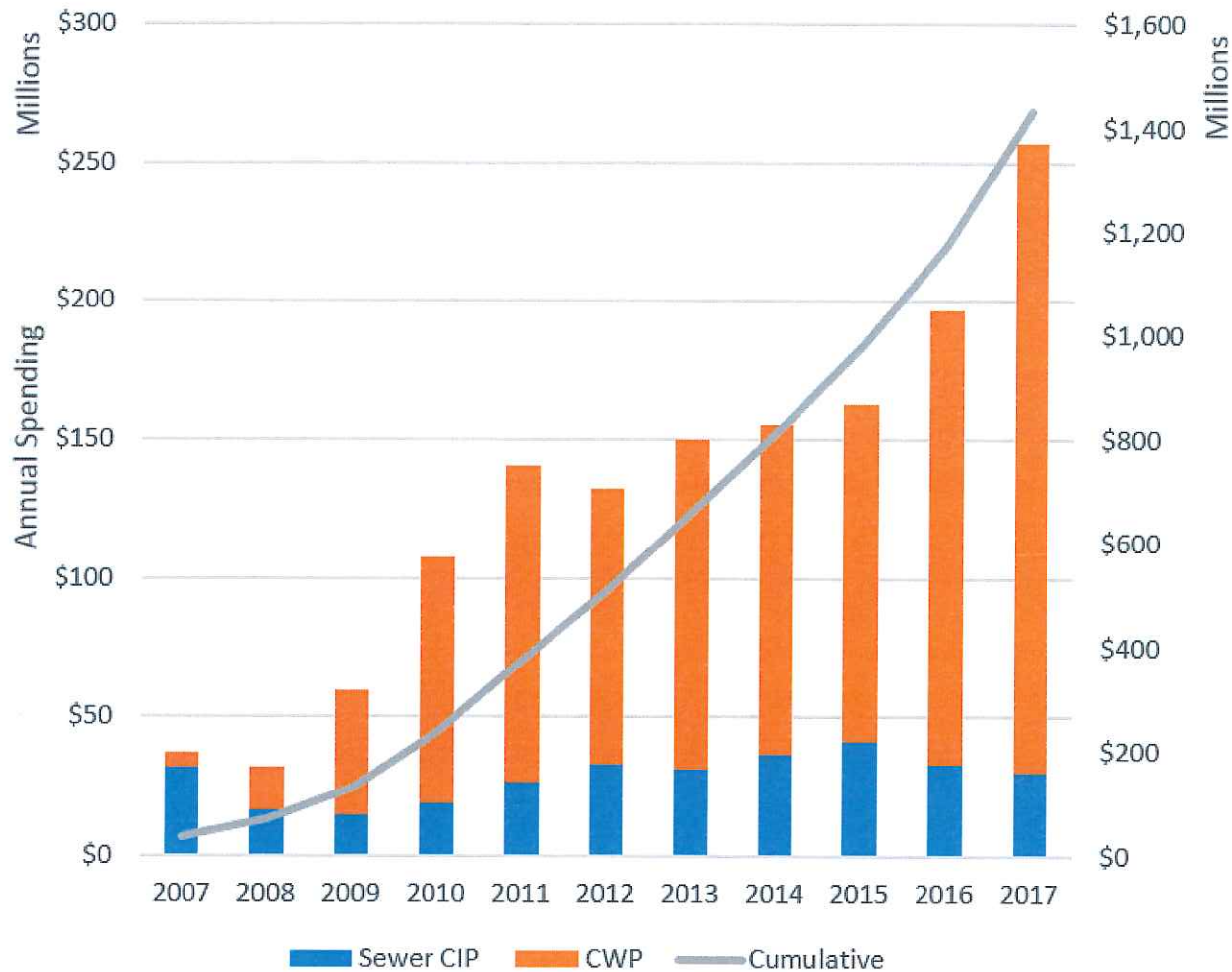
- **Ad Valorem**

- Estimated residential portion of Ad Valorem = \$3.06M
- Total residential dwelling units = 11,553
- Estimated residential Ad Valorem sewer cost = **\$265**



Why Integrated Planning?

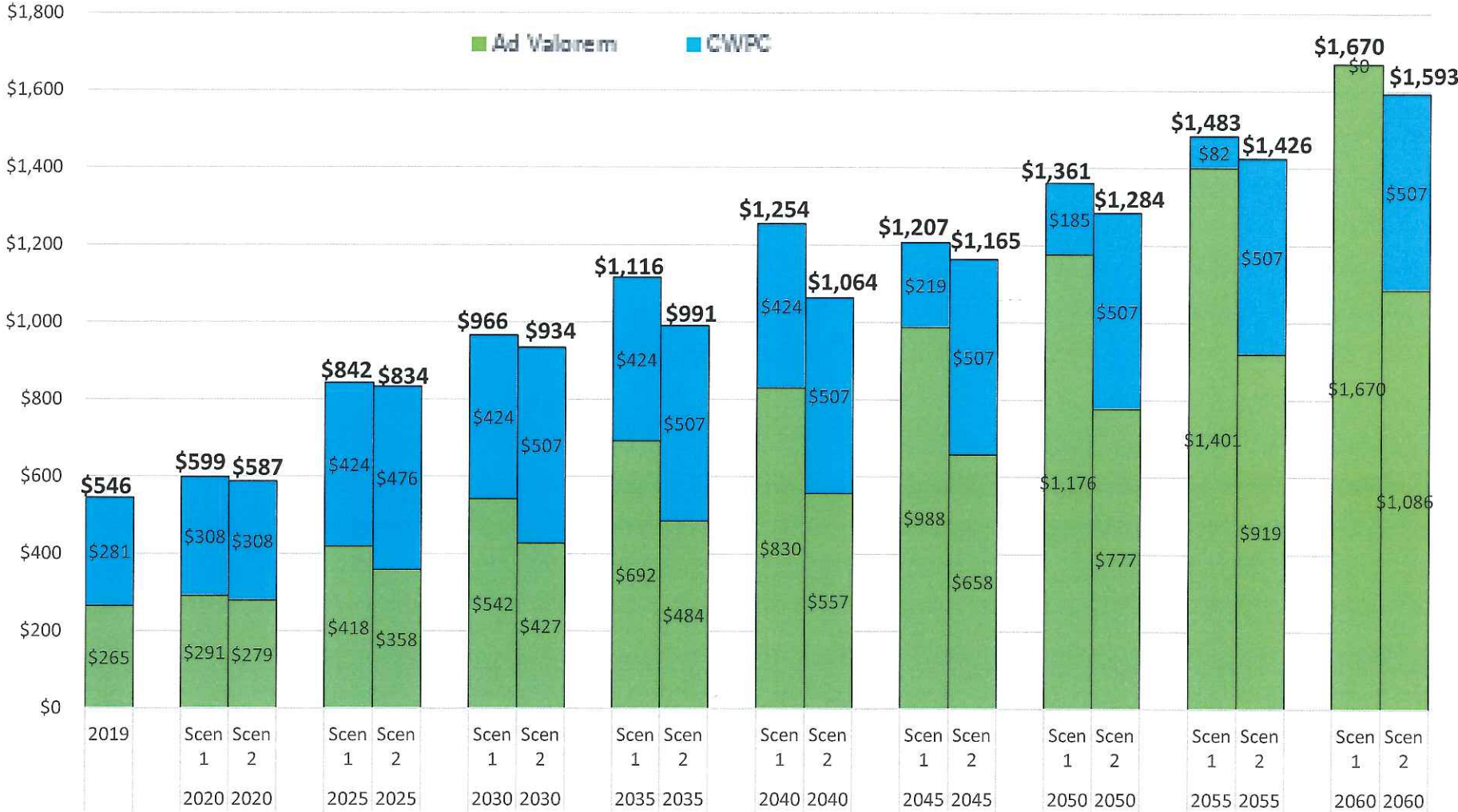
CIP Sewer and Clean Water Project Expenditures



MDC spending rate over the last decade is not sustainable

Goal = Control annual spending by extending CWP project schedule with 40 year Integrated Plan

Household Bills Scen. 1 vs. Scen. 2, Windsor



Similar household bills, but different programs

- Scenario 1 builds tunnel sooner and sewers continue to fail/repaired on Ad Valorem – **Infrastructure Renewal Delayed**
- Scenario 2 delays tunnel, focuses on Integrated Plan projects that address sewer system while reducing CSOs, and moves burden from Ad Valorem to Clean Water Project Charge (CPWC) – **Infrastructure Renewal Quicker**

Goal = Ad Valorem Stabilization

	Adopted Budget		Forecast				
	2017	2018	2019	2020	2021	2022	2023
Integrated Plan (Scenario 2)							
Tax on Member Municipalities	\$ 41,670,400	\$ 45,004,000	\$ 53,491,851	\$ 54,345,967	\$ 56,441,152	\$ 57,611,000	\$ 58,288,315
% Increase		8.0%	18.9%	1.6%	3.9%	2.1%	1.2%
Debt Service	\$ 22,668,800	\$ 28,519,414	\$ 32,639,872	\$ 31,254,150	\$ 31,123,721	\$ 29,687,059	\$ 29,043,370
% Increase		25.8%	14.4%	-4.2%	-0.4%	-4.6%	-2.2%
Status Quo (Scenario 1)							
Tax on Member Municipalities	\$ 41,670,400	\$ 45,004,000	\$ 53,491,851	\$ 54,345,967	\$ 62,741,152	\$ 63,771,000	\$ 70,783,315
% Increase		8.0%	18.9%	1.6%	15.4%	1.6%	11.0%
Debt Service	\$ 22,668,800	\$ 28,519,414	\$ 32,639,872	\$ 31,254,150	\$ 37,423,721	\$ 35,847,059	\$ 41,538,370
% Increase		25.8%	14.4%	-4.2%	19.7%	-4.2%	15.9%



5. Next Steps

Integrated Plan/Outreach Schedule

- 17 meetings with CT DEEP to discuss Integrated Plan
- Presented to MDC Bureau of Public Works in 2 Workshops
- Presented to and approved by MDC District Board – October 1st
- Town Council and public information meetings
 - Newington – October 9th
 - Wethersfield – October 15th
 - East Hartford – October 16th
 - West Hartford – October 23rd
 - Member Town DPW/Engineering Briefing – November 2nd
 - **Windsor – November 5th**
 - Bloomfield – November 13th
 - Rocky Hill – November 19th
 - Hartford – TBD
- Public Hearing – December 11th at MDC Training Center in Hartford

Next Steps

- We are asking for your support
- Part of public outreach/hearing process
- Presentation/discussion with member town DPW & Engineering staff provided on November 2nd
- Reports available for public viewing on November 26th
 - Online - MDC website www.themdc.org
 - Hard copies - MDC headquarters/Town Halls
- Public Hearing December 11th
- Comments to be submitted by December 13th
- Reports submitted to CTDEEP by December 31st

- Please email John Mirtle at districtclerk@themdc.com with any questions, comments or letters of support

- Questions?


RESOLUTION IN SUPPORT OF THE
MDC's INTEGRATED PLAN

Agenda Item Summary

Date: November 5, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Norris, Director of Recreation and Leisure Services

Reviewed By: Peter Souza, Town Manager 

Subject: Request for Appropriation of \$13,000 from the Capital Projects Fund for the Northwest Park Nature Center Design and Engineering

Background

The 2019 Capital Improvement Program includes an improvement project for the Northwest Park Nature Center and Lang House. The proposed project entails adding additional indoor storage space and replacing the exterior siding of the nature center, as well as new windows and replacing the porch roof at the Lang House.

The purpose of this request is to fund the design and engineering related to the nature center portion of the project.

Discussion/Analysis

As the number of programs have grown, so has the need for more appropriate storage space. Currently, storage space in the nature center is used by the Friends of Northwest Park to store materials and supplies associated with programs such as the Coffee House Concert Series. This space is also used by staff for materials and supplies for schools and public programs. The additional storage area is anticipated to be approximately 10'x 30' and will continue to be shared space with the Friends of Northwest Park.

In December of 2017, a field observation and preliminary structural evaluation of the nature center framing was completed. It was determined that the facility has some framing deficiencies that must be addressed.

This appropriation will provide structural drawings for both the building addition and the replacement of transfer beams and horizontal stability bracing in the nature center.

It is anticipated the design and engineering work will be completed by the first of the year. It is expected project funding through bonding will be requested in the first quarter of the calendar year.

Financial Impact

The total estimated cost for the design work is \$13,000.

It is recommended that \$13,000 be authorized from the Capital Projects Fund Assigned Fund Balance.

Other Board Action

It is proposed that this project be referred to the Public Building Commission for oversight.

Recommendations

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

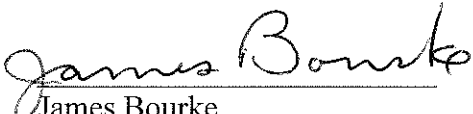
“MOVE to approve an appropriation of \$13,000 from the Capital Projects Fund Assigned Fund Balance to fund design and engineering costs associated with the Northwest Park Nature Center and Lang House Improvement Project; and that the project be referred to the Public Building Commission for oversight.”

Attachments

None

Certification

I hereby certify \$13,000 in funds 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

**Town Council
Resignations/Appointments/Reappointments
November 1, 2018**

Resignations

None

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

None

Names submitted for consideration of appointment

None

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
OCTOBER 15, 2018
Regular Town Council Meeting
UNAPPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:32 p.m.

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

Councilor Richard O'Reilly arrived at 7:42 p.m.

2) PRAYER

Councilor Jepsen offered a moment of silence in memory of former Councilor Guy Jacobs who recently passed away on October 5th. Councilor Jacobs served in the army and for several terms on the Windsor Town Council.

3) PLEDGE OF ALLEGIANCE

Councilor Jepsen led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation designating October 23-31, 2018 as Red Ribbon Week

Deputy Mayor Terranova invited members of the Youth Services Bureau to the podium and read aloud the proclamation in honor of National Red Ribbon Week.

Sarah Maffiolini, Youth Services Bureau Coordinator, invited citizens to the Red Ribbon Week kickoff and the Night of 1001 Pumpkins which will be held next Friday, October 19 from 6-8 p.m. at L.P. Wilson Community Center.

5) PUBLIC COMMUNICATIONS AND PETITIONS

6) REPORT OF APPOINTED BOARDS AND COMMISSION

- a) Public Building Commission

Gary Johnson, member of the Public Building Commission, presented the following:

Safety Complex Project Roof and Boiler Replacement

The Replacement Roof project: Several punch list items remain to be completed by the contractor but the replacement roof is completely installed. We expect these items to be completed by the end of the month.

The Boiler Replacement project: The replacement boilers and domestic hot water heater are both on line. Heat is available when it detects it needs to be used. We expect HVAC control work to be completed this week. We expect to close the boiler project in October. The roof project will stay open until the punch list is complete.

JFK School HVAC Replacement Project

The replacement boilers were started last week and are also available for heat when the weather requires it. The new electrical service switchover is scheduled for Saturday, October 28th. After the new electrical service is complete, project work during the fall winter months will be the installation of the air conditioning system. We expect the air conditioning system will be fully completed and tested in spring 2019.

Town Hall Portico Restoration Project

This project is currently out to bid. There is a mandatory walk-through on Wednesday, October 17th. Bids are due on Tuesday, November 6th. Project work will begin in April 2019, weather permitting.

Fire Security Systems

The contractor, Siemens, is continuing the installation of updated fire alarm systems in town facilities. The Luddy House has been completed and work continues on the Sill House installation. The remaining locations scheduled to be upgraded are: Milo Peck School, Freight House, Train Station, DPW at 99 Day Hill Road, 330 Windsor Avenue Community Center and the Wilson Branch Library.

Oliver Ellsworth School HVAC

All of the project replacement HVAC equipment has been installed and is operating. The air conditioning system was on line last week. Once several punch list items are complete, the PBC will close out this project.

Poquonock Air Conditioning Design

The PBC has awarded this project to Salamone and Associates. They have started the preliminary design and have spent several days working in the school. The PBC will receive draft design drawings at its October 23rd meeting. The PBC also expects to receive full design drawings at its November 13th meeting. Town staff expects to bid this project during the month of December. The goal is to award the project as soon as possible to avoid equipment delays from manufacturers and to avoid delays in project completion during the summer of 2019.

7) TOWN MANAGER'S REPORT

Leaf Collection Program Starts on Monday October 29

Windsor's 2018 leaf collection program will begin on Monday, October 29 and will end on Friday, December 21. During this eight-week period, your leaves will be picked up on the same day as your trash pick-up.

Residents must place their leaves at the curb in 30 to 40 gallon paper leaf bags. Leaves may also be placed in similar-sized containers that are labeled with a "Leaves Only" sticker that can be easily identified by the driver (i.e., sticker facing the road). Residents can obtain these stickers at town hall or at the Windsor Transfer station (formerly known as the landfill).

In Windsor, the transfer station accepts residents' leaves at no charge and uses them to produce compost. Leaves must be clean and must not contain other items that will compromise the quality of the mulch that will be created. These items include grass clippings, branches, or other items.

If you choose to self-haul your leaves to the transfer station, there is no charge during this period for dropping off clean loads of leaves (no contaminants or plastic bags). The transfer station accepts leaves Monday and Friday from 8:00 AM - 2:45 PM, Tuesday and Wednesday from 10:00 AM – 2:45 PM and Saturday from 8:00 AM – 3:45 PM. The Windsor Transfer Station is closed on Thursday and Sunday and is located at 500 Huckleberry Road. For more information, please call the landfill scale office at 860-285-1833.

Night of 1001 Pumpkins

This Friday, October 19th is the annual Night of 1001 Pumpkins event from 6:00 PM – 8:00 PM at the LPW Community Center. Enjoy a ride on a mechanical pumpkin, bounce house, a maze, a photo booth, pumpkin carving and arts & crafts. There will also be a pumpkin decorating contest for all ages with prizes at this free event. Donuts and apple cider will be served. For more information call 860-285-1990.

Nightmare on Broad Street

First Town Downtown and Windsor Federal Savings invite you to Windsor Center on Wednesday, October 31st from 5:30 PM – 7:30 PM for some ghoulish treats and fun at Nightmare on Broad Street. Windsor businesses will be giving out treats to the youngsters and more at this free event. Broad Street will be closed to traffic. For more information call 860-688-5715.

Police Cadet Open House

Are you between 11 and 20 years old? Are you interested in community service, law enforcement, or making new friends? If so, please join us for the Windsor Police Cadets Open House, to be held on Wednesday, October 17, 2018 from 7:00 PM to 8:00 PM at the Windsor Public Safety Complex, 340 Bloomfield Avenue, Windsor, CT. Non-residents

are encouraged to attend. To learn more about the program, please visit our website at www.windsorpolicecadets.org.

Windsor Bridge Builders

The Human Relations Commission is seeking nominations for its 2018 Windsor Bridge Builders Awards. This year's awards will showcase true community role models in the contexts of human relations. Nominees can include students, church members, neighbors or local businesses who have worked toward greater diversity in Windsor. Anyone of any age may fill out an official nomination form. Nomination forms and information can be obtained from the Town of Windsor website link, Windsor Public Libraries, and Town Clerk Office or any Human Relations Commissioner. The deadline for submitting applications is November 2nd. A panel of judges will review all entries and select this year's honorees. A reception will be held in their honor on Thursday, November 29, 2018 in Windsor Town Hall in the Council Chambers.

Updates from the MDC

The MDC has asked to be on the November 5th Town Council meeting agenda to make a presentation on the Clean Water project and their proposal to submit a long-term 'Integrated Plan' for managing stormwater and wastewater to meet Federal Clean Water Act regulations. The MDC staff is making presentations to all member towns prior to having the MDC Board of Directors consider action to submit a plan to the CT Department of Energy & Environmental Protection for review and approval.

Also, the MDC staff and representatives of the member towns have been working with a consultant firm to analyze the pros and cons of potentially utilizing a user fee approach for sewer services versus the current ad valorem or general fund taxes. It is expected that a preliminary report could be completed by the end of the calendar year or shortly thereafter. This is a rather complex analysis as each member town will be effected differently under a user fee alternative. It is likely that legislative action by the general assembly would be needed to amend the MDC charter to allow for a change to the user fee.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly – None

Councilor Wilkos – None

Councilor Black-Burke stated that October is Breast Cancer Awareness Month and noted that there will be a walk to raise money and awareness for breast cancer at Bushnell Park in Hartford on Sunday, October 28th.

Councilor Govoni – None

Councilor McAuliffe encouraged citizens to read up on the ballot questions ahead of Election Day on November 6th. The topics include the potential new safety complex in

Windsor and on a state level, will decide how money is used from the transportation fund and whether or not the state can sell land to non-state entities without a public hearing. He stated that the questions are often not worded well so it's helpful to prepare ahead of time.

Councilor Tustin – None

Deputy Mayor Terranova – None

Councilor Jepsen – None

Mayor Trinks – thanked Councilor Jepsen for bringing awareness to the passing of Guy Jacobs and called Mr. Jacobs a great mentor. Mayor Trinks recalled a story of Mr. Jacobs being arrested at a segregated hotel in his full army uniform just for trying to order a drink. Mayor Trinks said that Guy told the story often to bring awareness to the fact that segregation really wasn't that long ago. Mayor Trinks called Mr. Jacobs a gentleman and a statesman who served his country and town and noted that he will be missed.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – None

Health & Safety Committee – None

Finance Committee – Deputy Mayor Terranova reported that the committee met last Monday regarding an open purchase order and the first quarter financials for the Enterprise Funds including the landfill and transfer station, Discovery Center, and Caring Connection. The Discovery Center is tracking along toward the projected \$60,000 loss due to a lack of enrollment. The Caring Connection had projected a loss of \$86,000, but as of now, is projected to lose an additional \$25,000 on top of that. In 2018, there was an increase in revenues of about \$1 million from property taxes, investment income, and permit revenues. The town also came in under budget about \$1 million, so \$2.5 million was added to the General Fund.

Special Projects Committee – None

Town Improvements Committee – None

Teacher Negotiations - Councilor Jepsen reported that there has not yet been a settlement in teacher negotiations so they are heading toward arbitration. Councilor Jepsen told other council members that they may become involved if a solution is not reached.

10) ORDINANCES

11) UNFINISHED BUSINESS

12) NEW BUSINESS

- a) Approve FY 18 Open Purchase Order

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the remaining FY 18 General Fund purchase order No. 18277 in the amount of \$22,000 be re-approved and carried forward until December 17, 2018.

Deputy Mayor Terranova noted that this is the last open purchase order from last fiscal year. The work should be completed in the next week or so but it is requested that it remain open until December 17, 2018 to ensure that the work is completed.

Motion Passed 9-0-0

- b) Approve appropriation of \$65,000 from the Capital Projects Fund and from the Archer Road Special Revenue Account for design of Archer Road pavement rehabilitation

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve an appropriation of \$39,697.74 from the Special Revenue Account #4003 "Archer Road Maintenance" and \$25,302.26 from the Capital Projects Fund Assigned Fund Balance for the design of the Archer Road Rehabilitation project.

Bob Jarvis, Town Engineer and Director of Public Works, gave an overview of the pavement project. Several months ago, the town submitted an application for the funding of the pavement rehabilitation of Archer Road through the Local Transportation Capital Improvement Program (LOTICIP) and was selected for funding. The pavement is in fair/poor condition with many cracks and potholes. The town is responsible for the design phase of the project and then the state will pay for the construction phase, which in this case is approximately \$995,000. Town staff are seeking funding to initiate the design phase, estimated at \$65,000. That cost includes survey, geotechnical evaluations, storm pipe televising, and delineation of watercourses and wetlands that may be within the scope of the project.

Councilor Wilkos asked if Archer Road goes to the town line. Mr. Jarvis replied that it does and is approximately 6,100 feet long.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to amend tonight's agenda so that item (c) now appears after agenda item 16.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the October 1, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to approve the unapproved minutes of the October 1, 2018 Regular Town Council meeting as presented.

Councilor Jepsen asked for an edit to clarify that he recused himself from the Arrasate v. Town of Windsor case.

Motion Passed with amendment 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to enter into Executive Session at 8:06 p.m. for the purpose of strategy and negotiations with respect to pending claims and litigation (Windsor Marriott vs Town of Windsor) and for discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee (Town Manager's evaluation).

Motion Passed 9-0-0

16) EXECUTIVE SESSION

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

Staff: Peter Souza, Town Manager; Larry Labarbera, Town Assessor

Guests: Kevin Deneen, Town Attorney

Town Attorney Deneen and Larry Labarbera left Executive Session at 8:15 p.m.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to exit Executive Session and re-enter the regular Town Council session.

Motion Passed 9-0-0

- 12 c) Consideration of settlement in Windsor Marriot vs Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to authorize the settlement in Windsor Marriott vs Town of Windsor (tax appeal) case as discussed in Executive Session.

Motion Passed 9-0-0

17) ADJOURNMENT

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to adjourn the meeting.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council