



# *Council Agenda*

**Council Chambers  
Windsor Town Hall  
November 20, 2017**



## **7:30 PM Regular Council Meeting**

1. ROLL CALL
2. PRAYER – Councilor Wilkos
3. PLEDGE OF ALLEGIANCE – Councilor Wilkos
4. PROCLAMATIONS/AWARDS
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) \*MDC Clean Water Project presentation (Town Manager)
  - b) \*Discussion of Proposed Fiscal Year 2018 Budget
13. \*RESIGNATIONS AND APPOINTMENTS
14. MINUTES OF PRECEDING MEETINGS
  - a) \*Minutes of the November 6, 2017 Regular Town Council meeting
  - b) \*Minutes of the November 13, 2017 Special Town Council meeting



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15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION


17. ADJOURNMENT

★Back-up included

## Agenda Item Summary

Date: November 20, 2017

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: MDC Presentation

### Background

The Metropolitan District Commission staff will be providing an update on the Clean Water Project's long term control plan and outlining their proposal to the State of Connecticut to develop what is referred to as an 'Integrated Plan'. They also will be providing information on their proposed 2018 budget and water rates. Below is a short overview of the integrated planning concept provided by MDC. Also, attached is a draft presentation from MDC. It is expected to be updated with budget information prior to the meeting.

### *Integrated Planning Overview (as defined by USEPA)*

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 exact 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, Integrated Planning 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 simply not affordable for the MDC or its customers.

MDC has asked CT DEEP to recognize and authorize us to proceed with an Integrated Planning approach. To date, CT DEEP has not done so, even as USEPA has indicated their willingness to consider this approach and its positive impact on a broad range of wastewater, stormwater, drinking water and infrastructure issues with respect to affordability and prioritization while complying with CWA regulations.

Other Board Action

None

Recommendations

For information purposes only.

Attachments

Draft MDC Presentation



**MDC Integrated Plan / Financial Update  
Presentation to the Windsor Town Council  
November 20, 2017**

# 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 2014
- Next LTCP Update due to CT DEEP December 2018

# 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
  - \$450M for investigations/repair (CMOM)
  - \$35M/yr Sewer CIP
  - 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

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#### 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.

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#### 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

# MDC Integrated Plan Buckets

\*Approx. \$2.5B identified over next 12 years



CSO LTCP  
\$700M (12 Years)



SSO Master Plan  
\$140M



General Collection System  
\$20-25M Annually



Pump Stations  
\$30M (5 Years)



CMOM \$450M+



Stormwater & Flood Control  
\$100M (5 Years)



WPCFs  
\$75M (5 Years)



Institutional/Organizational  
\$20-25M Annually

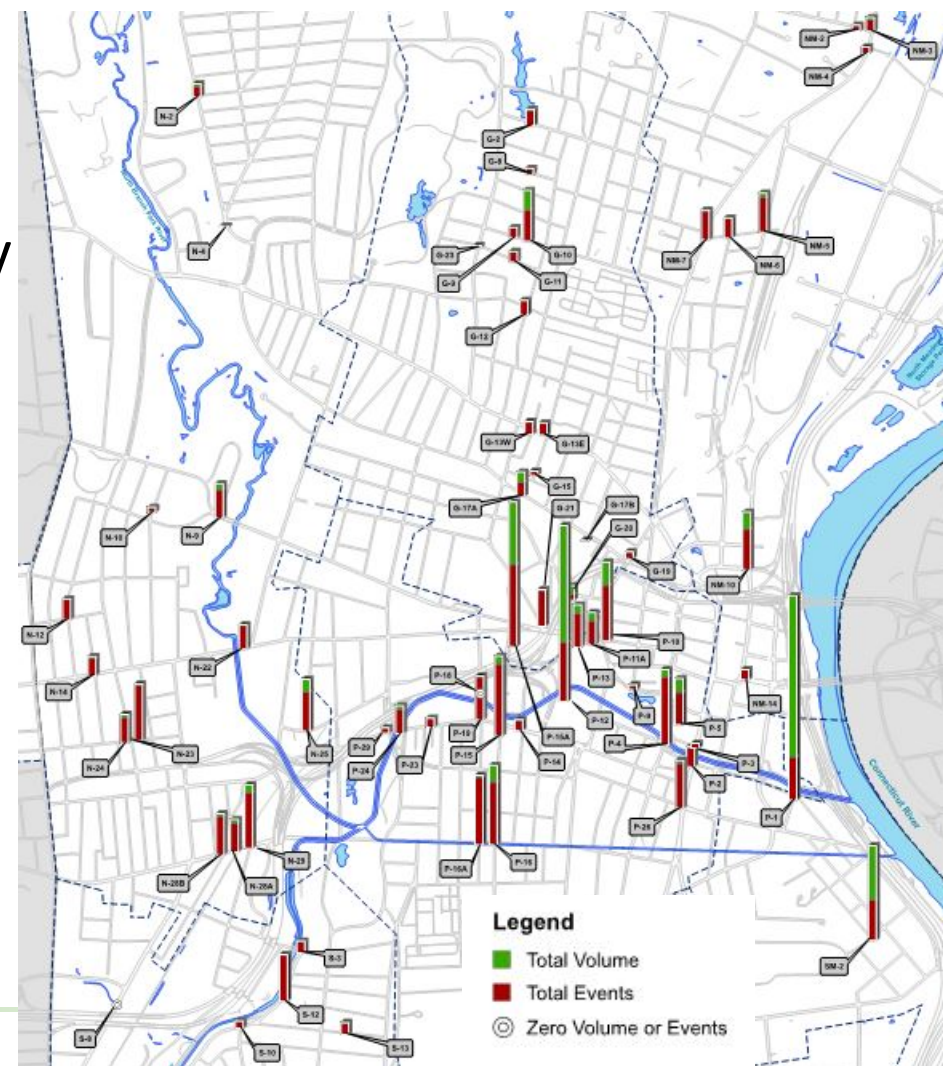


Drinking Water  
\$25M Annually



# Integrated LTCP Update

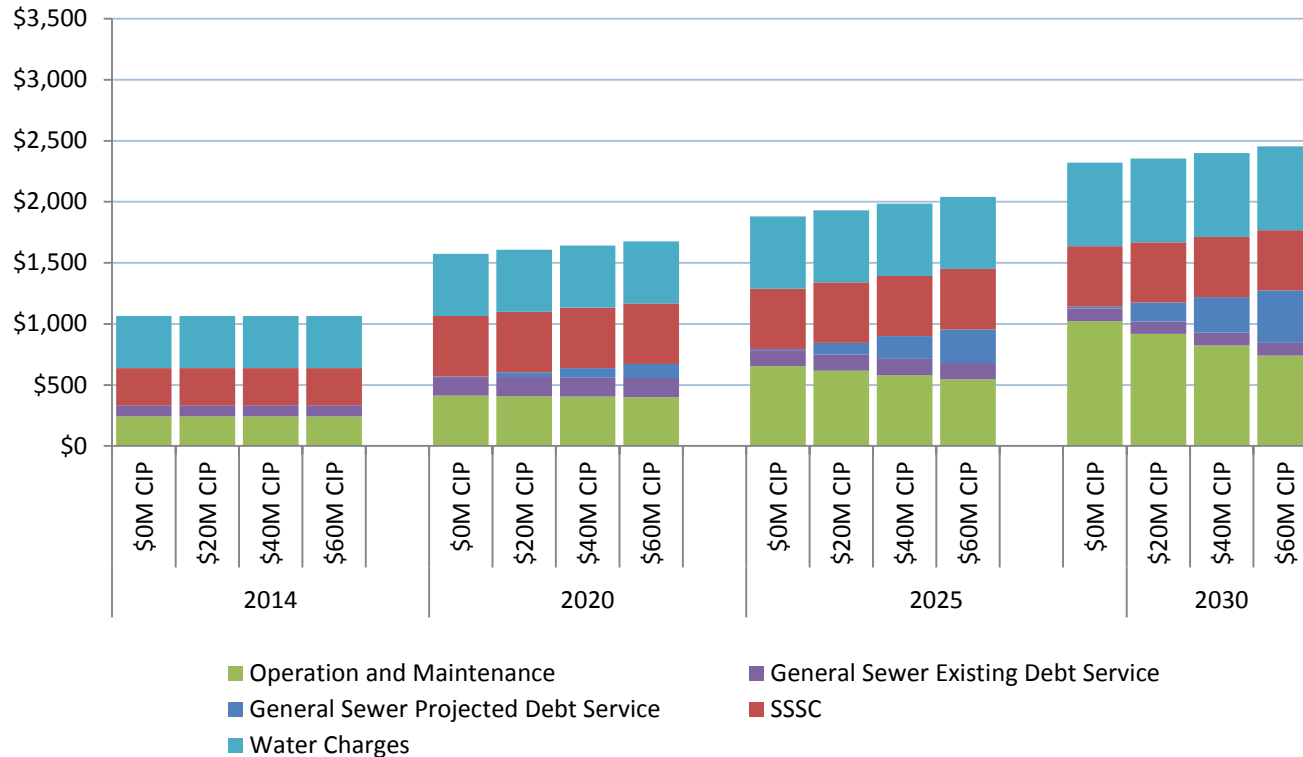
- Varying CSO volume/frequency
- Viable CSO LTCP Alternatives
  - Partial Sewer Separation
  - Additional I/I Reduction
  - Consolidation/Relief
  - HWPCF Capacity Upgrades
  - Satellite CSO Storage/Treatment
  - Green Infrastructure
  - Tunnel Storage



# Integrated Plan Prioritization

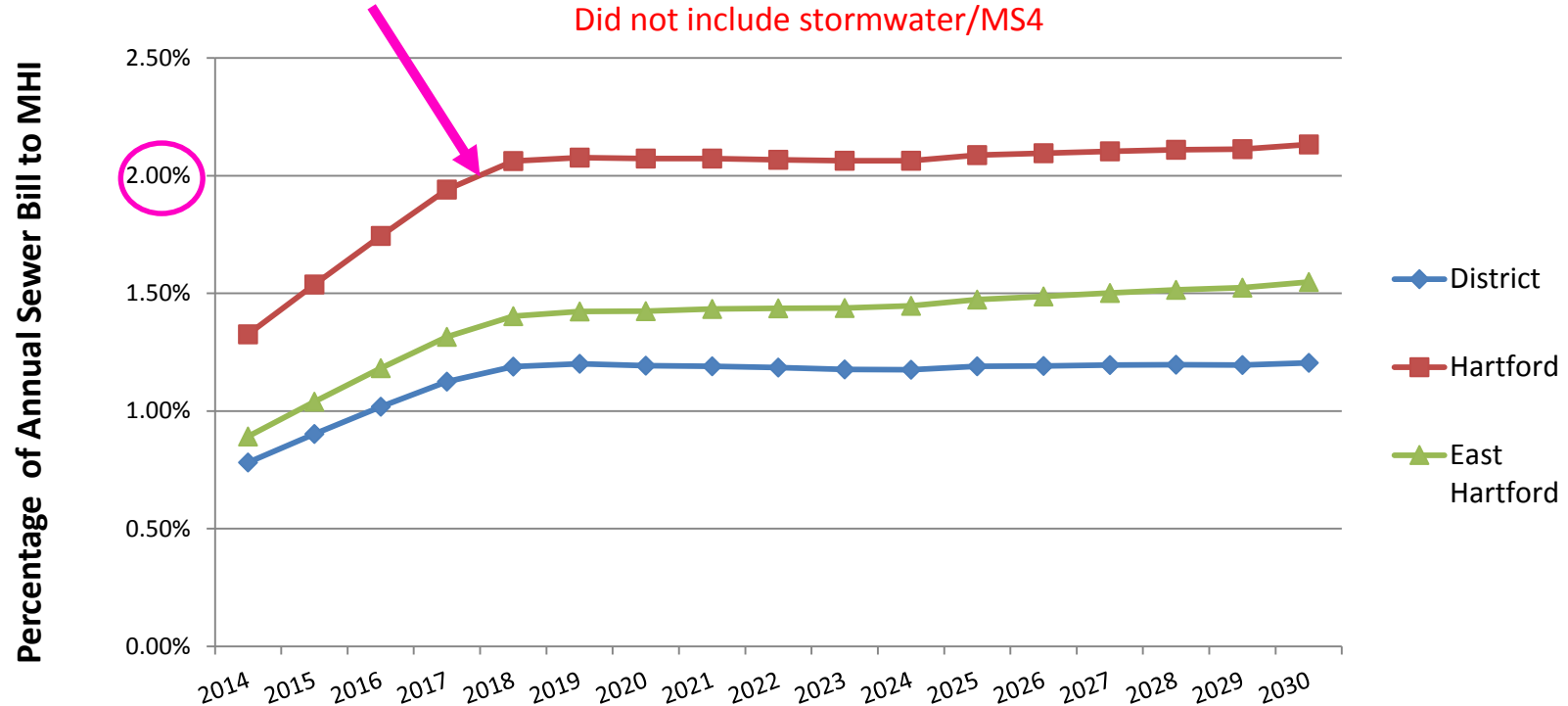
- Capital cost
- O&M cost
- Water Quality impacts
  - Permitting, Regulatory, Public Health
  - Sewer backups
  - Street flooding/drainage
  - Sewer overflows
- Implementation flexibility
- System flexibility
- Constructability
- Community impacts
- Public acceptance
- Sustainability

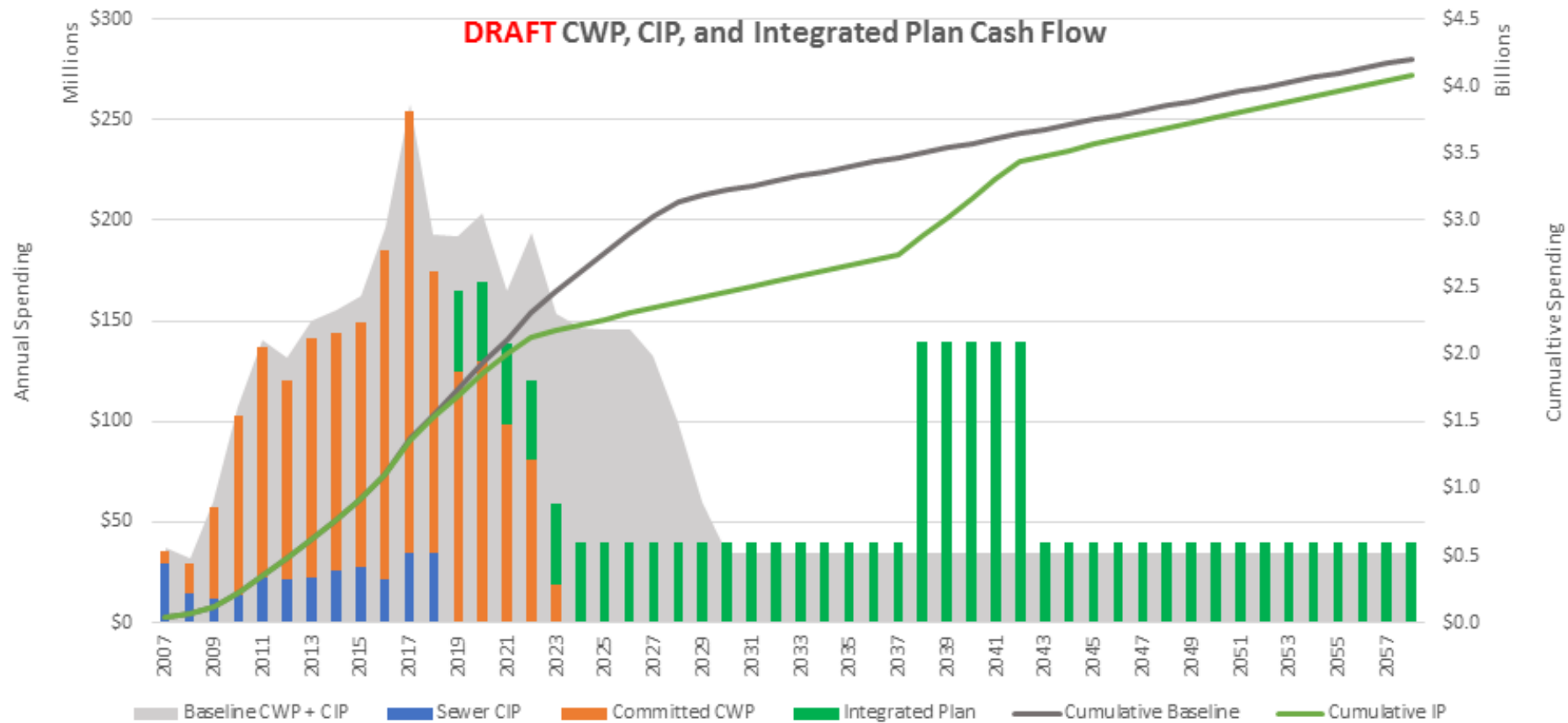
# District Wide Projected Total MDC Cost Per Household (from 2014)



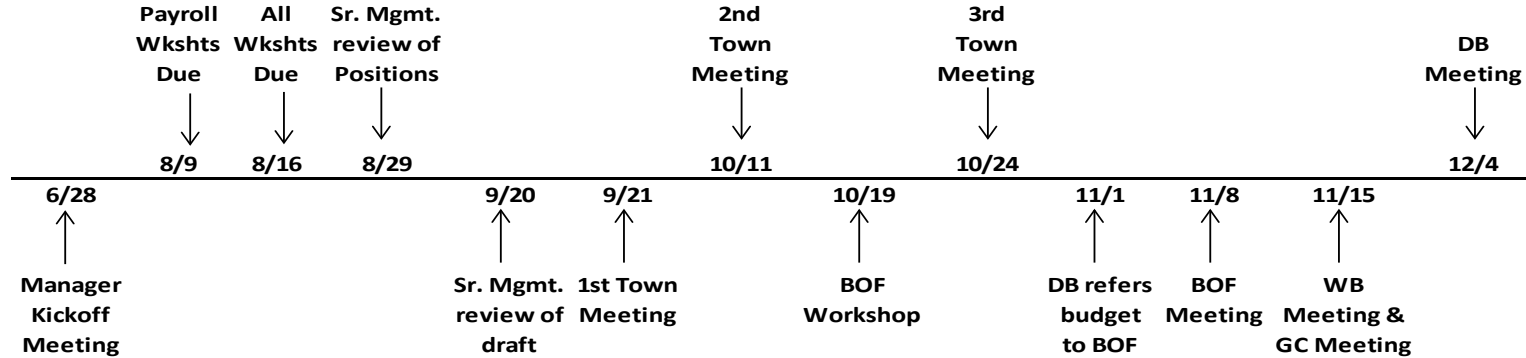


# Projected Household Burden--\$20M CIP based on Average Cost Per Dwelling Unit (from 2014)





# Budget Timeline



1. November 1 - District Board (DB) refers budget to Board of Finance (BOF).
2. November 8 - BOF to review/amend/recommend budget to the DB
3. November 15 - Water Bureau (WB) to review/amend/approve Water Supply ordinances
4. Budget published for 3 consecutive days (11/20, 11/21, 11/22)
5. November 15 - Government Committee (GC) to review/amend/recommend CWP ordinance
6. December 4 - GC to consider and approve Water Supply Ordinance & refer to DB
7. December 4 - DB to review/amend/adopt budget
8. Publish ordinance revisions 2 days

# Expenditures by Category

CATEGORY	2016 Actual	2017 Adopted	2017 Projected	2018 Proposed	CHANGE	% OF BUDGET
Payroll Related	\$59,458,053	\$59,286,900	\$59,422,100	\$61,568,900	\$2,282,000	36.80% (a)
Debt	40,411,310	48,289,600	47,430,700	56,332,600	\$8,043,000	33.67% (b)
General Operations	12,622,586	14,417,000	15,180,000	15,806,300	\$1,389,300	9.45% (c)
Contingency	-	-	-	2,550,000	\$2,550,000	1.52% (d)
Utilities	7,172,905	7,808,600	8,017,900	7,745,200	(\$63,400)	4.63% (e)
Maintenance	6,750,834	7,056,600	6,920,100	7,013,400	(\$43,200)	4.19%
Insurance	4,001,856	3,993,900	3,993,900	4,062,200	\$68,300	2.43%
Chemicals	1,818,134	2,101,700	2,046,300	2,096,000	(\$5,700)	1.25%
Taxes & Fees	3,029,194	3,110,000	3,110,000	3,300,500	\$190,500	1.97%
Legal	2,222,120	2,308,700	2,308,700	2,308,700	\$0	1.38%
Special Agrmts & Prgms	2,126,982	2,325,300	2,325,300	3,573,000	\$1,247,700	2.14% (f)
Nitrogen Credits	1,330,783	1,061,000	1,061,000	950,000	(\$111,000)	0.57%
Riverfront Park	586,923	609,000	1,224,000	-	(\$609,000)	0.00%
	<b>\$141,531,680</b>	<b>\$152,368,300</b>	<b>\$153,040,000</b>	<b>\$167,306,800</b>	<b>\$14,938,500</b>	<b>100.00%</b>

(a) Includes 2.5% COLA, Steps, fewer positions, increased medical, pension and OPEB

(b) Reflects Nov 2016 DS Issuance (Principal amortized over 19yrs)

(c) Colebrook Reservoir Lease, Ash Disposal, Postage, Outside Services

(d) Revenue reserve

(e) Increase electricity use

(f) Riverfront Recapture

# Water Utility 2018 Revenues

Description	2016 Actual	2017 Adopted	2017 Projected	2018 Proposed
<b><u>OPERATING REVENUES</u></b>				
Sale of Water	\$71,202,432	\$77,669,700	\$73,404,700	\$80,183,400
Other Operating Revenues	3,877,958	3,738,700	4,040,000	4,265,000
Total Operating Revenues	75,080,390	81,408,400	77,444,700	84,448,400
<b><u>NON-OPERATING REVENUES</u></b>				
Non-Operating Revenues	\$6,053,135	\$2,134,800	\$2,130,000	\$2,403,200
Other Non-Operating Revenues	0	0	0	1,270,400
Total	6,053,135	2,134,800	2,130,000	3,673,600
Total Operating Revenues	\$81,133,525	\$83,543,200	\$79,574,700	\$88,122,000

## Sale of Water

Variable rate increased from \$2.77/ccf to \$3.14/ccf or 13.5%

No increase in Customer Service Water

Assumes consumption of 18.4M ccfs

## Other Operating Revenues

Increase Fire Protection Fees

## Non-Operating Revenues

Increase of Interest Income and Bill Jobs

## Other Non-Operating Revenues

Use of Bond Premiums



# General Fund 2018 Revenues

Description	2016 Actual	2017 Adopted	2017 Projected	2018 Proposed
<b><u>OPERATING REVENUES</u></b>				
Member Municipalities	\$38,944,300	\$41,670,400	\$41,670,400	\$45,004,000
Other User Revenue	7,274,780	6,826,000	7,230,000	11,038,400
Total Operating Revenues	46,219,080	48,496,400	48,900,400	56,042,400
<b><u>NON-OPERATING REVENUES</u></b>				
Other Government Agencies	\$5,335,422	\$4,530,000	\$4,130,000	\$4,530,000
Other Sewer Revenues	13,983,366	13,644,700	13,418,000	13,710,900
Investment Income	72,125	40,000	372,000	450,000
Other Financing Sources	0	2,114,000	2,114,000	4,451,500
Total	19,390,913	20,328,700	20,034,000	23,142,400
Total Operating Revenues	\$65,609,993	\$68,825,100	\$68,934,400	\$79,184,800

Member Municipalities

Assumes 8% Ad Valorem rate increase

Other Use Revenue

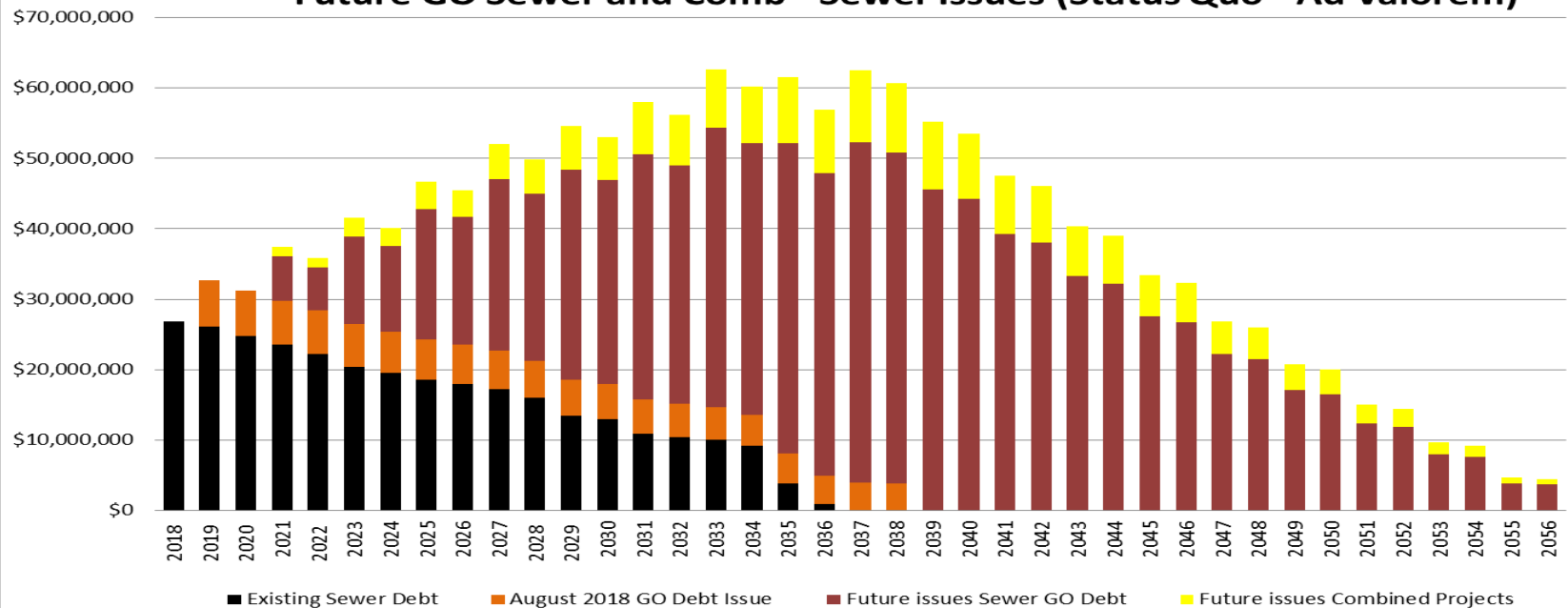
Assumes a \$3/month sewer customer service charge

Other Financing Sources

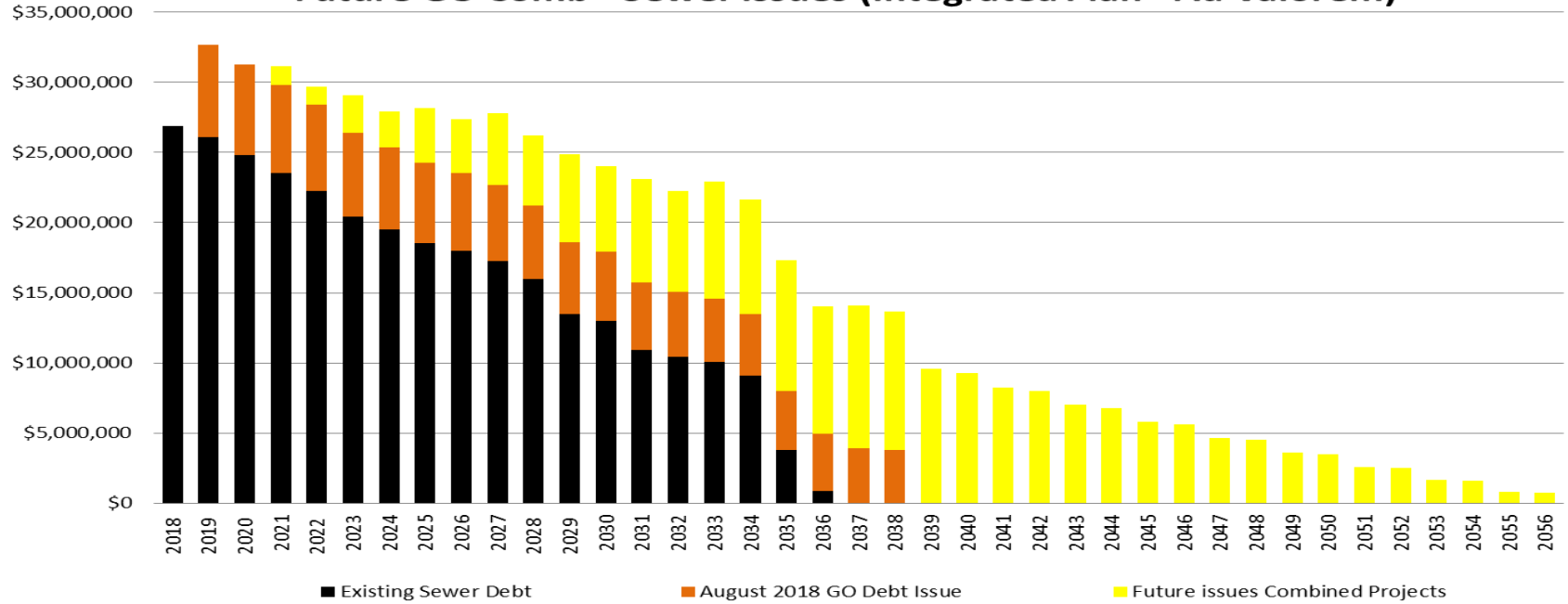
Use of Bond Premium

Use of Assessable Sewer Fund for \$2.0M

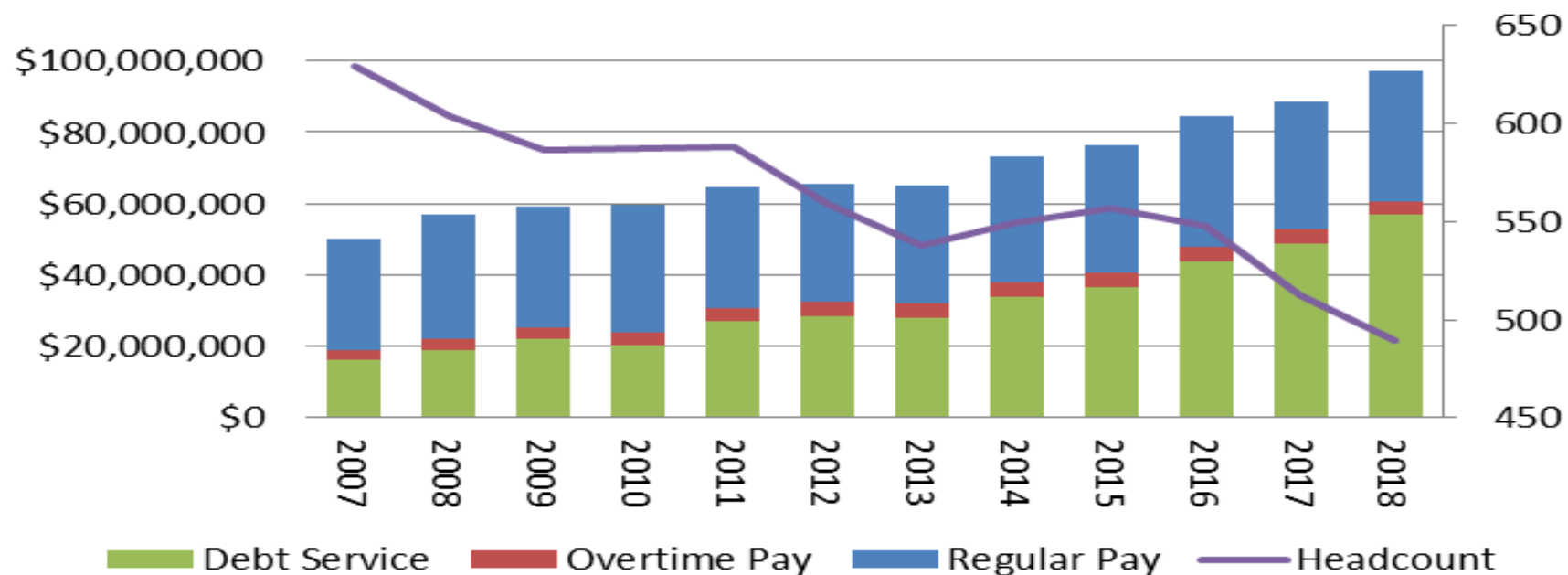
## MDC Sewer Debt Service - Existing, Aug 2018 GO and Future GO Sewer and Comb - Sewer Issues (Status Quo - Ad Valorem)



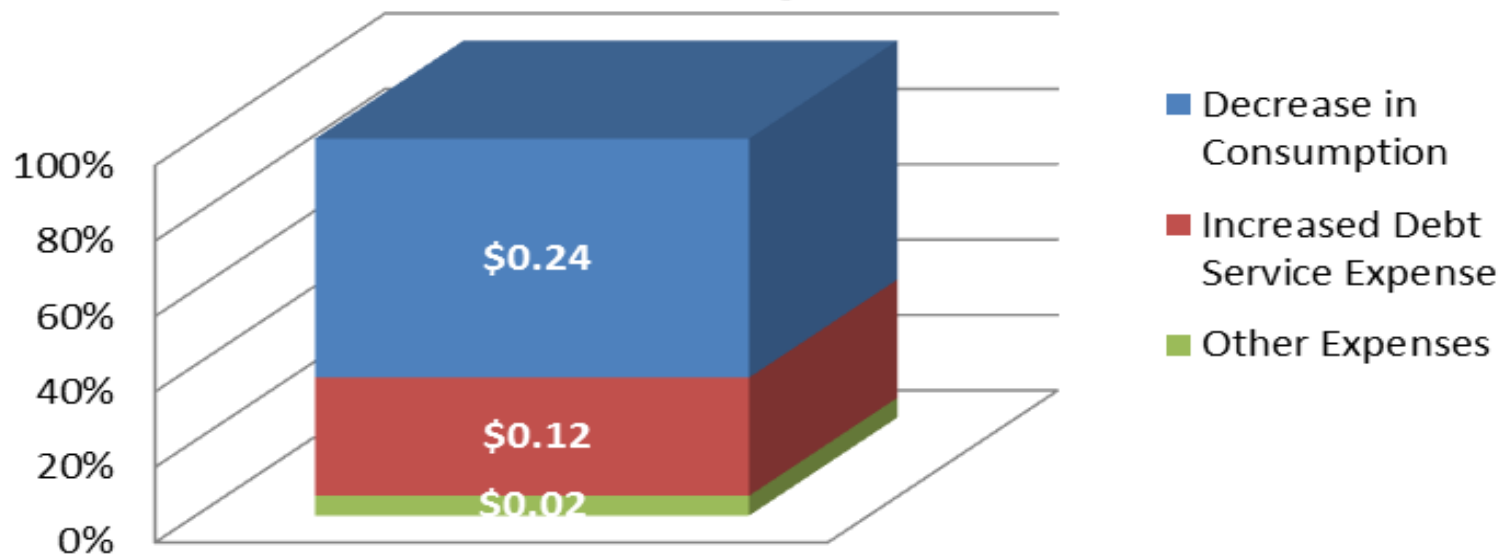
## MDC Sewer Debt Service - Existing, Aug 2018 GO and Future GO Comb - Sewer Issues (Integrated Plan - Ad Valorem)



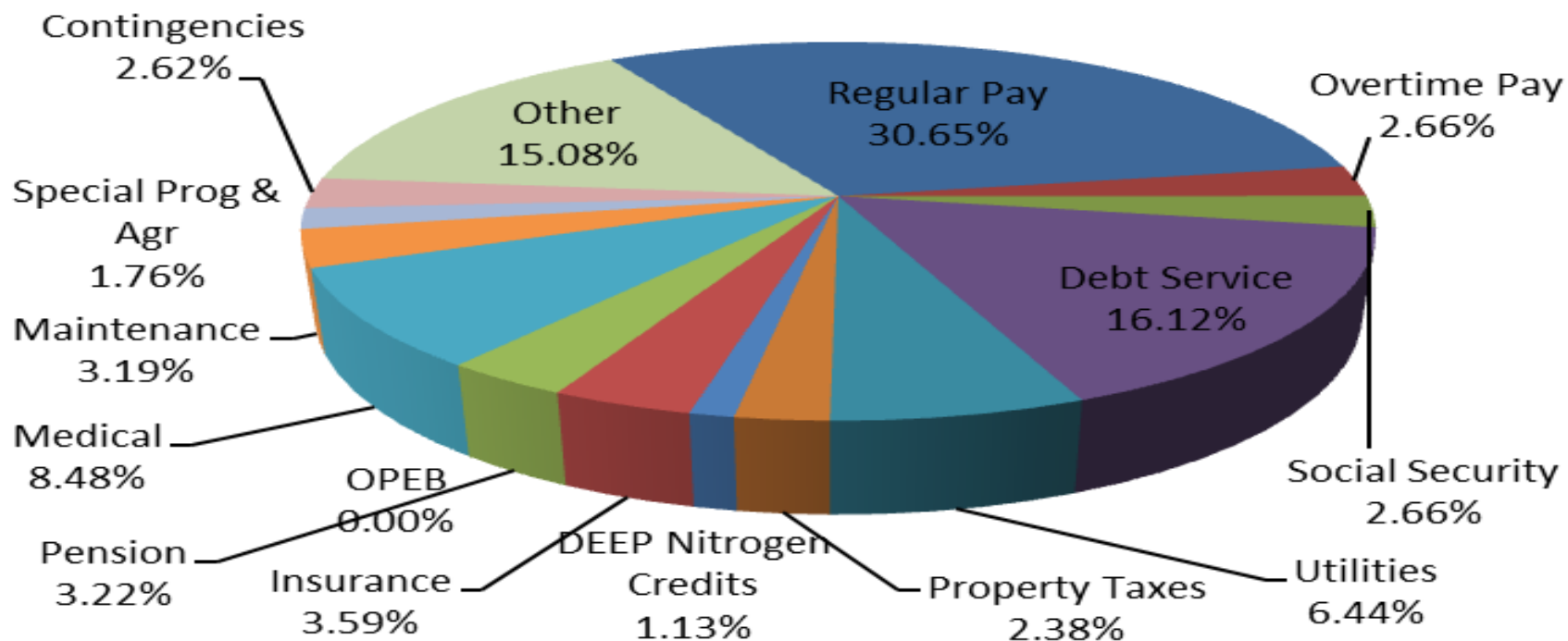
## MDC 2007-2018



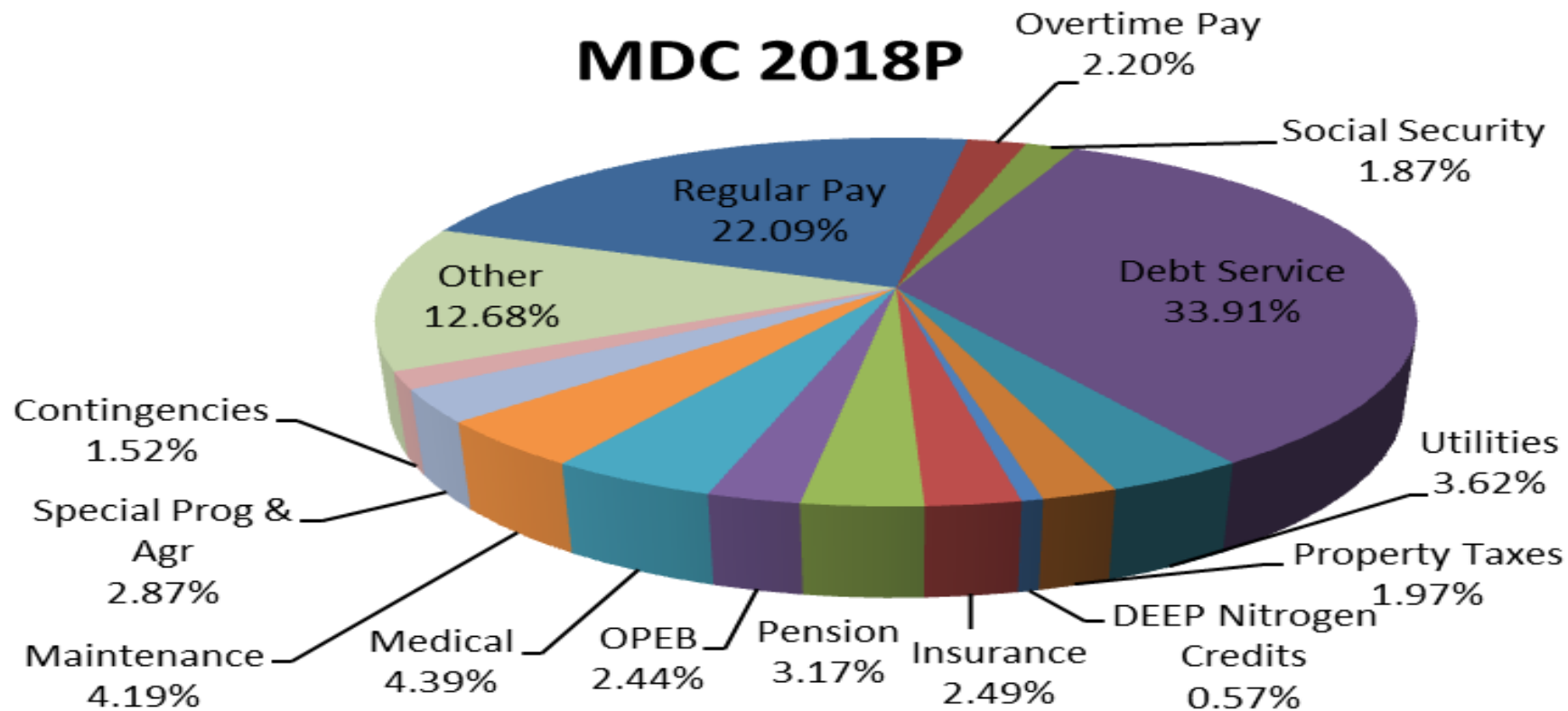
# MDC Base Water Rate 2018 Proposed v 2017 Adopted +\$0.38 per Ccf



## MDC 2007



# MDC 2018P

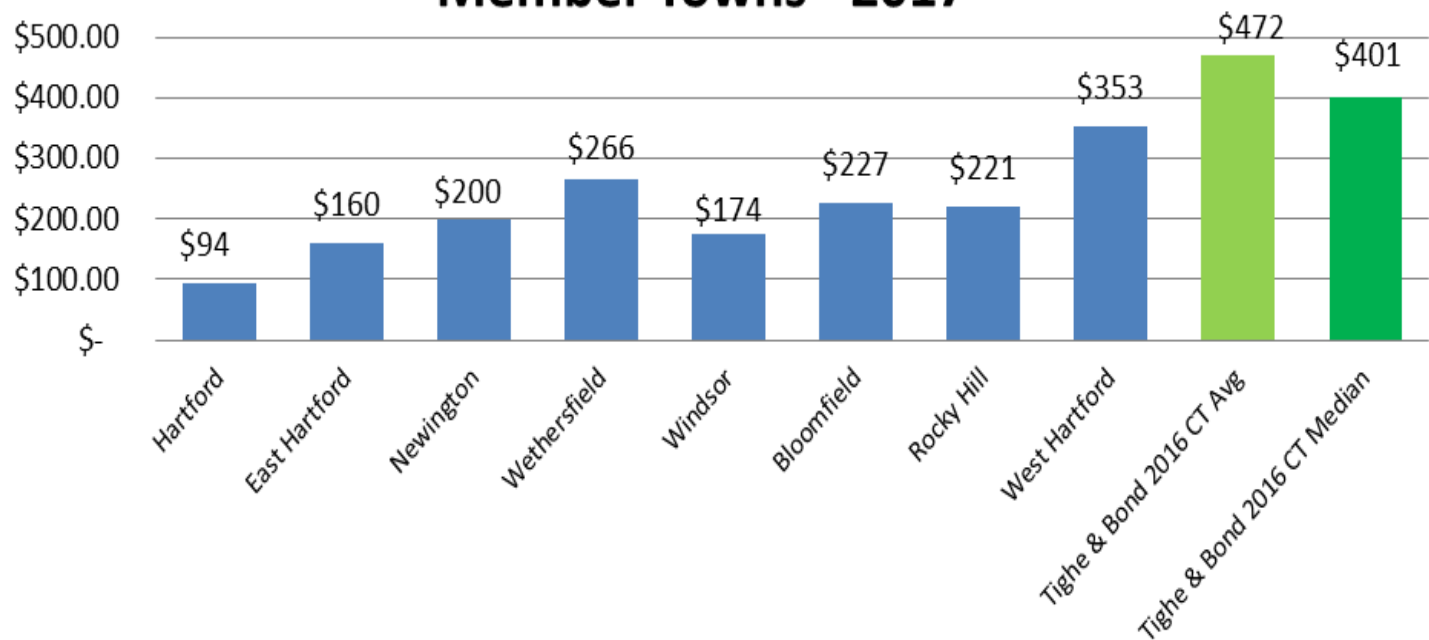


	Annual Water Cost (Residential 5/8" Service)
MDC - Proposed 2018 Rates	\$557
MDC - Adopted 2017 Rates	\$512
MDC - Adopted 2016 Rates	\$481
Aquarion Water - Northern Division	\$448
CT Water - Unionville Division	\$504
Avon Water Company	\$574
Aquarion Water - Eastern Division	\$663
CT Water -CT Water Division	\$834
South Central Regional Water Authority	\$855

Assumes annual consumption of 120 CCFs plus meter charges



## Annual Household Cost of Sewer Service MDC Member Towns - 2017



<b>Member Charges</b>	CCFs	2017 Rates	2017 Billing	2018 Rates	2018 Billing	Change
Use Charge	100	\$2.77	\$277.00	\$3.14	\$314.00	13.36%
Water CSC		\$14.98	\$179.76	\$14.98	\$179.76	0.00%
CWP	100	\$3.50	\$350.00	\$3.80	\$380.00	8.57%
Sewer CSC		\$0.00	\$0.00	\$3.00	\$36.00	
Total Bill			\$806.76		\$909.76	
Annual Change					<b>\$103.00</b>	<b>12.77%</b>

<b>Non-Member Charges*</b>	CCFs	2017 Rates	2017 Billing	2018 Rates	2018 Billing	Change
Use Charge	100	\$2.77	\$277.00	\$3.14	\$314.00	13.36%
CSC		\$14.98	\$179.76	\$14.98	\$179.76	0.00%
GS		\$14.98	\$179.76	\$14.98	\$179.76	0.00%
Sewer CSC		\$0.00	\$0.00	\$0.00	\$0.00	
Total Bill			\$636.52		\$673.52	
Annual Change					<b>\$37.00</b>	<b>5.81%</b>

CSC = Customer Service Charge

GS = General Surcharge Outside of District


CWP = Clean Water Project

\*Excludes any Non-Member Capital Improvement charges

## Agenda Item Summary

Date: November 20, 2017

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Discussion of Adjustments to Proposed FY 18 Budget

### Background

This agenda item provides the opportunity for the Town Council to initiate discussion relative to the process, timeline and options to adjust the proposed FY 18 budget. The Town Council adopted a proposed budget in May and a budget referendum was held on June 6<sup>th</sup>. The budget appropriation was not approved by the voters, therefore, the town and Board of Education are presently operating under the annual budget appropriation or expenditure level for FY 17.

In July, tax bills were issued utilizing the FY17 adopted budget expenditure level in conjunction with the FY18 proposal of other non-tax revenues and the adjusted October 2016 grand list. The mill rate, based on the above, was 32.45 mills for real estate and personal property. The mill rate of 32.00 was used for motor vehicles per the then State of Connecticut's motor vehicle mill rate cap. A 32.45 mill rate was required as State Aid was projected to decline by over 6.5% compared to FY 17 as well as a decrease in the taxable Grand List.

### Discussion/Analysis

One of the most significant issues related to the FY 18 budget has been the amount of General Fund State Aid the town is slated to receive. The Town Council's May 15<sup>th</sup> approved budget assumed General Fund State Aid would be \$1,044,860 less than the State Aid amount in the FY 17 adopted budget.

Based on a review of the adopted State budget and recent special session actions, it is projected the town will receive \$14,673,900 in General Fund State Aid in FY 18 which is \$877,950 less than the FY 17 budgeted amount. Therefore, the town is projected to receive \$166,910 more in State Aid than was estimated in the Town Council's May 15<sup>th</sup> proposed budget.

In terms of expenditures the FY 2017 approved appropriation is \$110,862,990. This is \$1,054,090 less than the proposed FY 18 expenditure level.

If the Town Council wishes not to issue a supplemental tax bill and the projected additional General Fund State Aid funds of \$166,910 are incorporated as revenues, the FY 18 proposed expenditures would need to be reduced by \$887,180 to achieve a balanced budget based on a mill rate of 32.45 utilized in the July tax billing cycle. A reduction of \$887,180 in FY 18 proposed expenditures would result in the FY 18 appropriation being a 0.15% increase year over year.

Please note the State budget also calls for municipalities to be responsible for 50% of the rebate cost related to the 'Renters Rebate' program for low income elderly and disabled residents. This new cost will be deducted by the State from the estimated annual State Aid revenues approved in the budget. I am estimating the impact of this new partially unfunded mandate will be approximately \$42,500 in reduced aid. This reduction has been factored into the projected FY 18 State Aid figures noted above.

Another discussion point relates to what portions of the budget will be adjusted and by how much if the expenditure level for FY 18 is to be reduced by approximately \$887,000. The May 15<sup>th</sup> proposed appropriation was \$1,054,090 greater than the FY 17 level. 22% (\$227,300) of the increase is related to the non-school portion of the budget, with 78% (\$826,790) being related to the Board of Education budget.

Financial Impact

None

Other Board Action

None

Recommendations

No formal motions are recommended for Town Council action at this time. It is recommended the Town Council initiate discussion relative to the process, timeline and options to adjust the proposed FY 18 budget.

Attachments

General Fund State Aid Comparison

# GENERAL FUND STATE AID COMPARISON

	FY17 Adopted Budget	FY18 TM Proposed	FY18 TC Adopted	FY18 Adopted State Budget
<u>STATE SCHOOL AID</u>				
51701 Special Ed. - Excess Costs	1,254,000	-	-	1,254,000
xxxxx Special Education	-	4,744,680	4,744,680	-
51703 Transportation	253,070	-	-	-
51705 Adult Education	53,380	-	-	-
51710 Education Cost Sharing	11,447,660	5,961,960	8,263,430	11,547,660
<b>Sub-total</b>	<b>13,008,110</b>	<b>10,706,640</b>	<b>13,008,110</b>	<b>12,801,660</b>
<u>STATE GRANTS IN LIEU OF TAXES</u>				
51903 HEART (Elderly)	200,000	180,000	180,000	180,000
51905 PILOT State-Owned Property (incl. airport incentive zone)	61,850	93,070	93,070	50,650
51906 Totally Disabled Exemption	2,700	2,500	2,500	2,500
51907 Veterans Tax Exemption	22,500	20,000	20,000	20,000
51909 Pequot-Mohegan Grant	72,030	68,450	68,450	68,450
xxxxx Municipal Stabilization Grant	-	-	-	272,140
52710 Municipal Revenue Sharing	2,184,660	864,600	1,134,860	1,321,000
xxxxx Renters Rebate Adjustment	-	-	-	(42,500)
<b>Sub-total</b>	<b>2,543,740</b>	<b>1,228,620</b>	<b>1,498,880</b>	<b>1,872,240</b>
<b>Grand Total</b>	<b>15,551,850</b>	<b>11,935,260</b>	<b>14,506,990</b>	<b>14,673,900</b>
<b>Increase/(Decrease) over FY18 TC Adopted</b>				<b>166,910</b>

## NOTES

- 1) Assumes Special Ed. Excess Costs are level funded
- 2) Adult Education funds allocated directly to BOE
- 2) \$11.55 M in ECS dedicated to General Fund. Alliance funds of approx. \$582 K not included as they are allocated directly to BOE
- 3) Per 11/15/17 General Assembly Special Session

**Town Council  
Resignations/Appointments/Reappointments  
November 20, 2017**

**Resignations**

- A. Accept the resignation of Tim O'Shea from the Hartford Area Cable Television Advisory Council

**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  
NOVEMBER 6, 2017  
Regular Town Council Meeting  
UNAPPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:33 p.m.

Present: Mayor Donald Trinks, Deputy Mayor Terranova, Councilor Randy McKenney, Councilor Jill Jenkins, Councilor Donald Jepsen, Councilor Kenneth Wilkos, Councilor James Govoni, Councilor Alan Simon, and Councilor Bernie Petkis

**2) PRAYER**

Deputy Mayor Terranova led the group in prayer.

**3) PLEDGE OF ALLEGIANCE**

Deputy Mayor Terranova led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS**

- a) Connecticut Legislature State Proclamation recognizing the 75<sup>th</sup> Anniversary of the Windsor Police Department

Mayor Trinks introduced Windsor State Representatives Scott Storms and Tami Zawistowski. The representatives presented the General Assembly Official Citation to Windsor Police Chief Don Melanson, accompanied by officers of the Windsor Police Department. The citation acknowledges the 75<sup>th</sup> Anniversary of the department and the valuable services they provide to the town and local community. The citation also commends the dedication and commitment of the officers to serve the people of Windsor. It also recognizes service to the town that raises awareness of local organizations such as the Food and Fuel Bank and Park and Youth programs.

**5) PUBLIC COMMENTS AND PETITIONS**

- a) Cristina Santos, 65 Winthrop Road

Ms. Santos thanked outgoing Councilors McKenney, Simon and Petkis for their service. Speaking as a taxpayer, she wished to thank the Democratic leadership for being excellent stewards of the town's finances and following the *Town Charter*. However she is concerned about a Republican flyer that was distributed around town stating that they would never pass a tax increase that was not approved at referendum. A balanced

budget is required by the *Town Charter*. Voting against the increase in tax revenue in our budget is irresponsible. Cutting services to balance the budget is not the answer.

b) Charles Jackson, 26 Wilson Avenue

Mr. Jackson is a Republican candidate for a Constable position. He is running for office to help collect funds and to collect monies owed to the town. He is a professional and does his job as prescribed.

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

a) Board of Education (BOE) – Cristina Santos, President, presented the following report.

- Two weeks ago, the high school orchestra performed with visiting students from a professional German high school orchestra.
- November 4<sup>th</sup> SAT testing was offered at the high school. 78 students attended. Some students have taken the test at other sites. Scores in the Verbal and Math areas have increased steadily over the past three years from a cumulative score of 929 in 2015 to 1,004 in 2017.
- Enrollment in Windsor schools as of October 1, 2017 is 3,025 with a financial responsibility for 3,898, which is an increase of 64 students in BOE buildings.
- Schools are in session on Veteran's Day. There will be programs at all of the schools that include learning about Veteran's Day, assemblies, presentations, music, and visiting veterans. Parents are encouraged to participate. The full list of events is available at each school and is available on the website.
- Inductions into the Windsor Athletic Hall of Fame will take place at the Windsor Marriott on Friday, November 10<sup>th</sup> at 6:00 p.m. Inductees include Ken Johnson 1977, Lauren Provost 1979, Lisa Dixon 1982, Mike Pastorini 1985, Coach Charles Vola and the 1991 Girls Soccer Team.

In response to Councilor Wilkos, Ms. Santos said the majority of students are returning at the grade 6 level and some at the high school level.

Councilor Jepsen thanked Ms. Santos for her service on the Board of Education.

Councilor Jenkins also thanked Ms. Santos for her passion and dedication on the Board of Education and the many hours she has put into her job.



b) Wilson/Deerfield Advisory Committee

Al Bingham, Chair of Wilson/Deerfield Advisory Committee, gave the following report.

The Wilson Deerfield Advisory Committee advises the Town in planning, coordinating and promoting enhancement efforts in the Wilson and Deerfield neighborhood area. The committee consists of nine voting members. Currently, there are six appointed members and three vacancies. Regular meetings are scheduled bimonthly with special meetings called when needed. Meetings are held at the Community Center, 330 Windsor Avenue. The committee has had difficulty holding meetings over the past two years due to a lack of quorum. Three recent appointments by the Town Council, however, enabled the committee to meet in September to elect officers and discuss future activities. They are looking forward to the meeting in December to review bylaws and to set an agenda for next year.

Mr. Bingham expressed his thanks to Jim Hallisey who had been staff liaison to the committee and to Diane McDougald. He is looking forward to working with Jim Burke as the new liaison.

c) Windsor Housing Authority

Jermika Williams, Executive Director of the Windsor Housing Authority; Betsy Kenneson, Chair of the Windsor Housing Authority; and Robert Mack, member of the board gave the following report:

- The Housing Authority of the Town of Windsor was created to provide safe, decent and affordable housing to its elderly and disabled citizens. Commissioners serve without compensation and cannot serve on any other Town governmental body, nor any elected or appointed board or commission. The Commissioners, with the assistance of an Executive Director and staff, operate two distinct programs: the Elderly and Disabled Housing program, located at Millbrook Village and Shad Run Terrace, and the Section 8 Rental Assistance program. The Housing Authority is regulated by the Connecticut Department of Housing, Connecticut Housing Finance Authority and the Federal Department of Housing and Urban Development.
- Millbrook Village has 60 units. The exterior of Millbrook Village is in good condition. The interior upgrades that are needed at Millbrook Village will be addressed by the grant recently awarded from the Connecticut Department of Housing. Work is slated to begin in spring of 2018.
- Shad Run Terrace and Shad Run Terrace Extension houses 52 units. The apartments at Shad Run Terrace and Shad Run Terrace Extension are in good condition. There is no subsidy at Shad Run Terrace.

- The Housing Authority also manages Fitch Court Apartments at 156 Bloomfield Avenue the former John Fitch High school, which is an affordable 55 and older adult community. Fitch Court in 2017 received 12 project based Section 8 Vouchers to help residents afford to age in place in their existing units.

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

### **30<sup>th</sup> Anniversary of Caring Connection**

Join us in celebrating the 30<sup>th</sup> anniversary of the Caring Connection on November 9<sup>th</sup> from 5:00 PM – 7:00 PM at 330 Windsor Avenue, the town's unique facility that provides daytime care to frail, elderly or disabled adults while giving respite, support and peace of mind to caregivers. Appetizers and sweets will be served and the presentation and anniversary toast will take place at 6:15 PM. For additional information, please call the Caring Connection at 860-547-0251.

### **Veteran's Day Observance This Saturday**

The Town of Windsor's Veteran's Day Observance will be held Saturday, November 11<sup>th</sup>, from 10:00 AM - 11:00 AM in the Council Chambers at Windsor Town Hall. The public is welcome to attend.

This year's speaker is Sergeant Daniel Parlapiano, US Army. Parlapiano served 18 years in the Connecticut National Guard. From August 2009 - August 2010, he served in Kuwait and southern Iraq. From June 2014-June 2015 he served in the 306<sup>th</sup> Military Intelligence Battalion in Afghanistan.

Currently Dan is assigned to 143<sup>rd</sup> Military Police Company. He is employed with the Manchester Police Department.

In addition to the main speaker, the Windsor High School Band will perform, and Windsor Scout Troop 149 and the Windsor High ROTC will be presenting the flags. For more information, call 860-285-1835.

### **Update on FY 2018 State Aid**

Staff and I have continued to review the adopted State budget in terms of municipal aid. There are a few new grant categories as part of the State budget. There also are several grants that are not funded, such as the reimbursement towns have received for the mandated Elderly Tax Relief program (the town would still be required to provide the tax exemption, but would not be reimbursed.)

The Town Council's May 15<sup>th</sup> approved budget assumed General Fund State Aid would be approximately \$1,045,000 less than the State Aid amount in the FY 17 adopted budget.

The adopted State budget provides for approximately \$14,580,000 in FY 18 General Fund State Aid which is \$973,000 less than the FY 17 budgeted amount. Therefore, the

adopted State budget provides approximately \$72,000 more in aid than the amount in the May 15<sup>th</sup> adopted Town Council budget.

There has been an indication that the State may reinstate funding for the Elderly Tax Relief program which could increase aid from the state by \$180,000. If this were to occur, the town would receive \$793,030 less in FY 18 General Fund State Aid compared to the FY 17 budgeted amount.

Also, there are still a few questions related to some of the smaller revenue categories (e.g. Veteran's exemption, Disabled exemption) along with the reimbursement levels through the Special Education Excess Cost program. At this time, I have elected to show those as level funded with the town's FY 17 adopted budget.

Please note that the State budget also calls for municipalities to now pay the rebate expenses related to the 'Renters Rebate' program for low income elderly and disabled residents. This adds a new annual expense of approximately \$85,000 to the operating budget.

The State budget also provides funding for Town Aid for Roads grants and the Local Capital Improvements formulary grant program.

Councilor Simon said the provided state budget information looks like the best possible outcome for the town. The best case scenario is about \$800,000 less in revenue and the worst case scenario is approximately \$1,000,000 less in revenue. The council was correct in the assumptions made this past April.

Councilor Jepsen is concerned that the level funding to the 2017 budget means the \$825,000 the Board of Education asked for and the 0.5 percent on the town's side is not going to happen. He believes this is making a hole for us going into next year.

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

Councilor Govoni thanked Councilors Petkis, Simon and McKenney for their contributions to the council. He especially thanked Councilor Simon for sharing his experience and knowledge.

Councilor Jenkins thanked Councilor Petkis who joined the Council at the same time she did. She thanked Councilor McKenney who has been on the council for 10 years and all of his courageous conversations, bringing another point of view that is often overlooked. She thanked Councilor Simon, with his 20 years of service, who brings great insight and experience that will be missed. His financial nerdiness has contributed to the good position the town is in now.

Councilor Wilkos thanked Councilor Petkis for his service even with his difficult schedule and obligations. He thanked Councilors Simon and McKenney who have over 35 years

of public service. The 1,000's of hours spent here are appreciated. Councilor Simon is especially going to be missed for his ability to decipher numbers.

Deputy Mayor Terranova thanked Councilor Petkis for his kindness and security he brought to the council. She appreciates Councilor McKenney's words of wisdom. She thanks Councilor Simon for his encouragement.

Councilor Jepsen expressed his appreciation to Councilor Petkis and knows that his contributions to the town continue, especially his dedication to the Police Explorers program. He echoed Councilor Jenkins' sentiment that Councilor McKenney brings a point of view that others miss. He and Councilor Simon have differences of opinion, but they have worked a long time together on the budget numbers and he is going to miss working with him.

Mayor Trinks reminded the public that the three outgoing councilors are involved in so many other things in the community. Among some of those are involvement in Little League, Northwest Park, the Historical Society, Explorers and WIN-TV. They are out there and are a picture of what makes Windsor great – the volunteer spirit. They will continue to make our town great and have a positive impact on our community.

Councilor McKenney thanked the councilors. He encourages listening to different points of views from others which will make you think. He encourages anyone to run for council. He thanks Peter Souza and his staff. He has always found them to be very responsive to any request for information. He has confidence and trust in the information he has always been given. This is very important and he has been and will try to do his best and be honest. He will continue to be very involved in the town.

Councilor Petkis wished to thank Mayor Trinks and Councilor Jepsen. He feels they have all worked very well together. He thanked Peter Souza for his leadership.

Councilor Simon said he checked the photographs from the past 18 years and counted 28 different citizens he has served with on the Town Council. Councilors do not receive compensation and are no different than the citizens they serve. The decisions made affect them just like they do everybody else. He has a deep respect for anyone who volunteers their time to our community in any capacity and feels it is a patriotic duty to do so. The council gets along very well due to Mayor Trinks and the way the meetings are run, showing respect for all. We can have our own principals without holding it personal and sometimes found common ground when it didn't seem possible. He respects town staff and any policy disagreements were just that, policy disagreements. He hopes the next council will continue to ensure accountability. If there is ever a time that the Council wants to consider revisions to the *Town Charter*, he is available. He thanks the people of Windsor for allowing him to serve.

**9) REPORTS OF STANDING COMMITTEES**

Special Projects Committee - None

Health & Safety Committee – None

Town Improvements Committee - None

Finance and Personnel Committee – None

**10) ORDINANCES - None**

**11) UNFINISHED BUSINESS**

a) Town Manager's Performance Review

Deputy Mayor Terranova explained that the Town Council completes an annual performance review of the Town Manager at the time of his hire anniversary in October. Town Manager Souza scored above average, as in previous years, in all the categories that are used to assess his performance. They also review goals set by the council. Because of the uncertainty of the state budget, an adjustment to his salary will not be decided until the budget is settled.

Councilor Jepsen said the Town Manager's performance has increased numerically each of the past three years and he thanked him for working closely with the council.

**12) NEW BUSINESS - None**

**13) RESIGNATIONS AND APPOINTMENTS - None**

**14) MINUTES OF PRECEEDING MEETINGS**

a) Minutes of the October 16, 2017 Regular Town Council meeting

MOVED by Councilor Jepsen and seconded by Deputy Mayor Terranova to approve the unapproved minutes of the October 16, 2017 Regular Town Council meeting as presented.

Motion Passed 9-0-0

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

**16) EXECUTIVE SESSION - None**

**17) ADJOURNMENT**

MOVED by Councilor Simon, seconded by Councilor Petkis, to adjourn the meeting at 8:43 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Lori Hartmann  
Recorder

**TOWN OF WINDSOR, CONNECTICUT**

**SPECIAL MEETING**

**Town Council**

**November 13, 2017**

**Windsor Town Hall – Council Chambers**

**UNAPPROVED MINUTES**

The Swearing in of all Town Council members took place immediately prior to the commencement of the Town Council's Special meeting. Sworn in by Town Clerk Anna Posniak were James Govoni, Jill Jenkins, Donald Jepsen, Joseph McAuliffe, Richard O'Reilly, Jody Terranova, Donald Trinks, Michael Tustin and Kenny Wilkos

**1. CALL TO ORDER**

The meeting was called to order at 7:05 p.m.

Present: James Govoni, Jill Jenkins, Donald Jepsen, Joseph McAuliffe, Richard O'Reilly, Michael Tustin, Jody Terranova, Donald Trinks and Kenny Wilkos

**2. ELECTION OF MAYOR**

MOVED by Councilor Terranova, seconded by Councilor Jepsen to nominate Donald Trinks as Mayor.

Motion Passed 9-0-0

**3. ELECTION OF DEPUTY MAYOR**

MOVED by Mayor Trinks, seconded by Councilor Jenkins to nominate Jody Terranova as Deputy Mayor.

Motion Passed 9-0-0

**4. APPOINTMENT OF STANDING COMMITTEES**

MOVE to affirm the following appointment of councilors to the following sub-committees of the Town Council:

**Finance Committee**

Chair–Deputy Mayor Jody Terranova

Councilor Joseph McAuliffe

Councilor Donald Jepsen

**Health & Safety Committee**

Chair–Councilor Jill Jenkins

Deputy Mayor Jody Terranova

Councilor James Govoni

**Personnel Committee**

Chair–Councilor Rich O'Reilly  
Councilor Jill Jenkins  
Councilor Michael Tustin

**Special Projects Committee**

Chair-Councilor Joseph McAuliffe  
Councilor Richard O'Reilly  
Councilor Kenneth Wilkos

**Town Improvements Committee**

Chair–Councilor Joe McAuliffe  
Councilor Richard O'Reilly  
Councilor Kenneth Wilkos

Passed via unanimous consent.

**5. APPOINTMENT OF TOWN ATTORNEY**

MOVED by Councilor Jepsen, seconded by Councilor Wilkos to appoint the law firm of O'Malley, Deneen, Leary, Messina & Oswecki as the Town Attorney for the Town Council for a two year term until the second Monday in November 2019.

Motion Passed 9-0-0

**6. APPOINTMENT OF TOWN TREASURER**

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to appoint Mr. Randall Graff as Town Treasurer for a two year term until the second Monday in November 2019.

Motion Passed 9-0-0

**7. ADJOURNMENT**

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to adjourn the meeting at 7:12 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Peter Souza  
Town Manager