



# Council Agenda

Council Chambers  
Windsor Town Hall  
February 5, 2018



## 7:15 Public Hearing

To hear public comment regarding Fiscal Year 2019 budget development

## 7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor O’Reilly
3. PLEDGE OF ALLEGIANCE – Councilor O’Reilly
4. PROCLAMATIONS/AWARDS
  - a) Honoring a citizen, police officer, and volunteer firefighter for their life saving efforts
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Board of Education
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
  - a) \*Discuss and provide direction regarding the proposed FY 2018 Capital Improvements Program (Councilor McAuliffe)
12. NEW BUSINESS
  - a) \*Appointment of Clerk of the Council (Town Manager)
13. \*RESIGNATIONS AND APPOINTMENTS

**Town Council Agenda  
Windsor Town Hall  
February 5, 2018**



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14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the January 16, 2018 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

# Town of Windsor

Windsor, Connecticut

## In Recognition of

### Swain Wallace

*for heroic actions performed on January 27, 2018*

Swain Wallace came upon evidence of a structure fire at 23 Griswold Drive. He did not leave the scene. Mr. Wallace followed Officer Dally and remained positioned by the front door where he assisted Officer Dally and Lt. Formanek in carrying the victim away from the house. Because of Mr. Wallace's brave assistance, the homeowner was rescued from an active house fire with only minor injuries. This award recognizes Swain Wallace for his willingness to assist.



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Mayor Donald S. Trinks  
February 5, 2018

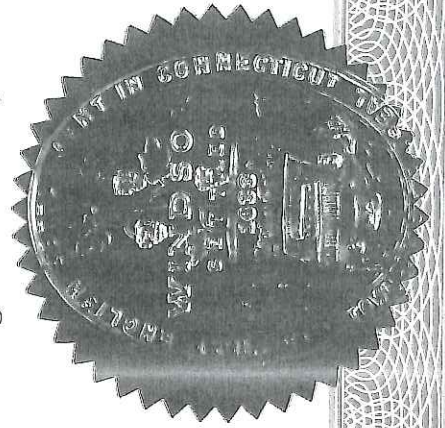
# Town of Windsor

Windsor, Connecticut

## In Recognition of

### Windsor Police Officer Nicholas Dally *for heroic actions performed on January 27, 2018*

Officer Dally received a 911 call reporting a structure fire at 23 Griswold Drive. Upon arrival, Officer Dally saw the house was engulfed in flames. He learned from bystanders that there were two elderly persons residing in the house. Learning that the homeowners were not out of the house, Officer Dally ran to the front door and saw an elderly female standing in the kitchen. He yelled for her to get out of the house, but she seemed confused and did not respond. Officer Dally then went into the burning house and escorted the woman to the front door, and with the help of a volunteer firefighter and citizen, carried her from the burning house to safety. This award recognizes Officer Dally's courageous efforts and bravery in rescuing a homeowner, who sustained minor injuries, from an active house fire.



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Mayor Donald S. Trinks  
February 5, 2018

# Town of Windsor

Windsor, Connecticut

## In Recognition of Windsor Volunteer Firefighter Lt. Mike Formanek

*for heroic actions performed on January 27, 2018*

Lt. Mike Formanek heard the call on his radio for the structure fire at 23 Griswold Drive. Formanek drove directly to the scene as it was only two streets away from his residence. Upon arrival, Lt. Formanek saw the house was engulfed in flames and learned there were two elderly persons residing in the house. Positioned inside the doorway of the home, he assisted Windsor Police Officer Dally in carrying an elderly resident from the burning house to safety. This award recognizes Lt. Mike Formanek's courageous efforts and bravery in rescuing a homeowner, who sustained minor injuries, from an active house fire.




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Mayor Donald S. Trinks  
February 5, 2018

## Agenda Item Summary

Date: February 5, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Discussion of FY 2017 & FY 2018 Capital Improvement Program

### Background

The proposed FY 2018 – 2023 Capital Improvement Program (CIP) was introduced to the Town Council in March 2017 and referred to the Town Improvements Committee. In June 2017 the Town Council elected not to adopt the FY 2018 - 2023 CIP until the FY 18 state budget and town budget were finalized. In addition, the Town Council deferred all or part of five projects slated for FY 17 funding authorization. The Town Council directed staff to incorporate the deferred FY 17 projects into the proposed FY 18 capital program for consideration by the Town Council

The Town Improvements Committee met on January 25<sup>th</sup> and reviewed a proposed, revised FY 18 capital program which incorporates the deferred FY 17 projects. Staff is asking that the Town Council provide direction as to proceeding with developing and presenting project funding requests.

### Discussion/Analysis

The Town Council deferred five projects in FY 17 totaling approximately \$2.1 million. Below is a list of these projects and estimated costs from one year ago, as well as revised project estimates for FY 18 based on staff review and updating of project scopes and costs.

<u>PROJECT</u>	<u>ORIGINAL COST</u>	<u>REVISED COST</u>
Paving at school & town facilities	\$205,000	\$0 (grant funded)
Town Hall Interior Renovations (Phase 3)	\$290,000	\$290,000
Windsor High School Athletic Fields	\$845,000	\$575,000
Oliver Ellsworth School HVAC	\$400,000	\$265,000
Streetlight Replacement Project	<u>\$415,000</u>	<u>\$415,000</u>
TOTAL	\$2,155,000	\$1,545,000

The cost adjustments to the Windsor High Athletic Fields reflect scope or work changes to the fields to the south and north of the access drive. A number of project elements were revised or eliminated such as installation of an electronic scoreboard, replacement of bleachers at the varsity baseball field, reduced perimeter fencing, and seeding versus sod. Work on the south fields is estimated to be \$450,000. Work to the junior varsity field to the north of the driveway could be completed for \$125,000. This price includes renovating the infield, a new backstop and safety fencing, player benches and stone dust walkways.

The Oliver Ellsworth School HVAC project includes replacing the air conditioning cooling tower, associated piping and pumps, an air handling unit serving the gym area and duct cleaning. These elements were eliminated from the FY 17 project scope.

Subsequent to the Town Improvements Committee meeting, the Board of Education administration provided an updated set of project priorities and cost estimates for consideration. The administration reiterated their desire that the deferred elements of the FY 17 Oliver Ellsworth HVAC project be funded in FY 18 and the planned John F. Kennedy School heating, ventilation and air conditioning project be authorized in FY 18 to allow construction to commence this summer. In addition, the school administration is respectively requesting the Town Council consider funding an LED lighting project for the four elementary schools resulting in approximately \$35,000 in electricity savings each year along with \$180,000 in energy efficiency rebates when combined with the Oliver Ellsworth HVAC project. The last project suggested for consideration is parking lot improvements at Poquonock Elementary to address safety, circulation and capacity issues. The preliminary project cost estimate is \$326,000.

The Oliver Ellsworth HVAC project is estimated to cost \$265,000 and by itself is not eligible for any rebates. The LED lighting project is estimated at \$322,000 prior to \$79,000 in energy rebates. If done separately, the project cost for both would be \$508,000, which reflects the \$79,000 rebate. If the projects are combined into one project under the energy efficiency program, the net cost is projected to be \$407,000 after a total of \$180,000 in rebates (rebate figure is a preliminary estimate).

If the Town Council is inclined to authorize the LED lighting project, it is suggested that the General Fund Unassigned Fund Balance be utilized. This would require an appropriation of \$322,000, which would be offset by an anticipated \$180,000 energy efficient rebate for the combined LED lighting and Oliver Ellsworth HVAC project. This would result in the use of a net \$142,000 from the unassigned fund balance. Attached is a revised FY 18 program which incorporates FY 17 projects.

At this point, it is recommended that the Poquonock parking lot improvements be incorporated into the FY 19 through FY 24 Capital Improvement Program, which will be proposed in the spring.

The March 2017 proposed CIP for FY 2018 included approximately \$12.8M in planned borrowing. The borrowing amount was comprised of \$5.1M for 10 projects as well as an estimated \$7.7M for Phase 2 of the Public Safety Complex.

Based on review of the FY 18 projects for possible revisions and suggested prioritization, it is proposed the planned borrowing for FY 18 projects be adjusted from \$5.1M to \$4.2M. This would allow for the adjusted FY 17 deferred projects (\$1.54M) plus a portion of the Public Safety Complex project (\$900,000) to be authorized and funded in FY 18. This would bring FY 18 borrowing to \$6.7M. Please note a number of the FY 18 projects may require Special Town Meeting action per the *Town Charter*.

Also, as part of the debt management planning process, staff developed three scenarios based on the above alterations to the FY 17 and FY 18 projects and utilizing the proposed borrowing amounts from the March 2017 CIP for years 2019 through 2023 (the models will change based on the upcoming annual update to the CIP). These revisions total \$72.5M in possible debt borrowing. Of the \$72.5 million, approximately \$44.1 million is related to projects forecast to require voter referendums.

Attached you will find three debt management scenarios or models as summarized below. The models are presented to help frame the policy discussion and future decisions. Staff is able to prepare additional models per committee and/or Town Council guidance and direction. Also, staff is working to update the CIP for the FY 19 to FY 24 period.

### *Model 1*

If the annual General Fund debt service appropriation is increased 3% each year and \$190,000 in reserve funds were utilized over a 6 year period, the full \$72.5 million in proposed projects could be financed through a combination of long-term bonds and short-term notes.

### *Model 2*

If the annual General Fund debt service appropriation is increased 3% each year and no reserve funds were utilized over a 6 year period, then \$60.8 million in projects could be financed *without* the use of short-term notes.

### *Model 3*

If the annual General Fund debt service appropriation is increased 3% in FY 2019 only and then held flat for 5 years with no reserve funds utilized, then \$49.1 million in projects could be financed *without* the use of short-term notes.

### Other Board Action

The Town Improvements Committee met on January 25<sup>th</sup> and reviewed a revised FY 18 capital program which incorporated the deferred FY 17 projects. The consensus of the committee was to have staff work with school administration to refine project cost estimates and present recommendations to the Town Council.

### Recommendations

It is recommended that the Town Council provide direction as to the overall FY 18 capital spending plan and the presentation of specific project funding authorization requests. It is desired to have Town Council guidance in early February so staff can complete drafting funding authorization requests. This allows for the Town Council, and if needed a Special Town meeting, actions to be taken in late February through March for various projects.

### Attachments

Revised FY 18 Proposed Capital Program  
Summaries of Debt Service Models



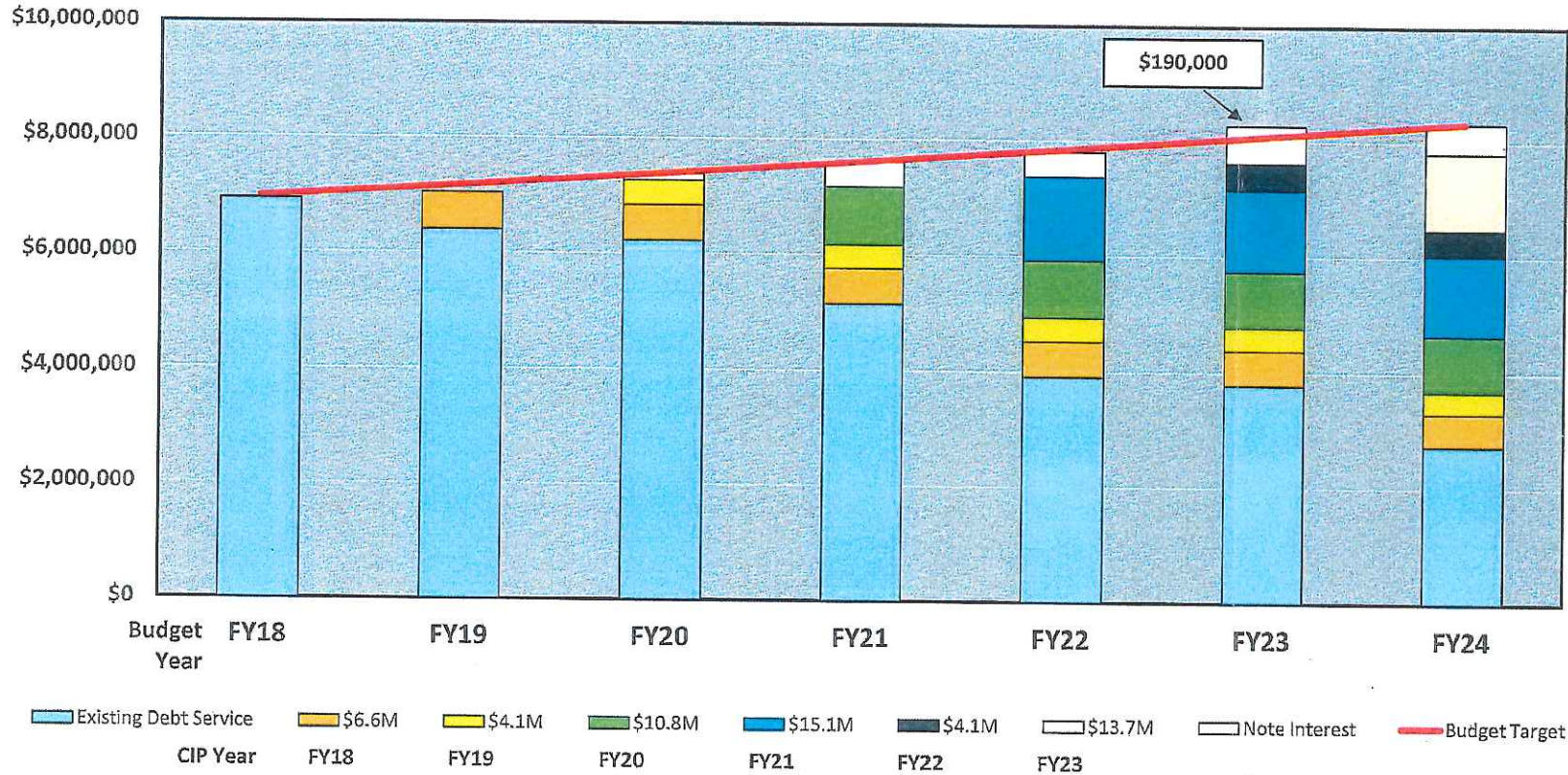
Project Name	Estimated Project Cost	General Fund	3/2017 New Bonding Authorization	2/01/18 New Bonding Adjustments	State & Federal Aid	Enterprise Funds	Other Sources	Notes / Changes
<b>FY 2018</b>								
Pavement Management Program	884,300	700,000			184,300			
Sidewalk and Curb Replacement Program	75,000	75,000						
Stormwater Management Improvements	223,300		223,300	225,000				
Fleet and Public Works Equipment Replacement	620,000	620,000						
Pavement Line Striping	64,000						64,000	<sup>1</sup>
Street and Traffic Sign Asset Management Program	20,800						20,800	<sup>1</sup>
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	261,900		261,900	285,000				increase allows for replacing 57 32' poles.
River Street Roadway Rehabilitation (Poquonock to Old River, Design)	87,400						87,400	<sup>1</sup>
Day Hill Road Capacity - Coordinated Signal System Installation	1,320,000				1,320,000			
Day Hill Road Resurfacing (Construction)	1,696,800				1,696,800			
Kennedy Road Rehabilitation (Northbound Lanes, Interstate I-91 to Route 20)	867,600				867,600			project authorized and substantially completed in Fall
Construct Sidewalks - Local Roads Within 1 Mile of Schools	135,700		135,700	0				defer to allow FY 17 projects
Traffic Signal at Windsor Avenue and Corey Street (Design)	31,000						31,000	<sup>1</sup>
Day Hill Road Pedestrian Circulation Enhancements (Marshall Phelps from Day Hill to Orange Way)	250,800		250,800	0				defer to allow FY 17 projects
Historic Monument and Ancient Cemetery Preservation	50,000						50,000	<sup>3</sup>
Town Center Parking and Pedestrian Improvements	155,900		155,900	155,000				
Town Facility Improvements - Fire and Security Systems Upgrades (Phase 1)	215,400		215,400	215,000				
Town Facility Improvements - Outdoor Pool Facilities (Filtration repair at Welch)	247,000		247,000	75,000				was design of overall improvements, now repair / upgrade filtration at Welch
Town Facility Improvements - Town Hall Portico Improvements	584,000		551,656	750,000			32,344	<sup>2</sup> increased project estimate & contingency due unknown structural conditions
Skate Park Improvements (Design)	21,300						21,300	<sup>1</sup>
Hayden Station Fire House - Engine 10 Replacement Vehicle	907,700		907,700	0				defer to allow FY 17 projects and Public Safety roof / boiler
Landfill Closure	2,225,000					2,225,000		
Landfill Leachate Management	600,000					600,000		
Landfill Methane Gas Collection	270,000					270,000		
BOE - Network Infrastructure Upgrades	75,000						75,000	<sup>1</sup>
BOE - Kennedy School - HVAC System Upgrades (Construction)	2,140,700		2,140,700	2,500,000				increase based on updated engineer's estimate. Currently being bid
BOE - Poquonock School - HVAC Conversion (Phase III, Design)	91,000						91,000	<sup>1</sup>
BOE - Sage Park Middle School - Partial Roof Replacement (Design)	99,800						99,800	<sup>1</sup>
BOE - Sage Park Middle School - Alternative Energy & Efficiencies Upgrades (Design 2nd Floor HVAC)	100,000						100,000	<sup>1</sup>
BOE - LED Lighting Project (Clover, Poquonock, Kennedy, Ellsworth)	322,000						322,000	<sup>3</sup> new BOE priority. If combined with Ellsworth HVAC eligible for energy rebate
<b>Subtotal FY 2018</b>	<b>14,321,400</b>	<b>1,395,000</b>	<b>5,090,056</b>	<b>4,205,000</b>	<b>4,068,700</b>	<b>3,095,000</b>	<b>994,644</b>	
<b>Deferred Projects from Fiscal Year 2017</b>								
	Estimated Project Cost	General Fund	FY 17 Deferred Bonding Projects	2/01/18 Adjustments	State & Federal Aid	Enterprise Funds	Other Sources	
Pavement Resurfacing at Town Facilities & Schools	-----	-----	205,000	0	-----	-----	-----	BOE facilities funded thru grant
Town Hall Interior Phase III	-----	-----	290,000	290,000	-----	-----	-----	
Athletic Field Improvements - Windsor High School East Side Fields	-----	-----	845,000	575,000	-----	-----	-----	reduced scope for both South & North side fields
Streetlight Replacement & Upgrades Program	-----	-----	415,000	415,000	-----	-----	-----	allows for 83 32' poles to be replaced
BOE - Oliver Ellsworth HVAC project	-----	-----	400,000	265,000	-----	-----	-----	completes project
<b>Total</b>			<b>2,155,000</b>	<b>1,545,000</b>				
<b>Total Non-Referendum</b>			<b>7,245,056</b>	<b>5,750,000</b>				
<b>FY 2018 Projects Anticipated to Require Voter Approval</b>								
Public Safety Complex Renovation and Police Department Relocation (Phase 2)	7,700,200		7,700,200	900,000				replace Safety Complex roof & boiler. No referendum needed
<b>Subtotal FY 2018</b>	<b>7,700,200</b>	<b>0</b>	<b>7,700,200</b>	<b>900,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>GRAND TOTAL FY 2018</b>	<b>22,021,600</b>	<b>1,395,000</b>	<b>12,790,256</b>	<b>6,650,000</b>	<b>4,068,700</b>	<b>3,095,000</b>	<b>994,644</b>	

<sup>1</sup> Capital Projects Fund Assigned Fund Balance (Total = \$590,300)

<sup>2</sup> Special Revenue Account - Town Clerk (Total = \$32,344)

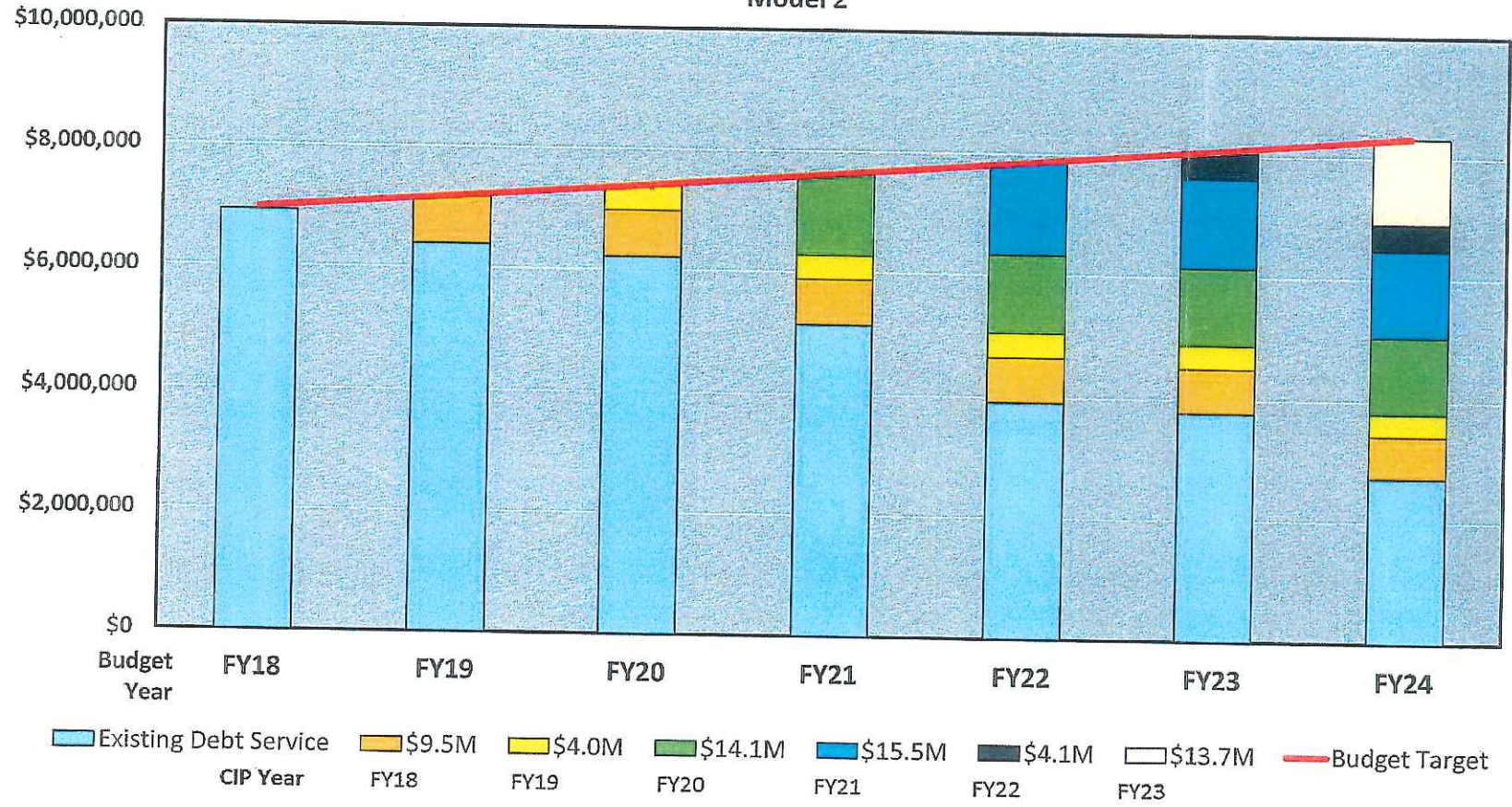
<sup>3</sup> General Fund Unassigned Fund Balance (Total = \$372,000)

Town Improvements Committee - January 25, 2018  
 FY18-FY23 CIP Model 1



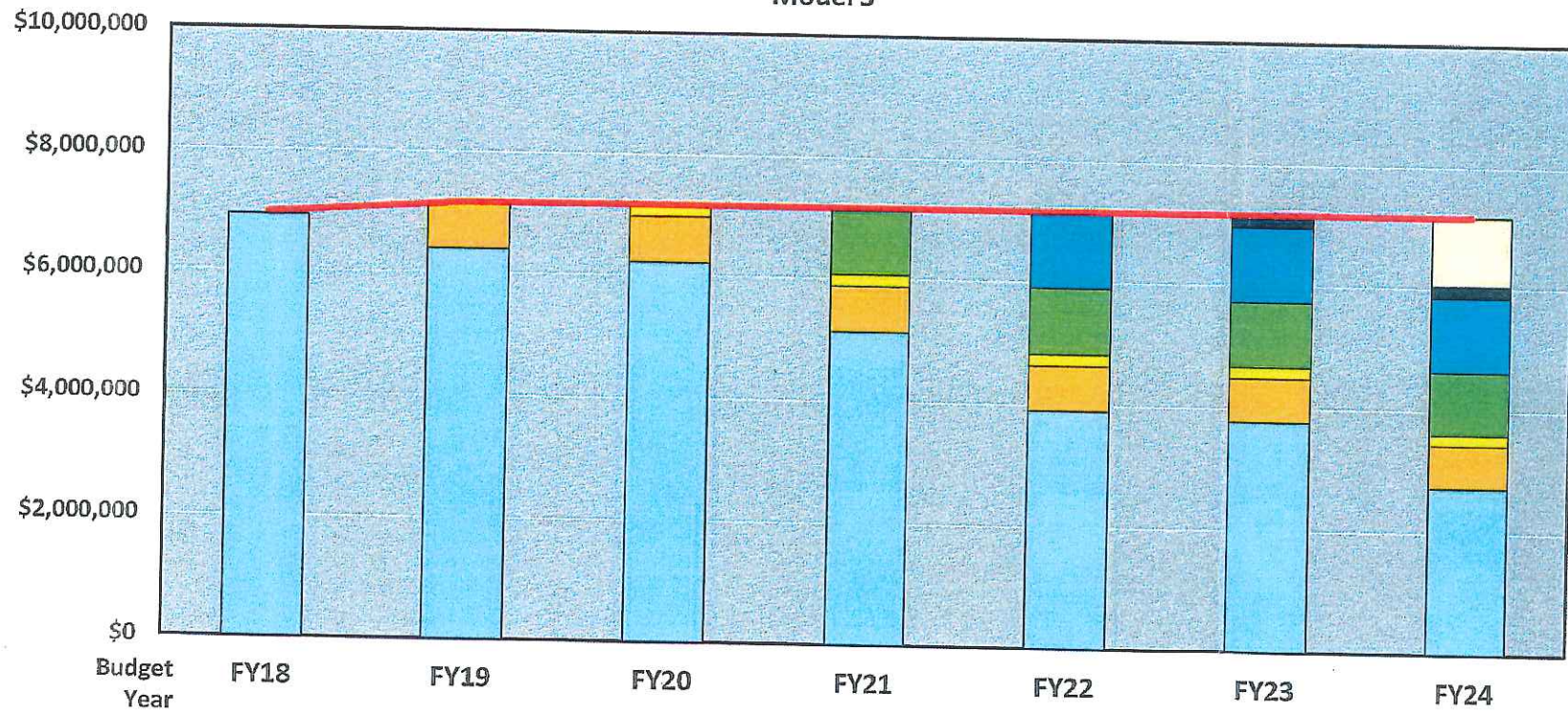
FY18-FY23 CIP includes referendum projects  
 Uses a combination of long-term bonds and short-term notes  
 Average annual interest expense is \$425,000  
 Requires nominal use of reserves  
 Budget increases 3% for each year  
 Provides for \$72.5M in borrowing for CIP projects

Town Improvements Committee - January 25, 2018  
Model 2



Budget increases 3% each year  
 Requires no use of reserves in any year  
 Provides for \$60.8M in borrowing for CIP projects  
 Project scope and timing would be impacted

Town Improvements Committee - January 25, 2018  
Model 3



■ Existing Debt Service   
 ■ \$9.5M   
 ■ \$1.9M   
 ■ \$11.7M   
 ■ \$13.1M   
 ■ \$1.9M   
 ■ \$11.1M   
 — Budget Target


CIP Year   
 FY18   
 FY19   
 FY20   
 FY21   
 FY22   
 FY23

Budget increases 3% for FY19 and 0% for each year thereafter  
 Requires no use of reserves in any year  
 Provides for \$49.1M in borrowing for CIP projects  
 Project scope and timing would be impacted

## Agenda Item Summary

Date: February 5, 2018

To: Honorable Mayor and Members of the Town Council

Approved By: Peter Souza, Town Manager 

Subject: Clerk of the Town Council Appointment

### Discussion/Analysis

The Clerk of the Council position has been vacant since August of 2017 when Ms. Christine Healey tendered her resignation. Since that time, staff has taken on the task of being the Clerk of the Council until a replacement could be found.

Recently, town staff advertised the position and conducted an interview and testing process. Based on that process, staff recommends to the Mayor that Ms. Erin Rand be offered the position as Clerk of the Council. Ms. Rand has a degree from University of Massachusetts and works at the Discovery Center / Montessori School.

As typically done in the past, the Mayor appoints the clerk that takes minutes for Town Council meetings. Therefore, town staff recommends the Mayor appoint, and the Town Council affirm, Ms. Erin Rand as the Clerk of the Council.

### Financial Impact

None

### Other Board Action

None

### Recommendations

Staff recommends that Ms. Erin Rand be appointed as Clerk of the Town Council. The following motion is recommended for approval:

**“MOVE to affirm the Mayor’s appointment of Ms. Erin Rand as Clerk of the Town Council.”**

### Attachments

None

**Town Council**  
**Resignations/Appointments/Reappointments**  
**February 5, 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  
JANUARY 16, 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, Councilor James Govoni, Councilor Donald Jepsen, Councilor Jill Jenkins, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Deputy Mayor Jody Terranova, and Councilor Michael Tustin. Absent: Councilor Kenneth Wilkos

**2) PRAYER**

Councilor McAuliffe led the group in prayer.

**3) PLEDGE OF ALLEGIANCE**

Councilor McAuliffe led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS – None**

**5) PUBLIC COMMENTS AND PETITIONS - None**

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

a) Public Building Commission - None

**7) TOWN MANAGER'S REPORT**

**Development of FY 19 Budget**

A Public Hearing will be held on February 5<sup>th</sup> at 7:15 PM regarding the development of the FY 19 budget. Citizens are welcome to come voice their opinions and give their input during that time.

**Income Tax Consulting for Seniors**

Income tax consulting for seniors begins Thursday, February 1st and will be held every Monday and Thursday through March 31st from 9:00 AM to 11:00 AM at the Windsor Senior Center. Seniors can get the advice they need to fill out their federal and state income tax returns from trained AARP volunteers. Bring your 1099 and W/2 forms together with a copy of last year's tax return. This is a free service, but appointments are necessary and available spots fill quickly. Make an appointment by calling 860-285-1992.

### **Police Department Community Outreach**

The Police Department is planning a community outreach program in late February. The program is designed to foster communication and understanding through analysis and discussion of current issues and trends involving law enforcement and the community. Topics such as officer recruitment and training, police use of force, and motor vehicle stops and traffic enforcement will be covered. As details on date, time and location are finalized in the next few weeks, we will be getting the word out to the community.

### **Open Space Grant Award**

I am pleased to announce the town has been awarded \$1,086,000 from the State of Connecticut's Open Space and Watershed Land Acquisition (OSWA) grant program towards the purchase of 95 acres of the former Millbrook Golf Course on Pigeon Hill Road in Windsor. The Trust for Public Land, a national not-for-profit organization, has been working alongside the town to help protect this key parcel. The property will open to the public for walking and other passive recreation after the conclusion of the acquisition.

The grant program provides financial assistance to municipalities and nonprofit land conservation organizations to acquire land for open space and to water companies to acquire land to be classified as Class I or Class II water supply property. The grants are administered through the Department of Energy and Environmental Protection (DEEP). Funding for the DEEP OSWA grants is derived from State Bond funds and the Community Investment Act.

The former golf course property was once slated for a 240-unit subdivision, however, the development approval expired in 2014 and the property was soon back on the open market. The Trust for Public Land has an option to purchase the land and plans to deed the property to the town this spring once the remaining funds needed to purchase the property are secured. The Millbrook property is one of the largest unprotected properties immediately adjacent to town center.

With a mix of open meadows and wooded areas as well as the Mill Brook running through it, the property provides a range of wildlife habitat. This acquisition will also help further protect the Mill Brook which is an important tributary to the Farmington and Connecticut River.

In the next 60+ days, formal action to approve the land purchase and appropriate funding will be needed by both the Town Council and a Special Town Meeting. The suggested funding model for the acquisition is to utilize the nearly \$1.1M grant award plus approximately \$650,000 in existing funds from the Town's Open Space Fund and an additional \$350,000 through new borrowing or use of the General Fund's Undesignated Reserve Fund.

Councilor McAuliffe asked if the former golf course property will still look like it does now with paths and bridges, or will it look more like an open space. Town Manager Souza explained that some areas will remain the same. The former cart paths could be turned into walking paths and some of the paths might be paved and some may remain natural.



A land management plan will be prepared over time regarding all the uses of the 95 acres. There will be no additional buildings on the property. Two and 1/2 acres around the club house will remain useable, developable area. The rest of the area would be deeded to an easement to the State of Connecticut for passive recreation.

Councilor Jenkins noted that the area will be attractive to people who like wild life. She asked if we can impose hunting and dangerous weapon restrictions on the property. Town Manager Souza explained that there are a variety of laws and regulations on the books currently that restrict those type of uses on this kind of parcel. He added that similar to Northwest Park, hunting will not be allowed.

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

Councilor O'Reilly - None

Councilor Wilkos - Absent

Councilor Govoni warned residents about fire and health dangers as a result of cold weather and supplemental heater use.

Councilor McAuliffe said the Martin Luther King ceremony was an excellent event.

Councilor Jenkins said there are many people suffering at this time of the year and they are struggling to meet their responsibilities, so please be generous to the food bank.

Councilor Tustin - None

Deputy Mayor Terranova - None

Councilor Jepsen is excited about the open space purchase and wished Mrs. Trinks a happy birthday.

Mayor Trinks - the Martin Luther King service was packed and the presentation and the people all were amazing. We forget what we have here in town. He also mentioned Councilor Jepsen's birthday is Sunday and wished him a happy birthday in advance.

## **9) REPORTS OF STANDING COMMITTEES**

Personnel Committee – None

Finance Committee – Deputy Mayor Terranova said the committee is going to meet on Monday to review the annual financial audit prepared by the external auditors, midyear financial statements and staff reports on the new purchase of open space.

Special Projects Committee - None

Health & Safety Committee – None

Town Improvements Committee - None

**10) ORDINANCES** - None

**11) UNFINISHED BUSINESS** - None

**12) NEW BUSINESS**

a) Approve renewal of Stony Hill School lease

MOVED by Councilor Jepsen, seconded by Councilor O'Reilly, to approve the proposed lease of town-controlled real property at Stony Hill School located at 1195 Windsor Avenue.

Town Manager Souza explained the use of the Stony Hill School over the years. Since 2012, it has been used for yoga. The yoga instructors are requesting to renew the lease for one year with the possibility of a one year extension. The proposed lease terms were discussed.

Councilor McAuliffe commented that the hours in the contract are set in ways that are not convenient for other groups to use the building.

Town Manager Souza responded that very few people have requested use of the building prior to the yoga instructors, but they are open to coordinate other uses of the building during non-yoga class times.

Motion Passed 8-0-0 (Councilor Wilkos absent)

b) Approve amendments to Public Works Job Descriptions

Councilor Govoni recused himself as he is a public works employee.

MOVED by Deputy Mayor Terranova, seconded by Councilor McAuliffe, that the job descriptions for the Mechanic, Crew Leader-Mechanic, and Crew Leader be amended and approved as presented.

Amelia Bliss, Human Resources Director, and Bob Jarvis, Director of Public Works and Town Engineer, presented the item. Town job descriptions are typically updated as they become vacant. There are three public works positions that are being amended and considered at this time. They are for a mechanic, crew leader-mechanic, and crew leader. The job descriptions describe the job duties as they are performed now and the changes do not add any duties to what the current incumbents are doing now.

Councilor Tustin asked if surrounding towns' similar job descriptions were reviewed. Mr. Jarvis responded he did review other towns' job descriptions to make sure the work efforts were similar.

Councilor Jepsen is concerned about making a decision tonight because of the pending results of the recent Public Works study. He wanted to know if they should wait to see

the report before they make the changes to the job descriptions. Town Manager Souza has seen the draft recommendations and they address the overall organizational structure, not to the level of specific titles and tasks of each job. Based on this, he feels comfortable with moving forward with the proposed updates.

Councilor Jepsen wanted to know if the changes are combining two job descriptions. Town Manager Souza stated that it is more of a format change and that the jobs are not being combined and still are distinct from one another.

Councilor Jepsen asked when the consultant's final report will be available. Town Manager Souza said it's in the final stages and will be distributed by the end of this month.

Councilor Jepsen is going to vote against this until he sees the consultant's report.

Motion Passed 6-0-1 (Councilor Wilkos absent, Councilor Govoni recused, and Councilor Jepsen opposed)

### **13) RESIGNATIONS AND APPOINTMENTS**

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen, to accept the resignation of Tim Fitzgerald from the Board of Ethics.

Motion Passed 8-0-0 (Councilor Wilkos absent)

### **14) MINUTES OF PRECEEDING MEETINGS**

- a) Minutes of the January 2, 2018 Regular Town Council meeting

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

Motion Passed 6-0-1 (Councilor Wilkos absent, Councilor Jenkins abstained)

### **15) PUBLIC COMMUNICATIONS AND PETITIONS - None**

Councilor Govoni recused himself from executive session since he is a member of the bargaining unit to be discussed.

MOVED by Councilor Jepsen, seconded by Councilor Tustin, to enter Executive Session at 8:04 p.m. for the purpose of:

- a) Discussion of strategy and negotiations related to collective bargaining (Teamsters)

Motion Passed 7-0-0 (Councilor Wilkos absent, Councilor Govoni recused)

**16) EXECUTIVE SESSION**

Present: Mayor Donald Trinks, Councilor Jill Jenkins, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Deputy Mayor Jody Terranova, Councilor Michael Tustin

Staff: Peter Souza, Town Manager, Amelia Bliss, Director of Human Resources

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, to exit Executive Session and return to the Regular Town Council meeting at 8:31 p.m.

Motion Passed 7-0-0 (Councilor Wilkos absent, Councilor Govoni recused)

**17) ADJOURNMENT**

MOVED by Councilor Jepsen, seconded by Councilor O'Reilly to adjourn the meeting at 8:32 p.m.

Motion Passed 8-0-0 (Councilor Wilkos absent)

Respectfully Submitted,

Linda Collins  
Recorder