



Council Agenda

**Council Chambers
Windsor Town Hall
February 20, 2018**



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Deputy Mayor Terranova
3. PLEDGE OF ALLEGIANCE – Deputy Mayor Terranova
4. PROCLAMATIONS/AWARDS
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) *Approve expenditure of \$40,000 for improvements to public safety radio system (Town Manager)
 - b) *Approve price guide amendments for food establishment permits (Town Manager)
 - c) *Amend Personnel Rules (Town Manager)
 - d) *Introduce funding authorization for purchase of 147 Pigeon Hill Road and 72 Mack Street for open space preservation (Town Manager)
 - e) *Set a Special Town Meeting for March 19, 2018 at 7:00 PM to consider an appropriation of \$2.136M to fund the purchase of 147 Pigeon Hill Road and 72 Mack



Street for open space preservation and to authorize the acceptance of \$1.086M open space grant for said acquisition (Town Manager)

- f) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR RENOVATIONS PROJECT - PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- g) *Set a Public Hearing for March 5, 2018 for 7:20 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR RENOVATIONS PROJECT - PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- h) *Approve waiving of bidding procedures for Town Hall Interior Renovations Project – Phase III (Town Manager)
- i) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$575,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO THE EAST FIELDS AT WINDSOR HIGH SCHOOL; AND AUTHORIZING THE ISSUE OF \$575,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- j) *Set a Public Hearing for March 5, 2018 for 7:20 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$575,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO THE EAST FIELDS AT WINDSOR HIGH SCHOOL; AND AUTHORIZING THE ISSUE OF \$575,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- k) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$700,000 FOR COSTS IN CONNECTION WITH STREETLIGHT REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- l) *Set a Public Hearing for March 5, 2018 for 7:20 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$700,000 FOR COSTS IN CONNECTION WITH STREETLIGHT REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- m) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- n) *Set a Public Hearing for March 5, 2018 at 7:20 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE



ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”
(Town Manager)


13. *RESIGNATIONS AND APPOINTMENTS
 14. MINUTES OF PRECEDING MEETINGS
 - a) *Minutes of the February 5, 2018 Public Hearing
 - b) *Minutes of the February 5, 2018 Regular Town Council Meeting
 15. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
 16. EXECUTIVE SESSION
 17. ADJOURNMENT
- ★Back-up included

Agenda Item Summary

Date: February 20, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Donald Melanson, Chief of Police

Reviewed By: Peter Souza, Town Manager 

Subject: Request Funding for Town-wide Radio System Improvements

Background

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

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

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

This agenda item provides an update on recent planning activities and requests Town Council authorization to enter into a lease arrangement for an interim solution.

Discussion/Analysis

As previously reviewed by the Health and Safety Committee, TUSA Consulting performed a review of the town’s radio system in 2016 into 2017 and made the following conclusions:

- The current radio system is obsolete. Repair / replacement parts are not available and there have been operational problems with the equipment.
- There is poor system coverage for portable radios, especially in the northern parts of town.

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

TUSA also recommended consideration of a separate Digital Mobile Radio (DMR) system for use by the schools to reduce the costs of the overall town-wide system. This DMR technology would allow the schools to be operationally connected to the P25 public safety system, but would not

require equipment to meet the standards needed for public safety operations. This option was approved by town and Board of Education management.

The implementation of a new town-wide radio system is a significant undertaking and would require a 12–18 month timeline after project approval. This timeline does not address the immediate concerns regarding the ongoing issues affecting the current system, specifically a police officer’s ability to reliably communicate throughout town using a portable radio.

To address the immediate performance and reliability issues, the town has identified a short term or interim solution utilizing our current radio vendor that would provide enhanced radio coverage for police officers. This solution is a lease of a single radio channel and additional infrastructure equipment that would be used for primary police communications. This short term solution would provide a stop gap measure to ensure public safety communications remain available should the current radio system fail prior to implementation of a new town-wide system.

In terms of replacing the current radio system, a Request for Proposals (RFPs) were developed and published this past fall for the provision of a P25 compliant system for town-wide operations and a Digital Mobile Radio (DMR) system for use by the schools. The RFP included a list of “critical buildings” that are required to have interior coverage provided by the new system and also solicited pricing for the P25 user radios (portables, mobiles, and control stations.)

Based on the RFPs received by the town, the cost of acquiring and installation of a new P25 Public Safety radio system could be in the \$4,400,000 range. The cost for the DMR radio system for the schools could be up to \$250,000. Town staff and the consultant are continuing to evaluate the vendor proposals to determine compliance with equipment and performance specifications included in the RFPs.

Financial Impact

The recommended short-term or interim option utilizes our current radio vendor to improve radio coverage and reliability for police and consists of a \$40,000 payment with a continued monthly payment of \$1,000. The suggested funding source is the FY 2018 Police Department’s general fund operating budget for both the \$40,000 and the police department’s monthly payment. Funds are available in the current year due to salary savings resulting from retirements, military and disability leave.

Other Board Action

The Health and Safety Committee met on February 8th and discussed the report on the town-wide radio system. The consensus was to bring the short-term or interim option to the Town Council for consideration.

Recommendations

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

“MOVE to approve the use of \$40,000 from the police department’s FY 2018 budget appropriation to fund leasing of radio communication equipment.”

Attachments


None

Agenda Item Summary

Date: February 20, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Michael A. Pepe, Director of Health

Reviewed By: Peter Souza, Town Manager 

Subject: FDA Food Code and Price Guide Changes

Background

In the fall of 2017, the Connecticut Legislature adopted Public Act 17-93 which directed the state's Department of Public Health to adopt the FDA Food Code by no later than July 1, 2018, with certain elements to be in place as of October 2017. Any food establishment that stores, prepares, or serves food to the public will be covered by the FDA Food Code.

This agenda item is requesting the Town Council consider amending the town's price guide pertaining to food service establishments.

Discussion/Analysis

The State of Connecticut adopted the FDA Food Code in the fall of 2017 with full implementation by no later than July 1, 2018. The Town of Windsor has a total of 145 food service establishments (113 paid food service establishments) and over 127 temporary food service events that will be impacted by the changes.

The new Food Code redefines food service establishments' risk classification based on new definitions to better reflect the food safety risks associated with food preparation processes and the populations served. For example, under the new code, a Class 1 establishment is one that sells prepackaged prepared foods, a Class 2 facility would be an establishment such as McDonald's and Subway, a Class 3 operator has a more expansive menu requiring more complex preparation, and a Class 4 facility prepares and serves food for at-risk populations such as nursing homes.

With the adoption of the new FDA Food Code and the associated classification changes, a series of amendments are being proposed to the town's price guide pertaining to food service establishments. The new price guide proposal removes eight categories of food service establishments and streamlines it to just five categories (see attached proposal). The reason for the change to the food service portion of the price guide is to allow for a format with definitions that are easily understood and aligned with the new code. The proposed fee structure allows for annual permit revenue to remain close to what it has been under the current price guide, as well as attempts to minimize fee impacts to the establishments. An analysis of towns and health districts in the capitol region was performed and shows our new format is in line with surrounding entities although our annual fee amounts are generally lower.

Certain provisions were required on October 1, 2017. These included cold holding temperatures (new is 41°F or below, old is 45°F or below) and hot holding temperatures (new is 135°F or above, old is 140°F or above). The major changes that will take effect on July 1, 2018 include the following: (1) food establishments will be allowed to conduct special processes (sous vide, acidification of sushi rice, smoking and curing) that they could not do in the past; (2) a date marking system for certain food groups (potentially hazardous foods); (3) a new *Focused Food Inspection Form*, which will no longer result in a numeric score being given based on the inspection results; and (4) three new violation categories on the inspection form (priority, priority foundation and core.)

Also as of July, the following will go into effect: (1) all food service establishments must register yearly with the Department of Public Health in order to obtain a food permit from the local jurisdiction (there is no fee associated with the yearly state registration); (2) all food inspection staff will be required to take a combination of 100 hours of online and classroom instruction (including the passing of every test with a minimum grade of 80 or better), and a minimum of 20 hours of continuing education credits every 3 years (a change from 16 hours required every 3 years).

In response to the changes that have/will occur with the adoption of the new FDA Food Code, the health department has undertaken an educational campaign to inform affected food establishment owners/managers. The educational campaign will continue through FY 19. The educational campaign has included face to face meetings with all owners/managers to discuss how the new FDA Food Code will impact their operations, answers any questions they may have, sends correspondence to all food service establishments involving frequently asked questions about the changes associated with the new FDA Food Code adoption and ensures that information pertaining to the upcoming adoption has been added on the town's website. Many of the owners/managers of the food service establishments have expressed appreciation for the outreach efforts and the proactive approach. The proactive approach has afforded many of the smaller food service establishments time to make changes to their equipment or processes in order to comply with the new requirements.

Financial Impact

There is no additional monetary cost with the adoption of the FDA Food Code. The adoption of the new food code is requiring a reallocation of staff time for training during FY 2018. The proposed price guide changes are expected to produce \$21,050 in permit revenue versus \$22,500 under the current permit fee structure.

Other Board Action

The Health & Safety Committee met on February 8, 2018 and recommended that the proposed amendments to the Food Service Establishment Price Guide be adopted as presented during the FY 19 budget process by the Town Council.

Recommendations

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

“MOVE that the proposed amendments to the Food Service Establishment Price Guide be adopted as presented and be effective July 1, 2018.”

Attachments

Health Services Price Guide
Breakdown of Food Service Establishments
Food Service Fee Classification Comparison

Fines and Fees	Fund	Authority	FY 2018	Last Action	FY 2019 Proposed
Health Services					
<i>CPR, AED and First Aid Classes:</i>					
NOTE: If the student has up to date materials, subtract \$10 from the cost of the class.					
Adult CPR	Special Revenue	Resolution	\$50	6/04/2013	
Child CPR	Special Revenue	Resolution	\$50	6/04/2013	
Infant CPR	Special Revenue	Resolution	\$40	5/10/2011	
AED (Adult or Child)	Special Revenue	Resolution	\$50	6/04/2013	
Basic First Aid	Special Revenue	Resolution	\$50	6/04/2013	
Any Two of the Above	Special Revenue	Resolution	\$55	6/04/2013	
Any Three of the Above	Special Revenue	Resolution	\$60	6/04/2013	
Any Four of the Above	Special Revenue	Resolution	\$65	6/04/2013	
Professional Rescuer	Special Revenue	Resolution	\$70	6/04/2013	
<i>CPR and First Aid Challenges:</i>					
Basic First Aid	Special Revenue	Resolution	\$35	6/04/2013	
CPR - Any One Component	Special Revenue	Resolution	\$35	6/04/2013	
CPR or First Aid - Any Two Components	Special Revenue	Resolution	\$40	6/04/2013	
CPR or First Aid - Any Three or More Components	Special Revenue	Resolution	\$45	6/04/2013	
Professional Rescuer	Special Revenue	Resolution	\$45	6/04/2013	
Bicycle/Multi-Sport Helmet	Special Revenue	Resolution	\$10	4/27/2009	
Ski Helmets	Special Revenue	Resolution	\$25	6/04/2013	
Knee and Elbow Pads (set)	Special Revenue	Resolution	\$10	4/11/2007	
Flu Shots	Special Revenue	Resolution	\$30	7/01/2015	
High Dose Flu Shots	Special Revenue	Resolution	\$45	7/01/2015	
Pneumonic Shots	Special Revenue	Resolution	\$55	5/10/2011	
Tuberculosis Testing (PPD)	Special Revenue	Resolution	\$10	7/01/2015	
<i>Food Service Permits:</i>					
Caterer	General Fund	Resolution	\$200 per facility	4/27/2009	
Convalescent Home	General Fund	Resolution	\$300 per facility	4/27/2009	Remove-
Food Store (large)	General Fund	Resolution	\$300	5/19/2008	Remove--
Food Store (small w/deli)	General Fund	Resolution	\$140	5/19/2008	Remove-
Food Store (small w/o deli)	General Fund	Resolution	\$100	5/19/2008	Remove-
Industry serving less than 100	General Fund	Resolution	\$200	5/19/2008	Remove-
Industry serving more than 100	General Fund	Resolution	\$300	5/19/2008	Remove--
Mobile Vendors	General Fund	Resolution	\$200	5/19/2008	
Re-Inspections	General Fund	Resolution	\$150	4/27/2009	
Restaurant - More Than 100	General Fund	Resolution	\$300	5/19/2008	Remove--
Restaurant - Less Than 100	General Fund	Resolution	\$200	5/19/2008	Remove--
Class 1	General Fund	Resolution	\$100		New
Class 2	General Fund	Resolution	\$200		New
Class 3	General Fund	Resolution	\$225		New
Class 4	General Fund	Resolution	\$300		New
Daycare	General Fund	Resolution	\$200		New
Temporary Establishment	General Fund	Resolution	\$75	4/11/2007	
Seasonal Establishment Late > 30 Days	General Fund	Resolution	Annual Fee/12 x # of months open \$100	4/27/2009 4/25/2001	
Restaurant Plan Review	General Fund	Resolution	\$200	5/19/2008	
<i>Septic Permits:</i>					
New System Construction: Less than 2,000 gallons Per Day (Includes Permit, Plan Review and Inspection)	General Fund	Resolution	\$175	7/01/2015	
New System Construction: Greater than 2,000 Gallons Per Day (Includes Permit, Plan Review and Inspection)	General Fund	Resolution	\$350	7/01/2015	
Existing System Repair: Existing System (Includes Permit, Plan Review and Inspection)	General Fund	Resolution	\$125	7/01/2015	
19-13-B100a Building Addition/Use Change Review	General Fund	Resolution	\$65	5/13/2014	
Soil Tests	General Fund	Resolution	\$175	5/13/2014	

Fines and Fees	Fund	Authority	FY 2018	Last Action	FY 2019 Proposed
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<i>Health Services (cont.)</i>					
<i>Other Fees:</i>					
Property Maintenance Fines	Special Revenue	Resolution	\$100 per day	4/11/2007	
Well Permits	General Fund	Resolution	\$100	4/11/2007	
Residential Inspections	General Fund	Resolution	\$150 Flat Fee	5/19/2008	
Radon Kit	General Fund	Resolution	\$15	4/26/2000	

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Health Department Fee's

<u>Type of Fee</u>	<u>Current Number</u>	<u>Current Fee</u>	<u>Current Revenue</u>	<u>PROPOSED</u>				(Day Care \$200)
				<u>Class 1</u> \$100	<u>Class 2</u> \$200	<u>Class 3</u> \$225	<u>Class 4</u> \$300	
Food Store Lrg	4	300	1200	1	0	3	0	
Mobile	8	200	1600	5	2	1	0	
Nursing Home	3	200	600	0	0	0	3	
Bakery	3	200	600	2	1	0	0	
Caterer	2	200	400	0	1	1	0	
Rest < 100 Seats	45	200	9000	3	17	23	2	
Rest > 100 Seats	17	300	5100	0	1	16	0	
Daycare	4	200	800	0	0	0	4	
Food Store w/o Deli	24	100	2400	21	2	1	0	
Industry < 100 Seats	1	200	200	0	0	1	0	
Industry >100 Seats	2	300	600	0	2	0	0	
Totals:	113		22,500	32	26	46	9	

Food Establishment Classification Fee Schedule Comparison

	North Central HD	West Hartford Bloomfield HD	East Hartford HD	Farmington Valley HD	Windsor HD Scenario 1
Class 1	\$150	\$100	\$100	\$125	\$100
Class 2	(<50 seats) \$200 (51 + seats) \$300	\$400	\$210	\$150	\$200
Class 3	(<50 seats) \$300 (51 + seats) \$400	(≤ 15 seats) \$485 (15-75 seats) \$535 (75 + seats) \$560	\$430	\$350	\$225
Class 4	(<50 seats) \$300 (51 + seats) \$400	(≤ 15 seats) \$485 (15-75 seats) \$535 (75 + seats) \$560	\$575	(0-99 seats) \$375 (100-199 seats) \$425 (>200 seats) \$500	\$300 DayCare \$200

Current revenue is \$22,700


Scenario 1: Revenue \$21,050

Agenda Item Summary

Date: February 20, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Director of Human Resources

Reviewed By: Peter Souza, Town Manager 

Subject: Proposed Amendments to the Personnel Rules

Background

The Personnel Rules include provisions related to life insurance benefits for unaffiliated employees. The amount of life insurance provided by the town is a multiple of the employee's annual salary based on the pay grade of the position. In this section of the Personnel Rules, the specific pay grades are referenced. With the approval of the new administrative pay plan, the number of pay grades are changing, therefore, the personnel rules related to life insurance coverage needs to be modified. A similar modification is being proposed related to the town's contribution to deferred compensation for administrative employees.

A few other miscellaneous changes are being proposed to clarify current practices.

Discussion/Analysis

The current life insurance benefits for administrative employees is based on the employees' annual salary - one and one-half times (employees in grades 1), two times (employees in grade 2), and two and one-half times (employees in grade 3). The new pay plan has twelve pay grades, therefore, the personnel rules language needs to be changed to reflect these new pay grades. The twelve pay grades are grouped into three bands, Administrative and Technical Staff (grades 1 – 5), Supervisors and Advanced Technical Staff (grades 6 – 9), and Directors and Managers (grades 10 – 12). We are proposing to provide the same life insurance benefits to employees in the new bands as are currently provided to pay grades 1 through 3, as follows:

Administrative and Technical Staff – one and one-half times the annual salary
Supervisors and Advanced Technical Staff – two times the annual salary
Directors and Managers – two and one-half the annual salary

Sixteen positions moved from pay grade 1 in the old pay plan to the Supervisors and Advanced Technical Staff band in the new pay plan. This results in an increase in the life insurance benefit from one and one-half to two times the employees' annual salary. One position moved from pay grade 2 in the old pay plan to the Directors and Managers band in the new pay plan. This results in an increase in the life insurance benefit from two times to two and one-half times the employee's annual salary.

Similarly, the deferred compensation benefit section of the Personnel Rules references pay grades one through three. This language needs to be updated to reflect the new pay grades, as well. There is no financial impact with this change.

The miscellaneous clarifications include language related to items such as the:

- definition of regular part time employment
- compensation for clerical work done for boards and commissions
- requirements to receive pay for accumulated vacation upon resignation, retirement, and lay off
- personal leave for regular, full time employees

Financial Impact

The financial impact of the amendment to the life insurance language is an increase in the monthly premium of \$126 per month, or \$1,512 annually. The other proposed language changes have no financial impact.

Other Board Action

None

Recommendation

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

“MOVE that the Town Council approve the amendments to the Town of Windsor Personnel Rules as attached.”

Attachments

Proposed amendments

PERSONNEL RULES PROPOSED CHANGES

DEFINITIONS:

Regular Part-time – A position that works a regular schedule, averaging at least 20 hours per week, and not less than 1,040 hours per year, year-round.

CHAPTER 2 - PURPOSE AND SCOPE

2-2 Scope. The classified service shall include appointees to all positions now or hereafter created except the following:

1. All elected officials and persons appointed to fill vacancies in elective offices;
 2. Members of boards and commissions;
 3. The Town Manager, Town Attorney, and Town Treasurer;
 4. Employees of the Board of Education;
 5. Persons employed in a professional capacity to make or conduct a temporary and special inquiry, study or investigation;
 - ~~6. The judges, clerks and other personnel of the Probate Court;~~
 76. Persons employed for a temporary period;
 87. Volunteer personnel.
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CHAPTER 5 - PAY PLAN

5-9 Compensation for Boards and Commissions Clerical Work. Non-exempt ~~E~~employees who are called back to do clerical or secretarial work for any Town board, commission or committee shall be compensated at their regular hourly rate for a minimum of four (4) hours, or at time-and-one-half for actual hours worked, whichever is greater. Transcription of minutes shall be done during normal working hours. If the meeting is simply an extension of the work day and does not require returning to work, the employee will be paid at time-and-one-half for hours worked.

CHAPTER 6 - HOURS OF WORK AND OVERTIME

C. Overtime Compensation. When a regular full-time employee in a non-exempt position is required to work in excess of the normal workweek as described in Section 6-1A, the employee shall receive payment or compensatory leave as follows:

1. Overtime Payment

- a. One and one-half times the employee's regular hourly rate for all hours worked over 40 hours per week, except that the rate shall be twice the employee's regular rate for all work on Sunday or an observed holiday. Vacation leave shall be counted for the computation of overtime.
 - b. New Classes - when any new class is created and when the salary level of any existing class is changed, the overtime provisions of the section shall be applied in an equitable manner according to the classification group in which the class is allocated and in accordance with the Fair Labor Standards Act (FLSA).
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CHAPTER 8 - PROBATIONARY PERIOD

8-3 Evaluation of Performance. At the end of the second month of employment during the probationary period and at intervals of two months thereafter for the duration of the probationary period, a probationary evaluation form shall be prepared by the supervisor, reviewed by the Department Director and forwarded to the ~~Town-Manager~~ Human Resources Director. Such reports shall give an accurate and fair appraisal of the employee's work, his/her willingness and ability to perform assigned duties satisfactorily, and observations concerning work habits and dependability.

CHAPTER 10 – LEAVE

- G. Payment for Accumulated Vacation upon Resignation/Retirement. The effective date of a regular employee's resignation/retirement shall be the employee's last physical day of work. ~~The e~~Employees who leave in good standing as defined in sections 11-4 and 11-9 shall be paid for all vacation accrued through that date up to a maximum as specified in 10-5.~~BA~~.

NOTE: 11-4 Resignation. – requires the employee to give at least 14 calendar days notice prior to his/her last day to leave in good standing.

11-9 Retirement. – requires the employee to give at least 30 calendar days notice prior to his/her last day to leave in good standing.

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- 10-8 Long-Term Disability Income Insurance Benefits. If the employee is still disabled after 26 weeks of short-term disability, the employee may be eligible for long-term disability benefits, in accordance with the plan provisions. If the insurance carrier approves the long-term disability claim, the employee will receive 66 2/3% of his/her weekly salary up to a maximum benefit of \$5,000 per month for the first 24 months of disability. If after 24 months of disability, the employee is unable to perform the duties of any occupation for which he/she is reasonably qualified the employee will continue to receive 66 2/3% of his/her weekly salary up to a maximum of \$5,000 per month.

10-11 Personal Leave.

- A. Each regular full-time employee in the administrative group shall be granted two personal leave days each year for the following purposes: 1) to observe other holidays that are not formally observed by the Town, or 2) to conduct personal business that must be conducted during normal working hours.

In addition, a regular full-time employee in the administrative group may earn personal leave days by maintaining an exemplary attendance record throughout the fiscal year. If an employee uses either no or very little sick leave, during the fiscal year, he/she will earn personal leave days according to the following schedule:

<u>Hours Used</u>	<u>Personal Days Earned</u>
0	3
1 – 16 hours	2
17 – 32 hours	1

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- 10-15 Family and Medical Leave Act (FMLA). The Town shall establish a policy and guidelines for the use of family or medical leave by eligible employees in accordance with ~~the 1993 Federal Act~~ applicable federal and state law.
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CHAPTER 11 - SEPARATIONS AND DISCIPLINARY ACTIONS

- A. Employees who are laid off shall be paid for all vacation accrued through the last day of employment up to the maximum as specified in 10-5.A.
- B. Dismissal or Demotion. The Town Manager or a Department Director may dismiss or demote an employee for the good of the Town service. Reasons for such action may include, but shall not be limited to:
14. Misconduct including: Dishonesty, deliberate untruthfulness, intoxication or use of illegally obtained substances, recklessness on the job, habitual tardiness, ~~misconduct~~, or behaviors which have a serious negative influence on other employees, the organization, or the public.
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CHAPTER 15 – RETIREMENT

- 15-2 Deferred Compensation. Eligible employees may participate in the various deferred compensation programs made available by the Town.

For employees in the Administrative Pay Plan in Grades 1, ~~Associates through and Grade 2, Managers/Coordinators, 9, and the Police Captain position (in grade 10), of the Administrative Pay Plan~~, the Town will match compensation deferred by the employee up to a fixed dollar amount ~~on an annual basis each fiscal year~~. The dollar amount will be established by the Town Manager ~~on an annually basis~~. The town's contributions will be contributed each pay period and be a fixed dollar amount based on the number of pay periods in the fiscal year. There is no "catch up" option for the town match. Employees must satisfactorily complete their probationary period to be eligible for the matching contribution from the Town.

For employees in ~~Executive Manager~~ Department Director Classifications (Grades ~~310 through 12~~ of the Administrative Pay Plan) the Town will match compensation deferred by the employee in an amount up to 5% of the employee's annual salary.

CHAPTER 16 - GROUP INSURANCE


16-6 Basic Life Insurance.

- A. Eligibility. Regular, full-time employees who have completed six months employment are covered by the Town's basic life insurance plan.
- B. Type of Plan and Benefits. The basic life insurance benefit is payable to the employee's designated beneficiary in the event of the employee's death from any cause. Benefits shall be paid in accordance with the life insurance contract in force.
 - 1. For employees in Grades 1 through 5 of the Administrative Pay Plan and for regular, full-time Day Care employees, the basic life insurance benefit is equal to one and one-half times the employee's annual base earnings rounded up to the next \$1,000.
 - 2. For employees in Grades 26 through 9 of the Administrative Pay Plan, the basic life insurance benefit is equal to two times the employee's annual base earnings rounded up to the next \$1,000.
 - 3. For employees in Grades 3 10 through 12 of the Administrative Pay Plan, the basic life insurance benefit is equal to two and one-half times the employee's annual base earnings rounded up to the next \$1,000.

Agenda Item Summary

Date: February 20, 2018

To: Honorable Mayor and Members of the Town Council

Prepared by: Peter Souza, Town Manager 

Subject: Acquisition of 147 Pigeon Hill Road & 72 Mack Street

Background

In 2009, the Windsor Land Trust approached the town with the concept of preserving open space in the form of a greenway along the Mill Brook, which is a tributary of the lower Farmington River and ultimately the Connecticut River. Since that time, the town has made three acquisitions and facilitated two others resulting in the preservation of 74 acres within the corridor. Concurrently the town has been evaluating the opportunity to preserve the former golf course property east of I-91. Partnering with the Trust for Public Land, a national not-for-profit organization, the town is now in a position to protect an additional 95 acres of land for passive recreation, wildlife habitat, and water quality protection purposes.

This agenda item requests that the Town Council favorably consider the acquisition and set a Special Town Meeting to act on the proposed acquisition per the *Town Charter*. The town has been awarded a \$1,086,000 grant from the State of Connecticut to help preserve this open space parcel. The grant represents 52% of the purchase price.

Discussion/Analysis

147 Pigeon Hill Road was previously a privately-operated golf course and is currently undergoing reclamation into a varied mix of wet and upland meadow with high grass and low shrubs along with an early successional forest. As noted above, the parcel is part of the Mill Brook Greenway corridor and adjacent to town center.

This parcel possesses numerous desirable open space attributes. Its acquisition would protect community character, protect long range views, provide passive recreation opportunities (walking, hiking, bird watching, etc.) and provides significant wildlife habitat that would otherwise be lost to development. The Plan of Conservation and Development recognizes the value of protecting this parcel and is incorporated in the town's Open Space Preservation Plan.

The purchase price of \$2.1M is in line with the professional appraisal prepared for the town and the Trust for Public Land.

A phase I environmental analysis was completed on the property. There were no areas of critical concerns identified that required additional investigation or remediation activities.

Attached is a preliminary concept plan for parcel. If the property acquisition is approved it is recommended that a planning process be undertaken in 2018 to create an overall multi-year land management plan. The grant award requires the property (except the clubhouse area and single

family home) to remain open space. It is envisioned the majority of the land will be a combination of meadows and managed succession forest or wooded areas. A trail network would be redeveloped along with a multiyear approach to stabilize and restore portions of the Mill Brook.

In addition to a single family home at 72 Mack Street, the golf course property contains a 5,300 square foot building that housed the golf pro shop and banquet/reception space. There are also two outbuildings on the parcel which were used for storing equipment and golf carts. Although additional work is needed to identify and evaluate options related to the possible reuse of the structures (part of overall land management planning process), at this time preliminary options identified range from removing the structures to leasing and /or selling the house and leasing the former clubhouse building.

Financial Impact

The purchase price of \$2.1M plus associated closing and survey costs is proposed to be funded from the following combination of sources:

\$1,086,000	State Open Space and Watershed Protection Grant
675,000	Town's Open Space Fund
<u>375,000</u>	General Fund Unassigned Fund Balance
\$2,136,000	

The Open Space Fund has an available balance of approximately \$883,000. The General Fund Unassigned Fund Balance as of June 30, 2017 was 18.3% of the FY 18 General Fund operating budget.

The land management planning process will include identifying and refining both annual maintenance costs and capital related expenditures. At this time, the preliminary cost estimate for annual maintenance is \$20,000 for contractual services, materials and supplies.

The properties presently pay approximately \$40,500 in property taxes. Depending on the future reuse of the former clubhouse and the Mack Street property, all or a portion of these revenues could be collected through lease and or payment in lieu of taxes agreements.

Other Board Action

The Town Planning and Zoning Commission has included this parcel in the town's Open Space Preservation Plan as part of the Plan of Conservation and Development. The TPZC will be formally requested to complete an 8-24 review at their March 13th meeting.

The Conservation Commission has previously endorsed the acquisition of the property for open space preservation.

Recommendations

It is recommended that the town acquire 147 Pigeon Hill Road and 72 Mack Street in the continued effort to preserve open space along the Mill Brook.

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

Item 12 d

“RESOLVED, that the purchase of land and improvements at 147 Pigeon Hill Road and 72 Mack Street be approved and said acquisition and associated costs not to exceed \$2,136,000 be funded by an appropriation of \$675,000 from the town’s Open Space Fund, \$375,000 from the General Fund Unassigned Fund Balance, and \$1,086,000 in grant funds from the State of Connecticut; and furthermore that the Town Manager is authorized to sign and execute grant agreements, open space easements and closing documents needed to execute the purchase.”

Item 12 e

“MOVE to set a Special Town Meeting for March 19, 2018 at 7:00 p.m. to consider approving the acquisition of 147 Pigeon Hill Road and 72 Mack Street.”

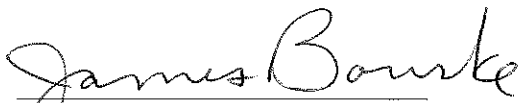
Attachments

Area map

Concept Plan

Certification

I hereby certify that \$675,000 is available in the Open Space Fund and \$375,000 is available in the General Fund Unassigned Fund Balance to fund the above appropriation.

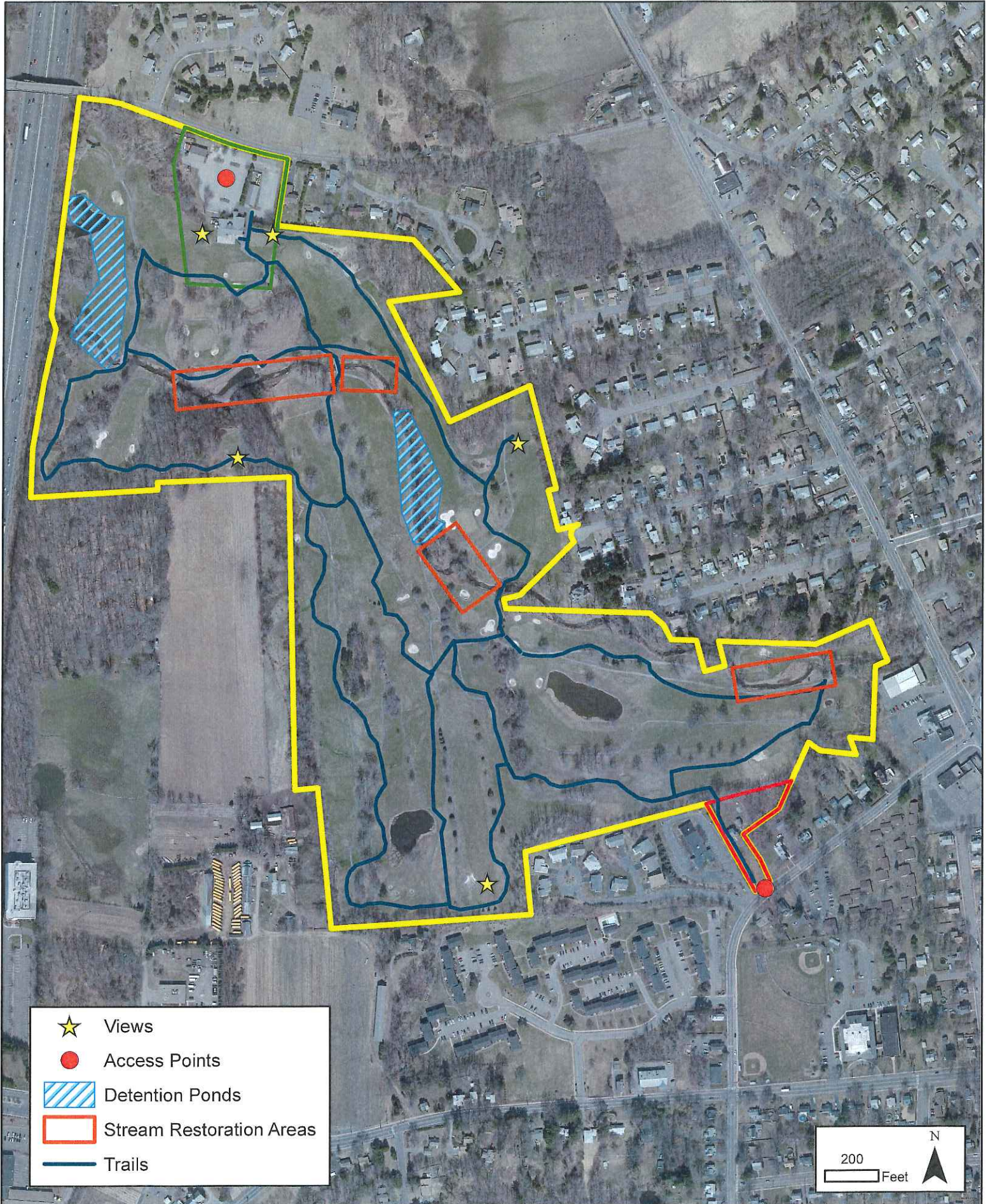


James Bourke
Finance Director

Millbrook Property



Preliminary Millbrook Concept Plan




Agenda Item Summary

Date: February 20, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Request for Appropriation – Town Hall Interior Improvements – Phase III

Background

The existing interior finishes of Town Hall were last renovated 28 years ago. Since that time, some of the wall coverings have become damaged or stained, the carpeting has become worn and stained beyond cleaning.

The 6-year Capital Improvement Program (CIP) highlighted a multi-phased plan to replace/improve the Town Hall finishes on a floor-by-floor basis. The Town Council approved funding in September 2015 to carry out these improvements to the first floor and east stairwell of Town Hall. Town Council approved Phase II in March 2016, which included the entire second floor and west stairwell.

Discussion/Analysis

Phase III of this program is proposed to include the third floor of Town Hall. The work would include removing the damaged wall coverings and replacing it with a more durable painted surface, replacing the ceiling tile and repainting the existing ceiling grid, and replacing the worn carpeting with new carpet tiles.

The town will procure the materials for use in the project. These include carpet tiles and paint. It is expected that the town will realize a savings of approximately 10% in contractor markups of these materials.

Financial Impact

The breakdown of the Contractor's proposed Phase III costs are:

Materials (paint and carpeting)	\$ 60,000
Labor	200,000
Bonding	5,000
Contingency	<u>25,000</u>
Total	\$290,000

This project was in the Capital Improvements Program (CIP) for FY 2017. The CIP had originally assumed \$386,350 for this final phase of the project.

The average annual debt service on a \$290,000 bond issue, based on a 15 year term at a 2.95% interest rate is \$23,900.

Other Board Action

It is proposed that the Public Building Commission (PBC) would continue to oversee this project.

Recommendations

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

1) Waiving of the Reading

“RESOLVED that the reading into the minutes of the text of a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR RENOVATIONS PROJECT – PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce a Bond Ordinance

“MOVE to introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR RENOVATIONS PROJECT – PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Schedule a Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on Monday, March 5, 2018 at 7:20 p.m. (prevailing time) on the following bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR RENOVATIONS PROJECT – PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

And

“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH THE TOWN HALL INTERIOR RENOVATIONS PROJECT – PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED NINETY THOUSAND DOLLARS (\$290,000) for costs in connection with Town Hall Interior Renovations Project – Phase III, consisting of renovations to the third floor of Town Hall, including the replacement of existing ceiling tiles, painting of existing ceiling grid and installation of new ceiling tiles, removal of existing wall coverings, skim coating walls, priming and finish painting of walls and metal door frames, removal of existing carpeting and replacement with new carpet tiles, and related improvements. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Town Engineer is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO HUNDRED NINETY THOUSAND DOLLARS (\$290,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed TWO HUNDRED NINETY THOUSAND DOLLARS (\$290,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Director of Public Works and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council _____

Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____


Effective Date _____

Agenda Item Summary

Date: February 20, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Request to waive bidding for Town Hall Interior Improvements – Phase III

Background

The existing interior finishes of Town Hall were last renovated 28 years ago. Since that time, some of the wall coverings have become damaged or stained and the carpeting has become worn and stained beyond cleaning.

The approved 6-year Capital Improvement Program (CIP) highlighted a multi-phased plan to replace/improve the Town Hall finishes on a floor-by-floor basis. The Town Council approved funding in September 2015 to carry out these improvements to the first floor and east stairwell of Town Hall. Town Council approved Phase II in March 2016, which included the entire second floor and west stairwell. Phase III funding was proposed in FY 17 but was deferred at the time by the Town Council.

The Town Council is being asked to consider approving a request to waive the bidding requirements per Section 5-2(d) of the *Windsor Town Charter* for the third phase of the project.

Discussion/Analysis

Phase III of this program is proposed to include the third floor of Town Hall. The planned work would include removing the damaged wall coverings and replace it with a more durable painted surface, replacing the ceiling tile and repainting the existing ceiling grid, and replacing the worn carpeting with new carpet tiles.

The town will procure the materials for use in the project. These include carpet tiles and paint. It is expected that the town will realize a savings of approximately 10% in contractor markups of these materials.

Staff respectfully requests that the Town Council waive bidding requirements to allow the Phase I and Phase II contractor to continue their work on the Town Hall Renovation project to Phase III of the project. McKinney Construction was the low bidder for Phase 1 of the project and completed that work in June 2016. They were also the lowest responsible bidder for Phase 2 of the project and completed that work in 2017. The Contractor will perform the Phase III work at a price per square foot that is slightly less than the price for the Phase II work. The Contractor performed the first 2 phases of the interior renovation on schedule and within budget. They have gained a familiarity with the operation of town hall and the functional requirements of staff and town hall patrons. They leave a clean workplace, and have been respectful of staff work areas and providing temporary accommodations. The Public Building Commission has previously endorsed the proposal to award McKinney Construction the third phase of the project.

Financial Impact

The breakdown of the proposed Phase III costs are:

Materials (paint and carpeting)	\$ 60,000
Labor	200,000
Bonding	5,000
Contingency	<u>25,000</u>
Total	\$290,000

The average annual debt service on \$290,000, based on a 15 year term at a 2.95% interest rate, is \$23,900.

Other Board Action

It is proposed that the Public Building Commission (PBC) would continue to oversee this project.

Recommendations

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

“MOVE that the Town Council waive bidding requirements per Section 5-2(d) of the Windsor Town Charter for Town Hall Interior Improvement Project – Phase III and designate the Public Building Commission to oversee the project.”

Attachments


None

Agenda Item Summary

Date: February 20, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Ball Field Renovations at Windsor High School

Background

In accordance with the recommendations made in the Council approved 2013 Athletic Field Master Plan (Plan), various field improvements at several athletic facilities throughout town have been prioritized in the town's 6-year Capital Improvement Program (CIP). The Plan addressed the existing athletic field infrastructure in 2012 and projected recreational needs and capital improvement planning. Recent field improvements at O'Brien Stadium, Oliver Ellsworth School and L.P. Wilson Community Center have been successfully undertaken.

The current Varsity and Junior Varsity softball fields and Junior Varsity baseball field located on the east side of Sage Park Road at the Windsor High School are highly utilized and have less than desirable playing surfaces. The Plan indicates that improvements to these fields will improve both their functionality and playability, as well as improve the configuration and playability of the field hockey field in the project area. Recommended improvements at the softball and baseball fields at the Windsor High School were designed, construction documents were prepared, and the project was bid in 2017.

Discussion/Analysis

The budget uncertainty and ultimate deferral of FY 2017 CIP projects caused staff to begin negotiations and value engineering with the lowest responsible bidder for the project, Mountain View Lawn Care & Landscapes (Mountain View). Mountain View was the contractor for the O'Brien Field project and the L.P. Wilson field projects and they were very willing to discuss project scope revisions and the related construction cost savings. The discussions with Mountain View have been ongoing over much of 2017 and they are available to initiate work this upcoming construction season.

Under the proposed scope, the proposed improvements to the fields on the south side of the access road include the minor re-orienting of the fields to better accommodate field usage, re-grading and supplementing the existing soils to improve turf establishment and ongoing maintenance of the fields, installation of new fencing at the varsity baseball field, dugouts at the varsity softball field, and improvements to the existing irrigation system.

The proposed cost adjustments reflect scope or work changes to the fields to the south and north of the access drive. Several 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 to the junior varsity field to the north of the access drive

includes renovating the infield, a new backstop and safety fencing, player benches and stone dust walkways.

If approved, construction could begin in June at the end of the school year with project completion estimated to be by this fall. Play could resume as early as the fall of 2019.

The Town Council authorized the appropriation of funding for the design phase in December 2015. The FY 17 - FY 22 CIP originally allocated \$842,000 toward the construction phase of the project.

Financial Impact

The current, estimated costs for the project are as follows:

Construction	\$500,000
Contingencies	\$40,000
Construction Inspection	\$25,000
<u>Bonding</u>	<u>\$10,000</u>
Total	\$575,000

The average annual debt service on a \$575,000 bond issue, based on a 15 year term at a 2.95% interest rate is \$47,000.

Other Board Action

The Town Planning and Zoning Commission gave its recommend approval of this project pursuant to C.G.S. Section 8-24 at its February 14, 2017 meeting.

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of a bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$575,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO THE EAST FIELDS AT WINDSOR HIGH SCHOOL; AND AUTHORIZING THE ISSUE OF \$575,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce a Bond Ordinance

“MOVE to introduce a bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$575,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO THE EAST FIELDS AT WINDSOR HIGH SCHOOL; AND AUTHORIZING THE ISSUE OF \$575,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.’”

3) Schedule a Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on Monday, March 5, 2018 at 7:20 p.m. (prevailing time) on the following bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$575,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO THE EAST FIELDS AT WINDSOR HIGH SCHOOL; AND AUTHORIZING THE ISSUE OF \$575,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.’

And

“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”

Attachments

Bond ordinance

AN ORDINANCE APPROPRIATING \$575,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO THE EAST FIELDS AT WINDSOR HIGH SCHOOL; AND AUTHORIZING THE ISSUE OF \$575,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate FIVE HUNDRED SEVENTY FIVE THOUSAND DOLLARS (\$575,000) for costs in connection with improvements to the East Fields at Windsor High School, including the relocation of the Varsity Softball field, regrading of the MS and JV softball fields, installation of outfield fencing, additional storage for field equipment, relocation of light poles, and new ADA accessible pathways, and related improvements. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Town Engineer is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed FIVE HUNDRED SEVENTY FIVE THOUSAND DOLLARS (\$575,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed FIVE HUNDRED SEVENTY FIVE THOUSAND DOLLARS (\$575,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Director of Public Works and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council _____

Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____


Effective Date _____

Agenda Item Summary

Date: February 20, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Bond Ordinance Appropriating \$700,000 for Costs in Connection with the Streetlight Replacement Program

Background

The town owns 284 - 32' tall street light poles with high-pressure sodium lights. The poles are primarily in the town's corporate areas on Day Hill Road, International Drive, Helmsford Drive, and Corporate Drive. They are also installed on portions of River Street, Rainbow Road, and Stone Road. 176 of the 284 street light poles have been identified as needing to be replaced due to deterioration of the steel poles.

Historically, the 6-year Capital Improvements Program (CIP) had included a multi-year Street Light Replacement project with funding proposed toward the replacement of aging town-owned street lights. Additionally, the CIP had included a separate project to replace the high-pressure sodium (HPS) fixtures with light emitting diode (LED) light bulbs with funding first scheduled for FY 2017. However, due to cost constraints, staff is not proposing the substitution of HPS fixtures with LED lighting fixtures.

Discussion/Analysis

This project seeks to fund the replacement of the remaining town-owned steel poles and HPS lights with new aluminum poles and HPS lighting. After decades of exposure to the elements and traffic, the steel, town-owned streetlight poles have rusted, dented or fallen down and are in need of replacement. The requested funding would allow for the replacement of approximately 140 light poles and fixtures out of the 176. A current contract utilizing previously authorized funds includes the replacement of approximately 36 steel poles and fixtures with work slated to begin in the spring 2018. Funding would also be used for replacement of support arms and wiring, bases in need of replacement along with traffic control and protection.

Financial Impact

It is requested that funding totaling \$700,000 be provided for the purchase and installation of this equipment. The estimated cost of a 32' aluminum replacement pole with the related wiring, base, etc. is approximately \$5,000. Removal of the streetlight poles, support arms and fixtures, and installation of the new equipment is included in this cost as well as a contingency and bond issuance costs.

The average annual debt service on a \$700,000 bond issue, based on a 15-year term at a 2.95% interest rate is \$57,700.

Other Board Action

None

Recommendations

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

1) Waiving of the Reading

“RESOLVED that the reading into the minutes of the text of a bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$700,000 FOR COSTS IN CONNECTION WITH STREETLIGHT REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce a Bond Ordinance

“MOVE to introduce a bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$700,000 FOR COSTS IN CONNECTION WITH STREETLIGHT REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Schedule a Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on Monday, March 5, 2018 at 7:20 p.m. (prevailing time) on the following bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$700,000 FOR COSTS IN CONNECTION WITH STREETLIGHT REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

And

“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$700,000 FOR COSTS IN CONNECTION WITH STREETLIGHT REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate SEVEN HUNDRED THOUSAND DOLLARS (\$700,000) for costs in connection with the replacement of deteriorated Town-owned street light poles and related improvements. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Town Engineer is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed SEVEN HUNDRED THOUSAND DOLLARS (\$700,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed SEVEN HUNDRED THOUSAND DOLLARS (\$700,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount

not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Director of Public Works and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk


Distributed to Town Council	_____ 3/20/17 _____
Public Hearing Advertised	_____
Public Hearing	_____
Adopted	_____
Advertised	_____
Effective Date	_____

Agenda Item Summary

Date: February 20, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: FY2018 Stormwater Management Improvement Projects

Background

The Stormwater Management Program is a multi-year program which has allowed the Town to implement a plan to improve the condition of the Town's storm sewer system, develop a plan to reduce the amount of pollutants that enter the stormwater system, and reduce the backlog of requests and complaints from residents regarding needed improvements to the storm sewer system. The purpose of this agenda item is to request Council funding for the design and construction of planned FY 2018 stormwater projects.

Discussion/Analysis

Stormwater management projects planned for FY 18 vary in scope and may include items such as replacing old or damaged drainage structures, addressing problematic drainage issues by expanding the drainage network, repairing outfalls, dredging stormwater basins and ponds, and repairing and stabilizing sections of watercourses in town. Other initiatives to be taken with this funding include developing and implementing a program to reduce pollutants entering the storm sewer system, developing and implementing other pollution prevention initiatives as required by the CT DEEP's MS4 General Permit.

In FY17 stormwater monies were used to continue the maintenance and repair program for Decker's Brook and to fund materials, supplies and rentals needed by Department of Public Works (DPW) staff to complete a variety of outfall improvements and detention basin improvements throughout town.

Currently, staff has identified the following potential work for FY 18:

- Decker's Brook Channel Maintenance ~ \$10,000
- Materials for DPW projects ~ \$20,000
- Outfall Improvements ~ \$130,000
- Detention Basin Improvements ~ \$60,000

Financial Impact

The requested FY 18 bonding amount is \$225,000 including issuance costs. The average annual debt service on \$225,000, based on a 15-year term at a 2.95% interest rate, is \$18,500.

Other Board Action

None

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, “AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce a Bond Ordinance

“MOVE to introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Set a Public Hearing

“RESOLVED that a Public Hearing be set for March 5, 2018 at 7:20 p.m. (prevailing time) for a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

And

“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$225,000) for costs in connection with various stormwater management improvements throughout the Town of Windsor, including engineering evaluations, the purchase of stormwater construction materials, minor and major repairs of the stormwater system such as outfall improvements at historic areas of concern, watershed analyses, maintenance and repairs to Decker's Brook, detention basin improvements, video inspection of drainage systems and activities required for compliance with the Town's MS4 General Permit, and other related improvements. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Town Engineer is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified. No funds shall be expended pursuant to this appropriation unless such portion of the project (1) has been approved by the Town Planning and Zoning Commission pursuant to the provisions of Section 8-24 of the General Statutes of Connecticut or (2) the Town Planner shall have made a written determination that such portion of the project consists of "maintenance or repair of existing property" and does not constitute a "substantial improvement," and that the Commission therefore will not take up a C.G.S. § 8-24 referral in connection with the project.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$225,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed TWO HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$225,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Director of Public Works and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council _____

Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____

Effective Date _____

Town Council
Resignations/Appointments/Reappointments
February 20, 2018

Resignations

None

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

None

Names submitted for consideration of appointment

A. One *Republican* Member

Board of Assessment Appeals

Four Year Term to expire November 30, 2021 or until a successor is appointed

(Richard Loucks)

“MOVE to REAPPOINT Richard Loucks as a Republican member to the Board of Assessment Appeals for a four year term to expire November 30, 2021 or until a successor is appointed.”

B. One *Democratic* Member

Board of Ethics

Five Year Unexpired Term to expire July 31, 2022 or until a successor is appointed

(Tim Fitzgerald)

“MOVE to APPOINT Sonia Worrell Asare as a Democratic member to the Board of Ethics for a five year unexpired term to expire July 31, 2022 or until a successor is appointed.”

C. One *Republican* Member

Hartford Area Cable Television Advisory Council

Two Year Term to expire December 31, 2019 or until a successor is appointed

(David Raney)

“MOVE to REAPPOINT David Raney as a Republican member to the Hartford Area Cable Television Advisory Council for a two year term to expire December 31, 2019 or until a successor is appointed.”

D. One *Republican* Member

Human Relations Commission

Three Year Unexpired term to expire March 31, 2018 or until a successor is appointed

(Arbaaz Tanveer)

“MOVE to APPOINT Desiree Primus as an Unaffiliated member to the Human Relations Commission for a three year unexpired term to expire March 31, 2018 or until a successor is appointed.”

E. One *Republican* Member

Inland Wetlands and Watercourses Commission

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

(Marty Collier)

“MOVE to APPOINT Steven Fraysier as a Republican member to the Inland Wetlands and Watercourses Commission for a four year unexpired term to expire March 31, 2021 or until a successor is appointed.”

F. One *Democratic Alternate* Member

Town Planning & Zoning Commission

Two Year Term to expire November 11, 2019 or until a successor is appointed

(Lawrence Jaggon)

“MOVE to REAPPOINT Lawrence Jaggon as a Democratic Alternate member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2019 or until a successor is appointed.”

G. One *Republican* Member

Wilson/Deerfield Advisory Committee

Three year term to expire April 30, 2020 or until a successor is appointed

(Shirley Morrison)

“MOVE to APPOINT Desiree Primus as an Unaffiliated member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2020 or until a successor is appointed.”

**Town Council
Council Chambers
Windsor Town Hall
February 5, 2018
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:15 p.m. by Mayor Trinks.

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

Mayor Trinks read aloud the notice of public hearing to hear public comment on the development of the FY 2019 budget.

2) PUBLIC COMMENT - None

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:18 p.m.

Respectfully Submitted,

Erin Rand
Clerk of the Town Council

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
FEBRUARY 5, 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, Councilor Michael Tustin, and Councilor Kenneth Wilkos.

2) PRAYER

Councilor O'Reilly led the group in prayer.

3) PLEDGE OF ALLEGIANCE

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

4) PROCLAMATIONS AND AWARDS

Councilor Wilkos read aloud the proclamation for Volunteer firefighter Lt. Mike Formanek for his heroic actions during a house fire on January 27, 2018.

Councilor Tustin read aloud the proclamation for Police Officer Nicholas Dally for his heroic actions during a house fire on January 27, 2018.

Mayor Trinks read aloud the proclamation for Swain Wallace (citizen) for his heroic actions during a house fire on January 27, 2018. Mr. Wallace then described his account of seeing the fire and making a U-turn to go assist at the fire. He helped Officer Dally and Lt. Formanek to carry a victim away from the house.

5) PUBLIC COMMENTS AND PETITIONS

Darleen Klase, 318 Hitching Post Lane, came forward to ask the council to continue their commitment to the high school athletic fields, especially the softball fields. She stated that the fields are in rough shape and balls are consistently flying into a nearby street, causing team members to run after them. She also stated there are no places for onlookers to sit and that new dugouts and fencing are needed. Adult leagues also use the fields during the season, sometimes interfering with the high school games. She requests that other fields in town, perhaps at L.P. Wilson, be used for adult leagues instead of the high school fields.

Tom (TJ) Barresi, 10 Lighthouse Hill Road, came forward to state that he agrees it is not fair to have high school fields used by others during the season. Mr. Barresi suggests that other fields in town could be used that are not currently being offered for public use. He predicts that overuse of the fields will affect their infrastructure and that having outside groups use other fields and parks would beautify other areas of town and help to maintain the integrity of the high school fields.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education (BOE)

Leonard Lockhart, President gave the following report:

Mr. Lockhart opened by thanking Lt. Mike Formanek for his heroic actions during the house fire on January 27, 2018. He then expressed appreciation for the council's support for the infrastructure of schools. He fully supports air conditioning in all of the town's schools and hopes that is something council members will take seriously as the school climate is a part of safety.

There will be an internet safety presentation on Thursday, February 22, 2018 for families and students in grades 5-12 from 6:30 P.M. until 8:00 P.M. at Sage Park Middle School. Internet safety presentations will also be held during the day for students in grades 6-12.

The third of four scheduled budget meetings will be held on February 6, 2018.

The Board of Education is looking to increase after school activities and expand efforts directed toward SAT and Advanced Placement (AP) course interest. The BOE pays for testing and those credits apply toward college classes.

When Mr. Lockhart previously spoke to the council he prepared them for a 3-4% budget increase and Dr. Cooke has come in at a 2.37% budget increase. The majority of this increase is contractual. Each school is full and positions cannot be cut without sacrificing quality. Dr. Cooke has found ways to make the budget work but it is hard to hold the superintendent accountable for the education of children if tools and resources cannot be afforded.

The winter installment of the district newsletter will be coming out later in the week.

The second installment of the BOE community forum will be on February 27, 2018 from 6:30 P.M. until 8:30 P.M. during which he will present the three new task forces: one made up of external parties such as parents and community members, one internal consisting of educators and para-educators, and a third consisting of previous BOE presidents and minority leaders of the BOE. These task forces will meet and submit ideas on how to improve the district.

7) TOWN MANAGER'S REPORT

Fire Prevention and Awareness

Unfortunately there has been several house fires the past few weeks. Although there has been significant property damage thankfully none of the occupants have been seriously injured.

On an ongoing basis our Fire Marshal's Office continues to promote fire prevention and awareness through programs, written materials and social media platforms. We maintain our partnership with the American Red Cross through their Home Fire Preparedness Campaign. This is a no cost program where the Red Cross demonstrates some simple changes in your home to help you protect your family against fire. In addition, the Red Cross will install a FREE smoke alarm.

Also we offer programs on fire extinguisher training for both community groups and businesses. In collaboration with Social & Senior Services we have held a variety of fire prevention sessions combined with fall prevention information. These efforts have included outreach to our senior housing locations in town.

Flu Shot Clinic

Mass Dispensing Area #31, the towns of Windsor and South Windsor will be offering a flu shot clinic to anyone age 9 and up on Saturday, February 10, 2018 at the L.P. Wilson Community Center, 599 Matianuck Avenue from 10:00 AM – 12 noon. Health Insurance will be accepted. Please bring your insurance card with you otherwise the cost of the flu shot will be \$30/shot. For more information, call the Windsor Health Department at 860-285-1824 or 860-285-1823.

At Risk Registry

Social Services, in partnership with Emergency Management and the Commission on Aging and Persons with Disabilities, has developed a voluntary "At Risk Registry" to identify Windsor residents who might need extra assistance during a major emergency. The Commission on Aging and Persons with Disabilities is participating in community outreach for this project.

There are three ways to register:

- Call Windsor Social Services at 860-285-1839
- Log onto www.townofwindsorct.com/socialservices and link to At Risk Registry
- Visit Windsor Social Services at 599 Matianuck Ave

This project is ongoing. Currently 52 persons are registered.

Police Department Community Outreach

The Police Department will be holding a community outreach program on Thursday, February 22, starting at 6:30 PM here at Town Hall. 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 will include: police use of force, motor vehicle stops and traffic enforcement, crime investigations.

Tax Relief for Senior Citizens

Applications for Elderly Homeowners tax relief are now being taken in the Windsor Assessor's office and will be accepted until May 15, 2018. To be eligible for this program, you must be at least 65 years of age by December 31, 2017 or declared totally disabled by the Social Security Administration. You must also own and occupy your home and meet income requirements.

In addition to the state program, Windsor also offers a local program. All taxpayers that qualify for the state program will automatically qualify for the local program. However, if you do not qualify for the state program, you could still possibly qualify for the local program. For more information please contact the Windsor Assessor's office at 860-285-1817.

Town Clerk's Office Annual Marriage License Tradition Continues

The Windsor Town Clerk's office is offering free marriage licenses on Tuesday, February 14th in honor of Valentine's Day for any couple wanting to get married in Windsor within the next 65 days. This is an annual tradition which began in 1962 by Town Clerk, George Tudan. Both parties must be present and need to bring a photo identification. The Clerk's office will be issuing these free licenses from 8:30 a.m. to 4:30 p.m. In addition, each couple will be eligible to win a beautiful gift basket filled with assorted gift items, which have been donated by our generous local Windsor merchants.

For those who wish to marry immediately, a Justice of the Peace will be available all day however, prior arrangements must be made. For details call the Town Clerk's office at 860-285-1902 or visit the Town of Windsor's website.

October 2017 Grand List Report

I am pleased to report that the overall net taxable Grand List FY 17 budget is increasing by \$73.06M over October 1, 2016. The October 1, 2017 Net Taxable Grand List totals \$2,959,806,528 which is 2.53% greater than the previous year. This is great news compared to a year ago when there was a decrease of 1.29%. As you'll see in the attached link, much of the increase is related to several of the large economic development projects the Town Council has facilitated/incentivized through fixed assessment agreements.

http://www.townofwindsorct.com/documents/departments/assessor/docs/grand_list_report.pdf

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly - None

Councilor Wilkos - None

Councilor Govoni - None

Councilor McAuliffe – None

Councilor Jenkins - None

Councilor Tustin - None

Deputy Mayor Terranova - None

Councilor Jepsen - None

Mayor Trinks – None

9) REPORTS OF STANDING COMMITTEES

Personnel Committee - Councilor O'Reilly reported that there is a meeting scheduled on February 12, 2018 at 6:00 P.M. at Town Hall in order to interview candidates for various appointments and reappointments.

Health & Safety Committee – Councilor Jenkins reported that there is a meeting scheduled on February 8, 2018 to discuss the radio system replacement project, food health code, and quarterly traffic stop reports from the police department.

Finance Committee – Deputy Mayor Terranova reported that the Finance Committee had a meeting during the end of January and reviewed their FY 2017 audit in which no issues were revealed. The committee also looked at the enterprise funds which includes Discovery Center and Caring Connection. Both centers are running in the negative, but doing better so far this year than they were at the same time last year.

Special Projects Committee - None

Town Improvements Committee – Councilor McAuliffe reported that the committee did meet and it will be covered in unfinished business.

10) ORDINANCES - None

11) UNFINISHED BUSINESS

- a) Discuss and provide direction regarding the proposed FY 2018 Capital Improvements Program (CIP)

Councilor McAuliffe reported that the Town Improvements Committee met on January 25, 2018 to review five projects that were eliminated from last year's budget and proposed to be taken care of this year. They also reviewed several new projects being proposed for this year. Councilor McAuliffe then turned it over to Town Manager Souza to discuss the details of the projects.

Town Manager Souza presented the 2018 CIP plan to the council including the five projects that had been deferred from last year to this year which included:

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 total original cost of these projects was \$2,155,000 and the revised cost is \$1,545,000.

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 a review of the FY 18 projects for possible revisions and suggested prioritization, it is proposed that 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.

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.

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.

Mayor Trinks invited questions from the council.

Councilors asked for clarification on the scope of many of the projects to gain a clear understanding of how the projects have developed, many with a specific interest in the work to be done to the schools including the athletic fields, HVAC systems, and LED Project.

In response to budget concerns from councilors, Town Manager Souza offered to provide a projection for the General Fund Unassigned Fund Balance.

12) NEW BUSINESS

- a) Appointment of Clerk of the Council

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen, to affirm the Mayor's appointment of Ms. Erin Rand as Clerk of the Town Council.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS – None

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the January 16, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Councilor Tustin to approve the unapproved minutes of the January 16, 2018 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 Jenkins, seconded by Councilor Tustin to adjourn the meeting at 8:56 P.M.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council