



Council Agenda

Council Chambers
Windsor Town Hall
March 5, 2018



7:20 Public Hearing

To hear public comment on the following:

- An ordinance appropriating \$700,000 for costs in connection with streetlight replacement
- An ordinance appropriating \$225,000 for costs in connection with stormwater management
- An ordinance appropriating \$575,000 for costs in connection with Windsor High School East Field improvements
- An ordinance appropriating \$290,000 for costs in connection with town hall interior renovations

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Tustin
3. PLEDGE OF ALLEGIANCE – Councilor Tustin
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
 - b) Board of Ethics
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
 - a) *Approve 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)



- b) *Approve 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)
- c) *Approve 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)
- d) *Approve 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)

12. NEW BUSINESS

- a) *Receive memorandum from Board of Education relative to Public Act 13-60 (Town Manager)
- b) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$320,000 FOR COSTS IN CONNECTION WITH OLIVER ELLSWORTH SCHOOL HVAC IMPROVEMENTS PROJECT - PHASE II; AND AUTHORIZING THE ISSUE OF \$320,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- c) Set a Public Hearing for March 19, 2018 at 7:20 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$320,000 FOR COSTS IN CONNECTION WITH OLIVER ELLSWORTH SCHOOL HVAC IMPROVEMENTS PROJECT - PHASE II; AND AUTHORIZING THE ISSUE OF \$320,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- d) *Authorize the Elementary School LED Lighting project and approve a \$322,500 appropriation from the General Fund Unassigned Fund Balance (Town Manager)
- e) *Introduce an appropriation of \$1,736,220 in grant funds for the reconstruction of Day Hill Road between Northfield and Marshall Phelps Road and authorize the Town Manager to execute an agreement with State of Connecticut to receive a \$1,736,000 grant for said project (Town Manager)
- f) *Approve placing a resolution on the Special Town Meeting of March 19, 2018 at 7:00 PM regarding the appropriation of \$1,736,220 in grant funds for the reconstruction of Day Hill Road between Northfield and Marshall Phelps Road. (Town Manager)
- g) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$75,000 FOR COSTS IN CONNECTION WITH REPLACEMENT OF THE FILTRATION



SYSTEM AT WELCH POOL; AND AUTHORIZING THE ISSUE OF \$75,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

- h) *Set a Public Hearing for March 19, 2018 for 7:20 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$75,000 FOR COSTS IN CONNECTION WITH REPLACEMENT OF THE FILTRATION SYSTEM AT WELCH POOL; AND AUTHORIZING THE ISSUE OF \$75,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the February 20, 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: March 5, 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.

In the past several years, the 6-year Capital Improvements Program (CIP) had included a multi-year Streetlight 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 no longer 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) Approval of Bond Ordinance

“MOVE to approve 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.”

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 _____ 2/20/18

Public Hearing Advertised _____ 2/23/18

Public Hearing _____ 3/05/18

Adopted _____

Advertised _____


Effective Date _____

Agenda Item Summary

Date: March 5, 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 Department of Energy & Environmental Protection'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) Approval of a Bond Ordinance

“MOVE to approve 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.”

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	_____ 2/20/18 _____
Public Hearing Advertised	_____ 2/23/18 _____
Public Hearing	_____ 3/05/18 _____
Adopted	_____
Advertised	_____
Effective Date	_____

Agenda Item Summary

Date: March 5, 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 adjusted 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) Approve a Bond Ordinance

“MOVE to approve 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.’”

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 _____ 2/20/18

Public Hearing Advertised _____ 2/23/18

Public Hearing _____ 3/05/18

Adopted _____

Advertised _____


Effective Date _____

Agenda Item Summary

Date: March 5, 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, which includes 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

The Public Building Commission (PBC) would oversee this project as approved on February 20, 2018.

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) Approval of Bond Ordinance

“MOVE to approve 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.”

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 _____ 2/20/18

Public Hearing Advertised _____ 2/23/18

Public Hearing _____ 3/05/18

Adopted _____

Advertised _____


Effective Date _____

Agenda Item Summary

Date: March 5, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: James Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Public Act No. 13-60 – An Act Concerning the Consolidation of Non-Educational Services

Background

In 2013 the General Assembly adopted PA 13-60, which requires the local Board of Education (BOE) to annually submit an itemized estimate of maintenance expenses to the town's appropriating authority at least two months prior to the authority's annual budget meeting. This act defines "itemized estimate" to mean an estimate in which broad budgetary categories are divided into one or more line items, including salaries, fringe benefits, utilities, supplies and grounds maintenance.

The act also requires a town's appropriating authority (Town Council) to make spending recommendations and suggestions to the school board regarding consolidation of non-educational services by no later than 10 days after the school board submits its annual itemized estimate. The school board may accept or reject the suggestions.

Discussion / Analysis

The town's general government departments and school department have a long history of collaborating both formally and informally. For example, the town's public works department for many years has been responsible for grounds maintenance and snow removal at school facilities. We have a combined risk management function staffed by one person. Through this formal arrangement, we combine administrative functions related to property and causality liability insurance, worker's compensation and safety training.

Working in partnership with the Public Building Commission, our respective facilities management staff (2 town and 1 Board of Education) coordinate the planning, designing, and implementation of major building projects at the various school facilities. The town's defined benefit pension plan includes non-certified Board of Education staff and is managed by a committee comprised of representatives from both entities. We have also worked closely with the school administration in transitioning both entities to self-insured health and prescription drug programs.

Attached is a memorandum from the Director of Business Services outlining the Physical Plant Services' FY 19 proposed budget.

Recommendations

It is suggested that the Town Council review and consider providing a response to the Board of Education by March 19, 2018.

Attachments

Memo from BOE's Director of Business Services

Memo

To: Peter Souza, Windsor Town Manager
From: Danielle Batchelder, Director of Business Services
Date: February 20, 2018
Re: **PUBLIC ACT PA 13-60**

Effective October 1, 2013, the General Assembly enacted Public Act No. 13-60 - AN ACT CONCERNING THE CONSOLIDATION OF NONEDUCATIONAL SERVICES.

This act mandates each local board of education to prepare an itemized estimate of the cost of maintenance of public schools for the ensuing year and shall submit such estimate to the board of finance in each town or city.

The board or authority that receives such estimate shall make spending recommendations and suggestions to such board of education as to how such board of education may consolidate non-educational services and realize financial efficiencies.

Such board of education may accept or reject the suggestions of the board of finance. The money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education.

An estimate of the maintenance costs is reflected on the attached document - Windsor Public Schools Physical Plant Services FY 2019 Budget.

Please contact me should you have any questions. Thank you for your consideration.

Attachment

**Windsor Public Schools
Physical Plant Services
FY 2019 Budget**

Labor (Substitutes)	\$	35,000
Labor (Overtime)	\$	103,000
Salaries	\$	2,248,730
Benefits	\$	300,937
FICA/MED	\$	182,585
Major Maintenance	\$	386,000
Utilities	\$	1,410,700
Contracted Srvs	\$	325,500
Supplies	\$	198,550
Equipment	\$	35,900
Dues & Fees	\$	1,200
TOTAL	\$	5,228,102


Physical Plant	Proposed 18-19 FTE
Custodian II	20
Custodian I	2
Head Custodian	6
Maintenance Worker	5
Supervisor	1
Administrative Assistant	1
Total	35

Memorandum

Date: March 5, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Danielle Batchelder, Director of Business Services, Windsor BOE

Reviewed By: Peter Souza, Town Manager 

Subject: Oliver Ellsworth School HVAC Project & LED Lighting Upgrade at Four Elementary Schools

Background

The Town Council deferred five CIP projects in FY17. One of the five projects deferred was a portion of the Oliver Ellsworth School HVAC. The deferred components of the Oliver Ellsworth School HVAC project included replacing the air conditioning cooling tower, associated piping and pumps, an air handling unit serving the gym area and duct cleaning. These elements were eliminated from the CIP FY17 project scope. It is requested that project funding via a bond ordinance be approved so the deferred work can be initiated this summer.

Also the school district is respectfully requesting the Town Council consider funding the upgrade of lighting at the four elementary schools to reduce energy consumption and costs. It is recommended this project be completed concurrently with the Oliver Ellsworth project to increase energy efficiency program rebates.

Discussion/Analysis

The Windsor Board of Education is in the process of finalizing the audit of an LED Lighting upgrade at Windsor High School with the approved ECS/Alliance Capital Grant funds for the 2017/2018 school year. While working with the contractor at the high school, discussions were had regarding upgrading the elementary schools and the increase in rebates that could apply if the district combined the LED upgrade with another district project.

The Windsor Public Schools is respectfully requesting the Town Council consider funding an LED Lighting upgrade project at the four elementary schools in Windsor. By combining the Oliver Ellsworth HVAC project with the LED Lighting upgrade at the elementary schools, the rebate would increase to about 40% from about 30% if done in isolation.

The LED upgrade would include all new fixtures or retrofits, bulbs, electronic ballasts, tombstones, internal wiring, reflectors, sensors, labor, delivery, installation and disposal of old materials. Projected energy savings per year is \$36,900. The projected payback period is 57 months or 4.75 years.

The deferred components of the Oliver Ellsworth School HVAC project include replacing the air conditioning cooling tower, associated piping and pumps, an air handling unit serving the gym area and duct cleaning. These elements were eliminated from the CIP FY17 project scope. It is

requested project funding via a bond ordinance be approved so the deferred work can be initiated this summer.

Financial Impact

The Oliver Ellsworth HVAC project is estimated to cost \$320,000 including contingency and bond issuance costs. This project by itself is not eligible for rebates.

The average annual debt service on a \$320,000 bond issue, based on a 15 year term at a 2.95% interest rate is \$26,400.

The LED lighting project is estimated at \$322,500 including contingency prior to the energy rebates. It is requested the LED project be funded through the General Fund Unassigned Fund Balance.

If the projects are combined into one under the energy efficiency program, projected rebates are approximately \$190,000. At the time the projects are completed and closed out, the rebates could be returned to the General Fund Unassigned Fund Balance.

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 \$320,000 FOR COSTS IN CONNECTION WITH OLIVER ELLSWORTH SCHOOL HVAC IMPROVEMENTS PROJECT - PHASE II; AND AUTHORIZING THE ISSUE OF \$320,000 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 \$320,000 FOR COSTS IN CONNECTION WITH OLIVER ELLSWORTH SCHOOL HVAC IMPROVEMENTS PROJECT - PHASE II; AND AUTHORIZING THE ISSUE OF \$320,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Set a Public Hearing

RESOLVED that a Public Hearing be held at the Windsor Town Hall on March 19, 2018 at 7:20 PM (prevailing time) on the following bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$320,000 FOR COSTS IN CONNECTION WITH OLIVER

ELLSWORTH SCHOOL HVAC IMPROVEMENTS PROJECT - PHASE II; AND AUTHORIZING THE ISSUE OF \$320,000 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.”

ITEM 12 (d) – Approve appropriation for Elementary School LED Lighting project

Recommendations

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

“MOVE that \$322,500 be appropriated from the General Fund Unassigned Fund Balance to fund the Elementary School LED lighting project.”

Attachments

Ordinance

Certification

I hereby certify that there is \$322,500 available in General Fund Unassigned Fund Balance to fund the above appropriation.


James Bourke
Finance Director

AN ORDINANCE APPROPRIATING \$320,000 FOR COSTS IN CONNECTION WITH OLIVER ELLSWORTH SCHOOL HVAC IMPROVEMENTS PROJECT - PHASE II; AND AUTHORIZING THE ISSUE OF \$320,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate THREE HUNDRED TWENTY THOUSAND DOLLARS (\$320,000) for costs in connection with Oliver Ellsworth School HVAC Improvements Project - Phase II, including replacement of the central plant cooling system and selected air handling units, consisting of a water chiller, pumps, piping, DDC controls and cooling tower, duct cleaning, electrical work, 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 THREE HUNDRED TWENTY THOUSAND DOLLARS (\$320,000) 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 THREE HUNDRED TWENTY THOUSAND DOLLARS (\$320,000). 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 _____ 3/5/18

Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____


Effective Date _____

Agenda Item Summary

Date: March 5, 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: Day Hill Road Reconstruction, Marshall Phelps Road to Northfield Drive

Background

The next phase of the Day Hill Road pavement improvement project involves the eastbound and westbound lanes between Marshall Phelps Road and Northfield Drive. In mid-2016, the town was notified that the project had been selected by CRCOG for potential funding under this program. In late 2016, the town was awarded grant funding through the Connecticut Department of Transportation's (CT DOT) Local Transportation Capital Improvement Program (LOTICIP) to perform this work. The LOTICIP program provides 100% state funding for the construction phase of the project. This project complements the similar pavement improvements made along Day Hill Road over the last several years.

In April 2013, the town entered into a Master Municipal Agreement (MMA) for construction projects with the Connecticut Department of Transportation (CT DOT). The MMA for construction projects covers the standard non-project specific provisions. It also includes the required state and federal rules and regulations, such as administration and procurement procedures, inspection requirements, construction standards and reimbursement procedures.

The funding for individual projects to be covered under the MMA is to be authorized with a Project Authorization Letter (PAL). The PAL serves as the written documentation that authorizes the distribution of funding to the municipality for a specific type of project. The PAL includes the funding source(s) for the project, the maximum reimbursement to the municipality, estimated cost break-down for the project, the amount of the demand deposit due to the state, the project amount and any affirmative action goals assigned to the project.

Discussion/Analysis

The final design for the reconstruction project has been submitted to, and approved by, the CT DOT. The town must now execute the PAL for the project to receive CT DOT authorization to advertise the construction.

The PAL for the Day Hill Road Reconstruction includes a total estimated construction cost of \$1,736,220, including project management, inspection and testing services as well as a contingency. The construction portion of the project is funded 100% by the state with the town funding the design phase. Upon the receipt of construction bids, the state will transfer money in the amount of the low bid plus an additional 20% to cover construction contingencies, construction inspection and administration, material testing, and other miscellaneous costs. When the project is complete, any remaining funds are to be returned to the state. The project is expected to be bid this spring and work is expected to be substantially complete by the end of the construction season.

At this time, staff is respectfully requesting that the Town Council approve the project resolution and place the item on the Special Town Meeting scheduled for March 19th. The recommended resolution authorizes the acceptance and expenditure of state grant funds for the project and provides authorization for the Town Manager to sign the PAL. Special Town Meeting action is required per Section 9-3 of the *Town Charter*.

Financial Impact

The project's estimated costs are as follows:

Construction	\$1,446,850
Contingencies	\$144,685
<u>Incidentals to Construction</u>	<u>\$144,685 (e.g. inspection, testing)</u>
Total Project Cost	\$1,736,220

The construction phase of the project will be entirely funded by state monies, with no demand deposit or town share of the construction cost. In October 2016 the Town Council appropriated \$57,200 for design services.

Other Board Action

The Town Planning & Zoning Commission recommended acceptance of the project, pursuant to the provisions of Section 8-24, at its regularly scheduled meeting of February 13, 2018.

Recommendations

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

Item 12 (e)

RESOLVED, that the Day Hill Road Reconstruction, Marshall Phelps Road to Northfield Drive, project be approved and the acceptance and expenditure of \$1,736,220 in grant funds from the State of Connecticut be authorized for the construction phase of the project; and that Peter P. Souza, Town Manager, be authorized to sign the Project Authorization Letter for Project No. L164-0004, under Master Agreement No. 02.28-02-13.”

Item 12 (f)

“MOVE to place the above resolution on the Special Town Meeting of March 19, 2018 at 7:00 p.m. for consideration and approval”

Attachments

Project Authorization Letter



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

February 21, 2018

Mr. Peter P. Souza
Town Manager
Town of Windsor
275 Broad Street
Windsor, Connecticut 06095

Dear Mr. Souza:

Subject: **Project Authorization Letter**
Day Hill Road Reconstruction
Town of Windsor
State Project No. L164-0004
Master Agreement No. 02.28-02(13)
CORE ID No. 13DOT0234AA

On April 29, 2013, the State of Connecticut Department of Transportation (DOT) and the Town of Windsor (Municipality) entered into the Master Municipal Agreement for Construction Projects (Master Agreement) noted above. This Project Authorization Letter (PAL) is issued pursuant to the Master Agreement. The capitalized terms used in this PAL are the same as those used in the Master Agreement.

The Municipality is responsible for the Administration of the Construction Project.

The Construction Project is to provide for the reconstruction of Day Hill Road from Marshall Phelps Road easterly to a point 450 feet east of Northfield Drive for a total distance of approximately 2,300 feet including, but not limited to, full depth roadway reconstruction, pavement milling and overlay, minor drainage improvements, concrete sidewalk, curbing and installation of guiderail, signs and pavement markings.

Funding for the Construction Project is provided under the Local Transportation Capital Improvement Program (LOTICIP). This project has a one hundred percent (100%) State participation ratio up to the established participation cap, and payment for municipal costs will be on a grant basis, subsequent to receipt of bids by the Municipality. The maximum grant payment to the Municipality under this PAL is One Million Seven Hundred Thirty-six Thousand Two Hundred Twenty Dollars (\$1,736,220), based on the final estimate for the Construction Project provided by the Municipality. The actual grant payment to the Municipality will be based on the approved low bid. In addition, any payment for actual expenditures will be in accordance with the terms of the Master Agreement.


Municipal costs contained in this PAL shall not be exceeded without first obtaining written permission from the DOT. Enclosed is an estimated engineering cost break down for Construction Project activities. A Demand Deposit of Zero Dollars (\$0) is due to the DOT.

The issuance of the PAL itself is not an authorization for the Municipality to advertise the Construction Project for bids or begin performing work with respect to the Construction Project. The Municipality may advertise the Construction Project for bids only after the DOT has received the concurred PAL from the Municipality and the DOT has authorized the Municipality to advertise the Construction Project for bids. The Municipality may advance or begin work on the Construction Project only after it has received an Authorization to Award Notice from the DOT.

Please indicate your concurrence with the PAL by signing below on or before March 30, 2018 and returning a copy to the Project Manager listed below at the letterhead address. Submission of the Written Acknowledgement of the PAL by facsimile or electronic transmission is acceptable. The Master Agreement and the PAL will be incorporated into one another in their entirety and contain the legal and binding obligations of the Municipality with respect to the Construction Project.

If you have any questions, please contact the Project Manager, Mr. William Grant, at (860) 594-3229 or William.E.Grant@ct.gov.

Very truly yours,

 Scott Hill, P.E.
2018.02.21
10:37:12-05'00'

Scott A. Hill, P.E.
Engineering Administrator
Bureau of Engineering and Construction

Enclosure

Concurred By _____ Date _____
Mr. Peter P. Souza
Town Manager

PAL ATTACHMENT
STATE PROJECT NO. L164-0004
ESTIMATED CONSTRUCTION COSTS

PARTICIPATING

(100% State – Local Transportation Capital Improvement Program)


A.	Contract Items.....	\$ 1,446,850
B.	Contingencies.....	\$ 144,685
C.	Incidentals to Construction.....	\$ 144,685
D.	Total Participating Construction Cost (A+B+C).....	\$ 1,736,220
E.	Maximum Grant Payment to Municipality (100% of [A+B+C]).....	\$ 1,736,220
F.	Demand Deposit Required from the Municipality.....	\$ 0

Agenda Item Summary

Date: March 5, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Welch Pool Filtration System Replacement

Background

The Town of Windsor is faced with an aging outdoor pools infrastructure and a need to provide suitable aquatic facilities to serve the Windsor residents who participate in organized swim lessons, open swim and lap swims. To address the condition of these community assets and to help provide direction for future planning, the FY 17 Capital Improvement Program (CIP) budget included funding for the completion of an outdoor pools assessment and evaluation.

The goal of the assessment was to prepare a plan of existing, town-owned outdoor pools and their associated facilities. Work on the plan includes compiling relevant historical data on pool infrastructure, consulting with town officials, assessing / evaluating the suitability of existing equipment and facilities, assessing facility maintenance and making recommendations for a comprehensive maintenance program, and developing plans and recommendations for improvements.

The town hired Weston & Sampson to complete the assessment that will serve as a guide to future repairs and capital improvement planning. The assessment identified three primary focus areas: 1) filtration systems, 2) changing facilities, and 3) possible replacement of Veterans Pool.

Discussion/Analysis

In March of 2017, the proposed FY 18 CIP called for a design of the overall improvements for the outdoor pools at a cost of \$247,000. However, with the increasing concern of the potential filtration system failure at Welch Pool, staff has determined that replacing the filtration system is a priority.

Under the new proposed scope, the FY 18 project will consist of replacing the filtration system at Welch Pool. Work will include removal of old filters, installation of a new commercial sand filter with appropriate fittings, valve controls, and other related miscellaneous improvements.

Financial Impact

The estimated cost for the project is \$75,000.

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

Construction	\$61,500
Contingencies	\$12,390
Bonding	\$1,110
Total	\$75,000

The average annual debt service on a \$75,000 bond issue, based on a 15-year term at a 2.95% interest rate is \$6,200.

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 \$75,000 FOR COSTS IN CONNECTION WITH REPLACEMENT OF THE FILTRATION SYSTEM AT WELCH POOL; AND AUTHORIZING THE ISSUE OF \$75,000 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 \$75,000 FOR COSTS IN CONNECTION WITH REPLACEMENT OF THE FILTRATION SYSTEM AT WELCH POOL; AND AUTHORIZING THE ISSUE OF \$75,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Set a Public Hearing

RESOLVED that a Public Hearing be held at the Windsor Town Hall on March 19, 2018 at 7:20 PM (prevailing time) on the following bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$75,000 FOR COSTS IN CONNECTION WITH REPLACEMENT OF THE FILTRATION SYSTEM AT WELCH POOL; AND AUTHORIZING THE ISSUE OF \$75,000 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 \$75,000 FOR COSTS IN CONNECTION WITH REPLACEMENT OF THE FILTRATION SYSTEM AT WELCH POOL; AND AUTHORIZING THE ISSUE OF \$75,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate SEVENTY-FIVE THOUSAND DOLLARS (\$75,000) for costs in connection with the replacement of the filtration system at Welch Pool, including removal of old filters, installation of new commercial sand filter with appropriate fittings, valve controls, 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 Director of Public Works 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 SEVENTY-FIVE THOUSAND DOLLARS (\$75,000) 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 SEVENTY-FIVE THOUSAND DOLLARS (\$75,000). 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 _____ 3/5/18

Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____

Effective Date _____

Town Council
Resignations/Appointments/Reappointments
March 5, 2018

Resignations

None

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

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.”

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

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, 2021 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, 2021 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.”

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

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.”

Names submitted for consideration of appointment

None

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
FEBRUARY 20, 2018
Regular Town Council Meeting
UNAPPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:31 P.M.

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

Absent: Councilor Kenneth Wilkos

2) PRAYER

Deputy Mayor Terranova led the group in prayer. She offered a moment of silence in memory of the 17 lives lost during the school shooting in Parkland, Florida on February 14, 2018 and asked people to think about what we can do to prevent future tragedies.

3) PLEDGE OF ALLEGIANCE

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

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMENTS AND PETITIONS

Sam Hinckley, 209 Palisado Avenue, offered his support of funding the purchase of 147 Pigeon Hill Road and 72 Mack Street for open space preservation. He noted its great location and the unique opportunity of beautifying the area while taking advantage of the open space grant.

Winston Churchill, 22 Salem Circle, expressed his support for funding improvements to the east fields at Windsor High School. He stressed that the sense of community these fields provide is an important feature of the town and that as is, the field does not represent Windsor well and is not a safe environment.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Public Building Commission (PBC)

Jim Bennett gave the following report:

Animal Shelter Relocation Project

The PBC has accepted this building as complete. Once close out documents are received by town staff, the PBC will close this project.

Safety Complex Phase Two

This phase has two components—Roof Replacement and Heating Plant Replacement. The PBC has awarded the design for the roof replacement to Hibbard and Rosa of Middletown, CT, for \$7,500. We expect to be in the position to bid this project in a little more than two months. The PBC has also awarded the replacement heating plant design to BL Companies of Meriden, CT for \$9,800. We also expect to be in the position to bid this project in two months or so. Upon Town Council funding approvals, we anticipate the construction work for both of these projects to take place during the summer months.

Oliver Ellsworth Elementary School HVAC Replacement Design

The contractor has completed installation of the replacement heating equipment and completed the punch list items. The new heating system was put to the test during the cold weeks of this winter. All spaces in the building were monitored and maintained the 70° set point. When town staff receives all of the closeout documents, the PBC will authorize the final payment and close out this project.

JFK School HVAC Replacement Design Project

The construction portion of this project is currently out to bid, with the bids due in the Finance Department this Friday, February 23rd. The PBC will then review the bids and perform interviews with the contractors. Once the Town Council approves funding, the PBC will award this project. This work would begin in the boiler room during late May while school is still in session. This would be allowable because the boiler room has an exterior egress so the workers would not have any interaction with school children or school staff during their work at the school. This was the procedure used at Oliver Ellsworth School last year.

Town Hall Portico Restoration Project

The PBC received ten proposals for the design of this project. The PBC has selected the four best qualified respondents for interviews. These interviews will be held on Monday evening, March 5th. After these interviews, the PBC will select the best qualified architectural firm. Once Town Council approves funding, the PBC will award the design work for this project. We also anticipate the construction work for this project to begin during the late spring/early summer. While the majority of this restoration work is being performed, the front entrance to our Town Hall will be closed for safety reasons but available for emergency egress if necessary.

Mayor Trinks invited questions from the Council and there were none.

7) TOWN MANAGER'S REPORT

Informational Budget Workshops for Residents

The first of two informational budget meetings for Windsor residents will be held on Wednesday, February 28, 2018 from 6:30 PM to 8:00 PM at town hall. These informal meetings are a great opportunity for residents to learn about the factors that are taken into consideration when creating the town's budget. The town manager will also provide updates on the latest news regarding the budget, and answer/discuss any budget questions from the audience. Another opportunity will be offered on March 27th. Light refreshments served. For more information call 860-285-1835.

Renovations to Train Station

Amtrak's contractor has started renovations to improve handicapped accessibility at the Train Station on Mechanic Street. The work will entail renovating the restrooms as well as exterior improvements such as constructing a ramp on the east side of the building and rebuilding the sidewalk on the northwest side of the property along Union Street. This work will take several months to complete.

Informational meeting on proposed Millbrook Open Space Purchase

There will be a community-wide informational meeting on March 7, 2018 at 7:00 PM in the Council Chambers at town hall to discuss the possible purchase of the former Traditions Golf course for the purpose of open space preservation and passive recreation. During this meeting, participants will be able to learn more about this exciting opportunity to preserve 95 acres of land, to ask questions they may have or share any ideas of their own. All are welcome to attend.

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, and crime investigations.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly - None

Councilor Wilkos - Absent

Councilor Govoni - None

Councilor McAuliffe offered details about current high school athletic field renovations and noted that there is future work planned for the middle school fields that is not included in this phase of the work.

Councilor Jenkins echoed Deputy Mayor Terranova's comments about the tragic school shooting on February 14, 2018. She noted that it is weighing heavily on her mind and called for community action in order to keep our own Windsor residents safe.

Councilor Tustin - None

Deputy Mayor Terranova acknowledged work that the Human Relations Commission has done to recognize black history month. She added that there is one more event coming up, Black History Jeopardy, this Friday, February 23, 2018 at 6:00 P.M. at Town Hall.

Councilor Jepsen - None

Mayor Trinks thanked Boy Scout Troop 149 for being in attendance and for everything they do for the town. He added that the Windsor Police Cadets are hosting a spaghetti supper at Trinity Church on Park Avenue this Saturday, February 24th.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor O'Reilly reported that the committee met on the previous Monday and interviewed candidates for various boards and commissions. Details will be discussed later tonight during agenda item 13.

Health & Safety Committee – Councilor Jenkins reported that the committee met about the radio system replacement, new food health codes being adopted, and the quarterly traffic stop reports. The current radio system is obsolete, inadequate, and is not serving the community as it should be. Later tonight a plan of action will be proposed for replacing the system. The new food health code has been passed down by the state and must be adopted by July 1, 2018. New costs are similar to what they are now with some small modifications in pricing. Councilor Jenkins also reported that Windsor has dropped off of Central Connecticut State University's radar in terms of racial disparities among its traffic stops.

Finance Committee – Deputy Mayor Terranova reported that the Finance Committee will be meeting in mid-March.

Special Projects Committee - None

Town Improvements Committee – None

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

- a) Approve expenditure of \$40,000 for improvements to public safety radio system

MOVED by Councilor Jepsen, seconded by Councilor Tustin to approve the use of \$40,000 from the Police Department's FY 2018 budget appropriation to fund leasing of radio communication equipment.

Police Captain Tom Lepore reported that a review was completed by TUSA Consulting in July 2016 and that they found the current radio system to be obsolete. Replacement parts were an option but they are no longer manufactured. The majority of communication is done by portable radios and there are many dead zones, especially on the north side of town. A new system would be a significant undertaking and would require a 12-18 month timeline. This timeline does not fix immediate, current issues. To address immediate issues, the town has identified a short-term solution. A radio channel can be leased to be used for police communications and can be used while the new system is being implemented. The cost for the interim channel would be a \$40,000 payment up front with a monthly payment of \$1,000.

Councilor Govoni added that the outdated system also affects the volunteer firefighters, public works, and community as a whole.

Councilor McAuliffe asked if the interim system will be a good solution and what the timeline will be for that. Captain Lepore answered that it would be a good temporary solution and they would need the interim system for approximately 18 months until the new system is working smoothly.

Town Manager Souza clarified that it would be 18 months from the Council's approval of funding. Migration to a digital system is a large undertaking both financially and logistically.

Councilor Jepsen asked why leasing the bandwidth is the best option and wonders if there is some other frequency that can be used. Fire Administrator Paul Goldberg responded that to get a clear frequency, a brand new channel would need to be leased. He also noted that the cost is primarily for the use of the equipment.

Councilor Jepsen remembered voting to replace the system 15 years ago and wonders what guarantee there is that the town will not be in the same boat in another 15 years. Town Manager Souza replied that technology has changed a lot in the past two decades and that there has been a shift to digital communication. These changes and concerns about shifting technology is exactly why a consultant was brought on to evaluate system and help with the process. The consultant proposed a new system that would be in the 700-800 megahertz frequency, which is the newer generation of the P25 technology. Caution and scrutiny is being used in the decision-making process to avoid the new system being antiquated quickly. It is a multi-million dollar request and there have been many consults and advice received from other communities.

Councilor Jepsen advised that the town should be going in on this system with other towns to share the cost. Town Manager Souza clarified that one vendor provides a scalable situation and one does not.

Councilor Govoni spoke highly of the presentation on the new system that the Health and Safety Committee received. He also clarified that if the town goes digital, upgrades will be much easier and will not need a complete overhaul to be upgraded.

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

b) Approve price guide amendments for food establishment permits

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the proposed amendments to the Food Service Establishment Price Guide be adopted as presented and be effective July 1, 2018.

Dr. Michael Pepe, Director of Health Services, presented an overview of the changes as follows:

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. 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. 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).

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.

Councilor Jepsen asked if establishments would be required to post their scores on the door of their business. Dr. Pepe responded that with the new system, numerical scores will not be given, so that will not be allowed.

Councilor Jepsen noted that the proposed fees are lower than surrounding towns and asked if they will increase in the near future. Dr. Pepe responded that it is not their intent to raise fees, just simply to strike a balance between costs and fees.

Mayor Trinks highlighted that the new system focuses on educating the public on safety standards rather than just taking points away.

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

c) Amend Personnel Rules

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the Town Council approve the amendment to the Town of Windsor Personnel Rules as attached.

Amelia Bliss, Director of Human Resources, presented the following amendments to the personnel rules:

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

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

There were no questions or comments from the Council.

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

- d) Introduce funding authorization for the purchase of 147 Pigeon Hill Road and 72 Mack Street for open space preservation

RESOLVED by Councilor Jepsen, seconded by Councilor McAuliffe 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.

Town Manager Peter Souza presented the following information regarding the request:

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.

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.

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.

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

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.

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 a lease and/or payment in lieu of taxes agreements.

Mayor Trinks expressed the value of the acquisition and the excitement it has created in the community. He thanked everyone involved and said he couldn't support it enough.

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

- 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 an \$1.086M open space grant for said acquisition

MOVED by Councilor Jepsen, seconded by Councilor Tustin, to set a Special Town meeting on 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.

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

- 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."

RESOLVED by Councilor Jepsen, seconded by Councilor McAuliffe 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.

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

MOVED by Councilor Jepsen, seconded by Councilor Tustin 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.'

Robert Jarvis, Director of Public Works/Town Engineer gave the following overview of the request:

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.

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.

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

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

- g) Set a Public Hearing for March 5, 2018 at 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.'

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to set a Public Hearing for March 5, 2018 at 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.'

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

- h) Approve waiving of bidding procedures for town hall Interior Renovations Project – Phase III

MOVED by Councilor Jepsen, seconded by Councilor Tustin, 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.

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

- 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.'

RESOLVED by Councilor Jepsen, seconded by Councilor McAuliffe 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.

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

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe 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.'

Robert Jarvis, Director of Public Works/Town Engineer presented the following:

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.

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.

Councilor McAuliffe asked how long the fields would be unavailable while work is being done. Mr. Jarvis responded that the scope of work is different for each field. The varsity baseball field will see little disruption in play and other fields may be closed for most of the year. There have been conversations with athletic director and they would be willing to make alternate arrangements.

Councilor Jepsen asked if the adult league that uses the field is aware of the work to be done. Town Manager Souza replied that the public hearing will be available to open up this discussion and that the adult league's earlier games can relocate to LP Wilson. The later games that normally play under the lights would not be able to be accommodated during these two seasons.

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

- 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.'

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, to set a Public Hearing for March 5, 2018 at 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.'

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

- 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.'

RESOLVED by Councilor Jepsen, seconded by Councilor Tustin 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.

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

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, to introduce a bond ordinance entitled, 'AN ORDINANCE APPROPRIATING \$700,000 FOR COSTS IN CONNECTION WITH STREETLIGHT REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$700,00 BONDS AND NOTES TO FINANCE THE APPROPRIATION.'

Robert Jarvis, Director of Public Works/Town Engineer gave the following presentation:

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.

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.

Councilor Jepsen asked if this project was bid out and who oversees the project. Mr. Jarvis replied that the project was competitively bid and it is overseen by engineering and public works.

Councilor Jepsen asked if the streetlights were metered. Mr. Jarvis responded that some are metered and some are not--there are a combination of two or three different rates. Town Manager Souza added that the cost for powering the lights was looked into two years ago and he believes it would take 8-10 years for payback if going with LED bulbs. Payback would be even longer with the fixtures owned by Eversource.

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

- 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.'

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, to 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.'

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

- 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.'

RESOLVED by Councilor Jepsen, seconded by Councilor Jenkins, 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.

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

MOVED by Councilor Jepsen, seconded by Councilor Jenkins 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.'

Robert Jarvis, Director of Public Works/Town Engineer gave the following overview of the request:

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.

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 Department of Energy & Environmental Protection'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 the Department

of Public Works (DPW) staff to complete a variety of outfall improvements and detention basin improvements throughout town.

Councilor Jepsen recalled Decker's Brook needing more maintenance and asks for clarification about the scope of the work. Mr. Jarvis answered that there have been projects to remove sediment and vegetation from the brook and that the concrete has deteriorated in some areas. This funding specifically would allow the town to proceed in its maintenance of the channel. This may include renting equipment to clean it and to complete concrete repairs. It will be done little by little. The intent is to improve more going forward. As there is no part of the structure that is failing, most repairs are in the open channel area.

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

- 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.'

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to Set a Public Hearing for March 5, 2018 at 7:20 PM to hear comments on 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.'

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

13) RESIGNATIONS AND APPOINTMENTS

Councilor O'Reilly reported that the Personnel Committee did meet to interview and appoint six candidates. He referred the council to their attached information.

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the February 5, 2018 Public Hearing

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, to approve the unapproved minutes of the February 5, 2018 Public Hearing as presented.

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

- a) Minutes of the February 5, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, to approve the unapproved minutes of the February 5, 2018 Regular Town Council meeting as presented.

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

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

16) EXECUTIVE SESSION - None

17) ADJOURNMENT

MOVED by Councilor O'Reilly, seconded by Councilor Tustin to adjourn the meeting at 9:10 P.M.

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

Respectfully Submitted,

Erin Rand
Clerk of the Council