

**TOWN COUNCIL  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
FEBRUARY 20, 2018  
Regular Town Council Meeting  
APPROVED 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 23<sup>rd</sup>. 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 5<sup>th</sup>. 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 27<sup>th</sup>. 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