



# *Council Agenda*

**Council Chambers  
Windsor Town Hall  
March 19, 2018**



## **7:20 PM Public Hearing**

To hear public comment on the following:

- An ordinance appropriating \$75,000 for costs in connection with replacement of a filtration system at Welch Pool
- An ordinance appropriating \$320,000 for costs in connection with Oliver Ellsworth School HVAC improvements

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

1. ROLL CALL
2. PRAYER – Councilor Wilkos
3. PLEDGE OF ALLEGIANCE – Councilor Wilkos
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Public Building Commission
  - b) Board of Ethics
  - c) Metropolitan District Commission
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 \$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)



- b) \*Approve 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)

## 12. NEW BUSINESS

- a) \*Introduce and approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,735,000 FOR COSTS IN CONNECTION WITH THE JOHN F. KENNEDY SCHOOL HVAC IMPROVEMENTS PROJECT; AND AUTHORIZING THE ISSUE OF \$2,735,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- b) \*Set a Special Town Meeting for April 2, 2018 at 6:30 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,735,000 FOR COSTS IN CONNECTION WITH THE JOHN F. KENNEDY SCHOOL HVAC IMPROVEMENTS PROJECT; AND AUTHORIZING THE ISSUE OF \$2,735,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- c) \*Approve an appropriation of \$50,000 from the Capital Projects Fund for design services related to the Town Hall Portico Restoration project (Town Manager)
- d) \*Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$215,000 FOR COSTS IN CONNECTION WITH THE FIRE AND SECURITY SYSTEMS UPGRADES PROJECT PHASE 1; AND AUTHORIZING THE ISSUE OF \$215,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- e) \*Set a Public Hearing for April 2, 2018 at 7:20 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$215,000 FOR COSTS IN CONNECTION WITH THE FIRE AND SECURITY SYSTEMS UPGRADES PROJECT PHASE 1; AND AUTHORIZING THE ISSUE OF \$215,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- f) \*Auditor Selection for Fiscal Years 2018, 2019 and 2020 (Deputy Mayor Terranova)
- g) Authorize settlement in Radke vs. Town of Windsor worker's compensation case. (Town Manager)

## 13. \*RESIGNATIONS AND APPOINTMENTS

## 14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the March 5, 2018 Public Hearing
- b) \*Minutes of the March 5, 2018 Regular Town Council Meeting



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15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Strategy and negotiations with respect to pending claims and litigation
- b) Discussion of the selection of a site or a lease, sale or purchase of real estate

17. ADJOURNMENT


★Back-up included

## Agenda Item Summary

Date: March 19, 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
<u>Bonding</u>	<u>\$1,110</u>
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) Approve a Bond Ordinance

**“MOVE to approve 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.”**

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	<u>3/5/18</u>
Public Hearing Advertised	<u>3/9/18</u>
Public Hearing	<u>3/19/18</u>
Adopted	_____
Advertised	_____
Effective Date	_____

## Agenda Item Summary

Date: March 19, 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

### 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.

### Discussion/Analysis

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 that 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.

### 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) Approve a Bond Ordinance

**“MOVE to approve 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.”**

Attachments

Ordinance

**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	_____ 3/9/18
Public Hearing	_____ 3/19/18
Adopted	_____
Advertised	_____
Effective Date	_____

## Agenda Item Summary

Date: March 19, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Bond Ordinance for JFK Elementary School HVAC Replacement Project and Set Special Town Meeting

### Background

In August 2017, the Town Council approved funding for the design of the replacement of and improvements to the heating, ventilation and air conditioning (HVAC) system and related equipment at JFK Elementary School. The school was originally constructed in 1965, with an addition added in 1988.

The design has been completed and approved by the Public Building Commission. The construction phase of the project is included in the Capital Improvements Program (CIP) for FY 2018 with a preliminary estimated cost of \$2,500,000.

The purpose of this agenda item is to request project funding authorization for construction. Per the *Town Charter*, a Special Town Meeting is required as the requested appropriation is greater than 2% of the FY 18 tax levy. Staff is requesting project authorization be considered the first week of April to ensure that work can be scheduled, started and substantially completed during this summer season while school is out of session.

### Discussion/Analysis

JFK Elementary School is heated by two boilers and pump sets that are original to the building. Testing has detected deterioration and leakage in both boilers. The unit ventilators, fan coil units, and air handling units located in classrooms, administration, and the all-purpose room will be replaced to include air conditioning coils.

The design improvements include new high-efficient, low-condensing heating boilers with variable speed distribution pumps and a new high-efficiency variable refrigerant flow (VRF) air conditioning system.

The existing original pneumatic controls are to be replaced with an automated direct digital control (DDC) system, which will manage the systems more efficiently and reduce annual operating costs.

This project was recently bid. The work included the base bid or replacement of the heating system and other related improvements. An alternate bid item included the installation of air conditioning in the school. The low bid for both the base contract and the add-alternate was

\$2,789,000. The contractor and engineer have conducted a value engineering process to reduce expenses as well as offered several possible areas where air conditioning could be omitted from the contract scope to reduce the overall project cost. The suggested scope reductions included the hallways, gymnasium, kitchen area and large multi-purpose room.

After review by the Public Building Commission and discussions with the Board of Education staff, the proposed project scope includes air conditioning the large multi-purpose room, but not the hallways, gymnasium, and kitchen area.

Through value engineering and a reduction in the scope of the air conditioning improvements, the current cost estimate, including contingency and bond issuance cost, is \$2,735,000. Should funding be approved, it is anticipated the project would be constructed this summer during the school vacation.

#### Financial Impact

This project is in the Capital Improvements Program (CIP) for the current fiscal year at an estimated cost of \$2,500,000. Based on actual bid results and scope adjustments, the total project cost is \$2,735,000, including contingency and bond issuance expenses.

The estimated cost for the project is as follows:

Construction	\$2,498,000
Commissioning	30,000
Abatement Services	55,000
Contingency	129,150
Bonding	<u>22,850</u>
Total	\$2,735,000

Based on a 15 year term at a 2.95% interest rate, the average annual debt service is estimated to be \$225,000, which is approximately \$20,000 greater than the preliminary projection.

#### Other Board Action

The Public Building Commission has reviewed the revised project scope and cost estimates. They voted to recommend moving forward with the project at a \$2.7M funding authorization including construction, asbestos abatement, commissioning and a project contingency.

#### 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 bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$2,735,000 FOR COSTS IN CONNECTION WITH THE JOHN F. KENNEDY SCHOOL HVAC IMPROVEMENTS PROJECT; AND AUTHORIZING THE ISSUE OF \$2,735,000 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 and Approve a Bond Ordinance

**“MOVE to introduce and approve a bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$2,735,000 FOR COSTS IN CONNECTION WITH THE JOHN F. KENNEDY SCHOOL HVAC IMPROVEMENTS PROJECT; AND AUTHORIZING THE ISSUE OF \$2,735,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”**

**ITEM 12 b** - Set Special Town Meeting

**“RESOLVED, that a Special Town Meeting be set for April 2, 2018 at 6:30 p.m. (prevailing time) at the Council Chambers of the Windsor Town Hall, to approve or disapprove an ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$2,735,000 FOR COSTS IN CONNECTION WITH THE JOHN F. KENNEDY SCHOOL HVAC IMPROVEMENTS PROJECT; AND AUTHORIZING THE ISSUE OF \$2,735,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’, which ordinance the Town Council recommends be approved”**

**And**

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

**Attachments**

Bond Ordinance

**AN ORDINANCE APPROPRIATING \$2,735,000 FOR COSTS IN CONNECTION WITH THE JOHN F. KENNEDY SCHOOL HVAC IMPROVEMENTS PROJECT; AND AUTHORIZING THE ISSUE OF \$2,735,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO MILLION SEVEN HUNDRED THIRTY FIVE THOUSAND DOLLARS (\$2,735,000) for costs in connection with John F. Kennedy School HVAC Improvements Project, including improvements to the existing HVAC systems including replacement of boilers, heating pumps, ventilation fans, unit ventilators and unit heaters; installation of new DDC controls, roof top units, new air conditioning equipment, electrical system upgrades, 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 shall be authorized to determine the scope and particulars of the project and may reduce or modify the project scope.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO MILLION SEVEN HUNDRED THIRTY FIVE THOUSAND DOLLARS (\$2,735,000) to finance the appropriation for the project. 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 for the project. The amount of the notes outstanding at any time shall not exceed TWO MILLION SEVEN HUNDRED THIRTY FIVE THOUSAND DOLLARS (\$2,735,000). 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 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 Board of Education, the Public Building Commission, 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.

Section 8. That the ordinance shall become effective upon its approval at a Special Town Meeting, in accordance with Section 9-3 of the Windsor Town Charter.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Bond Counsel

**ATTEST:**

\_\_\_\_\_  
Town Clerk

Distributed to Town Council	_____ 3/5/18
Special Town Meeting Advertised	_____
Special Meeting	_____
Adopted	_____
Advertised	_____
Effective Date	_____




## **Agenda Item Summary**

Date: March 19, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Funding request for the design of Town Hall portico restoration

### Background

The purpose of this project is to implement design improvements toward the restoration of structural and aesthetic elements of the Town Hall portico. Decades of freeze thaw cycles have caused failures to exposed elements of the portico.

### Discussion/Analysis

The portico columns have significant cracking at their bases and surface spalling. The railings are showing signs of deterioration in several locations. Numerous mortar joints have failed and need to be replaced. The bluestone decking needs a complete replacement to help prevent water from entering the records archive space located below the portico area. The limestone on the building needs to be properly washed and sealed to prevent water intrusion. The structural integrity of the portico will also be inspected as part of the design phase.

The design work will address resolution and or replacement of the limestone failures, replacement of decking, structural analysis, preparation of the final design for portico repairs, and developing an updated cost estimate for the project.

Field evaluations, assessments, preliminary design and cost estimates would be undertaken by the end of April to allow for project funding to be requested in May. Final design and contractor solicitation would follow. Project construction would be anticipated to occur in mid to late summer into the fall.

### Financial Impact

The total estimated cost for the design is not to exceed \$50,000. It is recommended that \$50,000 be authorized from the Capital Projects Fund. The FY 18 Capital Improvements Plan has \$750,000 allocated in bonding for the construction phase of the project.

### Other Board Action

Interviews with qualified consultants have taken place and the Public Building Commission has selected a firm to perform the design of the improvements. Fee negotiations with the consultant is in its final stages.

Recommendations

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

**“MOVE to approve an appropriation of \$50,000 from the Capital Projects Fund Assigned Fund Balance for design of the Town Hall Portico Restoration project.”**

Attachments

Portico Photographs

**Certification**

I hereby certify \$50,000 in funds is available in the Capital Projects Fund for the above appropriation.

  
James Bourke  
Finance Director





COLUMN BASE





RAILING BASE





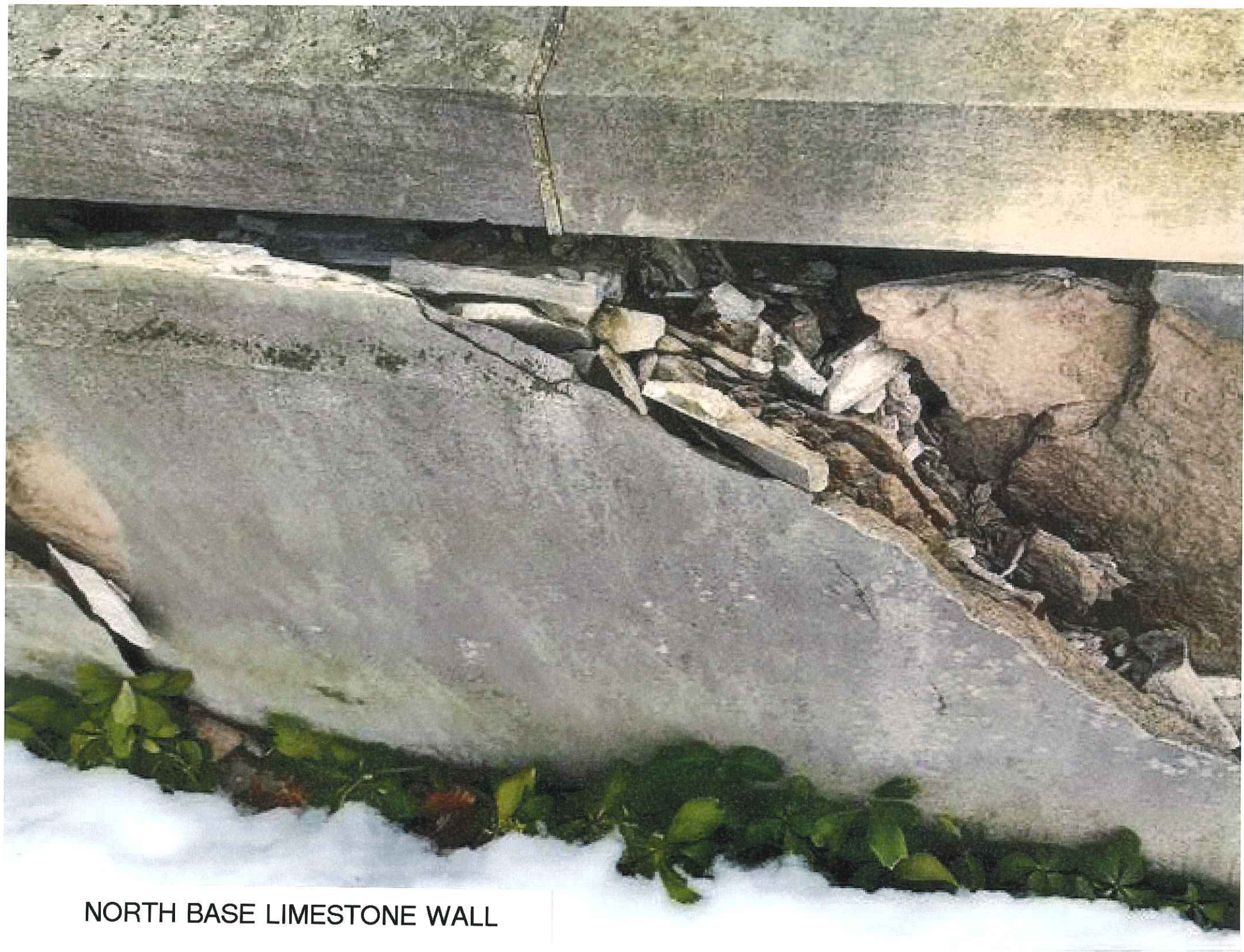
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RAILING BASE





NORTH BASE LIMESTONE WALL





NORTH BASE LIMESTONE WALL






SOUTH STAIRWELL WELL

## Agenda Item Summary

Date: March 19, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Introduction of a Bond Ordinance for Replacement of Fire Alarm and Security Systems at Town Buildings

### Background

This multi-phased project will include the replacement of fire alarm panels and security systems in town buildings. The existing systems are outdated and replacement parts are no longer available. These systems protect town buildings from fire and unwanted intrusions. The new systems will bring the affected buildings into compliance with the appropriate building code standards.

### Discussion/Analysis

The existing fire alarm and security panels have become problematic with failures of the power supply boards and other devices creating “trouble signals” to the main panel. The individual components could fail on these boards and can no longer be replaced. The only viable option is to replace the main panels. The new fire alarm systems will be fully addressable and monitored by the Town’s current provider, which is Siemens.

The town buildings involved in this project have the oldest fire alarm systems of the buildings considered in this project: Milo Peck Center, the Sill House, and 330 Windsor Avenue Community Center.

### Financial Impact

Phase one of the multi-year project is in the Capital Improvements Program (CIP) for the current fiscal year. Total phase one project costs are estimated to be \$215,000, including contingency. The estimated costs for the project are as follows:

Construction	\$ 195,000
Bonding	5,000
Contingency	15,000
Total	\$ 215,000

### Other Board Action

The Public Building Commission (PBC) would be assigned to oversee and manage this project, should funding approval be received.



### 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 bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$215,000 FOR COSTS IN CONNECTION WITH THE FIRE AND SECURITY SYSTEM UPGRADES PROJECT PHASE I; AND AUTHORIZING THE ISSUE OF \$215,000 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) Introduction of the Bond Ordinance

**“MOVE to introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$215,000 FOR COSTS IN CONNECTION WITH THE FIRE AND SECURITY SYSTEM UPGRADES PROJECT PHASE I; AND AUTHORIZING THE ISSUE OF \$215,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”**

#### 3) Schedule a Public Hearing

**“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on April 2, 2018 at 7:20 p.m. (prevailing time) on the following ordinance entitled, “AN ORDINANCE APPROPRIATING \$215,000 FOR COSTS IN CONNECTION WITH THE FIRE AND SECURITY SYSTEM UPGRADES PROJECT PHASE I; AND AUTHORIZING THE ISSUE OF \$215,000 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 \$215,000 FOR COSTS IN CONNECTION WITH THE FIRE AND SECURITY SYSTEM UPGRADES PROJECT PHASE I; AND AUTHORIZING THE ISSUE OF \$215,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED FIFTEEN THOUSAND DOLLARS (\$215,000) for costs in connection with Fire and Security System Upgrades Project Phase I, consisting of replacement of and upgrades to fire alarm control panels and security systems panels in various Town buildings, upgrades to addressable type fire system devices and surveillance systems, 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 FIFTEEN THOUSAND DOLLARS (\$215,000) 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 FIFTEEN THOUSAND DOLLARS (\$215,000). 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

\_\_\_\_\_  
3/19/18

Public Hearing Advertised

Public Hearing

Adopted

Advertised


Effective Date

## Agenda Item Summary

Date: March 19, 2018

To: Honorable Mayor and Members of the Town Council

Prepared by: Jim Bourke, Finance Director

Reviewed by: Peter Souza, Town Manager 

Subject: Appointment of Independent Auditor

### Background

The Town Council is responsible for selecting the professional accounting firm that will perform the annual audit of the town's financial records. The primary purpose of an annual audit is to express an opinion on the general purpose financial statements taken as a whole as to whether they accurately reflect the organization's activities. The secondary purpose of an audit is proper utilization of the management letter to facilitate general improvements in accounting and reporting practices.

### Discussion/Analysis

A request for proposals (RFP) for auditing services was distributed on January 10, 2018 with responses due on February 8, 2018. A legal ad was published in the Hartford Courant on January 10, 2018. The RFP was posted on the Town's website and notice of it was placed on the Connecticut Government Finance Officers Association (CT-GFOA) message board. Consultants such as auditors, actuaries and financial advisors are members of CT-GFOA and receive emails directly whenever there is a post on this message board. In addition to these efforts, electronic copies were emailed to the firms who bid on the town's RFP in 2014.

The town received one (1) proposal from RSM US LLP, our current auditor. An inquiry was made to other Connecticut towns who recently conducted RFPs for audit services and it was determined that some of these towns had similar results.

### Financial Impact

The three year fee schedule from RSM US LLP consists of an average increase of approximately 3.5% annually. The agreement includes optional annual extensions for two additional years that are subject to an annual review and recommendation of the Finance Committee, the satisfactory negotiation of terms (including a price acceptable to both the Town of Windsor and RSM US LLP) and the concurrence of the Town Council.

### Other Board Action

The Finance Committee met on March 14<sup>th</sup> and voted to recommend that the Town Council appoint RSM US LLP as the town auditors to carry out the annual financial audit of the Town of Windsor for fiscal years 2018 through 2020.

### Recommendations

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

**“MOVE to appoint the firm of RSM US LLP as the Town Auditors to carry out the annual financial audit of the Town of Windsor for fiscal years 2018, 2019, and 2020.”**

**Town Council  
Resignations/Appointments/Reappointments  
March 19, 2018**

**Resignations**

None

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

None

**Names submitted for consideration of appointment**

None

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

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

The Public Hearing was called to order at 7:20 P.M. by Mayor Trinks.

Present were: Mayor Donald Trinks, Councilor James Govoni, Councilor Donald Jepsen, Councilor Jill Jenkins, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Deputy Mayor Jody Terranova, Councilor Michael Tustin and Councilor Kenneth Wilkos  
Mayor Trinks read aloud the notice of public hearing to hear public comment on:

- 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

**2) PUBLIC COMMENT**

Darlene Klase, 318 Hitching Post Lane, expressed her support for improvements to the Windsor High School East Fields.

TJ Barressi, 10 Lighthouse Hill Road, expressed his support for improvements to the Windsor High School East Field. He believes that these improvements will provide safer environments for the players and beautify the campus. These changes may also encourage new players to join, which could increase academic performance and provide college scholarships to more students.

**3) ADJOURNMENT**

Mayor Trinks declared the Public Hearing closed at 7:24 p.m.

Respectfully Submitted,

Erin Rand  
Clerk of the Town Council



**TOWN COUNCIL  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
MARCH 5, 2018  
Regular Town Council Meeting  
UNAPPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:32 P.M.

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

**2) PRAYER**

Councilor Tustin led the group in prayer.

**3) PLEDGE OF ALLEGIANCE**

Councilor Tustin led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS - None**

**5) PUBLIC COMMENTS AND PETITIONS**

Darleen Klase, 318 Hitching Post Lane, asked the Council to move evening adult softball games from the field so that the fields were only available to the high school team during the season. She also requested that an evaluation be done of security in town buildings, specifically in schools.

TJ Barressi, 10 Lighthouse Hill Road, spoke in a previous meeting about the adult softball league. He noted that adult leagues cannot play on a field with a fence, but players could benefit from having a fence, so allowing adult leagues to play here can negatively affect player statistics. These statistics are especially important when applying to colleges.

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

**a) Board of Education (BOE)**

Maryam Khan, BOE Secretary, reported that the BOE unanimously passed their budget 9-0 on February 21, 2018. The approved budget reflects a proposed 2.37% increase. The BOE considered alternative scenarios but ultimately, the Superintendent's budget was passed unanimously.

Ms Khan stated that the school administration has been reviewing safety procedures and infrastructure at the buildings. The schools are conducting additional lockdowns and protocols have been tested. Time and funding will continue to be invested to make schools safer. She added that task forces are being created with a goal of developing recommendations about the school climate, which will be brought forth to the BOE by internal and external stakeholders. These task forces would meet and recommendations would be due by May 29, 2018 and presented to the Board at their June 19, 2018 meeting.

Councilor O'Reilly asked if the current budget supports SAT preparation programs. Dr. Cooke replied that yes, in addition to the current prep courses on Saturdays and after school, the new budget provides an additional math teacher to the high school for two additional courses during school hours for SAT preparation. There have been three years of increases in SAT scores and 85% of students used to take the SATs, now 97% of students take them.

Councilor O'Reilly asked if there are any planned walkouts in response to the school shooting in Parkland, FL. Dr. Cooke replied that the students are having an open dialogue with Principal Osunde to plan an event.

Councilor Jenkins asked if the budget includes summer school. Ms. Khan replied that the budget does include summer school but the format is different. It will be offered online so that students may participate remotely. The previous model was for four days a week for five weeks and reached about 90 students. The new model stretches the program throughout the entire summer, can reach about 150 students, and saves money.

Councilor Jenkins asked if the science teacher position returned from last year. Dr. Cooke replied that it did not return in this budget. He added that in grades 3-5, the schools are moving toward more of a STEM model where students have two teachers: one primarily teaching math and science, one teaching language arts and social studies. Councilor Jenkins thanked Dr. Cooke for his forward thinking and creativity.

Councilor O'Reilly asked if all nine members of the BOE voted to approve the budget. Dr. Cooke and Ms. Khan both replied that yes, all nine did.

Dr. Cooke expressed his support of the softball field renovations.

b) Board of Ethics - None

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

### **Summer Camp Registration**

Just a reminder. Now's the time to register children for a variety of summer camps and programs offered by the town. Both the Northwest Park Summer Nature Camp and the Recreation Department's Summer Fun Camp are accepting registrations for their weekly camp offerings. Registration is easy and can be completed online by going to the Recreation Department link on the town's website at [townofwindsorct.com](http://townofwindsorct.com).

There are summer camp programs offered at the Discovery Center on Palisado Ave at the Milo Peck Center as well. These are for Pre-K through elementary school aged children. The school district also has summer programs through the summer activities through their Treehouse program. For more information go to:

<http://www.windsorct.org/office-of-family-and-community-partnership-6c5f9e68>

#### **“Money Matters” Youth Summit**

The Youth Services Bureau is hosting a “Money Matters” Youth Summit for Windsor teens ages 14-18 on Saturday, March 24, 2018 from 10:00 AM to 3:00 PM. The program will be held at the 330 Windsor Avenue Community Center. Money Matters will feature interactive workshops exploring banking, loans, and understanding your paycheck and taxes. This conference will include a free lunch, door prizes, giveaways and many take home lessons about how to manage your money. This program is free and registration is limited to the first 70 people. For more information call 860-285-1990.

#### **Amtrak track work**

Amtrak has work scheduled at the grade crossings in Windsor which will require road closures as follows:

- East Barber St – from 6:00 pm Monday 3/12 to 6:00 pm Tuesday 3/13
- Island Road – from 6:00 pm Monday 3/19 to 6:00 pm Tuesday 3/20
- Central Street - from 6:00 pm Monday 3/26 to 6:00 pm Tuesday 3/27

These time frames are approximate and dates may be subject to change. Amtrak will keep us informed of any new developments.

#### **Bradley International Airport Easement Acquisition Project**

The CT Airport Authority (CAA) is currently completing a project to remove tree obstructions to the runway approaches per FAA regulations. The CAA is proceeding with the next phase of the program which will consist of acquiring easements from private properties to remove certain trees which ‘penetrate’ the regulated airspace for aircraft landing and departing at the airport. This process, including the tree removal, is expected to take several months.

#### **East Street Water Main Replacement**

The MDC will be replacing its old 3” water main in East Street, from Clubhouse to Pleasant. (NOTE: all other water lines in the area are 8” dia. minimum). MDC will also add 1 hydrant and replace another hydrant in that area. The majority of work is expected to commence in early April and last 4-6 weeks. Prior to replacing the water main, MDC will be performing work on service lines to individual properties. They will be using the Town’s parcel of land just north of 124 East Street as a staging area. They will restore the area after they have completed their work.

#### **Tree Removal – Palisado Green**

As you may know, over the past several years Eversource has been performing scheduled maintenance tree trimming on a regular basis to help insure that their electrical service is not interrupted by falling limbs or trees. They also perform enhanced tree

trimming work to protect the "backbone" of the distribution system. This enhanced clearing has more stringent clearing requirements to protect these major systems. The electrical line along Palisado Avenue, in the area of the green, is a part of the backbone of the distribution system.

Eversource's certified arborists designated the recently-removed trees on the green as potential hazards to their distribution facility, due to their age and the decay present in the trees. Since the trees were over 18" in diameter, the Town Forester and I were made aware of Eversource's desire to remove the trees. The Town Forester considered several other factors in his concurrence with the arborist's recommendation, including potential for injury to motorists and pedestrians, the proximity of early child schools, places of worship and historical monuments. After consideration of these factors, the Town Forester and I signed off on their removal.

Public Works will be planting suitable replacement trees in the very near future. We have identified and tagged three 4 ½" diameter sugar maples at a local nursery for replacement of the fallen trees.

Councilor Wilkos asked about the logistics of the tree removal program and noted that there have been tree trunks on properties for numerous months. Town Manager Souza replied that there is a 30 day window in which the cut trees are supposed to be removed from the properties.

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

Councilor O'Reilly - None

Councilor Wilkos commented on the woman who spoke during the public hearing and stated that all of the council members were made aware of the situation and that there were steps being taken to rectify the situation.

Councilor Govoni reminded citizens that this weekend we move the clock ahead and it's a good time to change batteries in CO2 detectors and smoke detectors. He also remarked on the woman who spoke at the public hearing earlier and noted that councilors were not allowed to respond to the citizen about a subject other than those related to the public hearing. She was invited to present her issue during the regular meeting but did not do so.

Councilor McAuliffe attended a session regarding the Mill Brook Golf Course plan and said it was a packed house and that he thought it was a great session. Wednesday there will be another informational session for the public. He reminded citizens that spring is around the corner and that it is time to register children for little league. Registration can be found at [windsorll.com](http://windsorll.com).

Councilor Jenkins commented on the citizen who came forward to ask about a safety review on public property and asked councilors to take this request seriously. Students are planning a walkout and responding out of fear. She invited all of the other council

members to have a conversation regarding safety. She believes in being proactive. There are building assessments in place, but it deserves a second look.

Town Manager Souza responded by saying that he would be willing to meet with the superintendent and his staff regarding building security.

Councilor Tustin - None

Deputy Mayor Terranova - None

Councilor Jepsen remarked on the Shad Derby Gala and said that it was a great time. Councilor Jenkins thanked Gary Dowgewicz and his team for transforming the room for the event.

Mayor Trinks - None

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

Personnel Committee – Councilor O'Reilly reported the committee made some recommendations for appointments and reappointments and that it will be covered during agenda item 13.

Health & Safety Committee – Councilor Jenkins reported that the committee has not met but that they have a new agenda item to discuss and will be meeting soon.

Finance Committee – Deputy Mayor Terranova reported that the Finance Committee will meet next week about the budget, multi-year forecast, Department of Public Works consultant's report, and a new auditor contract.

Special Projects Committee - None

Town Improvements Committee – None

## **10) ORDINANCES - None**

## **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."

RESOLVED by Councilor Jepsen, seconded by Councilor Jenkins 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 9-0-0

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe 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."

Motion Passed 9-0-0

- 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."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova 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 9-0-0

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe 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."

Motion Passed 9-0-0

- 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."

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 9-0-0

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe 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."

Councilor Govoni thanked the residents that came out to give insight about the field renovations.

Councilor Jenkins echoed Councilor Govoni's statement and called the work an investment in our students.

Councilor Jepsen noted that upon completion, these fields will not be in use for 18 months.

Motion Passed 9-0-0

- 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."

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 9-0-0

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe 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."

Motion Passed 9-0-0

## 12) NEW BUSINESS

- a) Receive memorandum from Board of Education relative to Public Act 13-60

Town Manager Souza gave an overview of the request as follows:

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.

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.

Councilor Jepsen noted that the conclusion consistently reached is that this money is necessary to make things run smoothly and that there is not a lot of money to consolidate.

Deputy Mayor Terranova did not foresee making any changes to the plan and thinks it would be fine to settle it this evening.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to accept the memorandum from the Board of Education on Public Act No. 13-60 and recommend no changes and empower the Town Manager to report to the Board of Education.

Motion Passed 9-0-0

- 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.'

RESOLVED by Councilor Jepsen, seconded by Councilor Jenkins 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 attending this meeting and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Councilor Jenkins 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.”

Town Manager Souza introduced Danielle Batchelder, Director of Business Services, and Superintendent Dr. Craig Cooke.

Danielle Batchelder gave the following overview of the project:

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.

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.

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.

Ms. Batchelder reported that they are just waiting for the contract to be signed by Eversource after they conduct their own audit of the buildings.

Councilor Jepsen asked when the rebate will be returned to the General Fund. Ms. Batchelder responded that work could be done after hours if need be, but presumes the rebate would come in during Fall 2018.

Councilor Wilkos supported combining these projects for financial and economical reasons. General Fund dollars are being used for multiple projects but the number should be just about 18%, which is right around where we should be even without the money rebated before the end of the fiscal year.

Motion Passed 9-0-0

- 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."

RESOLVED by Councilor Jepsen, seconded by Councilor McAuliffe 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.

Motion Passed 9-0-0

- d) Authorize the Elementary School LED Lighting project and approve a \$322,500 appropriation from the General Fund Unassigned Fund Balance

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, that \$322,500 be appropriated from the General Fund Unassigned Fund Balance to fund the Elementary School LED lighting project.

Motion Passed 9-0-0

- 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 the State of Connecticut to receive a \$1,736,220 grant for said project

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, that the Day Hill Road Reconstruction, Marshall Phelps Road to Northfield Drive, project be approved and the acceptance and expenditures 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.

Bob Jarvis gave an overview of the project as follows:

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 Govoni asked what the distance is for the project. Mr. Jarvis reported that it is about 2,300 feet.

Councilors discussed the logistics of using money from the state and who would be doing the inspections. Mr. Jarvis replied that the town will oversee the project and that the state has little involvement.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to place the just passed resolution on the Special Town Meeting of March 19, 2018 at 7:00 p.m. for consideration and approval.

Motion Passed 9-0-0

- 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

See item 12 (e)

- 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.'

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 \$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.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe 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.'

Paul Norris, Director of Recreation and Leisure Services, gave an overview of the request as follows:

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.

Councilor Govoni asked about design and storage elements. Mr. Norris responded it is with the plans.

Councilor Jepsen asked about the financing options. Town Manager Souza responded that they look at finance options on a larger scale and will perhaps pay certain things off sooner, but money could also be used from the General Fund if the Council chose not to borrow the money in the term suggested.

Motion Passed 9-0-0

- 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.'**

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, to set a Public Hearing for March 19, 2018 at 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.'

Motion Passed 9-0-0

**13) RESIGNATIONS AND APPOINTMENTS**

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen, to:

- a) 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) APPOINT Sonia Worrell Asare as a Democratic member to the Board of Ethics for a five year unexpired term to expire July 31, 2022 or until a successor is appointed
- c) 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) 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) 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) REAPPOINT Lawrence Jaggon as a Democratic Alternate member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2019 or until a successor is appointed
- g) 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

There are no questions from the Council.

Motion Passed 9-0-0

**14) MINUTES OF PRECEEDING MEETINGS**

- a) Minutes of the February 20, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Councilor Jenkins, to approve the unapproved minutes of the February 20, 2018 Regular Town Council meeting as presented.

Motion Passed 9-0-0

**15) PUBLIC COMMUNICATIONS AND PETITIONS**

None

**16) EXECUTIVE SESSION - None**

**17) ADJOURNMENT**

MOVED by Councilor Jenkins, seconded by Councilor O'Reilly to adjourn the meeting at 8:50 P.M.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand  
Clerk of the Council