



Council Agenda

Council Chambers
Windsor Town Hall
April 2, 2018



7:00 PM Public Hearing

To hear public comment on the FY 2018-2019 budget as proposed by the Town Manager

7:20 PM Public Hearing

To hear public comment on an ordinance appropriating \$215,000 for costs in connection with the fire and security systems upgrade project

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Govoni
3. PLEDGE OF ALLEGIANCE – Councilor Govoni
4. PROCLAMATIONS/AWARDS
 - a) Proclamation recognizing April 2018 as Fair Housing Awareness Month
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
 - b) Public Building Commission
 - c) Conservation 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 \$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)



12. NEW BUSINESS

- a) *Establish a citizen advisory committee for Millbrook Open Space planning process (Town Manager)
- b) *Set a new date for a Special Town Meeting 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.'
- c) Approve collective bargaining agreement with Teamsters Local 671, for the period July 1, 2018 through June 30, 2020 (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the March 19, 2018 Public Hearing
- b) *Minutes of the March 19, 2018 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

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

17. ADJOURNMENT

★Back-up included

PROCLAMATION

Declaring April, 2018 as Fair Housing Awareness Month

WHEREAS, the Civil Rights Act of 1968 which included what is commonly referred to as the Fair Housing Act (Title VIII of the Civil Rights Act) was signed into law April 11, 1968, effectively prohibiting the sale, rental, and financing of housing based on and race, color, national origin, religion, sex, familial status or handicapped status; and

WHEREAS, shelter is a basic human need and, when shelter is denied, the quality of life is greatly diminished, making it essential that the Town of Windsor affirm its policy that housing in the Town of Windsor shall be made available to all persons on the basis of equality and fairness; and

WHEREAS, the 50 years since the passage of the Fair Housing Act, judicial and administrative enforcement, as well as public and private efforts to comply voluntarily with the law, have reduced barriers to obtaining the housing of one's choice; and

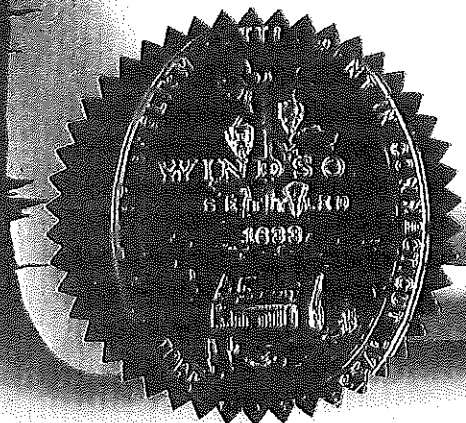
WHEREAS, the Town of Windsor recognizes, acknowledges and values the efforts of those who seek justice through the public and private enforcement of state and federal fair housing laws; and

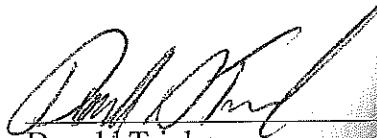
WHEREAS, despite this progress, more work remains in our struggle to achieve equality and racial justice and discriminatory practices still exist in this country; and

WHEREAS, all Americans should be aware of their rights as set forth in the Fair Housing Act of 1968.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE TOWN OF WINDSOR THAT:

April, 2018 is Fair Housing Month in Windsor and, by doing so, recognize the efforts of those that have worked to promote equal housing opportunities and to further the awareness of the Fair Housing Act of 1968.





Donald Trinks
Mayor of Windsor
April 2, 2018

Agenda Item Summary

Date: April 2, 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 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 | <u>15,000</u> |
| Total | \$ 215,000 |

Based on a 15 year term at a 2.95% interest rate, the average annual debt service is estimated to be \$17,700.

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) Approval of Bond Ordinance

“MOVE to approve 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.”

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: April 2, 2018
To: Honorable Mayor and Members of the Town Council
Prepared by: Peter Souza, Town Manager 
Subject: Citizen Advisory Committee for Millbrook Property

Background

The purchase of the 95 acre former golf course property on Pigeon Hill Road was approved at the Special Town Meeting of March 19, 2018. As discussed prior to the Special Town Meeting, it is recommended a planning process be initiated to craft a multi-year land management plan to guide the use and stewardship of the property. It is suggested that the process include the establishment of a citizen advisory or steering committee to help develop a recommended management plan for the property.

This agenda item requests the Town Council establish a framework for such a citizen committee. The framework could include desired committee size, mission or charge, and a timeframe for a report / plan to be completed.

Discussion/Analysis

Previously a privately-operated golf course, the open space 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. The parcel possesses numerous desirable open space attributes. Its acquisition helps protect community character, protect long range views, provide passive recreation opportunities (walking, hiking, bird watching, etc.) and provides sizable wildlife habitat.

Similar to past planning processes, such as the 2013 Town Center Plan and 2002 Landfill Reuse Plan, a citizen advisory or steering committee could be utilized to assist in developing a long-range plan. As reference, the steering committee for the Landfill Reuse Plan was five members in size and spent four to five months developing the plan. The management plan could include elements such as an overall vision or guiding principals for the property, a recommended concept plan including items such as a trail network, public access points, habitat preservation/restoration, programing uses, as well as wetland/stream stabilization and restoration.

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. It is recommended that the planning process also identify and evaluate options related to the possible reuse of these two structures.

Financial Impact

Town staff will provide the primary support and technical assistance to the advisory committee. The land management planning process would include identifying estimated annual maintenance costs and capital related expenditures.

Other Board Action

None

Recommendations

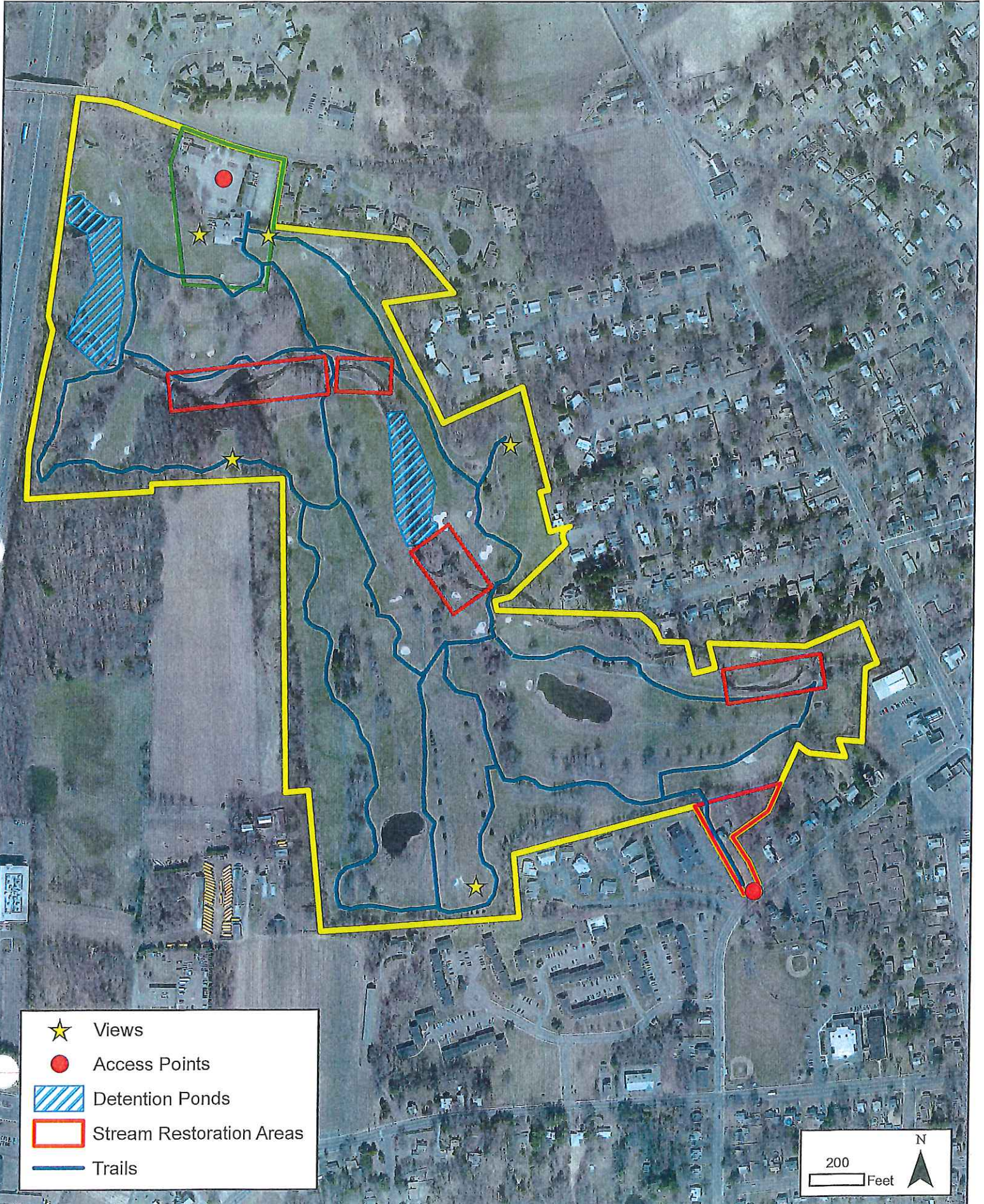
If the Town Council is in agreement, the following motion is recommended for approval:

“MOVE, to establish a citizen steering committee to assist in developing a recommended land management plan for the Millbrook open space property that provides a long range vision and guiding principals for the use and stewardship of the property. A recommended plan shall be submitted prior to the end of October 2018. Citizens interested in serving should complete an on-line application form by April 13, 2018.”


Attachments

Preliminary Concept Plan

Preliminary Millbrook Concept Plan



Agenda Item Summary

Date: April 2, 2018
To: Honorable Mayor and Members of the Town Council
Prepared By: Peter Souza, Town Manager 
Subject: Rescheduling of Special Town Meeting

Discussion/Analysis

During the Town Council's March 19th meeting, a Special Town meeting for the JFK Elementary School HVAC replacement project was approved to take place on April 2, 2018 at 6:30 PM. However, the notice of publication for the Special Town Meeting was not advertised within the required time frame as per the Connecticut General Statutes, Section 7-3.

Connecticut General Statutes Section 7-3, states "*Notice of a town meeting shall be given by publishing a like warning in a newspaper published in such town or having a circulation therein, such posting and such publication to be at least five days previous to holding the meeting, including the day that notice is given and any Sunday and any legal holiday which may intervene between such posting and such publication and the day of holding such meeting, but not including the day of holding such meeting....*"

Due to this oversight, we are respectfully requesting that the Town Council consider setting a new time for the Special Town Meeting at one of the below suggested dates.

- April 9, 2018 – 6:30 or 7:00 PM
- April 16, 2018 – 6:00 PM or 6:30 PM

If the April 16th 6:30 PM time is selected, it would conflict with the Special Town Council meeting that has been scheduled to take place at that same time. Therefore, the Town Council could set a new time for the Special Town Council meeting on this night to follow the Special Town Meeting with a suggested start time of 7:00 PM.

Financial Impact

None

Other Board Action

None

Recommendations

The following motions are recommended for consideration:

Set a Special Town Meeting

“RESOLVED, that a Special Town Meeting be set for April ____, 2018 at _____ 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.”

If the April 16th, 6:30 PM time is chosen, below is the suggested motion to reschedule the Town Council’s budget review meeting:

“MOVE that the Special Town Council meeting previously scheduled for April 16th at 6:30 PM be rescheduled to 7:00 p.m. (prevailing time) on April 16th.”

Attachments

None

**Town Council
Resignations/Appointments/Reappointments
April 2, 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 19, 2018
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:32 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 the public hearing to hear public comment on:

- An ordinance appropriating \$75,000 for costs in connection with replacement of the filtration system at Welch Pool
- An ordinance appropriating \$320,000 for costs in connection with Oliver Ellsworth School HVAC Improvements Projects – Phase II

2) PUBLIC COMMENT

None

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:33 P.M.

Respectfully Submitted,

Erin Rand
Clerk of the Town Council

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
MARCH 19, 2018
Regular Town Council Meeting
UNAPPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:33 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 Wilkos led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Wilkos led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

5) PUBLIC COMMENTS AND PETITIONS

Frank Davis, 3 Birchwood Road, thanked everyone at the Town Council meeting and town staff for supporting the open space acquisition. He feels that the whole process turned into an excellent partnership with the town. Mr. Davis also thanked the councilors for volunteering their service to the town.

Randy McKenney, 66 Victoria Street, was glad to see the open space acquisition approved, but he asked that citizens remember this purchase when considering the approval of the town's upcoming Board of Education budget. Mr. McKenney thinks that if there is enough money for the open space purchase, there is enough money to educate our children and recommends that the Council approve the Board of Education budget as presented.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Public Building Commission (PBC)

Gary Johnson, Vice Chair of PBC, 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

The PBC will receive construction drawings at its next meeting for review and approval for both the roof replacement and boiler projects. Pending PBC approval of drawings, town staff would then bid both these projects in April. The PBC would then review the bids, select contractors, and seek Town Council approval for funding for these two projects. Construction work for both of these projects are anticipated to take place during the late spring/early summer months.

Oliver Ellsworth Elementary School HVAC Replacement Design

The contractor has completed the installation of the replacement heating equipment and completed the punch list items. When town staff receives all of the closeout documents, the PBC will authorize final payment and close out this project.

JFK School HVAC Replacement Design Project

The PBC received the bids for this project. The low bidder was Sav-Mor Cooling located in Southington, Connecticut. The PBC, Board of Education, and town staff, worked with the low bidder and architect to reduce the bid cost through value engineering and a list of deducts to reduce the bid amount. The project work was eliminated in the gymnasium and hallways. All other project work remains as designed, with air conditioning included in those areas.

At its last meeting, the PBC approved the project as amended through value engineering and deducts with Sav-Mor Cooling. Pending Town Council approval, the PBC will then enter into a contract with Sav-Mor Cooling.

Town Hall Portico Restoration Project

The PBC received ten qualifications from architectural firms for this project. After reviewing all of the qualifications, the PBC interviewed four firms determined to be the best qualified. After the four interviews, the PBC selected B & D Engineering located in White Plains, NY. Their proposal of \$43,500 was approved by the PBC. Pending Town Council approval of funding for design work, the PBC will enter into an agreement with B & D Engineering for the design work for the Town Hall portico restoration. We also anticipate the construction work for this project to begin during the late summer/early fall. While the majority of this restoration work is being performed, the front entrance to the Town Hall will be closed for safety reasons but available for emergency egress if necessary. The estimated timeline for completion is three to four months.

Councilor Govoni asked if the roof on the safety complex would be another twenty-five year roof. Mr. Johnson responded that it would be.

Mayor Trinks asked about the time frame of the Portico Restoration project. Mr. Johnson replied that the start date is flexible with the overall time line being three to four months until completion.

Councilor O'Reilly asked about the consequences of delaying the project a few years. Mr. Johnson responded that it was not advisable to put it off due to its deteriorating state and the cost of the work would likely increase.

Councilor Govoni asked if the work could be done during the cold months or if it would need to be temperature controlled. Mr. Johnson responded that these questions would need to be answered once the project is approved and the architect/engineer is on site.

b) Board of Ethics

Ms. Jennifer Macierowski, Chair of the Board of Ethics, gave the following report:

Ms. Macierowski stated that 2017 was a quiet year for the Board of Ethics and that there were no requests for advisory opinions or recommendations given. There is a new appointee, Sonia Asare.

Councilor O'Reilly asked if this is a typical outcome. Ms. Macierowski replied that it seems to be unique and is most likely due to Windsor's bipartisan atmosphere.

c) Metropolitan District Commission (MDC)

Mr. John Avedisian, MDC Commissioner, gave the following report:

MDC will be introducing a new sewer easement improvement program starting in the spring along Kennedy Road and toward the river that will make it easier for MDC to clean the sewers.

A drinking water report showed that on average, 43,790,000 gallons of water are being produced per day.

As of February 28, 2018, there were approximately 39 million gallons of water available, which represents 647 days (22 months) of supply. There are currently no drought issues.

The town of Glastonbury won a lawsuit against MDC regarding surcharges. MDC's attorney, Bart Halloran, plans to file an appeal.

The annual budget is coming up and it was greatly affected by the Department of Energy and Environmental Protection (DEEP) not paying money owed to MDC. A meeting was set up between state representatives and the DEEP and it looks like an agreement will be made for some of the money to be collected. A four dollar fee will be added to residents' water bills and will go to the Department of Public Health to do water testing.

Beginning April 16, 2018, Operation Fuel will administer a water assistance program for MDC customers in member and nonmember towns who need aid with meeting their water utility needs. This program will be for households living up to 75% of the state median income. There will not be an assets test. The maximum grant amount will be up to \$500.

There was a recent water leak on the corner of Route 159 and Union Street, but crews were able to fix it quickly.

MDC board meetings will be televised through West Hartford Cable and recordings will be available if Windsor is interested in televising the meetings.

A subcommittee has been created to try and figure out how to sell more water for the MDC.

Mr. Avedisian was contacted by the Windsor Independent Living Association (WILA) about an issue where their bill went from \$60 per month to \$415 per month. MDC went to the location and found out there were issues with two of their toilets. Mr. Avedisian asked MDC to look into adjusting their bill.

Councilor Govoni thanked Mr. Avedisian for his follow-up on the WILA property.

Councilor Jepsen asked about various increases in water bills. Mr. Avedisian replied that he would send Mr. Jepsen details as he didn't have the information available at the time.

Mayor Trinks asked where potential settlement money from the DEEP would go. Mr. Avedisian replied that it would go toward lowering the town's bill and not into MDC's general fund.

7) TOWN MANAGER'S REPORT

March 27 Budget Workshop for Windsor Residents

Residents are invited to a budget workshop on Tuesday, March 27th from 6:30 PM to 8:30 PM here at town hall. The meeting is an informal and interactive gathering that will provide residents with an opportunity to hear an overview on the proposed fiscal year 2019 budget.

A public hearing on the FY 2018-2019 budget will be held on April 2nd.

On April 25, April 26 and May 2 community budget forums will be held throughout town sponsored by the League of Women Voters and CTVotes.

A detailed schedule of budget hearings, workshops, and community forums can be found on the town's website. For more information call 860-285-1835.

Bradley Airport Master Plan Informational Meeting

The Connecticut Airport Authority will be holding a public informational meeting for the Bradley International Airport Master Plan update on March 28, 2018 from 6:00 PM – 8:00 PM at Windsor Locks High School, 58 South Elm Street, Windsor Locks. At the meeting, information on the overall study will be presented with the opportunity for the public to ask questions and provide comments. The meeting will include a presentation of airfield recommendations, terminal alternatives, and ground access improvements that are being

proposed in the Airport Master Plan update. For additional information, visit the website at www.bradley-planning.com.

Friends of Northwest Park (NWP) Pancake Breakfast

Wake up and head over to NWP for their annual pancake breakfast on March 24 from 8:00 AM to 11:00 AM in the warming shed. There will be pancakes smothered with 100% pure maple syrup (made at NWP), sausages, juice, tea and coffee. \$6.00 for adults, \$4.00 for kids. Children ages 3 and under free. For more information and to register, call 860-285-1886.

2018 Neighborhood Assistance Act Proposals Welcomed

The Town of Windsor Office of Community Development is again soliciting program proposals from community non-profit organizations and municipal agencies for funding consideration under the State's Neighborhood Assistance Act (NAA) program.

This program allows businesses to claim a State tax credit for cash contributions made to qualifying community programs conducted by tax exempt or municipal agencies. The types of community programs that qualify for the NAA tax credit program include, but are not necessarily limited to: energy conservation; employment and training; child care services; neighborhood assistance; substance abuse; open space acquisition; crime prevention programs and affordable housing development. The minimum contribution on which a tax credit may be granted is \$250, and the maximum contribution that any non-profit or municipal entity can receive under this program is \$150,000.

For further information about the Neighborhood Assistance Act program or to receive an application packet, please contact the Office of Community Development at (860) 285-1984 or go to the DRS website at www.ct.gov/drs. All applications must be received by close of business on May 25, 2018 in order to be considered.

Councilor O'Reilly asked if there were any damages to public property by recent weather events. Town Manager Souza replied that the salt shed roof will need to be replaced, which should be covered by insurance, but there is a \$15,000 deductible for that type of structure.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly appreciated the concern expressed by Randy McKenney regarding the public land purchase and it not being offset by the education budget. He also noted that there are individuals going into unlocked cars and stealing personal property. He reminded residents to lock their cars.

Councilor Wilkos thanked everyone who came out to support the open space purchase and thanked councilors for having foresight regarding this project. He also thanked Town Manager Souza for bringing the Trust for Public Land on board.

Councilor Govoni - None

Councilor McAuliffe expressed his excitement about the open space acquisition and called it a selling feature for the town.

Councilor Jenkins - None

Councilor Tustin - None

Deputy Mayor Terranova - None

Councilor Jepsen expressed his excitement about the open space acquisition and thanked Town Manager Souza and his staff for making it happen. He also reminded citizens that these endeavors don't end tonight and that there are more acquisitions to be made in the future.

Mayor Trinks thanked folks that came out to support the open space acquisition and said that the diverse crowd voting so unanimously showed how great it is. He remarked that it is not often that a Council gets to make a decision that affects a town 100 years from now.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee - None

Health & Safety Committee - None

Finance Committee – Deputy Mayor Terranova reported that the Finance Committee met last week and discussed the Department of Public Work's organizational study, auditor selection, this year's budget, and a multi-year financial forecast spreadsheet.

Special Projects Committee - None

Town Improvements Committee - None

10) ORDINANCES - None

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."

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 Jenkins 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.”

Motion Passed 9-0-0

- 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.”

RESOLVED by Councilor Jepsen, seconded by Councilor Jenkins that the reading into the minutes of the text of the 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 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 Deputy Mayor Terranova 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.”

Motion Passed 9-0-0

12) NEW BUSINESS

- a) Introduce 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.”

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 \$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 attending this meeting and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 8-0-0 (Deputy Mayor Terranova out of the room)

MOVED by Councilor Jepsen, seconded by Councilor O'Reilly 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."

Robert Jarvis, P.E. Director of Public Works/Town Engineer, gave the following overview of the project:

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 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 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.

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.

Councilor Govoni asked if the HVAC work will be done in a way so that the excluded areas can be included later. Whit Przech, Buildings and Facilities Manager, responded that it could be done later using the planned system and units. Town Manager Souza added that if the excluded items were to be added back in, a referendum would be needed as it would exceed this year's spending cap.

Councilor Wilkos asked if excluding these areas would put unnecessary strain on the system being implemented. Mr. Przech did not believe that it would.

Councilor Wilkos also asked why the cost projection was so off. Mr. Przech acknowledged that materials and labor were both higher than projected.

Councilor Jepsen asked if there is sufficient ventilation in the areas excluded from the project. Mr. Przech replied that they are already equipped for ventilation, it is just not going to be cold air.

Councilor O'Reilly asked if children who have unique health circumstances could be accommodated. Town Manager Souza responded that perhaps the only area that staff would have to account for and make other arrangements for certain students would be the gymnasium.

Motion Passed 9-0-0

- 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.'

MOVED by Councilor Jepsen, seconded by Councilor Jenkins that a Special Town Meeting be set for April 2, 2018 at 6:30 PM (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" and "BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish notice of said Special Town Meeting."

Motion Passed 9-0-0

- c) Approve an appropriation of \$50,000 from the Capital projects Fund for design services related to the Town Hall Portico Restoration project

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve an appropriation of \$50,000 from the Capital Projects Fund Assigned Fund Balance for design of the Town Hall Portico Restoration project.

Robert Jarvis, P.E. Director of Public Works/Town Engineer, gave the following overview of the project:

The purpose of this project is to develop design plans for 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.

Overall the portico's condition has declined due to age and exposure to weather. 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. This work will help prevent water from entering the records archive space located below the portico area. Also, the limestone on the overall building needs to be cleaned 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.

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 the final stages.

Councilor McAuliffe asked if the portico project would change the appearance of the building. Mr. Jarvis responded that it would be the same design.

Councilor Govoni expressed his support for the project.

Motion Passed 9-0-0

- d) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$215,000 FOR COSTS IN CONNECTION WITH THE FIRE AND SECURITY SYSTEMS UPGRADES PROJECT PHASE I; AND AUTHORIZING THE ISSUE OF \$215,000 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 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" 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 \$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."

Robert Jarvis, P.E. Director of Public Works/Town Engineer, gave the following overview of the project:

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.

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.

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.

Councilor Govoni requested that buildings such as the barn at Northwest Park, the Tobacco Museum, archive building, and other unoccupied buildings acquire alarm systems as well. Mr. Przech responded that the museum and archive buildings do have systems in place. Town Manager Souza added that the other buildings would be considered.

Motion Passed 9-0-0

- 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."

RESOLVED by Councilor Jepsen, seconded by Councilor Jenkins, that a Public Hearing be held at the Windsor Town Hall on April 2, 2018 at 7:20 PM (prevailing time) on the following 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" 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

- f) Auditor Selection for Fiscal Year 2018, 2019 and 2020

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen, 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 Manager Souza noted that the fee that was proposed for the FY18 audit was the same that was proposed for FY17 and over the three year period. It is approximately a 3.5% increase.

Councilor Jepsen noted his preference of having a different set of eyes to conduct the audit, but he feels confident that this firm will do a good job and that they will rotate personnel who are auditing.

Motion Passed 9-0-0

- g) Authorize settlement in Radke vs. Town of Windsor's worker compensation case.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, to amend tonight's agenda so that item 12g appears during the executive session after item 16 b.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

14) MINUTES OF PRECEEDING MEETINGS

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

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

Motion Passed 9-0-0

- b) Minutes of the March 5, 2018 Regular Town Council meeting

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

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

MOVED by Councilor Jepsen, seconded by Deputy Mayor, to enter Executive Session at 8:52 P.M. for the purpose of:

- a) Strategy and negotiations with respect to pending claims and litigation (workers comp)

- b) Discussion of the selection of a site or a lease, sale, or purchase of real estate (Wolcott School)

Motion Passed 8-0-0 (Councilor Govoni recused)

16) EXECUTIVE SESSION

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

Staff: Peter Souza, Town Manager

MOVED by Councilor Jepsen, seconded by Councilor Wilkos, to exit Executive Session and re-enter the regular Town Council meeting at 9:31 PM.

Motion Passed 6-0-0 (Mayor Trinks, Deputy Mayor Terranova out of room, and Councilor Govoni recused)

- 12 (g) Authorize settlement in Radke vs. Town of Windsor worker's compensation case

Moved by Councilor Jepsen, seconded by Councilor Wilkos to approve the settlement in Radke vs. Town of Windsor as discussed in Executive Session.

Motion Passed 6-0-0 (Mayor Trinks, Deputy Mayor Terranova out of room, and Councilor Govoni recused)

17) ADJOURNMENT

MOVED by Councilor Jepsen, seconded by Councilor Wilkos, to adjourn the meeting at 9:32 P.M.

Motion Passed 6-0-0 (Mayor Trinks, Deputy Mayor Terranova out of room, and Councilor Govoni recused)

Respectfully Submitted,

Erin Rand
Clerk of the Council