



Council Agenda

**Council Chambers
Windsor Town Hall
May 7, 2018**



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Jepsen
3. PLEDGE OF ALLEGIANCE – Councilor Jepsen
4. PROCLAMATIONS/AWARDS
 - a) Proclamation designating May as Older Americans Month
 - b) Proclamation designating May 10th as Small Business Day in Windsor
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
 - b) Economic Development Commission
 - c) Board of Assessment Appeals
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Introduce an ordinance adopting CGS Section 7-170 related to Charitable Events (Town Manager)
 - b) *Set a Public Hearing for May 21, 2018 at 7:20 p.m. to hear public comment on a proposed ordinance adopting CGS Section 7-170 (Town Manager)



- c) *Set a Public Hearing for June 18, 2018 at 7:20 p.m. (prevailing time) to solicit public comment on applications for participation in the Neighborhood Assistance Act (NAA) Tax Credit Program (Town Manager)
- d) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$730,000 FOR COSTS IN CONNECTION WITH THE TOWN HALL PORTICO RESTORATION PROJECT; AND AUTHORIZING THE ISSUE OF \$730,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- e) *Set a Public Hearing for May 21, 2018 for 7:20 PM for a bond ordinance entitled, , "AN ORDINANCE APPROPRIATING \$730,000 FOR COSTS IN CONNECTION WITH THE TOWN HALL PORTICO RESTORATION PROJECT; AND AUTHORIZING THE ISSUE OF \$730,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- f) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$900,000 FOR COSTS IN CONNECTION WITH THE PUBLIC SAFETY COMPLEX ROOF AND BOILER REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- g) *Set a Public Hearing for May 21, 2018 for 7:20 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$900,000 FOR COSTS IN CONNECTION WITH THE PUBLIC SAFETY COMPLEX ROOF AND BOILER REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- h) *Approve \$25,000 from the Capital Project Fund for design services related to the Day Hill Road Traffic Signal Project and authorize the execution of an amended Project Authorization Letter with the State of Connecticut Department of Transportation. (Town Manager)
- i) Authorize settlement in worker's compensation insurance case of Grosse vs Town of Windsor (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the April 2, 2018 Public Hearing (FY 19 budget)
- b) *Minutes of the April 2, 2018 Public Hearing (fire & security bond ordinance)
- b) *Minutes of the April 2, 2018 Regular Town Council Meeting
- c) *Minutes of the April 4, 2018 Special Town Council Meeting
- d) *Minutes of the April 16, 2018 Special Town Council Meeting
- e) *Minutes of the April 18, 2018 Special Town Council Meeting
- f) *Minutes of the April 23, 2018 Special Town Council Meeting



15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Strategy and negotiations with respect to pending claims and litigation (Grosse vs Town of Windsor)

17. ADJOURNMENT

★Back-up included

PROCLAMATION

Designating May as Older Americans Month in Windsor

Whereas, Windsor includes countless older Americans who enrich and strengthen our community; and

Whereas, Windsor is committed to engaging and supporting older adults, their families, and caregivers; and

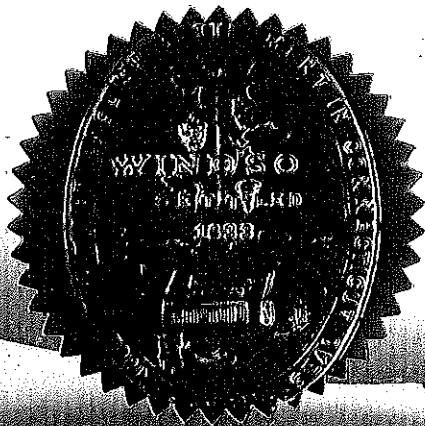
Whereas, we acknowledge the importance of taking part in activities that promote physical, mental, and emotional well-being—no matter your age; and

Whereas, Windsor can enrich the lives of individuals of every age by:

- promoting home- and community-based services that support independent living;
- involving older adults in community planning, events, and other activities; and
- providing opportunities for older adults to work, volunteer, learn, lead, and mentor.

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

The month of May be designated as Older Americans Month in Windsor. We urge every resident to take time during this month to acknowledge older adults and the people who serve them as influential and vital parts of our community.



A handwritten signature in black ink, appearing to read 'Donald S. Trinks', is written over a horizontal line.

Donald S. Trinks
Mayor of Windsor
May 7, 2018

Proclamation

*Designating Thursday, May 10, 2018 as
Small Business Day in Windsor*

WHEREAS, Small businesses play a big role in Windsor. In addition to providing jobs and paying taxes, small businesses donate more than \$60,000 in goods and services to the Windsor community each year; and,

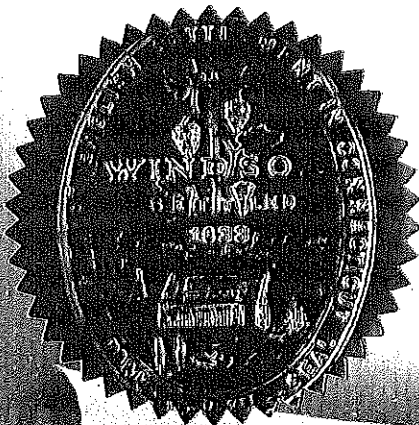
WHEREAS, This year 15 Windsor businesses participated in "Shop Small Saturday," which occurs on the Saturday following Thanksgiving and is a national effort created to celebrate and help residents discover the small businesses in their community; and,

WHEREAS, Windsor small businesses support community events such as Shad Derby, First Town Downtown's "Taste of Windsor," and the Chamber of Commerce "Chili Challenge."

WHEREAS, Small business owners support one another and also host networking activities such as "Business After Hours" and the newly formed "Windsor Young Professionals" organization.

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

This **Thursday, May 10, 2018** the community is invited to celebrate Windsor's small businesses as part of *National Small Business Day* on the town green from 4:00 PM to 6:00 PM. All are invited to some late afternoon fun including music and food.



A handwritten signature in black ink, appearing to read "Donald S. Trinks", is written over a horizontal line. The signature is located to the right of the seal.


Donald S. Trinks
Mayor of Windsor
May 7, 2018

Agenda Item Summary

Date: May 7, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Donald Melanson, Chief of Police

Reviewed By: Peter Souza, Town Manager 

Subject: Adoption of State of Connecticut Bingo, Bazaar and Raffle Law

Background

By Public Act 17-231, An Act Concerning Municipalities and Bingo Games, Bazaars and Raffles the responsibility for the permitting and enforcement of all State of Connecticut bingo, bazaar and raffle laws was transferred from the state to municipalities. In order to continue to provide the option to conduct bingo, bazaars or a raffle in town, the Town Council is requested to adopt the state statutes addressing these charitable games.

Discussion/Analysis

In 1955 the State of Connecticut adopted C.G.S. 7-170 et seq. which regulates the conduct of bingo games, bazaars and raffles within the state. Since that time, the state has worked with municipalities in overseeing the conduct of these charitable games. These laws set out the parameters for the legal operation of these games. The law sets out the factors to be considered when determining which entities are eligible sponsors and conductors of these games, mandates the information that needs to be reported before and after the conduct of the games, and prescribes the permit fees to be assessed.

Public Act 17-231 turned the responsibility for permitting and enforcing of these state charitable gaming laws over to municipalities. The law also modifies the permitting fee structure for the conduct of these games. In order to continue to provide Windsor residents and organizations with the opportunity to conduct these charitable games in town, the Town Council is asked to adopt the state laws and set permitting fees accordingly.

The law has always used the permitting class of the charitable game to determine the permitting fee, which was shared between the state and the town. All fees are now to be paid to and retained by the town.

It is suggested that the price guide be amended following the Town Council's consideration of the the proposed ordinance.

CHAPTER 11
Article VIII
BINGO REGULATIONS

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF WINDSOR:

Chapter 11, Article VIII of the *Windsor Code* is adopted to read as follows:

Sec. 1- Intent and Purpose

The Council of the Town of Windsor finds and declares that:

(a) No person shall conduct or operate within the town of Windsor a bingo game, as defined in section 7-170 of the Connecticut General Statutes as amended by Public Act 17-231 or a bazaar or raffle as defined in section 7-170 of the Connecticut General Statutes without a permit issued by the police chief.

(b) Any person who obtains a bazaar or raffle permit from the police chief may also operate a fifty-fifty coupon game, cow-chip raffle, teacup raffle, duck-race raffle, frog race raffle, golf ball drop raffle or tuition raffle provided such person complies with the provisions of sections 7-170 through section 7-186 inclusive as amended by Public Act 17-231.

(c) All permit application requirements, operational standards for such bingo, bazaar or raffle shall be consistent with the provisions of sections 7-170 through 7-186, inclusive, of the Connecticut General Statutes as amended by Public Act 17-231.

(d) All enforcement policies and penalties for violations of the provisions of this section shall be as set out in sections 7-170 through 7-186, inclusive, of the Connecticut General Statutes as amended by Public Act 17-231.

(e) The fees for such applications shall be based on the fee structure established in the Price Guide and shall be paid at the time of application.

Sec. 2 - Savings Clause

The enactment of this Ordinance shall not operate as an abatement of any action or proceeding previously taken, now pending, or taken prior to the effective date of this Ordinance. All said actions and proceedings are hereby ratified to be continued.

Sec. 3 – Severability

All provisions of the *Town Code* in conflict herewith are hereby repealed and that if for any reason, any word, clause, paragraph, or section of this Ordinance shall be held to make the same unconstitutional, this Ordinance shall not hereby be invalidated and the remainder of the Ordinance shall continue in effect. Any provision herein which is in conflict with the *Connecticut General Statutes* is hereby repealed, it being understood that said statutes shall take precedence over this Ordinance.

Section 4 - Effective Date

This Ordinance shall become effective ten (10) days after publication in a newspaper having circulation in the Town of Windsor.

APPROVED AS TO FORM:

Kevin Deneen
Town Attorney

ATTEST:

Town Clerk

Distributed to Town Council: _____

Public Hearing Advertised: _____

Public Hearing: _____

Adopted: _____

Advertised: _____


Effective Date: _____

Agenda Item Summary

Date: May 7, 2018

To: Honorable Mayor and Members of the Town Council

Prepared by: James Burke, Economic Development Director

Reviewed by: Peter Souza, Town Manager 

Subject: 2018 Neighborhood Assistance Act (NAA) Tax Credit Program

Background

The Neighborhood Assistance Act (NAA) Tax Credit program, established by the Connecticut General Assembly, offers municipalities and tax-exempt, non-profit organizations an opportunity to enhance their fundraising by providing state corporate tax credits to eligible donors. Corporate donors receive a tax credit equal to 60% of their contributions. Contributions for certain energy conservation projects may earn a 100% tax credit.

A municipality's role in the program is limited to: 1) marketing the program, 2) holding a public hearing to allow for comment on all applications, 3) having the town's governing body act upon all applications, and 4) submitting all approved applications to the Department of Revenue Services.

Discussion/Analysis

Organizations that have participated in the recent past include CRIS Radio, Windsor Police Cadets, Saint Gabriel School and the Windsor Historical Society.

Town staff is once again soliciting applications from NAA-eligible organizations by way of direct mail, press releases and phone contact. Projects for the 2018 application round must be submitted to the Office of Community Development by close of business on May 25, 2018. Applications must be approved by the governing body of the town after conducting a public hearing. Therefore, staff is requesting that a public hearing be set for the evening of June 18th and that the list of submitted and eligible applicants be placed on the Council agenda for consideration at that same time. Approved applications will then be submitted to the Department of Revenue Services by July 1, 2018.

Financial Impact

The cost to the Town of Windsor to participate in the NAA program is minimal. Costs are limited to mailings, copies, a legal notice and minimal staff time.

Recommendation

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


“MOVE that a Public Hearing be set for June 18, 2018 at 7:20 p.m. to allow for public comment on applications submitted for the Neighborhood Assistance Act Tax Credit Program administered by the Connecticut Department of Revenue Services.”

Agenda Item Summary

Date: May 7, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Introduce Bond Ordinance – Town Hall Portico Restoration

Background

The purpose of this project is to restore 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

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.

The construction work will involve replacement of multiple pieces of failed limestone, caulking and mortared joints. The decking will be removed and replaced. Areas beneath the decking will also be inspected and repaired as may be required to provide waterproofing for the records archive spaces below the portico. Failed column bases, stairs and railings will be replaced. The building will also be washed and waterproofing sealer will be applied.

Design of the improvements is underway and it is anticipated the project will be bid in June. Construction is anticipated to begin in August and will be completed by November. Project costs are estimated on preliminary condition assessment and evaluation.

Financial Impact

The breakdown of estimated restoration costs are:

Construction	\$600,000
Contingency (20%)	120,000
Bonding	<u>10,000</u>
Total	\$730,000

This project is in the Capital Improvements Program (CIP) for the current fiscal year. The CIP had allocated \$750,000 for the project.

Based on a 15 year term at a 2.95% interest rate, the average annual debt service is estimated to be \$60,200.

Other Board Action

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

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$730,000 FOR COSTS IN CONNECTION WITH TOWN HALL PORTICO RESTORATION PROJECT; AND AUTHORIZING THE ISSUE OF \$730,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce a Bond Ordinance

“MOVE to introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$730,000 FOR COSTS IN CONNECTION WITH TOWN HALL PORTICO RESTORATION PROJECT; AND AUTHORIZING THE ISSUE OF \$730,000 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 May 21, 2018 at 7:20 PM (prevailing time) on the following ordinance entitled, “AN ORDINANCE APPROPRIATING \$730,000 FOR COSTS IN CONNECTION WITH TOWN HALL PORTICO RESTORATION PROJECT; AND AUTHORIZING THE ISSUE OF \$730,000 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 \$730,000 FOR COSTS IN CONNECTION WITH THE TOWN HALL PORTICO RESTORATION PROJECT; AND AUTHORIZING THE ISSUE OF \$730,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate SEVEN HUNDRED THIRTY THOUSAND DOLLARS (\$730,000) for costs in connection with Town Hall Portico Restoration project, including restoration and replacement of the limestone components of the Town Hall portico, including disassembly and reassembly of limestone components, re-mortaring of joints, replacement of the portico bluestone surface, power washing and water sealing of all building limestone and brick, and related improvements. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Town Engineer is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed SEVEN HUNDRED THIRTY THOUSAND DOLLARS (\$730,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed SEVEN HUNDRED THIRTY THOUSAND DOLLARS (\$730,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

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

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

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

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

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council _____

Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____


Effective Date _____

Agenda Item Summary

Date: May 7, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Public Safety Complex Roof and Boiler Replacement

Background

In 1990, 26,000 square feet of roof was replaced at the Safety Complex. The 20-year warranty of the roof has been expired for almost a decade. Several leaks have appeared over the recent years which have been repaired as they were noticed. The boiler, pumps, and heating controls were installed during the 1988 building expansion and there are others that are still in use that were original to the 1968 building.

Consultants have prepared construction documents for the roof and boiler improvements and the projects were bid under the guidance and approval of the Public Building Commission. The construction phase of the project is included in the adopted Capital Improvements Program (CIP) of FY 2018.

Discussion/Analysis

Both the roof and boiler replacements are scheduled for construction this summer, if Council authorizes the funding for the project. The Safety Complex is currently heated by one natural gas boiler that is approximately 70% efficient. The replacement heating plant will consist of two energy efficient low-condensing heating boilers with variable speed distribution pumps, for redundancy. New direct digital controls will also be installed to control the boilers and pumping systems.

The replacement roof will include code upgrades, additional drains and overflow drains, insulation value to R-40, and will have a twenty-five year warranty. Any penetrations required in the new roof will be performed by an accepted contractor in order that the roof warranty remain intact.

Financial Impact

The estimated costs for the project are as follows:

<u>Roof and Boiler</u>	
Roof	\$634,000
Boilers	\$116,747
DDC Controls	\$34,000
Total Construction	\$784,747
Contingency	101,753
Bonding @ 1.5%	\$13,500
Total	\$900,000

Based on a 15 year term at a 2.95% interest rate, the average annual debt service is estimated to be \$74,200.

Other Board Action

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

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$900,000 FOR COSTS IN CONNECTION WITH PUBLIC SAFETY COMPLEX ROOF AND BOILER REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$900,000 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 \$900,000 FOR COSTS IN CONNECTION WITH PUBLIC SAFETY COMPLEX ROOF AND BOILER REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$900,000 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 May 21, 2018 at 7:20 p.m. (prevailing time) on the following ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$900,000 FOR COSTS IN CONNECTION WITH PUBLIC SAFETY COMPLEX ROOF AND BOILER REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.’”

And

“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 \$900,000 FOR COSTS IN CONNECTION WITH PUBLIC SAFETY COMPLEX ROOF AND BOILER REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate NINE HUNDRED THOUSAND DOLLARS (\$900,000) for costs in connection with Public Safety Complex roof and boiler replacement project, including replacement of the existing roof at Public Safety Complex located at 340 Bloomfield Avenue with 26,000 sq. ft. of new roofing materials, and replacement of existing HVAC system with new high-efficiency natural gas boilers, related system pumps, and related main HVAC systems DDC controls, 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 NINE HUNDRED THOUSAND DOLLARS (\$900,000) 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 NINE HUNDRED THOUSAND DOLLARS (\$900,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

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

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

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

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

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council _____

Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____


Effective Date _____

Agenda Item Summary

Date: May 7, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Day Hill Road Traffic Signal Modification Design – Supplemental Agreement and Authorization for Additional Funding

Background

In 2016, the Connecticut Department of Transportation (CT DOT) selected the town to receive \$1,320,000 in federal funding, through the Congestion Mitigation and Air Quality (CMAQ) Improvements Program, for improvements to the traffic signals along the Day Hill Road corridor.

Discussion/Analysis

In May 2017 the Town entered into an agreement with the Connecticut Department of Transportation (CT DOT) by signing a Project Authorization Letter (PAL) for the design phase of the project. The original PAL stipulated that the design phase is to be 100% funded by federal funds on a reimbursement basis, with a maximum reimbursement of \$165,000.

Over the fall and winter, design meetings were held with the CT DOT and the town's selected consultant, Milone & MacBroom, Inc. (MMI), to discuss and finalize the proposed scope of the project. At that time, the town was made aware of new federal ADA accessibility requirements which will require the town to make improvements to sidewalk ramps at each of the Day Hill Road intersections in conjunction with the signal improvements, even though the signal improvements will result in no modifications of the current pedestrian configuration. The improvements were not included in the Town's initial cost estimate for the project and, as a result, the improvements will add additional costs to both the construction and design phase of the project. Additional design costs result from the need to collect more detailed survey data at each intersection than initially estimated, as well as the design of the improvements at each intersection.

The initial project cost estimate was approximately \$1,320,000. The design phase portion of this cost, is estimated to increase from \$165,000 to \$190,000. Accordingly, the CT DOT has sent the town a Supplemental Project Authorization Letter to cover the increase in design costs.

The First Supplemental PAL stipulates that the design phase is to be 100% funded by federal funds on a reimbursement basis, with a maximum reimbursement of \$190,000. Funding for the design phase must be obtained by the Town in order to first pay the consultant and then request reimbursement from the CT DOT. In May 2017, funding in the amount of \$165,000 was appropriated for the design phase of the project from the Capital Projects Fund, Assigned Fund Balance. Therefore, staff is requesting both Council authorization to execute the First

Supplemental PAL for the design phase of the project, as well as appropriate an additional \$25,000 from the Capital Projects Fund, Assigned Fund Balance for the payment of design services prior to receiving reimbursement.

Other Board Action

None

Recommendations

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

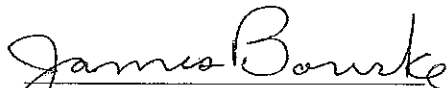
“RESOLVED, that Peter P. Souza, Town Manager be authorized to sign the First Supplemental Project Authorization Letter for the Traffic Signal Modernization Along Day Hill Road Project, State Project No. 164-240, Federal Project No. 1164(111), under Master Agreement No. 10.03-02(16).”

And

“MOVE to approve an appropriation of \$25,000 from the Capital Projects Fund Assigned Fund Balance for the design of traffic signal improvements along Day Hill Road.”

Certification

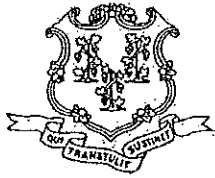
I hereby certify \$25,000 in funds is available in the Capital Projects Fund Assigned Fund Balance for the above appropriation.



James Bourke
Finance Director

Attachments

Project Authorization Letter



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546



March 5, 2018

Mr. Robert Jarvis
Director of Public Works/Town Engineer
Town of Windsor
275 Broad Street
Windsor, CT 06095

Dear Mr. Jarvis:

Subject: **First Supplemental Project Authorization Letter**
Traffic Signal Modernization Along Day Hill Road
State Project No. 164-240
Federal Project No. 1164(111)
Master Agreement No. 10.03-02(16)
Town of Windsor

On October 6, 2016, the State of Connecticut Department of Transportation (DOT) and the Town of Windsor (Municipality) entered into the Master Municipal Agreement for Design Projects (Master Agreement) noted above. This First Supplemental Project Authorization Letter (PAL) is necessary to move construction funds to preliminary engineering that will cover the additional expense to incorporate ADA requirements into the design, and is issued pursuant to the Master Agreement. The capitalized terms used in this Supplemental PAL are the same as those used in the Master Agreement.

The Design Project is to provide the upgrade of traffic signal equipment and communications at eleven (11) intersections on Day Hill Road in the town of Windsor.

Funding for the Design Project is provided under the Congestion Mitigation and Air Quality Improvement Program (CMAQ). This Design Project is one hundred percent (100%) Federally funded and payment will be on a reimbursement basis. The maximum reimbursement to the Municipality under this PAL is One Hundred Ninety Thousand Dollars (\$190,000). In addition, any reimbursement for actual expenditures will be in accordance with the terms of the Master Agreement. Costs contained in this PAL shall not be exceeded without first obtaining written permission from the DOT. Enclosed is an estimated engineering cost break down for Design Project activities.

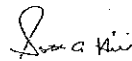
This Design Project has been assigned a DBE goal of eight percent (8%) and the Municipality shall comply with the requirements pertaining to the goal, as stipulated in the Master Agreement.

The issuance of the PAL itself is not an authorization for the Municipality to begin performing work with respect to the Design Project. The Municipality may advance or begin work on the Design Project only after it has received an Authorization to Proceed Notice from the DOT.

Please indicate your concurrence with the PAL by signing below on or before April 4, 2018 and returning a copy to the Project Manager listed below at the letterhead address. The signature of the Designated Municipal Official evidences the Municipality's concurrence with the PAL and constitutes the Written Acknowledgement of the PAL. You may submit the Written Acknowledgement of the PAL to the DOT's Project Manager in hard copy, by facsimile, or electronic transmission. The Master Agreement and the PAL will be incorporated into one another in their entirety and contain the legal and binding obligations of the Municipality with respect to the Design Project. The PAL will remain in effect through completion and final acceptance of the Design Project by the DOT.

If you have any questions, please contact the Project Manager, Mr. Matthew R. Vail, P.E., at (860) 594-3342.

Very truly yours,



Scott Hill, P.E.
2018.03.06
08:04:28-05'00'

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

Enclosure

MUNICIPALITY'S ACKNOWLEDGEMENT OF PAL

Concurred By _____ Date _____
Mr. Robert Jarvis
Director of Public Works/Town Engineer

PAL ATTACHMENT
STATE PROJECT NO. 164-240
FEDERAL PROJECT NO. 1164(111)
ESTIMATED DESIGN COSTS

A. Municipal Design Project Cost – Consultant Services	\$190,000
B. Municipal Design Project Cost – Municipal Forces	\$0
C. Total Municipal Cost (A+B)	\$190,000
D. DOT-provided Services – Design	\$0
E. DOT-provided Services – Administrative Oversight	\$0
F. DOT-provided Services – Audits	\$0
G. Total Design Cost – DOT Forces (D+E+F)	\$0
H. Total Design Cost (C+G)	\$190,000
I. Federal Proportionate Share of the Total Design Cost (100% of H)	\$190,000
J. DOT Proportionate Share of the Total Design Cost (0% of H)	\$0
K. Maximum Amount of Reimbursement to the Municipality (100% of H)	\$190,000
L. Demand Deposit Required from the Municipality	\$0

**Town Council
Resignations/Appointments/Reappointments
May 7, 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
APRIL 2, 2018
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:02 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 the 2018-2019 budget as proposed by the Town Manager.

Town Manager Souza gave an overview of the budget. He stated that the overall goal of the budget is to provide for public health, safety and welfare; to provide quality education to our young citizens; to provide safe usable infrastructure; and to facilitate "quality of life" opportunities.

This budget is based on a solid foundation of a diverse tax base, AAA credit rating, strong and stable General Fund balance, available commercial and industrial land to grow tax base, and is positioned well to manage debt and allow for ongoing capital reinvestments.

The proposed budget preserves and addresses key service demands and needs. It also increases "pay-as-you-go" capital funding for pavement management, fleet replacement, sidewalk repair, and public safety equipment. It continues to set aside funds to meet long-term liabilities such as retiree healthcare costs, and includes a large increase in MDC sewer assessment.

There is positive grand list growth of 2.5%, which assumes level-funded state aid, a slight increase in non-taxable revenue, and as proposed, the mill rate will be set at 32.96; an increase of just under 1.6%.

Town Manager Souza then expressed his appreciation to all of the department directors and the finance team for all of their hard work over the past several months to prepare the proposal.

2) PUBLIC COMMENT

John Cassarino, 48 Arrowbrook Road, challenged the Council to come up with better solutions for the budget. He suggested increasing fee-based revenue, such as library fees, in order to prevent an increase in taxes and suggested lowering town spending.

Karen Pestana, 20 Hickory Drive, thanked Town Manager Souza for his work on the budget. She had two children go through Windsor public schools and supports the Board of Education budget increases and not delaying the Capital Improvement projects any more.

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:10 p.m.

Respectfully Submitted,

Erin Rand
Clerk of the Town Council

**Town Council
Council Chambers
Windsor Town Hall
APRIL 2, 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 the public hearing to hear public comment on an ordinance appropriating \$215,000 for costs in connection with the fire and security systems upgrade project.

2) PUBLIC COMMENT

None

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:21 P.M.

Respectfully Submitted,

Erin Rand
Clerk of the Town Council

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
APRIL 2, 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 Govoni led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Govoni led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation recognizing April 2018 as Fair Housing Awareness Month

Deputy Mayor Terranova read the proclamation out loud recognizing April 2018 as Fair Housing Awareness month.

5) PUBLIC COMMENTS AND

PETITIONS None

6) REPORT OF APPOINTED BOARDS AND COMMISSION

- a) Board of Education (BOE)

Mr. Leonard Lockhart, BOE President, gave the following report:

- On April 3, 2018 at 6:30 PM the BOE will hold a special meeting. The agenda includes the district school accountability report in which principals will each give a presentation on their school. The meeting will be held at the Board Room at L.P. Wilson. Our schools have achieved above state average on this measure and the Board is excited to hear this presentation.

- On Wednesday, April 4, 2018 at 6:30 PM, Leonard Lockhart, BOE President; David Furie, BOE Vice President and Finance Chair; Danielle Batchelder, Director of Business Services; and Superintendent Dr. Craig Cooke will present the BOE budget to the Town Council at the first budget meeting.
- Oliver Ellsworth received NAEYC accreditation for the Pre-K program--a prestigious early childhood accreditation.
- Amazon presented Oliver Ellsworth and Poquonock Schools with over \$15,000 in supplies and cash to support their STEM programs.
- Seven Sage Park Middle School students are state finalists in the 'Letters About Literature' contest which was sponsored by the Library of Congress. Congratulations to Gage Miller, Eliza Heil-Mc, Abigail Rendock, Lily Sargalksi, Natalie Reilly, Napa Elarabi, and Rory Martindale.
- The Sage Park Leaders were featured on WIN-TV Channel 8 during their "What's Right with Schools" segment.
- Sage Park Middle School student Bryce Bittner-Chee Hing has received notice from the National Geographic Society that he is one of the semifinalists eligible to compete in the 2018 Connecticut National Geographic State Bee. The contest will be held at Central Connecticut State University on Friday, April 6, 2018.
- Windsor High School (WHS) Senior, Ava Peters, was selected as a finalist in the 2018 National Merit Scholarship program. The BOE recognized Ava in the fall as a semifinalist.
- Three WHS orchestra students were accepted into the New England Music Festival Association this year: Jo-Lee Nelson on violin, Leonardo Sanchez on violin, and Jacob White on bass. They performed Copland's "An Outdoor Overture"; Delius' "Summer Evening", and Shostakovich's "Symphony No. 5 Finale". It was a very challenging program.
- Kristina Wallace, Windsor's current teacher of the year, has been selected by the Connecticut School Counselor Association as Connecticut's School Counselor of the Year. She will now represent Windsor and Connecticut in the National Counselor of the Year process. She will be recognized at the April meeting.
- WHS Boys' Hockey team co-op Farmington Valley won the state championship. We have invited our students to attend our April meeting. Windsor is grandfathered into the co-op but it will be our last year of hockey.
- The Annual Senior Citizen Breakfast will be held on Friday, May 4, 2018 from 8:30 AM - 10:00 AM in the WHS Library. Citizens wishing to attend should RSVP to Jenna Herrick at 860-687-2000 (x292).

Councilor Govoni asked Mr. Lockhart to speak about the alliance grant at the meeting on Wednesday. Mr. Lockhart replied that he would be happy to.

Councilor Jenkins congratulated all of the winners that put Windsor on top and thanked Mr. Lockhart for including these accolades in the report.

Councilor O'Reilly asked if there has been any events to recognize the Parkland, Florida school shooting. Mr. Lockhart responded that yes, events were held with safety in mind. WHS Principal, Mr. Osunde, allowed students to hold a protest within the confines of the building.

b) Public Building Commission (PBC)

Mr. Rick Hazelton, PBC, gave the following report:

Animal Shelter Relocation project

The PBC has accepted this building as complete. Closed out documents have been received by town staff. The contractor is responsible for the replacement of road cuts on Marshall Phelps this spring and the replacement of any landscaping plants that did not survive the winter. Once these two items are completed, the PBC will close this project.

Safety Complex project

The PBC has approved construction drawings for the roof and boiler replacement projects. Town staff has placed both projects out to bid. The bids are due April 20th. The PBC will review the bids at its regularly scheduled meeting on April 24, 2018. It is anticipated that the construction work for both of these projects will take place during the late spring/early summer months.

JFK School HVAC Replacement project

At its last meeting, the PBC approved the project as amended through value engineering and deductions with Sav-Mor Cooling. Once all approvals are received, the PBC will then enter into a contract with Sav-Mor Cooling. Work is expected to begin in June 2018.

Town Hall Portico Restoration project

The PBC will be signing an agreement with the B & D Engineering group for the design work for the Town Hall Portico. Their proposal of \$43,500 was approved by the PBC. We also anticipate the construction work for this project to begin during the late summer or early fall. While the majority of this restoration work is being performed, the front entrance to our Town Hall will be closed for safety reasons but available for emergency egress if necessary.

Town Hall Renovation Phase Three

The PBC has signed an agreement with McKinney Construction for the third floor renovation project. Work started last week and we expect this project to last nine weeks.

c) Conservation Commission

Ann Beaudin, Chair of the Conservation Commission, gave the following report:

Ms. Beaudin congratulated the Council for supporting the preservation of 95 acres of open space. She noted that the Conservation Commission was privileged to be a part of the endeavor by providing support and help to the public as well as meeting with representatives from the Trust for Public Land, town planning, and other town staff.

The commission recently held a series of public education forums: 1) a free residential E-Cycling event in cooperation with Take 2 that collected over 300 drop-offs where WHS students participated by directing vehicles to the site, 2) a presentation on coexisting with wildlife, and 3) currently planning to hold a forum on pollinators.

The commission originated and scripted a series on WIN-TV and local access spots which included "The Shad May Never Return" and "Local Farms and the Community They Serve."

Commission members wrote a series of articles on topics such as saving open space, farmlands, and shad in the rivers.

Ms. Beaudin and Mr. Nigel Pepin attended the 2017 Connecticut Association Conservation Inland Wetlands Commission's annual conference that included workshops and a keynote presentation on climate change.

This month the commission will be participating in Earth Day.

7) TOWN MANAGER'S REPORT

Town Manager Souza gave the following report:

Chamber of Commerce Auction

The Windsor Chamber of Commerce's auction will take place on Friday, April 6th from 6:00 PM to 11:00 PM at Maneeley's Banquet Facility in South Windsor. Proceeds for the auction go towards a variety of community organizations. The event will feature heavy hors d'oeuvres and a cash bar. Tickets are \$45 per person. For more information, to purchase tickets, or to make a donation, please call 860-688-5165.

Street Sweeping

The annual street sweeping program will begin this week. It is expected that the sweeping will be complete by mid-June, weather permitting.

This year, the sweeping will begin in the Walden Meadow and Prospect Hill neighborhoods. The order of the neighborhoods to be swept changes each year so that one neighborhood is not always swept first or swept last.

Water Main Replacement on East Street

The MDC is expected to begin the replacement of a water main on East Street between Clubhouse Road and Pleasant Street during the week of April 9, weather permitting. Work will be completed by May 25.

The MDC will post the roadway for Local Traffic Only, discouraging pass-through traffic. However, the area will be open for resident and emergency vehicle traffic throughout the construction period. The MDC will conduct an outreach effort by placing door hangers at the home of the residents that are adjacent to the work. The door hangers will have the contact information of MDC's construction personnel, if homeowners have any questions.

East Street will be open and usable for the Historical Society's Annual house tour which is scheduled for Saturday, April 28th.

National Volunteer Month April 2018

April is National Volunteer month. I would like to extend my thanks to the volunteers that help to make a difference in our community. First I'd like to thank the Town Council for your volunteer service. There are many ways that volunteers contribute to the community through a variety of organizations. I'd like to highlight a number of volunteer efforts that are coordinated through town departments.

- The **food bank** — 2,000 volunteer hours utilized in 2017 to help pick up food from local stores, stock shelves, and distribute food.
- The **Mobile Foodshare** — 200 volunteer hours utilized in 2017 to make 4,230 food distributions for people in need.
- **Weekend Wheels** program — 800 volunteer hours utilized to help distribute food to insecure households by filling 2,445 backpacks that were sent home with the participants of the program to keep them fed through the weekend.
- **Groceries to Go program** - 234 volunteer hours utilized in 2017 to make 979 food distributions to local seniors. Included in that number were 520 home deliveries to homebound seniors.

Windsor/Wilson Libraries - 73 hours per week in volunteer help — help with filing, copying, organizing public bulletin boards, discharging and mending library materials, miscellaneous clerical tasks, staff support for library programs, etc.

Board/Commission members — 23 boards/commissions with over 150 volunteers which help to give town officials a better understanding of a citizen's point of view and to help them make decisions that will ensure the enhancement of the town for generations to come.

Senior Services

More than 130 Windsor residents volunteer their time and efforts to enhance the lifestyles of seniors and adults with disabilities through the following activities:

- Assist staff in the coordination of more than 1,500 out-of-town medical appointments per year

- Provide front desk coverage and customer service for 30 hours a week
- Help set up, lead and break down large monthly events
- Organize and lead all of the senior center clubs
- Provide staffing for the health fair
- Process more than 700 state and federal tax returns each year

Volunteer Firefighters and Emergency Medical Personnel

We also have over 100 volunteer firefighters and emergency medical personnel that serve our residents and businesses.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly encouraged citizens to look at the boards and commissions in town and to consider serving in the spirit of volunteer month.

Councilor Wilkos — None

Councilor Govoni — None

Councilor McAuliffe — None

Councilor Jenkins None

Councilor Tustin stated that there have been issues brought to his attention in regards to him acting on the Council as a town employee and requested that the Board of Ethics conduct a review.

Deputy Mayor Terranova — None

Councilor Jepsen welcomed everyone to Spring.

Mayor Trinks reminded citizens to pick up a copy of the "There's a Lot to Do in Windsor" publication and look on the town website. April and May are extraordinarily busy months in town and he doesn't want anyone to miss out.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee — None

Health & Safety Committee — None

Finance Committee — None

Special Projects Committee — None

Town Improvements Committee — None

10) ORDINANCES — None.

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 I; AND AUTHORIZING THE ISSUE OF \$215,000 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 \$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" 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 \$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."

Motion Passed 9-0-0

12) NEW BUSINESS

- a) Establish a citizen advisory committee for Millbrook Open Space planning process

Town Manager Souza recommended that a committee be created to develop a vision, guiding principles, and a recommended concept plan that would include things such as a trail network, public access points, habitat preservation and restoration, and reuse of the clubhouse and private residence at 72 Mack Street.

Council members discussed their goals for the Millbrook Open Space committee and would like to see diverse, qualified members who would be able to operate under the parameters set forth by the open space grant.

Council members discussed members being appointed from each of the three committees that will be involved in the planning: the Conservation Commission, the Inland Wetlands and Watercourses Commission, and the Town Planning and Zoning Commission. They also discussed adding two slots to the commission for unaffiliated

citizens and perhaps in involving Windsor students and the Board of Education in the process. These discussions ultimately resulted in the below motion.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova 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 principles 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 online application form by April 21, 2018 for two slots which the Personnel Committee shall vet. For the remaining three slots, one shall be appointed each by the Town Planning and Zoning Commission, Inland Wetlands and Watercourses Commission, and the Conservation Commission. Said commissions will decide amongst their membership who they will decide to represent them on this committee.

Motion Passed 9-0-0

- b) Set a new date for a Special Town Meeting 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.'

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that a Special Town Meeting be set for April 16, 2018 at 6:15 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."

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, to amend tonight's agenda to move item 12(c) to appear on the agenda after item 16(a).

Councilor Jepsen explained that item 12(c) is to approve a collective bargaining agreement with the Teamsters Local 671. The Town Council plans to meet during the Executive Session to find out what is in the agreement first and will vote on it after Executive Session.

Councilor Govoni recused himself from the Executive Session.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS — None.

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the March 19, 2018 Public Hearing

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, to approve the unapproved minutes of the March 19, 2018 Public Hearing as presented.

Motion Passed 9-0-0

- b) Minutes of the March 19, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Councilor Jenkins, to approve the unapproved minutes of the March 19, 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 Terranova, to enter Executive Session at 8:49 P.M. for the purpose of:

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

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; Amelia Bliss, Human Resources

Director Councilor Jenkins entered Executive Session at 8:55 p.m.

MOVED by Councilor Jepsen, seconded by Councilor Wilkos to exit Executive Session at 9:08 p.m. and to re-enter the regular Town Council meeting.

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

12 (c) Approve collective bargaining agreement with Teamsters Local 671 for the period of July 1, 2018 through June 30, 2020

MOVED by Councilor Jepsen, seconded by Councilor Wilkos to approve the collective bargaining agreement with the Teamsters Local 671 for the period of July 1, 2018 through June 30, 2020 as discussed in Executive Session.

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

17) ADJOURNMENT

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to adjourn the meeting at 9:10 P.M.

Motion Passed 8-0-0 (Councilor Govoni not in room)

Respectfully Submitted,

Erin Rand
Clerk of the Council

**TOWN OF WINDSOR
TOWN COUNCIL
COUNCIL CHAMBERS
SPECIAL MEETING
APRIL 4, 2018
UNAPPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 6:33p.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) Board of Education

Board of Education (BOE) President, Leonard Lockhart; (BOE) Vice-President David Furie; Superintendent of Schools, Dr. Craig Cooke; and (BOE) Business Manager, Danielle Batchelder presented the proposed budget for Fiscal Year 2019.

President Lockhart stated the BOE started working on the budget in October and finalized it with an overall proposed increase of 2.37%.

Vice-President Furie explained that the work on the FY 19 budget had already begun when the new board was sworn in. The previous board, along with Dr. Cooke and his staff, had already done a great job of leading the district to attain the goal of achievement for all students with the constraint of the budget.

The BOE gave the opportunity to many organizations and the community to ask questions, make comments and to be a part of the budget process. Many assumptions needed to be made while planning for the budget including fixed costs, bussing, personnel contract obligations, and state mandated obligations. On February 21st, the board voted unanimously to support the budget proposed by the superintendent.

Superintendent Cooke gave a presentation with the following highlights:

- Enrollment has increased. On October 1, 2016 there were 3,186 students and currently there are 3,305 students.
- The *2016-2017 State Accountability System* measures performance based on a set of 12 indicators. For the first time, Windsor Public School's (Windsor High School) number is 73.8%, which is above the state average of 73.2%. Windsor moved up by 2.4%.
- Student growth versus State Average growth was also achieved and above the state average in Language Arts and Math measures.
- Windsor High School (WHS) students have been accepted to many notable colleges and universities.
- WHS had a National Merit Finalist this year.

- 95% of students take the SAT test and year over year scores have improved in the past three years.
- 90% of students plan on going to college, 4%-5% join the military and 4%-5% go directly to work.
- Advanced Placement participation has increased. Windsor High School offers 18-19 courses, more than most schools within our vicinity. The test is paid for by the BOE with the expectation that all students that take the course and take the test.
- Grade 3 – 8 SBAC assessment results show an increase in scores over the past 2 years while the state average has dropped by 2%.
- The BOE budget has averaged an increase of 1.56% over the past 5 budget cycles. The average CT school district budget was 1.9%.
- Estimated Revenues were given for the *Educational Cost Sharing Grant*, *SPED Excess Cost and Tuition* and the *Alliance Grant*.

Business Manager, Danielle Batchelder continued with the following budget information:

- Five major construction projects and smaller miscellaneous projects were completed through BOE grant submissions totaling \$907,649.
- Budget challenges facing the Board of Education include:
 - Contractual obligations for 6 bargaining units
 - Increases in contractual obligations for regular and special education transportation
 - Increases in Special Education for out of district tuition
 - Cost of employer retirement match
 - Purchase of technology devices for students
 - State-mandated funding for the expulsion program
- Budget Savings will be obtained through:
 - A decrease in utilities including a new phone system and electrical savings
 - No increase in benefit costs due to increased payments from employee groups
 - Plan redesign to Health Savings Account (HAS) and reduced employee count

Superintendent Cooke gave an overview of the changes in the FY 19 budget as compared to last year which included:

- The addition of a Math teacher at WHS
- Additional floating bus monitors
- Additional SAT and AP preparation
- Math tutors for K-2
- Summer School program – Instead of reinstating the traditional 4 week model, this year at a reduced cost, they are introducing a new program to run from the end of the school year to the start of the school year with teacher support, utilizing books and technology, check-ins via phone calls and in home visits
- Additional assistant coaches at Sage Park allowing 100 more students to participate in athletic and non-athletic after school activities
- Additional funds for curriculum writing

Dr. Cooke thanked the Town Council for prioritizing air conditioning systems at the schools as a part of the Capital Improvements Program (CIP). He estimates that this will add at least 35 hours to the learning process each year.

President Lockhart thanked many individuals for their hard work in the Windsor School District.

In response to a question from Councilor Jepsen, it was explained that the number of special needs students are determined by a Planning and Placement Team (PPT) meeting where they initiate and discuss evaluations and determine eligibility for special education services. They are better able to identify students than in previous years and to work with the families to deliver these services. An increase in this area is due to the reputation of the district as being a good place for families to live and receive special education services.

Special education reimbursements are not as high as previously received. The budget is conservative. They will not find out until later in the year the actual figure for reimbursement.

The Title 1 grants are specifically for two elementary, Title 1 schools and cannot be spent at Sage Park or Windsor High School. The competitive grant funding is approximately \$900,000 of the \$3.4 million in total grants. These include Alliance Grants and others for specific funding for projects.

Retirements are at a lower level than recent years.

In anticipation for next year, the teachers' contracts will be negotiated this summer. Administrators do not want to add anything this year that would possibly be taken away next year. It is anticipated that year 2019/2020 will be difficult years for the state.

Councilor O'Reilly complimented the modest budget increase and the rise in test scores. He asked if there are any procedures that are planned to help mitigate the achievement gap. Dr. Cooke explained that each one of the schools has an Equity Plan to make sure all students are served. They strive to hire a more diverse workforce. Community partnerships and home visits are helping. The gap is closing.

In response to Councilor Wilkos' question, it was noted that the large increase in bussing costs is due to the contractual services for regular education with a 3%-3.2% annual increase.

In response to Councilor McAuliffe's question, it was noted that because we are an Alliance District, additional funding was available for capital improvement projects.

Councilor Jenkins attended the District Accountability Forum last night. She noted that the town has come a long way in the last 10 years. It has taken a lot of hard work and has been done with a conservative budget. She has concerns with the changes in summer school but trusts the administration and that it will achieve success and save money.

Further explanation was requested by Deputy Mayor Terranova about the home visits. Dr. Cooke explained that summer school was more of a check-in and not a home visit. Through the Office

of Family and Community Partnership, a grant from the *Hartford Foundation for Public Giving*, has allowed an additional night to be added to the teacher's contract to have "partner meetings" with families. About 200 visits are made each year. He anticipates that this will be an ongoing grant.

Mayor Trinks acknowledged that it would not be necessary for the Board of Education to return as scheduled on April 16th.

3) Revenues

Jim Bourke, Finance Director for the Town of Windsor, provided a brief overview of the current fiscal year revenue projections and the proposed FY 19 revenue budget.

FY 2018

For Fiscal Year 2018, the approved budget is \$110,862,990. We are estimating revenues for this year to be approximately \$1.4 million more than budgeted. He added that:

- We expect to achieve favorable results in the overall general property tax category due to favorable collections from the current levy as well as from interim motor vehicle taxes.
- Building permits and conveyance fees are expected to provide additional one-time revenue for FY 18 as compared to budgeted amounts.
- Interest income estimates continue to improve due to increased interest rates with our main banking relationships.
- We anticipate collecting less revenue than budgeted from State Grants in Lieu of Taxes and Special Education tuition from other towns.

FY 2019

For FY 19, the proposed General Fund revenue budget totals \$115,194,930. This budget is an increase of approximately 3.9% over the FY 18 approved budget of \$4.3 million. Most of the town's revenue will come from two main sources: 1) the General Property Tax is expected to contribute approximately 85% and State Aid for Schools is expected to contribute 11% and 2) use of \$900,000 from opening cash, which is the same level as the current fiscal year.

We are again facing uncertainty for FY 19 in showing how much State Aid the town will receive. With this in mind, we have chosen to level fund State Aid to the FY 18 approved level.

- Interest income is projected to increase for FY 19 due to positive interest rate projections.
- Cell tower lease revenue and land recordings are budgeted at modest increases, but are offset by a projected decrease in revenue from Special Education tuition from other towns
- The new state-wide mill rate cap for motor vehicles is set at 45 mills and will not have an impact on Windsor for FY19.

Councilor Jenkins asked about the reduction in fines and revenues. Mr. Bourke stated that it is anticipated that we would collect \$1,000 less this year in an effort to be conservative as a

downward trend has been noted in recent years. Town Manager Souza said the town does not have control over traffic or court fines other than handicap parking fees.

In response to Councilor Jepsen, Mr. Bourke said the town is being conservative in the anticipated interest earnings. The estimates are based on what we are actually earning at this time.

The telephone property tax is a state wide tax that is on legacy equipment in town (not the cell towers) which is charged a uniform mill rate set by the state. Eversource power lines and substations are taxed as personal property at the current mill rate.

4) Public Works

Bob Jarvis, Director of Public Works/Town Engineer, gave the presentation. Whit Przech, Building and Facilities Manager, Victoria Houle, Project Engineer and Ed Wagner, Public Works Operations Manager were also in attendance to present the FY 19 budget for the Departments of Public Works and Engineering.

The mission of the Department of Public Works and Engineering is to manage and maintain the town's infrastructure, public facilities, equipment, parks, and the landfill to make a positive difference in the quality of life for residents and businesses of Windsor.

FY 2018

The FY 18 General Fund expenditures are expected to be under budget by approximately \$91,000 or 1.5%. This is due primarily to partial year vacancies and energy and utility costs. In general, the expenditures of most of the groups that comprise Public Works and Engineering are projected to be within 0.5% of their budgeted amount.

FY 2019

The FY 19 General Fund budget reflects an increase of approximately \$241,000 or 3.5% when compared to the FY 18 budget. This is due primarily to increases in Personal Services and an increase in planned expenditures within both Facilities Management and Traffic Safety and Community Support. Staff feels that the increases to Facilities Management and Traffic Safety are necessary to continue providing acceptable levels of service in those groups.

The Department of Public Works and Engineering have a combined total of 37 regular full-time positions, 3.67 Full-Time Equivalents (FTE) in regular part-time positions, and 5.52 FTEs in temporary or seasonal employees.

Mr. Jarvis also stated that:

- Administration Group – This group has a vacancy for a senior management position that it expects to be filled within the last quarter of the FY 18.
- Parks and Grounds – This appears to show an increase in Temporary/Seasonal FTEs from FY 18 to FY 19. There is no proposed increase in the budget for this line item.

Rather, the FY 19 FTE total now includes seasonal employees that were inadvertently omitted previously and are funded through Town Support for Education.

- Facilities Management – The overall proposed FY 19 budget for the Facilities Management group reflects an increase of about \$70,000 or 8.3% as compared to the FY 18 budget. In addition to standard increases in Personal Services and increases in Energy and Utilities costs, the proposed FY 19 budget includes an increase of approximately \$20,000, within the Maintenance and Repair category, to address deferred maintenance items of several older town-owned buildings.
- Pavement Management – The overall proposed FY 19 budget for the Pavement Management group reflects a decrease of approximately \$17,000. This is primarily due to a decrease in spending from Town Aid Road grants to reflect an anticipated reduction in that grant award from the state.
- Traffic Safety & Community Support – The proposed FY 19 General Fund budget for the this group reflects an increase of approximately \$55,000 when compared to the FY 18 budget. This includes a standard increase in Personal Service costs and an increase of \$25,000 in Contractual Services to address an expected increase in maintenance of our older streetlights and traffic signals. Additional General Fund monies in the amount of \$20,000 will be used to fund the town's line striping program.

Councilor Jepsen received clarification that the line striping was previously in Town Aid for Roads in FY 18 and has now been moved to the General Fund for FY 19.

Councilor Wilkos received clarification that the Archer Road Special Revenue fund is an account set up by a property owner along Archer Road which was designated as commercial property, as monies for use for future maintenance and improvement along Archer Road. It will be used for repaving in the near future. This was set up approximately 25 years ago.

Councilor Jepsen asked if there are any items in the budget that will help with the recommended changes in the recent Public Works study. Mr. Jarvis replied that most of the changes were in methodology, standards and policy changes. He expects minimal costs for these. Training and equipment replacement are already in the budget. Town Manager Souza stated that he hopes that the vacant management position will be restructured to a management/analyst position. As noted in the Public Works study it was recommended to rebuild the tracking performance measurement system.

5) Landfill Enterprise Fund

Mark Goossens, Solid Waste Manager for the Town of Windsor, presented the FY 18 and proposed FY 19 budgets for the Landfill and the Residential Transfer Station Enterprise Funds.

Revenues

As of July 2014, Revenues for the Enterprise Fund no longer included tipping fees for solid waste disposed at the Landfill.

There are now two primary sources of revenue funds:

- Interest earnings on the “fund balance” of the Enterprise Fund. Interest rates have risen slightly, resulting in approximately \$230,000 from this revenue source.
- Reimbursements for the closure and capping work at the site from a State Grant that has been designated for this purpose. The total of reimbursements received by the end of FY18 are expected to be approximately \$895,000.

Reimbursement for FY 19 is projected to be another \$350,000 with a subtotal that will reach approximately \$1,245,000 of the \$2 million grant total (at the end of FY 19).

Expenditures for both fiscal years are primarily related to the closure and capping work at the site. Net expenses at the conclusion of FY 18 are expected to come in approximately 30% under budget due primarily to a reduction in the supplies line. This reduction is generated through the avoided cost of purchasing additional clay materials for our impervious landfill cap.

The FY 18 budget provides funds for improvements to the landfill gas collection system that is expected to be performed near the end of this fiscal year. It also includes additional repairs to portions of the site facilities and the application of a portion of the cap.

The FY 19 budget includes funds for the continued application of capping materials, as well as smaller funds to finish repairs to site facilities.

Approximately 28 acres have been capped to date. It is estimated that the closure and capping efforts will continue into 2019. These are being completed in conformance with state and federal closure requirements.

The Retained Earnings of the Landfill Enterprise Fund will be used to meet costs associated with the landfill closure as well as post-closure monitoring. This includes leachate management, methane gas collection system maintenance and repairs, and other long-term obligations.

At the end of FY 19, the estimated end-of-year retained earnings balance available for future obligations is estimated to be approximately \$23.5 million.

In response to questions, Mr. Goossens stated that the landfill was still on track for the 30 year closure. Town Manager Souza noted that with the Department of Energy and Environmental Protection (DEEP) approval, we are no longer required to pump and treat leachate. We have a “constructed wetlands” approach where the leachate will be treated in a natural way. There will be no pipeline. This is a cost effective alternative and is a recycled soil product. We are optimistic that the DEEP will approve this method this spring. Equipment is not new and approximately half of the equipment is rented.

6) Resident Transfer Station Enterprise Fund

The facility is open approximately 32 hours per week and is available exclusively to residents of Windsor and Bloomfield.

The FY 19 budget proposes to continue to provide the same services as was provided in FY 18. This includes managing the residential drop off of approximately 500 tons of municipal solid waste (or "MSW"), oversized waste, and approximately 700 tons of bulky waste.

The transfer station operates as a separate, "stand-alone" enterprise fund, with the goal of operating with a positive fund balance. Based on waste stream volumes to date, at the conclusion of FY 19, the fund expects to have generated an additional net income of approximately \$45,000 and will have continued to meet the financial goal.

Over the past 3 years of operations, the Transfer Station Enterprise Fund has absorbed significant disposal price increases without passing along corresponding price increases to our customers. Once the remaining landfill airspace has been fully depleted at the conclusion of FY19, we will have to make adjustments in our pricing schedule in order to maintain a positive fund balance from year-to-year. For this reason, we are recommending a smaller, "stepped approach" to raising our fees that begins in FY 19.

In the proposed budget, we have recommended that the cost of half-year and full-year permits be raised by \$5 and \$10 respectively. We have also recommended that the cost of side window transactions be raised from \$3 to \$4, and individual bags be raised from \$2 to \$3. At this point, we envision that a similar increase in fees would need to be implemented the following year as well.

Mr. Goossens, responding to council comments, said the transfer station as a whole has a fluctuating environment. The costs have many variables such as Request for Proposals and scrap metal pricing. There are approximately 337 permits (177 yearly and 160 half-year permits). There are many side window transactions that are charged per event.

Councilor Wilkos suggested that the fees be increased immediately and disagrees with the step approach. The employees are paid from the Enterprise Fund. The new scale is for the residential users who utilize the side window. The transfer station is only open to residential users from Windsor and Bloomfield. Many adjustments would have to be made for commercial use.

7) Insurance Internal Service Fund

Liability Insurance and the Worker Compensation Insurance

Marty Maynard, Risk Manager, presented the Liability Insurance and the Worker Compensation Insurance sections of the Insurance Internal Service Fund.

The forecast for this coming fiscal year is in the single digit increases. It appears that it will continue to be a soft market, where the carriers are not significantly raising their premium, while conditions remain the same. We are doing an informal one year bid among the two or three carriers out there insuring municipalities in the state. We are recommending a 2.1% increase

this coming year.

Part of the reason we are getting low increases is that our experience has been going down. In FY 13, there were 78 total claims. With our present carrier, we have had a steady decline in claims for the past few years, only 14 so far in FY 18. We expect the number to go over 20, however, our dollar number reflects how well we have been doing.

For the Workers Compensation Fund, we forecast to be flat in FY 19. Although this year we have closed a number of claims, there are still some open claims which will cost us more money since they are older. The other additional costs for the Second Injury fund and the fees for the Third Party Administrator fund remain the same.

Over the last two years, there has been a focus on slips, trips and falls. We have provided all field personnel with ice cleats. We have seen a reduction in claims over the last three years, saving over \$90,000 in claim dollars.

Our claims experience has been steadily declining over the past few years, which has helped us stay flat this year.

Employee and Retiree Benefits

Amelia Bliss, Director of Human Resources, presented the Employee and Retiree Benefits section of the Insurance Internal Service Fund.

The active employee costs are budgeted in each department budget and the retiree costs are budgeted in the General Services budget.

The FY 18 employee and retiree General Fund costs, after employee and retiree copays and Enterprise Fund contributions are deducted, are expected to be \$155,040 or 4.9% under budget. This is due to:

- Enrollment changes, including fewer enrollees in the town's medical benefit plans
- Reduction in specialty prescription drug claims
- Medical claims being better than expected

As part of the CT Purchasing Coalition, our contract with Express Scripts was renewed in October of 2017 with more favorable pricing.

These factors positively impact the FY 19 employee and retiree benefits budget. For FY 19, the General Fund costs reflect an increase of \$45,390 or 1.4% over the FY 18 budget.

The town continually seeks ways to mitigate the increasing cost of employee benefits. Self-insuring several of the benefit plans has been the most successful resulting in a cumulative estimated savings of \$1.9 million, this includes \$300,000 in FY 17.

Over the past few years, the town negotiated changes to health insurance benefits for our bargaining units and implemented changes for the unaffiliated employee group. These changes have helped mitigate increasing costs. Changes have also been made to retiree health

insurance benefits. Now all retirees are required to take other coverage after retirement if it is available to them elsewhere.

Due to this change, ten retirees did not enroll in the town's insurance upon retirement in FY 17 and FY 18 to date, resulting in a cumulative estimated budget savings of \$88,000.

In FY 19, we will continue to explore ways to mitigate the increasing cost of providing employee benefits.

Deputy Mayor Terranova asked about the Stop Loss Captive program the town joined several years ago. Ms. Bliss replied it is rolled into the Health Insurance lines along with Aggregate Stop Loss with Anthem for health and dental. Together it is budgeted at \$268,000 for FY 19. Town Manager Souza said that percentage wise, we are estimating a 12% increase whereas the trend of the marketplace is at 50%.

Councilor O'Reilly questioned the funding sources. Part of the funding is from Town Support for Education based on a percentage of the use of the insurance.

In response to Councilor Jepsen, Mr. Maynard stated that the Fire Liability funding source from the Fire Districts is working out well at this time.

8) Adjournment

Councilor Wilkos MOVED and Deputy Mayor Terranova seconded to adjourn the meeting at 8:50 p.m.

Motion passed 9-0-0

Respectfully Submitted,

Lori Hartmann
Recording Secretary

**TOWN OF WINDSOR
TOWN COUNCIL
COUNCIL CHAMBERS
SPECIAL MEETING
APRIL 16, 2018
UNAPPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 6:33 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) Safety Services

Fire Department

Mr. William Lewis, Fire Chief, Mr. Paul Goldberg, Fire Administrator, and Mr. Steve Bianchi, Assistant Chief gave an overview of the proposed FY 19 budget as follows:

It was a good year with active membership. There were several structure fires and incidents, but there were no citizen deaths or major injuries. The FY18 budget was on track with the exception of vehicle maintenance. They are projected to be \$13,300 over in this area due to an aging fleet. Mr. Lewis gave further highlights and information as follows:

- The department participated in a Connecticut Fire Chiefs Association's grant that studies recruitment and retention.
- Provided reimbursement for new member physicals and training for their first time. Fire Department membership has remained stable.
- There are approximately 80 active members aged 18-80+ years old and 12 explorers.
- There are usually sufficient firefighters to maintain daily calls, but there is sometimes difficulty in daytime responses, but this is being monitored. They have increased department responses from three to four companies in an effort to decrease response time and increase the number of available firefighters.
- A new Training Officer has been appointed, several training sessions have taken place, and we plan on hosting several mutual aid departments with regional training.
- Several committees are studying the department to create short and long-term plans in order to consolidate resources and modernize tools and equipment.
- Applications for grants have been unsuccessful due to the highly competitive nature, but they are fine-tuning the application process in order to replace old apparatus.
- The Capital Improvements program upgraded the department's self-contained breathing apparatus this year.

Mr. Lewis added there is a mutual aid contract with the Blue Hills Fire District where Windsor responds to Blue Hills Fire Department for certain emergencies and the Blue Hills Fire Department responds to Windsor for similar emergencies. There is participation with seven other towns that include a task force, ladder strike team, and a rescue strike team.

Councilor Jenkins asked for clarification about the relationship between the Windsor, Blue Hills, and Bloomfield fire departments. Chief Lewis responded that Windsor and Blue Hills automatically respond to each other's structure fires and that Bloomfield is available if called on, but does not respond automatically.

Councilor Jenkins asked what the majority of daytime fires are attributed to. Chief Lewis responded that kitchen fires are the most common fire in the entire nation. Councilor Jenkins wondered if more educational outreach could eliminate some of those occurrences. Town Manager Souza then spoke about an educational program already in place created by the Fire Marshal's office, the Senior Center and Social Services Department that addresses kitchen fires, slips and falls. It's a national program that is particularly geared toward seniors, as that is where data is showing the most fires are occurring.

Councilor McAuliffe asked about the procedure to pursue grants. Chief Lewis said that it is a very lengthy application process. Mr. Goldberg explained that every year, there are three grants available from the federal government. Windsor primarily applies to the Assistance to Firefighters Grant (AFG) that provides safety equipment to firefighters. About \$3 million is given out annually but there are probably about \$1 billion worth of applications that are submitted. Grants are given to those with the most need.

Councilor Jepsen noted that three fire engines are up for replacement in the Capital Improvements Program and asked if those are the vehicles from the 1990s. Chief Lewis responded that they were.

Councilor Jepsen asked if there was any value we can get back from the old vehicles. Chief Lewis stated that they have tried in the past, but they only got \$50,000 for the last vehicle.

Councilor Jepsen asked about the mutual aid strike force and how it works in conjunction with the paid fire departments. Chief Lewis responded that the Hartford Fire Department will come help as well as Windsor. The last time Windsor was called to help Hartford was during a convalescent home fire about 20 years ago. Hartford uses many union employees so Windsor is not needed very often. Councilor Jepsen thanked them for their service.

Councilor Wilkos recalled this autumn being a tough season for the department with many major alarm fires and thanked the department as well as its volunteers. He then asked about the other two grants available from the federal government. Mr. Goldberg responded that one is called the Safer Grant and is designed to fund pension programs so towns can hire career firefighters. The third is a fire prevention grant which the Fire Marshal's office has applied for but has not received. It is highly competitive and only gives about \$25-30 million annually.

Councilor Govoni expressed his concern about the Windsor Fire Department needing to work on Interstate 91. He noted that crash cushions are used by the state to absorb energy if someone

hits a vehicle. He asked if the department parks a vehicle behind fire trucks on the highway in order to prevent crashing into it. Chief Lewis responded that they notify the state Department of Transportation and if they are available, the crash trucks come. It depends on their availability.

Councilor Jepsen asked if it would be worth getting our own crash truck. Chief Lewis stated that the biggest problem with having our own crash truck is having a trained staff member to man the truck. He thinks the state has the resources and should be supplying these crash trucks.

Mayor Trinks thanked the department for its professionalism when he needed services provided for his own home. He stated that everyone knew and did their job well. It was very special to see it happen in person.

Windsor Volunteer Ambulance

Mr. Terrence Greaves, Chief Executive Officer of the Windsor Volunteer Ambulance (WVA), gave the following overview of the proposed FY 19 budget:

One of the goals of the WVA is to be active in the community on and off duty. Annually they hold a food drive around Thanksgiving and are involved in Project Santa in collaboration with the Chamber of Commerce. They also provide standby medical services at events such as the high school football games, multiple road races, and the Special Olympics Regional Games.

The department will be slightly over budget for FY 18 due to a couple of factors, but mainly due to the increased costs in paid staffing to compensate for the decreased number of volunteers. They are currently down four volunteers.

The FY 19 budget shows an increase as compared to FY 18 to account for an increase in ambulance coverage hours during the evening and an increased cost for employee benefits. There are currently only four volunteers, despite recruiting efforts. The decrease in volunteerism is due to various factors, but causes the department to use more paid staffing and pay for overtime hours.

The WVA fundraising campaign raised \$28,000 this year. The money goes toward making ends meet as a non-profit organization and for new equipment. We are hoping to add another ambulance within the next two years. A new campaign will begin in October to start the process of replacing outdated equipment.

Councilor Jenkins asked if rather than paying employees, could the department give stipends to volunteers? Mr. Greaves responded that there is a remuneration process depending on shifts. The department also provides dinners, fund training, and employ recruitment initiatives like going out to training classes. The issue that we have is that there are some commercial services around that can pay \$21 per hour for individuals in this field, so it is hard to compete with them.

Councilor Govoni asked if the Rainbow firehouse appreciated having its own ambulance to shorten response time. Mr. Greaves responded that yes, residents have expressed appreciation for the reduced response time. Mr. Greaves expressed his gratitude for the ability to use the firehouse.

Councilor Wilkos asked if a specific line item “bad debt recovery” was related to paying debt collectors. Mr. Greaves stated that it was and explained the department’s tiered process for debt recovery.

Councilor Wilkos asked if the department is seeing a rise in unpaid debt. Mr. Greaves responded that they are. People have high health insurance deductibles and cannot pay. They work with these clients to reduce their bills to make it more affordable before it gets sent to an attorney or small claims court.

Councilor Jepsen stated that he is impressed with the overall budget and recalled many times in the recent past being worried about the finances of the department.

Mayor Trinks expressed his appreciation for his service.

Police Department

Don Melanson, Chief of Police; Christine Rogovich, Management Information Systems; and Captain Tom Lepore gave a presentation of the proposed FY 19 budget for Safety Services as follows:

Chief Melanson stated some of the services of the department:

- There is a focus on positive community involvement.
- The School Resource Officer makes daily visits to the high school and the Youth Engagement Officer has built relationships with the elementary and middle schools.
- The Department collaborated with the Youth Services Bureau and the Parks and Recreation Department to host block parties at three different community parks this summer and they were all well attended.

Chief Melanson added that there are fifteen new officers that have been hired due to many retirements. The entire department has been working together to integrate and train these new officers. It takes approximately one year for a recruit to function independently.

The FY18 budget is under budget by \$208,540 or 2.1%. This is due to partial year vacancies, military leave, worker’s compensation, and disability claims. The 911 system was upgraded last year to use geo-location and will soon be able to receive text messages.

The FY 19 budget proposes an increase of \$150,850 or 1.5% mostly due to capital outlay. The General Fund budget including Town Support for Education is also seeing an increase of \$169,620 or 1.8% due to an increase in capital outlay, energy and utility costs, and radio system lease expenses.

Deputy Mayor Terranova asked about the reallocation of two officers from patrol to support services. Chief Melanson responded that it is mostly just an organizational feature. The two positions are for the School Resource Officer and Youth Engagement Officer.

Councilor O'Reilly thanked the officers for everything they do and then asked what the payback is for services provided to schools. Chief Melanson stated that it is very hard to quantify but while the officers are at the schools they are responding to events there and able to provide mediation services while being present as opposed to being called out to the location. It provides the department with a lot of knowledge. For example, field officers can go to school officers when there is an issue and create a link. It also creates an impression with the students that the officers are trusted community members.

Councilor O'Reilly asked if Windsor is unique in doing this. Chief Melanson responded that it is not unique. Most communities have school resource officers. Some even have more than we do, it just depends on the size of the town.

Councilor Wilkos is pleasantly surprised to see the department under budget. He stated that there were lots of retirements and unexpected costs and the department was still able to maintain its budget. Building on Councilor O'Reilly's questions, Councilor Wilkos stated that he remembers officers in school from when he was a child and even remembered doing a ride-along with a police officer. He thinks it is a wonderful program and perhaps it should even be expanded.

Councilor Jepsen echoed what a great job the department is doing. He asked where the overtime pay factored into the budget and for clarification on salaries. Chief Melanson stated that new officers make about \$30,000 less than those ready for retirement, so money is saved when new hires happen. Grant monies are offered for details such as "click it or ticket", distracted driving, and DUI checkpoints so those won't show up in overtime. Every two weeks there is a list of who was forced to work a shift. The union works to balance needs but staffing is pretty stretched. Private duty is separate and is also not reflected in overtime hours. Many jobs are not getting filled because younger officers don't like as much overtime, they value their time more. Road work will pick up soon over the spring and summer.

Town Manager Souza noted that overtime was approximately \$80,000 more than budgeted but it was balanced by the savings from hiring new officers at a lower rate. He credits the Chief and the union with changes in the collective bargaining agreement a few years ago as it has helped provide more flexibility for the department to manage staff. Traffic officers now count toward minimum staffing.

Councilor Jenkins recalled a couple meetings ago asking for a safety review in light of the school shooting in Parkland, FL. She asked if the department reviewed safety measures and if so, have they affected the budget in any way or will there be any measure that will increase it? Chief Melanson replied that last spring officers went to active shooter training and there is another coming up in May. As far as school assessments, we are well ahead of other communities as far as pre-plans and identification. Some of the recently retired officers were trained in Crime Prevention through Environmental Design (CPTED) so new officers will need to be sent to the training. Equipment in the vehicles has changed so that officers are better equipped to respond to these situations as well. There are regular reviews and Chief Melanson believes the department is in a good place to respond to an event.

Town Manager Souza added that the Board of Education has received some state money to make security upgrades to the schools as well.

Councilor Govoni spoke about meeting a person who worked for safety services crisis intervention so he researched the position a bit. The role is to rapidly evaluate complex behavioral health services and recommend clinically appropriate crisis interventions for community helpers including law enforcement and emergency medical services. Councilor Govoni asked for more information about the position. Chief Melanson replied that the grant is very forward looking. There are only one or two other police departments in the state that have a clinician embedded in the department. One of the biggest issues in law enforcement is how to handle mental illness calls. The role has been most effective during long-term mental illness issues. Now that officers have Crisis Intervention Training (CIT), officers can recognize citizens that are not a threat to themselves or others but do need a long-term solution for services and a referral to the clinician. The grant expires in October so the department is looking for more grant funding to move the service forward.

Councilor Govoni asked if a citizen could call the clinician directly. Chief Melanson answered that they could not. The complaint would need to go through the police officers and then they would refer the individual to the clinician.

Deputy Mayor Terranova asked about an increase in a special revenue account for vehicle maintenance. Chief Melanson responded that they used the fund to replace an aging vehicle.

Deputy Mayor Terranova asked about the sharp increase in the number of part one crimes including burglaries, break-ins and related clearance rates. Chief Melanson responded that many communities in the region have seen a big spike in car burglaries and stolen vehicles. Just that morning, two juveniles tried to enter more than 40 vehicles in 5-10 minutes and were arrested. He recommended that citizens lock their cars and take valuables inside. He also added that clearance rates are skewed from year to year because many crimes are not solved until the following year or even two years after the fact.

Councilor O'Reilly asked if there was anything lacking in the information services department. Chief Melanson responded that a very large expenditure happened about a year and a half ago that is considered the forefront for law enforcement agencies called Nexgen. The system communicates with dispatch and records management. Patrol officers can pull up photos in real time.

Town Manager Souza hopes to be able to harvest data from the program to be even more efficient in preventing and solving crimes in the future.

Mayor Trinks thanked officers for their work and asked if this was the bubble of retirees they had been expecting. Town Manager Souza responded that it was and that currently there are about three more officers eligible for retirement.

3) Health Services

Dr. Michael Pepe, Director of Health Services; Ms. Sharon Enot, Public Health Nurse; and Mr. Matthew Brattoli, Registered Sanitarian, gave an overview of the proposed FY 19 budget as follows:

Dr. Pepe listed four main department areas:

- Inspection and Regulation which includes food safety, public health nuisance, mosquito control, and the enforcement of local codes and ordinances such as the housing code and the property maintenance ordinance.
- Disease Prevention and Control which is comprised of disease monitoring and investigation, as well as health education. Health education programs include nutrition, heart health, coordination of the town's access defibrillation program, and the sale of bike and ski helmets.
- Clinic Services, which includes all health screenings especially cholesterol, and the annual flu clinic in October.
- Emergency Management which addresses emergency planning and response activities the department carries out on behalf of the town and mass dispensing area number 31.

This year each sanitarian went through 100 hours of online and classroom training to be certified to enforce new FDA food code which will go into effect in July 2018.

The annual flu clinic, as well as clinics for first responders, employees, and the public resulted in over 620 people being vaccinated this year. This also included an additional unplanned regional vaccination clinic that occurred on February 10th with over 100 vaccinations given to individuals aged 9 and up in response to the severe flu season.

In collaboration with the Windsor Police Department, Windsor Volunteer Ambulance, and the Office of Economic Development, Windsor was approved as a heart safe community for another 3 years.

This year the department is expected to be under budget by 0.3% or \$1,560 due to savings in supplies and utilities.

The FY19 budget proposes an increase of 3.2% or \$15,200 due to salary and benefit cost increases.

Goals for the department in FY19 are to implement an education program for Windsor Housing Authority residents where information for various environmental hazards and health related topics are presented. Emergency Management plans to create a web page to prepare residents before an emergency occurs. The final goal is to continue to provide support to all food service establishments regarding the full implementation of the new FDA food code.

Councilor O'Reilly asked about the focus on mosquito control and why there was no focus on ticks. Dr. Pepe answered some mosquito control also repels ticks. Adulticide affects mosquitoes

and ticks at all stages from larvae to adult. Larvacide works for a longer period of time but only effects the larvae, adulticide needs to be repeated more frequently. No West Nile Virus cases have been reported in Windsor.

Deputy Mayor Terranova asked about increased expenditures in the service line for property remediation. Dr. Pepe answered that these costs are recoverable through a lien on the property.

Deputy Mayor Terranova asked for an update on the initiative to increase lead screening, particularly related to younger children. Ms. Enot responded that they received funding from the state to go out in the community informing people about new state mandates on testing young children for lead poisoning. Although the number of lead cases reported are about the same, physicians are being pushed to follow through with the mandate for the testing and that is making a difference.

Councilor Govoni asked about the size of the workload for property remediation. Dr. Pepe answered that the number of complaints is about the same, around 10-20 per year. It can be grass, debris, or parts of the house that are deficient or defective such as gutters.

Councilor Wilkos asked if the department tested water at food establishments. Dr. Pepe replied that they can sample water if there is a suspicion and then send it to the state lab. It is done on an as needed basis, such as discolored water. Councilor Wilkos followed up asking if water tests could potentially be made a more regular occurrence as goodwill for the community. Dr. Pepe said he would look into it further.

4) Library Services

Ms. Gaye Rizzo, Director of Library Services, and Mr. Kevin Sullivan, Wilson Branch Manager, gave a presentation on the proposed FY 19 budget as follows:

FY 18 is expected to come in just under budget. The FY 19 General Fund budget proposes an increase of \$34,330 or 2.1% due to Personal Services.

Last year, staff checked out over a quarter of a million materials including books, magazines, audiobooks, CDs and DVDs. Besides lending, there is an emphasis on learning and interactive experiences. To name a few, this year children came to sing and dance in the Kidspace, teens attended a "Girls Who Code" technology club, and adults took part in a wood-burning class. Adult volunteers provide tutoring to dozens of children who need help in reading or math. Last year, 750 people volunteered 3,350 hours to the Windsor libraries.

There were more than 270,000 patron visits to the library and public computers were used over 50,000 times. Patrons were just as likely to use the facilities as a social space as they were to use it as a study space. There were 20,000 people that attended over 4,000 meetings for local groups and businesses last year alone.

Reference librarians answered 56,000 questions. Over one-third of these related to technology. The library has a "Bring your Gadgets to the Geeks" weekly program and one-on-one "Book a Librarian" appointments.

One of the FY 19 goals is to reinforce the library's commitment to aligning library services with the changing needs of patrons. Specifically, some service desks and computers will be relocated and the music makerspace will be available as an instrument practice room for students in town. Students will also be able to access the library with their student IDs rather than need a library card.

Councilor McAuliffe asked how they keep staff up to date on technology. Ms. Rizzo responded that the new staff are well-informed, they work closely with the IT department at town hall, the library has their own IT employee, and each staff member is asked to master a piece of equipment.

Deputy Mayor Terranova asked if the library has considered partnering with the senior center. Ms. Rizzo replied that it has been tried before, but many people like to come to the library directly.

Councilor McAuliffe asked if the Wilson branch is lacking in any way. Mr. Sullivan responded that a few services are only available downtown, but most things are available at both branches.

Councilor McAuliffe asked about the number of patron visits. Ms. Rizzo stated that the number of patron visits is stable, but at-home services have been expanded and patrons can download materials without physically visiting the library.

Councilor McAuliffe asked if the library coordinates with summer school. Mr. Sullivan responded that the library runs a summer reading program and summer lunch program. Anyone under 18 can come to the library to get a free lunch and various programs are planned around lunchtime so children can attend while coming for lunch. The lunch program is run through the Board of Education as part of a federal program.

5) Human Services

Anne Wakelin, Director of Human Services; Sue Raggo, Social Services Coordinator; Rebecca Joyce, Senior Services Coordinator and George Headley, Senior Transportation Coordinator gave a presentation of the proposed FY 19 budget as follows:

The FY 18 General Fund budget for Human Services is estimated to be over budget by \$3,640 or 0.4%. This is mainly attributable to not receiving an expected grant for transportation services.

The FY 19 General Fund budget reflects an increase of \$34,040 or 4.1% primarily due to Personal Services and a reduction in grant funding for transportation services.

In this department, there are 5 full-time employees and 16 part-time employees that equate to 10.26 FTE's.

Anne Wakelin stated that Human Services has a high utilization of volunteer-based resources that is cost effective. It is estimated that in FY19 over 240 volunteers will contribute more than 15,000 hours to Human Services. This translates into approximately \$161,000 in cost savings

in the General Fund. Volunteers assist in day to day/administrative operations, support groups, customer service, transportation duties, and food services.

The FY19 goals for Human Services is to collaborate internally and externally and to partner with community organizations to assist job seekers over the age of 50 in finding employment.

Councilor Jepsen stated that they do a great job. He inquired about a \$75,000 transfer of payment to the General Fund Transportation Unit. Town Manager Souza stated that the Caring Connection is providing the service and that transfer represented the payment back for services.

Deputy Mayor Terranova asked Ms. Joyce about last year's goal of finishing up the policies and procedures manual and accreditation. Ms. Joyce answered that they are in the process of completing the policies and procedures manual for senior services and analyzing what needs to be done in order to achieve accreditation. It will be the first time that senior services will be accredited once completed. Being accredited assists the facility in receiving grant funding and provides a "gold stamp" to the facility.

6) Child Care and Adult Day Care

Child Care

Laura Casey, Director of Windsor Discovery Center and Montessori School, gave an overview of the proposed FY 19 budget as follows:

After two years of preparation, the school achieved accreditation from the National Association for the Education of Young Children (NAEYC) in July of 2017.

During FY 18, we offered 84 enrollments from Infancy to Kindergarten and 20 in the before and after school program. We experienced a larger number of before and after school admissions during FY18 from the previous two years with a total enrollment of 34 students. Our summer revenues remained consistent compared to FY 17.

The FY 18 expenses are estimated to come in \$5,000 or 0.4% under budget. The FY18 revenues are expected to come in \$3,410 more than budgeted resulting in an FY 18 overall loss of \$44,160.

The FY 19 projected revenue is based on current enrollment patterns and a slight fee increase of \$5 per month across the program. We will continue to offer the full-time Infant program, full and ½ day Toddler Montessori programs, the Primary Montessori program for 60 children, and the before and after school elementary program.

After the FY 19 summer program, an analysis of the elementary camp offerings will be conducted. Based on the findings, we may decrease the age eligibility in order to accommodate a larger presence in the younger programs. The FY 19 expenses are relatively flat other than Personal Services. This results in a projected loss of \$59,260 for FY 19.

Our marketing efforts this year have consisted of posting on social media with Facebook and twitter; registering the school in the NAMTA (North American Montessori Teachers Association), NAEYC, and the American Montessori Society (AMS) online directories; mailing personal thank

you notes to all touring families; placemat ads at a local eatery; on-line advertising with *Kids Out and About.com*; and family referral coupons. Based on inquiries from families our customers find us by searching the internet or through word of mouth. We plan to boost our internet presence by adding additional tag words into our Facebook posts and on our website. We currently have a waiting list for our infant, toddler and school aged programs.

I am hopeful with our current marketing efforts that enrollment will follow the same trend for FY 19. We continue to offer high-quality school year and summer educational experiences for the families we serve. We are committed to the work that we do every day by providing extraordinary educational learning experiences for over 35 years.

The FY 19 expenses are relatively flat other than personal services. This results in a projected loss of \$59,260 for FY 19.

The FY 18 expenses are estimated to come in \$5,000 or 0.4% lower than budget. The FY 18 revenues are expected to come in \$3,410 more than budgeted resulting in an FY18 overall loss of \$44,160.

Councilor McAuliffe asked if the facility is adequate for the services provided. Ms. Casey responded that it is.

Deputy Mayor Terranova asked at what point the school will break even and asked about adding another classroom. Ms. Casey responded that even if the school was fully enrolled, there is still a projected loss of \$25,000. Adding another classroom would likely add too much cost in staffing.

Councilor Jepsen stated that there are about 5-10 years left in the retained earnings, how can the ship be turned around? Ms. Casey stated that she will be looking at summer enrollment as a challenge. This year in particular, Windsor students will still be in school during the first week of camp due to all of the snow days this year, so the enrollment numbers will be low.

Councilor Wilkos recommended marketing to schools that will not be meeting during the first few weeks of camp. He stated that the school is a tremendous asset to the community and appreciates the budget improvements over the past few years. He stated that the obvious way to close the gap between breaking even and being in the negative would be to increase fees and costs of the facility, but this may be difficult to do and still stay competitively priced. He then asked if the full-time vacancy was a problem. Ms. Casey responded that she spent a lot of time in the classrooms.

Councilor Jenkins asked Ms. Casey if she has looked at joint-venturing volunteer situations such as the early childhood program at the high school. Ms. Casey responded that volunteers cannot be left alone with children so it would only help in certain situations. She also stated that background checks run by the state have increased from \$12 to \$87 per person and would have to be done for any volunteers who come more than ten times. She has worked with the high school to hire sixteen year olds who can work alongside other staff members and then independently when they turn seventeen.

Town Manager Souza noted that Ms. Casey is proposing a slight fee increase that will stay competitive but create more revenue. Ms. Casey added that she did market research about the tuition and found that \$5 per month would stay competitive.

Deputy Mayor Terranova asked about the elimination of the two and three day enrollment options. Ms. Casey responded that the need is not great and it prevents a full day slot from being offered.

Adult Day Care

Cheryl Rosenbaum, Caring Connection Coordinator, gave an overview of the proposed FY 19 budget as follows:

The Caring Connection is a medical model adult day center that provides skilled nursing, sound nutrition, family counseling, personal care, socialization, transportation, and therapeutic recreation.

Recent staffing changes are helping to reduce the yearly loss, which is expected to be \$80,870 in FY18.

Efforts in marketing and outreach indicate a small increase to the average daily census. FY 19 revenues are projected to be \$12,550, which is 3.1% higher than FY 18.

Operating expenditures are expected to increase by \$12,490 or 2.58% in FY 19 due primarily to personal services and increased transportation costs.

The Caring Connection was open to the public three times this year for their 30th anniversary celebration, elder law workshop, and spring open house.

In FY 19 the department will be arranging to get a bus wrap to advertise the facility on its new bus scheduled to arrive in late summer or early fall.

Councilor Wilkos asked Ms. Rosenbaum to speak about enrollment and daily numbers. Ms. Rosenbaum responded that they are seeing about 22 or 23 clients per day and have about 40 clients overall. That is a slight increase since Ms. Rosenbaum was appointed to this position.

Councilor Jepsen summarized that the town is basically contributing \$60,000 to the facility in order to gain around \$96,000 in revenue.

Deputy Mayor Terranova asked about the restructuring of staffing. Ms. Rosenbaum stated that they went from four to two full-time employees, herself and a nurse coordinator.

Mayor Trinks stated that enrollment is up, changes are in place, yet there is still a similar loss at the end of the fiscal year. This year will be the end of the retained earnings.

Town Manager Souza noted that the market place has changed. There will be an ongoing contribution from the General Fund to keep the program going. Staffing cannot be reduced any

more at this point. Clients used to be there 4-5 days per week and now go 2-3 days because they are mixing their care with alternative means. The state pays around \$72 per day for this care, which has not increased in years.

Mayor Trinks asked how many clients are from Windsor out of the total population. Ms. Rosenbaum responded that 51% are, about half.

Councilor Wilkos is surprised that the program is underutilized. He asked if Ms. Rosenbaum has tried direct marketing and suggested reaching out to the assessor's office to ask for a short list of potential clients. He feels that it is a valuable part of the community but agrees that it is reaching the end of the line.

Ms. Rosenbaum responded that a postcard was tried a few years ago and right now they are trying to get their name out to the general public, clients, and professionals. She also feels that the new bus will get their name out in the community.

Councilor McAuliffe asked what would happen to residents if the program closed. Ms. Rosenbaum responded that the clients would have to go to other towns. She fears that many of those citizens would receive home care and lose the socialization element.

Councilor Jenkins asked if there has been a survey done to explore potential reasons why clients are not coming the full five days. Town Manager Souza responded that Ms. Rosenbaum has anecdotally heard why the numbers have changed. In-home services are provided often and it is cheaper and work from home opportunities provide working people a chance to care for their own family members rather than having them attend a daily program.

Councilor Jenkins suggested seeking more specific information from clients, even despite recent changes in trends, to make some small adjustments to the model that may help enrollment.

Councilor O'Reilly asked what the optimum number of daily clients would be. Ms. Rosenbaum responded that they would need 5 more clients each day.

Deputy Mayor Terranova acknowledged the math but closing the center would be a loss to the community members that use it and feels it is better than the building being vacant.

Councilor Jepsen wondered if there were any services that could use that space more efficiently. Town Manager Souza responded that there was nothing significant in mind that would demand use of the building.

7) Recreation and Leisure Services

Paul Norris, Director of Recreation and Leisure Services; Rich Henderson, Assistant Director of Recreation; Marilyn Smith, Northwest Park Manager; and Sarah Maffiolini, Youth Services Coordinator, gave an overview of the FY 19 proposed budget as follows:

The Recreation and Leisure Services Department is comprised of Recreation Services, Youth Services Bureau, Northwest Park Education/Recreation activities, and Northwest Park property management.

The department consistently works with other town departments, school district staff, the Office of Family and Community Partnership, and other agencies to evaluate, retool, and reshape programs such as increased training for lifeguards, swim instructors, and volunteer basketball coaches. They also offered fitness programs for pre-teen girls, introduced the State of Connecticut "Change the Script" program to prevent opioid use in the middle and high school, provides STEAM education like the LEGO pre-engineering program, theater program, adult nature series, and provides parent workshops such as "The Teen Brain and Risk Taking."

The FY 18 overall expenditures for the department is expected to be under budget by approximately \$3,000 or 0.1%. This is mostly due to the reduction of transportation costs to after-school and summer camp programs as well as a lower rate for part-time positions.

The FY 19 General Fund budget reflects an increase of \$46,750 or 3.1% due to Personal Services. Increases in full-time employees reflect additional program part-time and seasonal staff and will be offset by User's Fees. Approximately 28% of the department budget is derived from User Fees, Private Contributions or Grants.

FY 19 goals include redesigning the Northwest Park trail maps, implementing new programs in adaptive recreation and youth development, and successful installation of the Welch Pool filtration system.

Councilor Jepsen thanked everyone for the great job they're doing.

Councilor Tustin stated that his family of three kids attends programs year-round and thanked the department for keeping his family busy.

Councilor Jenkins asked what "bold programming" would include. Mr. Norris replied that they will be working on adaptive recreation programs to include people with special needs, particularly young adults 20-27 years old. They also want to work with Youth Services Bureau to create new programs that target skills such as presentation and social behavior.

Mayor Trinks noted that there was a significant drop in User Fees and asked what this is attributed to. Mr. Norris replied that they eliminated one week from the summer program due to the school calendar and previous enrollment patterns.

Councilor Jenkins asked if the snow days affected their program. Mr. Norris responded that it did not affect plans for summer camp but it will affect staff training. It will be held in multiple sessions during the evening rather than during the day.

8) . Adjournment

Councilor Jenkins MOVED and Councilor Tustin seconded to adjourn the meeting at 9:03 P.M.

Motion passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council

**TOWN OF WINDSOR
TOWN COUNCIL
COUNCIL CHAMBERS
SPECIAL MEETING
APRIL 18, 2018
UNAPPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 6:35 P.M.

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

2) INFORMATION SERVICES

Anna Posniak, Town Clerk, gave the following presentation:

The Department encompasses two divisions: The Town Clerk's Office and Public Relations. The overall budget for the current fiscal year is estimated to come in under budget by \$21,880 or 3.6% primarily due to the timing of the capital project for the lower archival room and vacancy savings in the Town Clerk's Office. General Fund expenditures are expected to come in under budget by \$7,230 or 1.5% due to vacancy savings.

The proposed FY 19 budget has an overall increase of \$32,820 or 5.4% compared to the FY 18 budget resulting from several factors including the additional costs of the maintenance contract for the Clerk's integrated software system, the use of special revenue funds for the lower archival room project, and an increase in Personal Services.

The FY 19 General Fund reflects an increase of about \$18,020 or 3.8% due to personal services as well as the previously mentioned maintenance contract.

The software maintenance contract has been incrementally added to the Town Clerk's budget over the last couple of years with the additional copier special revenue fund covering the remaining costs. In FY 19, an additional \$4,000 will be added to the General Fund for the maintenance contract and the final \$4,000 will be added into next year's budget.

The FY 18 Public Relations General Fund budget is expected to come in under budget by \$1,220 as a result of training savings. The FY 19 proposed General Fund budget reflects an increase of \$6,150 or 3.1%.

The town's social media presence continues to grow with a 51% increase in followers from this time last year. These outlets were valuable communication tools throughout the year for providing emergency information, promoting town programs and services and to facilitate our WinWag photo contest in promoting June as dog licensing month.

New marketing initiatives this year include collaborating with the Windsor Chamber of Commerce and Board of Education to create WinCal.org, an online community calendar where you can find everything there is to do in Windsor all in one place. We have also continued working with IT on website content and user enhancements.

Councilor Wilkos asked about the increase in salary expenses. Was this a department affected greatly by the study? Ms. Posniak responded that it was not.

Councilor Wilkos asked if the department planned to host the WinWag photo contest again. Ms. Posniak responded that they were planning to run it again, this time with two different categories: one for puppies and one for dogs thirteen months and older.

Councilor Jepsen asked about conveyance fees. Ms. Posniak responded that it has been sunsetted and is permanent. Windsor was not one of the towns that saw an increase, we remain at 0.25%.

3) DEVELOPMENT SERVICES

Eric Barz, Town Planner; Bob Bolasevich, Fire Marshal; and Jim Burke, Economic Development Director, gave the following presentation:

Overall expenditures for FY 18 are expected to come in under budget by \$7,990 or 0.6% mostly due to services.

The proposed FY 19 General Fund budget reflects an increase of \$42,190 or 3.3% as compared to FY 18, primarily due to personal services.

The Planning Department was honored by the Connecticut Chapter of the American Planning Association with the 2017 Transparency and Public Outreach Award for our Annotated Zoning Regulations, online Citizen's Guide, and other web page enhancements that keep our citizens informed on our regulations and processes.

Aero Gear, Arrow Electronics, Dattco, Mattress Firm, SCA Pharmaceuticals, UPS, and other smaller tenants moved into over 450,000 square feet of new and renovated floor space. The Town Planning and Zoning Commission approved another 288,000 square foot Ford parts distribution center on Tradeport Drive.

Construction of Windsor Station Apartments was completed in May 2017. As of December, 120 of the 130 units were leased bringing 158 new residents to Windsor Center.

The Fire Marshal's Office began a Community Risk Analysis project, looking at emergency call data, census data, and trends, which will help determine opportunities for improvement in code enforcement and public education. As part of this project, the Fire Marshal's Office has reviewed the existing Fire Code ordinances and has proposed updates to ensure their proper integration with state codes.

Interns surveyed Windsor Center businesses regarding occupancy, employment, hours of operation and contacts. This survey was followed by a second parking utilization study of Windsor Center to corroborate the findings of the Transit Oriented Development study and will be used as information for the future parking policy.

We began a partnership with the CT Small Business Development Center and others to increase assistance to Windsor small businesses through locally presented training opportunities and on-site counseling.

There has been significant infill, renovation, and expansion activity in town with renovations to the Marriot and Hyatt House, enhancements to the Keney Park Clubhouse, LP Wilson, Amazon, and Dollar Tree, renovations to accommodate new Lindenmeyer Munroe and Fabrica facilities as well as the relocation of General Electric in town.

In FY19 the Planning Department will be working with a task force to plan for the reuse of the recently purchased golf course, annotating and updating the Subdivision Regulations to make them more user friendly, and collaborating with IT to incorporate the updated Historic Survey into the public GIS interface.

The Building Department will be instituting online building permitting and together with the Fire Marshal's Office will be training for the implementation of the new Connecticut State codes.

Economic Development will be developing a Small Business Information and Education program.

Development Services is working closely with Great Pond and their prospective vertical developer to accommodate changes to the form-based code in anticipation of the first residential phases of Great Pond, which will begin with infrastructure improvements and 230 apartment units in a mix of building styles.

Councilor O'Reilly asked about onsite counseling for small businesses. Mr. Burke responded that starting May 16th there will be a consultant onsite for weekly meetings with small businesses. The consultant will help with resources, business plans, and growth opportunities.

Councilor O'Reilly asked if it is something that small businesses will take advantage of. Mr. Burke responded that he believes there is a need and that it will be used. Right now these services are only available in Hartford.

Councilor Jepsen stated that he was delighted with the presentation. He asked about the amount of money that gets set aside for open space and asked for details on how that works. Mr. Barz responded that they usually asked developers to set aside 15% for open space, but in certain situations, they may ask for a fee instead.

Councilor Jepsen asked about Great Pond project's start date. Mr. Barz responded that there are meetings coming up and their finances seem to be in good shape now after a few difficulties. He is hopeful that work will begin this summer.

4) COMMUNITY DEVELOPMENT

Jim Burke, Economic Development Director, gave the following presentation:

The FY 18 budget is expected to be under budget by \$194,260 or 47.6% primarily due to a decrease in personal services. The FY 19 budget proposes an overall decrease of \$80,250 or 19.6% and a General Fund decrease of \$11,070 or 9.6% as compared to FY 18.

FY 18 is budgeted for 1.0 FTE, a temporary part-time position, and a contracted rehabilitation housing specialist. The FY 19 budget proposes that the department be staffed by one full-time equivalent and a contracted rehab housing specialist. The proposed budget uses loan program funds as a non-general fund source of revenue.

The primary goal of the department is neighborhood preservation. It supports neighborhoods through housing rehabilitation, community facilities, infrastructure improvements, and small business loans. Those services are funded primarily by grants and program income. Housing rehabilitation usually helps 15-20 houses per year by addressing environmental hazards, reducing homeowner energy costs, eliminating barriers for disabled people and stabilizing neighborhoods.

Community Development provides staff support to the Human Relations Commission, Wilson/Deerfield Advisory Committee, Economic Development Commission, and the Fair Rent Commission. Staff also coordinates the Neighborhood Assistance Act tax credit program at the local level. As a recipient of federal Community Development Block Grant funds, the department is responsible for making efforts to further fair housing and related civil rights initiatives.

The department provides referrals for housing counseling agencies, lenders, social service providers, and weatherization programs.

In FY 18 the department:

- Successfully rehabilitated 10 residential units
- Assisted an additional 10 households with applications to the Community Renewal Team for various energy-related needs
- Completed grant funded remedial action plans for two redevelopment sites in Windsor Center through the Metro Hartford Brownfields program
- Provided staff support to the Human Relations Commission with an expanded number of initiatives
- Administered the neighborhood assistance act tax credit program that assisted local non-profits to leverage over \$16,000 in corporate contributions.

Goals for FY 19 include:

- Continuing the successful housing rehabilitation program using revolving loan funds generated by repayment of prior year loans
- Leverage funds for energy conservation and measures
- Support Human Relations Commission's initiatives to promote African-American history.

Councilor McAuliffe asked if the department is adequately staffed. Mr. Burke responded that it was a tough year with two disabilities and a retirement, but they are reconstituting staffing. In the last couple of years there has been difficulty with staffing due to limitations from the state housing program. The department cannot use more than 20% of funds on staffing. The recent retirement sparked an interest in using contracting. The department is also utilizing interns to support existing staff.

Councilor Jepsen inquired about a prior collaboration with the Town of Enfield. Mr. Burke responded that with the higher paid staff retiring, providing that service is no longer needed and was concluded in June of last year.

5) ADMINISTRATIVE SERVICES

Financial Accounting and Reporting

Jim Bourke, Finance Director, gave the following presentation:

The overall FY 18 budget for administrative services is expected to come in under budget by \$3,380 or 0.1% primarily due to a savings in Personal Services caused by a partial year vacancy in the Tax Assessor's office.

The FY 19 General Fund budget proposes an increase of \$74,030 or 3.3% due to increases in salary and benefit costs.

The Financial Accounting and Reporting department ensures the proper accounting of the town's financial records and provides services to employees, other departments and vendors.

One of the FY 18 highlights is the management of investment income opportunities during a rapidly changing interest rate environment to ensure town funds realize maximum earning potential. Rates up to 1% and greater have been achieved on general cash deposits compared to rates as low as 0.2% over the last five years.

The FY 19 goal is to review and propose changes to the town's procurement policies to better align it with current best practices and process improvements.

Human Resources

Amelia Bliss, Human Relations Director, gave the following presentation:

The Human Resources (HR) budget handles recruitment, benefits administration for employees and retirees, labor negotiations, compensation, training, and legal compliance related to employment.

A recent highlight for the department was the implementation of the classification and compensation study for the unaffiliated administrative pay plan. HR also worked with department directors to write new job descriptions for the public works and clerical bargaining unit positions to reflect the current duties and qualifications of the positions.

Human Resources partnered with the Police department to hire five new police officers and filled an additional six full-time positions and various part-time and seasonal positions.

The department will be conducting complicit bias and inclusivity training for employees later this fiscal year. In FY 19, staff will coordinate and participate in contract negotiations with the police and public safety dispatchers bargaining units.

Information Technology

Frank Angelillo, Information Technology Director, presented the following:

The Information Technology department manages and maintains the technology that connects the ten buildings, two data centers, 250 users, mobile units, and remote terminals.

In FY 18 the department ended a 17 year run when they migrated to a new application suite that manages permitting, licensing, inspections, and provides the modern mobile tools and online portals. The selection process was a regional effort and currently there are nine towns live in the application and nine others in the installation or contract phase.

Toward the end of FY 18, the department is planning to launch the town's new website.

FY 19 will be highlighted by operating systems. The department will be upgrading a significant number of desktops and the active directory. There will also be upgrades to the Assessor and financial systems with a concentration on security and recovery.

Risk Management

Marty Maynard, Risk Manager, presented the following:

Risk management is responsible for the acquisition of all insurance for the town, Board of Education, fire companies, and the fire districts. It is also responsible for the safety of residents on town property, safety of employees, security of the facilities, and loss control.

The department works with the broker of records to purchase the most affordable insurance that also provides sufficient coverage. The safety of residents includes audits of town properties, especially parks and playgrounds. Employee safety includes standardized safety training annually on OSHA required courses and periodic specialty courses.

The department provides security by working with social services staff and provides loss control by continually auditing public buildings.

The busiest element of risk management is managing worker's compensation claims, auto liability, and property claims. The department not only manages claims, it seeks to prevent or mitigate claims and provides the best insurance at the best cost for citizens.

Assessor's Office

Larry Labarbera, Town Assessor, presented the following:

The property evaluation program determines and maintains accurate and equitable evaluations of all property. We also provide appropriate tax relief by administering various exemptions and benefits to qualified taxpayers.

In FY 18 there were very limited appeals at the most recent board of appeals session. There are currently only two outstanding court appeals.

In the last four years, the department has completed six audits, resulting in approximately \$17,000 per year in new taxes.

In FY 19 the department will conduct the 10/1/18 revaluation. We recently sent out income and expense questionnaires to all non-residential properties which are due back on June 1st and will be the basis for the updated values.

The department sent out 2,700 data mailers last year and to date have received about a 60% response rate.

Tax Collector's Office

Cathy Elliot, Tax Collector, presented the following:

The tax office will collect over 84% of the town's revenue this year. To accomplish this the department will mail over 45,000 bills, keep accurate records of payments, and send delinquent notices several times per year.

Over 50% of collections are mailed directly to the tax office or paid in person. The remaining taxes are collected through mortgage companies and via online credit card and ACH payments.

The department is currently in the process of notifying property owners that may be in danger of being included on the list for the next tax sale to be held in April 2019. The goal is for taxpayers to bring their accounts current prior to the auction.

In April 2017 the department collected nearly \$700,000 in delinquent taxes, interest and fees due to the town.

Councilor O'Reilly asked about the process of the rate of return on town funds being 1%. Mr. Bourke responded that they maintain several banking relationships and when federal reserve rates increase, they follow up with banks to make sure federal reserve increases are being met.

Councilor Wilkos stated that collectively these employees have put us in a great position going into the new budget year. He added that they have done a wonderful job of keeping an eye on interest rates. Councilor Wilkos called it a big year for Mr. Lebarbera and Ms. Elliot with collection increases.

Councilor Jenkins thanked everyone for all that they do and then asked what the upgrades for the website are. Mr. Angelillo responded that the upgrades are more related to the user experience. The majority of access to the website is on a mobile device, so they would like it to be more mobile-friendly. Town Manager Souza noted that there will also be more images.

Councilor Jepsen asked about tax collection through the tax sale. Ms. Elliott stated that she budgeted \$20,000 for the tax sale, but those costs are then recovered through the sale.

Councilor O'Reilly asked about outsourcing payroll and benefits. Mr. Bourke responded that we have a person in house that takes care of payroll and benefits. It has been looked into, but decided that we are better served doing it in house. Town Manager Souza responded that a cost analysis was done and it was not significantly cheaper to outsource.

Mayor Trinks asked what percentage of houses go up for sale and change hands. Ms. Elliot responded that the goal is to get all of the outstanding debt paid before auction. During the last auction they started off with 47 properties that fit the criteria and by auction date they were down to six. After auction, the owners of the properties have six months to get financing to reclaim their homes. Of the six properties recently auctioned, only one of them was owner occupied.

6) GENERAL GOVERNMENT

Linda Collins, Assistant Finance Director, presented the following:

The General Government budget makes up approximately 1% of the entire town budget and is comprised of 10 diverse town functions. It includes activities for the Town Council and appointed boards and commissions as well as the operations of the Town Manager's Office. General Government also includes funding for the Town Attorney, Treasurer, elections, the Greater Windsor Probate Court, Independent Audit, and Intergovernmental and Community Services.

The FY 18 General Government's General Fund expenditures are estimated to come in under budget by approximately \$46,000 or 4.7%. This is due to savings in Personal Services in the Town Manager's office due to a vacancy. These savings are offset in part by an unanticipated special election for the 15th assembly district and for increased costs in Counsel and Legal Advice for workers compensation cases.

The FY 19 General Government's General Fund proposed budget is approximately \$1,000,000 and reflects an increase of \$36,000 or 3.7% as compared to the FY 18 budget. Although some degree of increases or decreases are seen in every area, the majority of the increase is for the elections budget, mostly due to one additional election in FY 19 than occurred in FY 18 and for increased costs in Counsel and Legal Advice.

Mayor Trinks asked how many referendums are budgeted for. Ms. Collins responded that they budget for one.

Councilor O'Reilly asked how much it costs for an election to be staffed. Ms. Collins replied that budget referendums cost about \$15,000 but can go up to \$30,000 for a presidential election.

7) GENERAL SERVICES

Jim Bourke, Finance Director, and Marty Maynard, Risk Manager, presented the following overview:

The General Services budget consists of programs and services not specific to any department.

In FY 18, expenditures are expected to come in on budget.

The FY 19 budget proposes an increase of approximately \$1,900,000 as compared to FY 18. The increase can be attributed to a debt service increase of 3% and a capital projects increase by a little over \$1 million that will fund pavement projects, sidewalk repairs, fleet replacement, public safety apparatus and equipment, parking and pedestrian improvements, and money to cash finance large equipment and technology purchases.

The MDC payment for sewer services will increase approximately 10% or \$390,000 for FY 19.

The workers compensation and liability budget is expected to increase near \$19,000 due to claims.

The FY 19 funding for costs associated with the next revaluation is proposed at \$20,000.

The fire districts will provide \$7,500 for costs associated with their insurance coverage.

In FY 19 the town's contribution to the Other Post-Employment Benefits (OPEB) trust fund reflects a plan increase of \$100,000. The balance is projected to be approximately \$2,000,000 by the end of the fiscal year.

In FY 19 there is a proposed transfer of \$60,000 to the Caring Connection to address the difference between program revenues and operating expenses.

Councilor O'Reilly asked about a transfer to Great Pond Improvements and wanted to know what was planned for the infrastructure. Mr. Bourke responded that the money would go toward the roads, sidewalks, sewers, water lines, and electrical expenses.

Councilor Jepsen asked if the fund has a balance as there have not been any improvements yet. Town Manager Souza said that there is a balance, but some funds have been withdrawn to be used for administrative costs.

Councilor Govoni asked what the goal was for the OPEB fund balance. Town Manager Souza replied that the target was to reach a \$750,000 annual contribution. Mr. Bourke responded the actuarial number was a \$4.5 million per year contribution as there is a \$50 million liability.

Councilor Govoni asked if the town would have better bond ratings if we had managed that debt. Town Manager Souza responded that it would, but it is still acknowledged that the fund is always contributed to as recommended.

Councilor Jepsen asked about the retirement health insurance actual cost. Mr. Bourke responded that it is only a portion of it. Another portion of the OPEB fund goes toward an active employee cost.

8) TOWN SUPPORT FOR EDUCATION

Linda Collins, Assistant Finance Director; Jim Bourke, Finance Director; and Marty Maynard, Risk Manager, presented the overview as follows:

Expenditures in this section provide funds to meet the cost of town services for schools such as debt service, aid to private education, liability & worker's compensation costs, a portion of the Risk Manager position, retirement costs, public works and youth protection services.

For FY 18, Town Support for Education is projected to come in under budget by less than \$2,000.

FY 19 is proposed to increase by approximately \$93,000 or 1.8% over the FY 18 budget. The majority of the increase is for retirement services due to pension costs and an additional \$50,000 in funding for Other Post Employment Benefits (OPEB).

Councilor O'Reilly asked about the youth engagement officer and school resource officer positions outside of school hours. Town Manager Souza responded that they are only assigned to these roles and if they patrol, it is in an overtime capacity. During the summer they may be reassigned. Ms. Collins noted that during the summer, these officers also work with youth through the camp programs.

Councilor McAuliffe asked about the aid to private school fund. Ms. Collins responded that it is a partially funded state mandate that the town provides either nursing services or nursing funding to private schools in town. Schools need to meet a requirement that a large portion of their students are Windsor residents. Less than half of the funding is received back from the state.

Councilor Jepsen stated that this budget has been responsible and fair and perhaps a meeting next Wednesday, April 25th is not necessary. Councilors were in agreement with no objections.

Town Manager Souza noted that the town would post an amendment to the schedule and add agenda items scheduled for next Wednesday to Monday's meeting instead.

9) ADJOURNMENT

Councilor Jenkins MOVED and Councilor Wilkos seconded to adjourn the meeting at 7:51 P.M.

Motion Passed 8-0-0 (Councilor Tustin Absent)

Respectfully Submitted,

Erin Rand
Clerk of the Council

**TOWN OF WINDSOR
TOWN COUNCIL
SPECIAL MEETING
COUNCIL CHAMBERS
APRIL 23, 2018
UNAPPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 6:31 p.m.

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

2) PUBLIC COMMENT

George Slate, 74 Ethan Drive, asked the Council to keep enterprise funds such as Other Post Employment Benefits (OPEB) in mind when making the price guide. If they are not collecting costs, it is an unfunded liability. He stated that the Board of Education food service fund is not fully collecting costs. The point of an enterprise fund is that whomever uses the services should be the one(s) who fully pays for them. The \$60 million unfunded OPEB balance keeps being kicked down the road, but open space was funded quickly. On average, the town tries to repave roads every 25 years but there are many that have not been paved in 30 years. Ethan Drive has been there about 30 years and Day Hill Road is abysmal. Taxpayers on Day Hill Road pay millions of dollars each year in taxes, yet employees from those facilities have to use these roads and they are in bad condition.

Leonard Lockhart, 57 Columbia Road, stated that the mission of Windsor Public Schools is to create lifelong learners. He is advocating for the Board of Education (BOE) budget. As a citizen, senior services, public safety, and the Department of Public Works (DPW) are important. They are basic responsibilities of the town. He has concerns about the aging fleet of the DPW and noted that especially during the winter, these vehicles need to be operating well because we all drive on these roads. We want to make sure the town has the proper equipment to keep roads safe. He thanked the Council for their service.

David Furie, 37 Lighthouse Hill Road, echoed Mr. Lockhart's comments urging the Council to approve the BOE proposed budget. Last year was difficult with a zero percent increase and the proposed budget passed unanimously within the BOE. He hopes that the Council is able to preserve items like senior services and safety services. The senior center is now a place to be proud of. The Windsor Library is very valuable to students and all citizens. The last open space vote showed that people value open space and he hopes that this budget will allow the town to keep up with the parks as well, because Windsor is worth it.

Kristen Triff, 245 Prospect Hill Road, asked that the councilors pass the Board of Education budget. She teaches at Trinity College and stressed the importance of educating students. She claimed that the effects of a 0% increase last year was very noticeable. She thinks that approving the BOE budget as proposed will make her own children's and other students' futures brighter.

William Herzfeld, 1031 Windsor Avenue, stated that he is looking at placing his house on the market and is thinking about what makes Windsor attractive to new families. The Council shapes the reality of a well-run town. If people go elsewhere, it's not because of a lower mill rate. Windsor has a low mill rate, but does Windsor support schools, kids, roads, and buildings? He is hoping to see a 9-0 vote on the budget. He thinks it is reasonable and should go out to the voters.

3) CAPITAL SPENDING

Town Manager, Peter Souza, presented the following on capital spending:

This portion of the budget is found within General Services and serves as a source of pay-as-you-go cash funding for a variety of capital projects. There was approximately \$1.3 million set aside in FY 18 and the FY 19 budget proposes to increase it to \$2.4 million, which is approximately a \$1 million increase.

This increase proposes the following changes:

- An increase to the pavement management program of \$200,000 for a total of \$850,000 to repave approximately 4.5 miles of roadway.
- An increase to the sidewalk and curb replacement budget of \$75,000 for a total of \$150,000. The \$150,000 budget would equate to approximately one mile of sidewalk being repaired or replaced to eliminate tripping hazards.
- The public works fleet budget is proposed to increase by \$30,000 up to \$650,000.
- Costs associated with improvements to parking in the town center which includes additional design money to change traffic patterns on Broad Street and working with private property owners to increase public parking on Union and Central Streets.
- The FY 19 budget proposes that the town set aside \$500,000 per year for the next six years to reduce long-term borrowing and interest costs associated with purchasing fire department apparatus. If approved, the town would avoid paying \$1.2 million in interest costs over a 25-27 year period. This year specifically, instead of borrowing the full \$900,000 to replace a twenty-five year old fire truck, the town would only need to borrow about half that amount.

- Proposes that \$100,000 be set aside for Board of Education (BOE) technology program improvements and then to migrate to using the money toward the replacement of Chromebooks in schools on a regular basis.

In total, these costs would be \$2,400,000 and is where we need to be in order to maintain the aforementioned items.

Councilor Jepsen stated that this would right some of the wrongs of the past where things were taken out of the budget. He asked if the approval of this budget would automatically approve the projects or if the town would seek further Council advice. Town Manager Souza stated that traditionally, a Council approval would begin all of these projects.

Councilor Jepsen asked if there could be any amendments to the way the money was allocated. Town Manager Souza responded that it could be changed.

Councilor Govoni asked about sidewalk and curb replacement and if it included storm damage from the winter season. Town Manager Souza responded that he believes that it does, perhaps with a small amount coming out of the operating budget. Councilor Govoni believes that it may belong in the storm control program but either way it supports the sidewalk budget and he thinks that it gives taxpayers a lot of added value.

Councilor O'Reilly asked what would happen if the town was unable to follow through with the purchase of the Chromebooks. Town Manager Souza responded that the Board of Education would have to reallocate money within their own budget or delay the purchase. Councilor O'Reilly believes that these purchases help allow equitable opportunities for success of the students and helps to narrow the achievement gap, so he supports accomplishing that mission.

Councilor Govoni stated that he has heard of towns using Chromebooks at home during snow days and getting credit for the school day. He supports the money going toward that cause and anticipates it being an annual cost.

Councilor Jenkins stated that regarding the Chromebooks, it would be unacceptable for today's children to not have access to this technology. Children can learn when school is not in session and without question it needs to happen.

Councilor Jenkins asked how the town determines which areas of sidewalks are the most important to replace given such a tight budget. Mr. Bob Jarvis, Town Engineer, stated that the construction inspector goes out annually and rates the sidewalks. They also receive many phone calls from residents regarding trip hazards and deterioration. All of the funds are used to repair the sidewalks and they try to get the largest amount of value. He stated that he thinks they are doing well and unsafe sidewalks are replaced in a timely manner. Town Manager Souza noted that the money only allows the town to repair 2% of the sidewalks and bringing the cost up to \$150,000 is the bare minimum to maintain them.

Councilor Tustin asked about the increase in the cost of the replacement of a fire engine. Last year it was budgeted at \$907,000 and this year it is budgeted at \$930,000. Town Manager Souza responded that there has not been a change in the scope of work, but they are simply accounting for inflation, which is generally about 4%.

4) PRICE GUIDE

There are many proposed changes and many of them have previously been discussed, so rather than provide an overview, Town Manager Souza invited questions from the Council regarding the price guide.

Deputy Mayor Terranova asked about increases to the Police Private Duty line. Town Manager Souza responded that it is reviewed each year and this year they are adding funds for salary and benefits and the cost of fuel and maintenance of vehicles. Councilor Jepsen asked if there were increases to the pension plan included here. Town Manager Souza indicated that there were.

Councilor Jepsen stated that overall there were very few changes this year to the price guide.

Councilor Govoni asked about motor vehicle location approval. Mr. Eric Barz, Town Planner, stated that it refers to a ZBA application required by the Department of Motor Vehicles for locating dealers and repair licenses.

5) PRELIMINARY DELIBERATIONS

Moved by Councilor Jepsen, seconded by Deputy Mayor Terranova to move onto final deliberations and vote.

Motion Passed 9-0-0

6) FINAL BUDGET DELIBERATIONS AND VOTE

FINAL MOTIONS:

Board of Education

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen to approve the Board of Education's FY 19 proposed budget in the amount of \$69,068,800.

Councilor O'Reilly thanked the Board of Education for providing a budget that is responsible and serves students well. He invited citizens with any further questions to reach out.

Councilor Jepsen agreed that it is a good budget and stated that the Council supports education.

Motion Passed 9-0-0

Town Support for Education

MOVED by Councilor Jenkins, seconded by Councilor Jepsen to approve the Town Support for Education's FY 19 proposed budget in the amount of \$5,229,500.

Motion Passed 9-0-0

Safety Services

MOVED by Councilor McAuliffe, seconded by Councilor Jepsen to approve the Safety Services' FY 19 proposed budget in the amount of \$10,346,090.

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

Recreation and Leisure Services

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve the Recreation and Leisure Services' FY 19 proposed budget in the amount of \$1,538,390.

Motion Passed 9-0-0

Human Services

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to approve the Human Services' FY 19 proposed budget in the amount of \$865,940.

Motion Passed 9-0-0

Health Services

MOVED by Councilor Tustin, seconded by Councilor O'Reilly to approve the Health Services' FY 19 proposed budget in the amount of \$494,800.

Motion Passed 9-0-0

Library Services

MOVED by Councilor Govoni, seconded by Councilor McAuliffe to approve the Library Services' FY 19 proposed budget in the amount of \$1,678,840.

Motion Passed 9-0-0

Development Services

MOVED by Councilor Wilkos, seconded by Deputy Mayor Terranova to approve the Development Services' FY 19 proposed budget in the amount of \$1,318,030.

Motion Passed 9-0-0

Community Development

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen to approve the Community Development's FY 19 proposed budget in the amount of \$103,800.

Councilor Jenkins expressed her enthusiasm for the support to small businesses included in this line item and thanked Town Manager Souza for including it.

Motion Passed 9-0-0

Public Works and Engineering

MOVED by Councilor Jenkins, seconded by Councilor McAuliffe to approve the Public Works and Engineering's FY 19 proposed budget in the amount of \$6,260,520.

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

Information Services

MOVED by Councilor McAuliffe, seconded by Councilor Jepsen to approve the Information Services' FY 19 proposed budget in the amount of \$491,270.

Motion Passed 9-0-0

Administrative Services

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve the Administrative Services' FY 19 proposed budget in the amount of \$2,313,740.

Motion Passed 9-0-0

General Government

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the General Government's FY 19 proposed budget in the amount of \$1,015,240.

Motion Passed 9-0-0

General Services

MOVED by Councilor Tustin, seconded by Councilor Jenkins to approve the General Services' FY 19 proposed budget in the amount of \$14,494,970.

Motion Passed 9-0-0

Expenditures

MOVED by Councilor Govoni, seconded by Deputy Mayor Terranova to approve the proposed total General Fund expenditures for the FY 19 budget in the amount of \$115,219,930.

Motion Passed 9-0-0

Revenues

MOVED by Councilor Wilkos, seconded by Councilor McAuliffe to accept the total revenue amount for the FY 19 budget of \$115,219,930.

Motion Passed 9-0-0

Tax Collection Rate

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen to approve the FY 19 proposed tax collection rate of 98.8%.

Motion Passed 9-0-0

Senior Tax Relief

MOVED by Councilor Jenkins, seconded by Councilor Jepsen to approve the Senior Tax Relief's FY 19 proposed budget in the amount of \$130,000.

Councilor O'Reilly asked what this line item is. Town Manager Souza responded that this is a tax relief for senior residents aged 65+ or disabled who meet certain income requirements.

Motion Passed 9-0-0

Landfill Enterprise Fund

MOVED by Councilor McAuliffe, seconded by Councilor Jepsen to approve the Landfill Enterprise Fund's FY 19 proposed budget in the amount of \$1,989,330.

Motion Passed 9-0-0

Resident Transfer Enterprise Fund

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve the Resident Transfer Station Enterprise Fund's FY 19 proposed budget in the amount of \$175,280.

Motion Passed 9-0-0

Caring Connection Adult Day Care Center Enterprise Fund

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to approve the Caring Connection Adult Day Care Center Enterprise fund's FY 19 proposed budget in the amount of \$499,290.

Councilor Jepsen stated that this was an area of great discussion and the business is losing money. However, the town is gaining around \$43,000, so it is in the town's best interest to keep the operation going for another year to see if they can turn it around.

Motion Passed 9-0-0

Child Development Center

MOVED by Councilor Tustin, seconded by Councilor McAuliffe to approve the Windsor Child Development Enterprise fund's FY 19 proposed budget in the amount of \$1,159,200.

Motion Passed 9-0-0

Price Guide

MOVED by Councilor Govoni, seconded by Deputy Mayor Terranova to approve the FY 19 proposed Price Guide as presented.

Motion Passed 9-0-0

7) SET DATE FOR ANNUAL VOTE ON BUDGET REFERENDUM

MOVED by Councilor Wilkos, seconded by Councilor Jenkins that the annual vote on the budget be held on Tuesday, May 8, 2018 between the hours of 6:00 a.m. and 8:00 p.m. at all 7 polling locations.

Councilor Jepsen thanked staff for their hard work in presenting the budget and the BOE for preparing such a responsible budget as well.

Councilor McAuliffe stated that his first time through the process was made easier by the professionalism of town staff.

Councilor Jenkins stated that it is a very fair budget and town employees have gone above and beyond. She asked citizens to come out and support the budget.

Councilor Govoni stated that it is a good, solid budget that will keep Windsor moving forward and supports it 100 percent.

Mayor Trinks expressed his appreciation for all of the hard work done by town staff and thanked everyone on behalf of the Council. He is proud to go out and support it.

Motion Passed 9-0-0

8) ADJOURNMENT

MOVED by Councilor Jenkins; seconded by Councilor Jepsen to adjourn the meeting at 7:40 P.M.

Motion passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council