



Council Agenda

**Council Chambers
Windsor Town Hall
May 21, 2018**



7:20 Public Hearing

To hear public comment on:

- A bond ordinance in the amount of \$730,000 for costs in connection with the town hall portico restoration project
- A bond ordinance in the amount of \$900,000 for costs in connection with the Public Safety complex
- An ordinance entitled "Bingo Regulations"

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Tustin
3. PLEDGE OF ALLEGIANCE – Councilor Tustin
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
 - b) Commission on Aging & Persons with Disabilities
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
 - a) *Approve a bond ordinance entitled, , "AN ORDINANCE APPROPRIATING \$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)



- b) *Approve 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)
- c) *Approve an ordinance entitled, "BINGO REGULATIONS" (Town Manager)

12. NEW BUSINESS

- a) *Amend Price Guide relative to permit fees for bingo, bazaars and raffles (Town Manager)
- b) *Set mill rate (Town Manager)
- c) *Approve Tax Suspense list (Town Manager)
- d) *Approve submittal of grant applications for 2018 Local Transportation Capital Improvement Program (Town Manager)
- e) *Approve application for reimbursement under the LoCIP program. (Town Manager)
- f) *Introduce proposed FY 2019 - FY 2024 Capital Improvements Plan (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the May 7, 2018 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT


★Back-up included

Agenda Item Summary

Date: May 21, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Bond Ordinance – 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 expected to begin in August and will be completed by November. Project costs are estimated on a preliminary condition assessment and evaluation.

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

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

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) Approve a Bond Ordinance

“MOVE to approve 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) Refer to Public Building Commission

“MOVE to refer this project to the Public Building Commission for oversight of the project.”

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	_____ 5/7/18
Public Hearing Advertised	_____ 5/11/18
Public Hearing	_____ 5/21/18
Adopted	_____
Advertised	_____
Effective Date	_____

Agenda Item Summary

Date: May 21, 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: Bond Ordinance - 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.

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

Financial Impact

The estimated costs for the project are as follows:

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

None

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the 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) Approve a Bond Ordinance

“MOVE to approve 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) Refer to Public Building Commission

“MOVE to refer this project to the Public Building Commission for oversight of the project.”

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	_____ 5/7/18
Public Hearing Advertised	_____ 5/11/18
Public Hearing	_____ 5/21/18
Adopted	_____
Advertised	_____
Effective Date	_____

Agenda Item Summary

Date: May 21, 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, it is requested that the Town Council 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.

Agenda Item 12 a) relates to the recommendation to amend the Price Guide based on the Town Council's consideration of the proposed ordinance.

The proposed fee structure is as follows:

Bingo permit fees:

- Class A: \$75
- Class B: \$5 per day
- Class C: \$50 per day

Bazaar and Raffle Permit Fees:

- Class 1: \$50
- Class 2: \$20
- Class 3: \$20 per day
- Class 4: \$5
- Class 5: \$80
- Class 6: \$100
- Class 7: \$100

Financial Impact

The additional revenue to the town is nominal as the town does not process a large number of charitable gaming permits annually.

Other Board Action

None

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, ‘BINGO REGULATIONS” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

2) Approve an Ordinance

“MOVE to approve the attached ordinance entitled, ‘BINGO REGULATIONS.”

Attachments

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:	5/7/18
Public Hearing Advertised:	5/11/18
Public Hearing:	5/21/18
Adopted:	
Advertised:	
Effective Date:	

Agenda Item Summary

Date: May 21, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Donald Melanson, Chief of Police

Reviewed By: Peter Souza, Town Manager 

Subject: Amend Price Guide - Bingo, Bazaar and Raffle Permit Fees

Background

Item 11c) of tonight's agenda requests the Town Council adopt state statutes related to permitting of charitable games such as bingo, bazaars and raffles. 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.

Discussion/Analysis

Public Act 17-231 turned the responsibility for permitting and enforcing of the state charitable gaming laws over to municipalities. The law also modifies the permitting fee structure for the conduct of these games. Therefore the Town Council is requested to amend the town's Price Guide to reflect permit fees for bingo and to add three new classes for bazaar and raffles (class 5, class 6 and class 7.) Fee amounts for Class 1 through 4 bazaar and raffles are remaining the same.

The permitting fees, which were previously shared between the state and the town, are now to be retained by the town.

The proposed fee structure is as follows:

Bingo permit fees:

Class A: \$75
Class B: \$5 per day
Class C: \$50 per day

Bazaar and Raffle Permit Fees:

Class 1: \$50
Class 2: \$20
Class 3: \$20 per day
Class 4: \$5
Class 5: \$80 (new classification)
Class 6: \$100 (new classification)
Class 7: \$100 (new classification)

Financial Impact

The additional revenue to the town is nominal as the town does not process a large number of charitable gaming permits annually.

Other Board Action

None

Recommendations

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

“MOVE to approve the attached amendments to the Price Guide related to permit fees for charitable games.”

Attachments

Attachment ‘A’ - Proposed Price Guide Amendments

ATTACHMENT 'A'


Fines and Fees	Fund	Authority	FY 2018	Last Action	FY 2019 Proposed
Safety Services (Police)					
<i>Bingo Permit Fees:</i>					
Class A:	General Fund	Resolution	\$75		New
Class B:	General Fund	Resolution	\$5 per day		New
Class C:	General Fund	Resolution	\$50 per day		New
<i>Bazaar and Raffle Permits:</i>					
Class I Raffle Permit	General Fund	Resolution	\$50	7/01/1980	
Class II Raffle Permit	General Fund	Resolution	\$20	7/01/1980	
Class III Raffle Permit	General Fund	Resolution	\$20 per day	7/01/1980	
Class IV Raffle Permit	General Fund	Resolution	\$5	7/01/1980	
Class V Raffle Permit	General Fund	Resolution	\$80		New
Class VI Raffle Permit	General Fund	Resolution	\$100		New
Class VII Raffle Permit	General Fund	Resolution	\$100		New

Agenda Item Summary

Date: May 21, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Approved By: Peter Souza, Town Manager 

Subject: Setting Mill Rate for FY 2019

Discussion/Analysis

The voters approved the FY 2019 General Fund budget of \$115,219,930 on May 8, 2018. The mill rate needed to fund this budget is 32.96 mills.

Financial Impact

Based on the adopted budget and individual property assessments, the majority of property owners will see a tax increase of 1.57%. The tax impact is based on individual property assessments as determined by the Town Assessor's Office per the October 1, 2017 valuation.

Other Board Action

None

Recommendations

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

“MOVE that the tax rate for the fiscal year beginning July 1, 2018 be set at 32.96 mills which reflects the October 2017 property valuation with a total estimated taxable grand list for FY 2019 of \$2,942,989,000.”

Attachments


None

Agenda Item Summary

Date: May 21, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Cathleen Elliot, CCMC, Tax Collector

Reviewed By: Peter Souza, Town Manager 

Subject: Suspense List

Background

In accordance with Connecticut State Statutes §12-165, the Suspense List must be submitted annually to the Town Council. This list consists of motor vehicle, supplemental, and personal property taxes on the 2014 Grand List that are considered not collectable. Also included are several accounts from prior Grand Lists which were added on after their respective lists had been suspended and are still showing as active accounts.

Discussion/Analysis

Various methods of collection have been pursued and all vehicle registrations have been reported to the Motor Vehicle Department. Transferring these bills to the Suspense Book does not mean we cannot collect if the taxpayer is found through further efforts. However, this transfer presents a more accurate picture of the town's accounts receivable at this time.

Copies of the Suspense Lists have been submitted to the Town Council for review under separate cover.

Financial Impact

The accounts receivable will be \$220,969.71 less.

Recommendations

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

“MOVE that \$ 220,969.71 motor vehicle, supplemental, and personal property taxes be transferred to the Suspense Tax Book from the following respective Grand List years.”

OCTOBER 1, 2012	-	\$	254.44
OCTOBER 1, 2013	-	\$	275.54
OCTOBER 1, 2014	-	\$	220,439.73

Attachments

Suspense List Recap

SUSPENSE LIST RECAP


OCTOBER 1, 2012	MOTOR VEHICLE 1 ACCOUNT	\$ 254.44
OCTOBER 1, 2013	MOTOR VEHICLE 2 ACCOUNTS	\$ 275.54
OCTOBER 1, 2014	PERSONAL PROPERTY 41 ACCOUNTS	\$ 26,030.20
OCTOBER 1, 2014	MOTOR VEHICLE 914 ACCOUNTS	\$ 162,604.20
OCTOBER 1, 2014	SUPPLEMENTAL MV 240 ACCOUNTS	\$ 31,805.33
	TOTAL 1,198 ACCOUNTS	\$ 220,969.71

Agenda Item Summary

Date: May 21, 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: Local Transportation Capital Improvement Program Applications

Background

The Capitol Region Council of Governments (CRCOG) is soliciting proposals from member towns for transportation projects to be funded under the Connecticut Department of Transportation's (CT DOT) 2018 Local Transportation Capital Improvement Program (LOTICIP). Funds are available to all 38 CRCOG member towns. A primary goal of the grant program is to fund capital improvement projects that will substantially improve the condition of our transportation system. Each municipality may submit up to two (2) proposals from a combination of any of the following categories: Reconstruction (roadway and bridge) projects, Bicycle/Pedestrian projects, Pavement Rehabilitation projects and Stand-Alone Sidewalk projects. There is a maximum award of \$3 million per municipality. Projects are rated on a competitive basis by CRCOG and there is no guarantee that any of Windsor's projects will be selected. Applications are due May 22, 2018.

Discussion/Analysis

In order to further our pavement management program, town staff has reviewed several roadway reconstruction/rehabilitation projects to determine which will score favorably utilizing CRCOG's rating criteria. Based on that criteria, it was determined that grant applications be submitted for the following two projects: 1) Rehabilitation of Deerfield Road and 2) Rehabilitation of Archer Road.

On both of these roadways, pavement conditions range between fair and poor with linear cracking, alligator cracking, and potholes visible in the pavement. The proposed rehabilitation for both roadways includes a 2" mill & overlay along with replacement of curbing and catch basin tops. Staff is preparing the grant applications at this time.

Financial Impact

If awarded funding, the Town would be responsible for 100% of the cost related to design for the selected project(s) with 100% of the construction phase to be funded by the State. Assuming in-house staff is responsible for design, each project would need approximately \$30,000 for survey, geo-technical analysis and traffic data collection services.

Project costs (not including design) are estimated as follows:

- Deerfield Road Rehabilitation \$940,000
- Archer Road Rehabilitation \$995,000

Other Board Action

The Town Planning & Zoning Commission voted to support the proposed applications and recommended Council approve the submission of both applications on May 9, 2018 at their regularly scheduled meeting.

Recommendations

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

“RESOLVED, that staff is authorized to submit grant applications to the Capitol Region Council of Governments for the following pavement rehabilitation projects under the Local Transportation Capital Improvement Program:

- **Deerfield Road Rehabilitation**
- **Archer Road Rehabilitation.”**

Attachments


None

Agenda Item Summary

Date: May 21, 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: LoCIP Grant – Reimbursement Request

Background

The Local Capital Improvement Program (LoCIP) is an entitlement grant allocated to each municipality in the State for certain types of Town Capital Improvement projects. The procedure to secure this funding from the State is to complete a qualifying project and then apply for reimbursement from the State. The State typically provides the reimbursement(s) within a 60-day period.

Discussion/Analysis

Staff respectfully requests that the Town Council authorize that the following road rehabilitation projects be submitted for reimbursement under LoCIP:

- Attawonot Street
- Aramamet Street
- Box Turtle
- Central Street
- Cobblestone Way
- Lyme Street
- Irving Street
- Kennedy Road (Pierson Road to Mayflower)
- Mayflower Road (portion of)
- Mechanic Street
- Ravine Road
- Songonosk Street
- Skitchewaug Street
- Sand Hill
- Saville Street
- Stonehenge Drive
- Union Street
- Warren Lane

Some of the streets listed above were completed last construction season and a number of them are presently being milled and paved. Work currently underway is expected to be complete within

the next two weeks such that an application for reimbursement under LoCIP may be made by the end of June.

Financial Impact

The LoCIP grant amount for this year is \$334,081. The project cost for the work on the identified streets is estimated to be approximately \$340,000. The difference between the grant amount and the final cost for the streets identified will be funded using either the General Fund Capital Project for pavement management or Town Aid for Roads grant from the state.

Other Board Action

None

Recommendations

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

“RESOLVED that town staff is authorized to execute and submit an application to the State of Connecticut for a Local Capital Improvement Program (LoCIP) grant to perform pavement management and other eligible work, and that when received, the LoCIP funds will reimburse Capital Project Account No. 9041 “LoCIP Program.”

Attachments


None

Agenda Item Summary

Date: May 21, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Victoria Houle, Project Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Capital Improvement Program for FY 2019-2024

Background

Staff has prepared the proposed Capital Improvement Program (CIP) for FY 2019-2024, which includes project descriptions and projected costs by fiscal year.

Discussion/Analysis

The 6-year CIP provides a means for coordinating and prioritizing the capital project requests of various departments and agencies. The information that the CIP provides regarding the short-term and long-term financial impacts of undertaking projects enables policy makers to balance town priorities with the town's financial capability to pay for desired projects.

Historically, Windsor has adhered to recommended best practices in order to maintain a debt burden that is in line with available resources. Windsor holds its total debt service requirement to within 8% of total operating expenditures. This is consistent with recommendations from bond rating agencies that debt service be held to within 5% to 15% of the total operating budget. In recent years, borrowing has been structured to allow for the relatively quick retirement of outstanding debt.

Below are a few highlights of the proposed CIP:

- The proposed CIP lists those projects that are anticipated to require voter referendum approval separately from the other projects for each year. Similar to the current CIP, the proposed 6-year CIP cycle includes four projects that would require voter approval due to their estimated costs. These projects include:
 - Public Safety Complex Renovation and Police Department Relocation
 - Replace Town-Wide Radio System
 - Town Facility Improvements – Outdoor Pool Facilities
 - BOE – Sage Park Middle School – Energy Efficiency Upgrades (Construction)
- The 6-year CIP includes approximately \$7.9 million for street resurfacing, pavement reclamation, milling, curb replacement, minor drainage improvements and other pavement repair work. In addition, the CIP includes major street reconstruction or rehabilitation projects at an estimated cost of \$13.0 million. Of the total \$20.9 million included for the asset management of town roadways, \$6.52 million is expected to come from state and/or federal funding sources.
- Projected debt service ratios based on a five-year financial forecast, inclusive of all projects requiring voter referendum, are not projected to exceed the 8% policy goal in any year of the proposed CIP.
- The proposed CIP identifies \$16.4 million in cash-funded projects. The sources for cash funding projects are primarily appropriations from the annual General Fund as well as

requests for monies from the Capital Projects Fund Assigned Fund balance. The latter source is somewhat unpredictable as that fund is comprised of closed out balances from completed projects.

- The Public Safety Complex Renovation and Police Department Relocation project includes a number of proposed construction phases based on the purchase of 100 Addison Road to house both a relocated police department operation and the DPW parks and grounds operations. The phases are scheduled in FY 19, FY 20 and FY 21 and include the renovation of 100 Addison Road to house the police department and renovations and building additions for new fire apparatus bays and storage spaces at the existing Public Safety Complex to accommodate both fire and emergency medical services.
- The estimated project cost to replace the town-wide public safety radio system is \$4.7M and includes replacing the current radio system serving the school system. These figures will be refined in the next few months based on negotiations with vendors.
- Based on the outdoor pool facilities assessment and evaluation study completed in FY 17, the Town Facilities Improvements – Outdoor Pool Facilities project was revised to include initial equipment replacement at Goslee Pool in FY 19, project design phase in FY 21 and construction phase in FY 23.
- An annual General Fund appropriation of \$500,000 is proposed to be dedicated to Public Safety projects to reduce long-term borrowing. Projects could include replacement of fire apparatus and fire station HVAC system replacements.
- The DPW building located at 99 Day Hill Road was built in 1977 and a number of items are in need of renovation/replacement such as the restrooms and facility windows. Design funding is scheduled for FY 19 and construction funding in FY 20.
- Based on the changing needs and priorities of the Board of Education (BOE), the replacement of the Indoor Pool HVAC unit at the high school has been moved to FY 19 from unscheduled; Sage Park Roof Repairs/Replacement project scope has been increased; Sage Park Energy Efficiency Project has been moved forward 1 year; and a new project related to parking lot improvements at Poquonock School is proposed for FY 20.

Financial Impact

The debt service ratios are inclusive of the Public Safety Complex Renovation and Police Department Relocation project, as well as the other referendum projects in the CIP. The financing assumptions used to calculate the debt service ratios include a combination of both long-term general obligation bonds and short-term notes. As a result of this, the debt service ratios are projected to not exceed the 8% policy goal in any year of the CIP.

Other Board Action

The Capital Improvement Committee completed their review of the proposed CIP on April 17, 2018. The Committee voted to recommend to the Town Council that the proposed FY 2019-2024 CIP be approved.

As required by *Connecticut General Statutes* Section 8-24, the Town Planning and Zoning Commission will be requested to review the proposed FY 2019 – FY 2024 CIP at its regularly scheduled meeting in June.

Recommendations

It is recommended that the proposed FY 2019-2024 Capital Improvements Plan be referred to the Town Improvement Committee for review and recommendation prior to consideration by the full Town Council. Further, it is suggested that the Town Council consider having a workshop in June to receive presentations on the proposed Public Safety Complex project and the town-wide public safety radio system replacement project.

Attachments

6-Year CIP Schedule and Unscheduled Projects List

Draft FY 2019-2024 Capital Improvement Program online at:

http://www.townofwindsorct.com/documents/departments/finance/docs/cip/CIP_FY_2019-2024.pdf

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY17 Adopted CIP
FY 2019							
Pavement Management Program	1,034,300	850,000		184,300			
Sidewalk and Curb Replacement Program	150,000	150,000					
Stormwater Management Improvements	284,200		284,200				
Fleet and Public Works Equipment Replacement	650,000	650,000					
Pavement Resurfacing at Town Facilities & Schools	225,300		225,300				funding in odd years
Island Road Street Reconstruction (Design)	57,200					57,200 ¹	
Replace Stairway between Lenox Street and the Moorlands (Design)	30,200					30,200 ¹	moved from FY20
Day Hill Road Pedestrian Circulation Enhancements (Marshall Phelps Road, from Day Hill to Orange Way)	260,000		260,000				
Town Center Parking and Pedestrian Improvements	150,000	150,000					
Town Facility Improvements - Fire and Security Systems Upgrades (Phase 2)	370,000		370,000				
Town Facility Improvements - Northwest Park - Caretaker's House and Nature Center Upgrades	349,300		349,300				project expanded to include work at Nature Center
Town Facility Improvements - DPW Restrooms, Office and Mtg. Rm. Window Replacements (Design)	21,800					21,800 ¹	
Town Facility Improvements - Outdoor Pool Improvements (Goslee Pool Filtration System)	75,000					75,000 ¹	New, project phased
Town Facility Improvements - Millbrook Open Space Improvements	400,000		400,000				NEW
Hayden Station Fire House - Engine 10 Replacement Vehicle	930,000	500,000	430,000				Deferred from FY17 & FY18
Landfill Closure	1,786,200				1,786,200		assumes FY18 phase complete
Landfill Leachate Management	967,200				967,200		assumes FY18 phase complete
BOE - Technology Equipment Upgrades	100,000	100,000					NEW, Replaces former BOE - Network Infrastructure Upgrades project
BOE - Poquonock School - HVAC Conversion (Phase III, Construction)	1,140,000		1,140,000				
BOE - Sage Park Middle School - Roof Repairs and Partial Roof Replacement (Design)	32,400					32,400 ¹	add'l design phase for repairs added to scope of project
BOE - Windsor High School - Indoor Pool HVAC Unit Replacement	335,700		335,700				new BOE priority, prev unsch.
Subtotal FY 2019	9,348,800	2,400,000	3,794,500	184,300	2,753,400	216,600	
FY 2019 Projects Anticipated to Require Voter Approval							
Public Safety Complex Renovation and Police Department Relocation (Phase 1)	18,900,000		18,900,000				
Replace Town-Wide Radio System	4,725,000		4,725,000				\$4.5M for town + \$225K for BOE
Subtotal FY 2019	23,625,000	0	23,625,000	0	0	0	
GRAND TOTAL FY 2019	32,973,800	2,400,000	27,419,500	184,300	2,753,400	216,600	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$216,600)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY17 Adopted CIP
FY 2020							
Pavement Management Program	1,034,300	850,000		184,300			
Sidewalk and Curb Replacement Program	150,000	150,000					
Stormwater Management Improvements	324,800		324,800				
Fleet and Public Works Equipment Replacement	650,000	650,000					
Tree Replacement Program	25,000					25,000	¹ Funding in even years
Island Road Street Reconstruction (Construction)	500,000		500,000				moved from unscheduled and scope reduced
Construct Sidewalks - Local Roads Within 1 Mile of School	140,000		140,000				Revised biannual funding in even years only
Traffic Signal at Windsor Avenue and Corey Street (Construction)	505,000		505,000				Const phase moved from FY19
Day Hill Road Pedestrian Circulation Enhancements (Day Hill from Marshall Phelps to Helmsford Way)	224,000		224,000				
Historic Monument and Ancient Cemetery Preservation	50,000					50,000	¹
Wilson Route 159 Corridor Enhancement Program (Phase I)	966,900			966,900			moved from FY19
Replace Stairway between Lenox Street and the Moorlands (Construction)	199,800		199,800				moved from FY21
Deerfield Avenue Rehabilitation (Design)	83,800					83,800	¹
Town Facility Improvements - Fire and Security Systems Upgrades (Phase 3)	146,000		146,000				
Town Facility Improvements - Milo Peck HVAC, Electrical & Energy Improvements (Design)	61,000					61,000	¹
Town Facility Improvements - DPW Restrooms, Office and Mtg. Rm. Window Replacements (Const.)	209,200		209,200				NEW, design in FY19
Town Facility Improvements - Northwest Park Roof Replacements and Facility Repairs	362,000		362,000				scope reduced - elements moved to FY 19
Town Facility Improvements - Poquonock Fire Station Roof Replacement (Design)	18,000					18,000	¹
Town Facility Improvements - Wilson Fire Station HVAC Replacement (Design)	28,000					28,000	¹
Poquonock Fire Station - Engine 7 Replacement Vehicle	990,000	500,000	490,000				moved from FY19, partial funding changed from bonding to GF
Skate Park Improvements (Construction)	180,000		180,000				assumes design completed in FY18
Town Center Redevelopment Broad Street Diet (Design)	150,000	150,000					Design phased, Phase 1 in FY20, funding source changed from bonding to GF
BOE - Technology Equipment Upgrades	100,000	100,000					
BOE - Sage Park Middle School - Roof Repairs and Partial Roof Replacement (Construction)	2,110,000		2,110,000				scope exp. To incl. repairs, cost incr. approx \$700k
BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades (Design)	97,000					97,000	¹ moved from FY21
BOE - Poquonock School Parking Lot Improvements	400,000		400,000				NEW
Subtotal FY 2020	9,704,800	2,400,000	5,790,800	1,151,200	0	362,800	
FY 2020 Projects Anticipated to Require Voter Approval							
Public Safety Complex Renovation and Police Department Relocation (Phase 2)	6,830,000		6,830,000				
Subtotal FY 2020	6,830,000	0	6,830,000	0	0	0	
GRAND TOTAL FY 2020	16,534,800	2,400,000	12,620,800	1,151,200	0	362,800	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$362,800)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY17 Adopted CIP
FY 2021							
Pavement Management Program	1,034,300	850,000		184,300			
Sidewalk and Curb Replacement Program	150,000	150,000					
Fleet and Public Works Equipment Replacement	650,000	650,000					
Pavement Resurfacing at Town Facilities & Schools	243,600		243,600				funding in odd years
Wilson Route 159 Corridor Enhancement Program (Phase II)	1,005,400			1,005,400			moved from FY20
Town Facility Improvements - Milo Peck HVAC, Electrical & Energy Improvements (Construction)	2,360,000		2,360,000				
Town Facility Improvements - Luddy House and Carriage House Windows and Doors Replacement	127,000					127,000	¹
Town Facility Improvements - Poquonock Fire Station Roof Replacement (Construction)	250,000	250,000					Funding source changed from bonding to GF
Town Facility Improvements - Wilson Fire Station HVAC Replacement (Construction)	250,000	250,000					Funding source changed from bonding to GF
Town Facility Improvements - Data Centers Storage	120,000					120,000	¹ NEW, should scheduled by Dec. 2021
Wilson Fire Station - Engine 22 Replacement Vehicle	1,050,000		1,050,000				
Broad Street Signal Modifications and "Road Diet" (Design) Phase II (Phase I \$150,000 in FY20)	150,000	150,000					Design phased, Phase 1 in FY20, funding source changed from bonding to GF
Town Facility Improvements - Outdoor Pool Improvements (Welch and Goslee Facility Designs)	200,000		200,000				New, project phased
Athletic Field Improvements - Sage Park Middle School West Field Improvements (Design)	92,800					92,800	¹
BOE - Technology Equipment Upgrades	100,000	100,000					
Subtotal FY 2021	7,783,100	2,400,000	3,853,600	1,189,700	0	339,800	
FY 2021 Projects Anticipated to Require Voter Approval							
Public Safety Complex Renovation and Police Department Relocation (Phase 3)	7,140,000		7,140,000				
BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades (Construction)	3,255,000		3,255,000				moved from FY22
Subtotal FY 2021	10,395,000	0	10,395,000	0	0	0	
GRAND TOTAL FY 2021	18,178,100	2,400,000	14,248,600	1,189,700	0	339,800	

¹ Capital Projects Fund Assigned Balance (Total = \$339,800)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY17 Adopted CIP
FY 2022							
Pavement Management Program	1,034,300	850,000		184,300			
Sidewalk and Curb Replacement Program	150,000	150,000					
Stormwater Management Improvements	269,000		269,000				
Fleet and Public Works Equipment Replacement	700,000	700,000					
Tree Replacement Program	30,000					30,000	¹ Funding in even years
Historic Monument and Ancient Cemetery Preservation	50,000					50,000	¹
River Street Roadway Rehabilitation (Poquonock to Old River, Construction)	649,200		649,200				assumes deigns completed in FY18
Construct Sidewalks - Local Roads Within 1 Mile of School	152,000		152,000				
Pigeon Hill Road Rehabilitation (Lamberton Rd to Addison Rd, Design)	52,600					52,600	¹
Town Facility Improvements - Small Facilities Heating Systems Upgrades	161,400		161,400				
Broad Street Signal Modifications and "Road Diet" (Construction)	4,303,000		860,600	3,442,400			
Athletic Field Improvements - Sage Park Middle School West Field Improvements (Construction)	1,683,900		1,683,900				
Athletic Field Improvements - Sharshon Park Improvements (Design)	93,600					93,600	¹
Public Safety Equipment Fund	500,000	500,000					NEW
BOE - Technology Equipment Upgrades	100,000	100,000					
BOE - Clover Street School - ADA Code and Restroom Renovations (Design)	100,000	100,000					
BOE - Clover Street School - Partial Roof Replacement (Design)	156,800					156,800	¹ moved from FY21, funding changed from CP Fund Balance to GF
Subtotal FY 2022	10,185,800	2,400,000	3,776,100	3,626,700	0	383,000	
FY 2022 Projects Anticipated to Require Voter Approval							
None	0						
Subtotal FY 2022	0	0	0	0	0	0	
GRAND TOTAL FY 2022	10,185,800	2,400,000	3,776,100	3,626,700	0	383,000	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$383,000)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY17 Adopted CIP
FY 2023							
Pavement Management Program	1,034,300	850,000		184,300			
Sidewalk and Curb Replacement Program	175,000	175,000					
Stormwater Management Improvements	274,000		274,000				
Fleet and Public Works Equipment Replacement	725,000	725,000					
Pavement Resurfacing at Town Facilities & Schools	281,900		281,900				funding in odd years
Deerfield Road Reconstruction (Construction)	1,011,800		1,011,800				
Pigeon Hill Road Rehabilitation (Lamberton to Addison Rd, Construction)	706,000		706,000				
Construct Sidewalks Along Arterial Roads (Design)	62,500					62,500 ¹	
Day Hill Road Capacity Improvements - Lane Widening from Addison Road to I-91 (Design)	377,200		377,200				design moved from FY22, const. remains unsch
Town Facility Improvements - LP Wilson Boiler Replacement (Design)	103,400					103,400 ¹	
Town Facility Improvements - Install Security System Cameras	163,000		163,000				
Palisado Avenue Corridor Improvements and Wall Repairs (Design)	134,000		134,000				
Athletic Field Improvements - Clover Street School Field Improvements (Design)	75,400					75,400 ¹	
Athletic Field Master Plan Implementation - Sharshon Park Improvements (Construction)	614,000		614,000				
Wilson Fire Station - Replace Brush Truck	210,000	210,000					Funding changed from bonding to GF
Public Safety Equipment Fund	290,000	290,000					NEW
BOE - Technology Equipment Upgrades	150,000	150,000					new funding phase
BOE - Windsor High School - Roof Restoration (Design)	121,700					121,700 ¹	NEW Project, construction unscheduled
Subtotal FY 2023	6,489,200	2,400,000	3,541,900	184,300	0	363,000	
FY 2023 Projects Anticipated to Require Voter Approval							
Town Facility Improvements - Outdoor Pool Improvements (Welch and Goslee Facility Renovations, Const.)	3,654,000		3,654,000				Revised, project phased
Subtotal FY 2023	3,654,000	0	3,654,000	0	0	0	
GRAND TOTAL FY 2023	10,143,200	2,400,000	7,195,900	184,300	0	363,000	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$363,000)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY17 Adopted CIP
FY 2024							
Pavement Management Program	1,034,300	850,000		184,300			
Sidewalk and Curb Replacement Program	175,000	175,000					
Stormwater Management Improvements	324,800		324,800				new phase
Fleet and Public Works Equipment Replacement	725,000	725,000					new phase
Tree Replacement Program	35,000					35,000	funding in even years
Historic Monument and Ancient Cemetery Preservation	100,000					100,000	new phase to incl. remaining work from consultant recommendations
Construct Sidewalks - Local Roads Within 1 Mile of School	165,000		165,000				
Construct Sidewalks Along Arterial Roads (Construction)	130,000		130,000				first phase of const, prev unscheduled
Street Reconstruction - Basswood Road (Design)	169,600		169,600				moved from FY23, const. unscheduled
Street Rehabilitation - International Drive (Construction)	1,047,700		1,047,700				prev. unscheduled
Repair Culvert and Stream Bed at River Street (Design)	47,400					47,400	prev. unsch, construction remains unscheduled
Town Facility Improvements - LP Wilson Boiler Replacement (Construction)	1,334,000		1,334,000				construction prev. unscheduled
Ramp Modification at I-91 & Route 75/Day Hill Road	72,237,000			72,237,000			moved from FY23
Athletic Field Improvements - Clover Street School Field Improvements (Construction)	633,500		633,500				design in FY23, const. prev unscheduled
Public Safety Equipment Fund	500,000	500,000					NEW
BOE - Technology Equipment Upgrades	150,000	150,000					
BOE - Clover Street School - ADA Code and Restroom Renovations (Construction)	1,259,600		1,259,600				moved from FY23
BOE - Windsor High School - HVAC Roof Top Unit Replacements (Design)	67,100					67,100	prev. unscheduled
BOE - L.P. Wilson - ADA Code and Restroom Renovations (Design)	38,000					38,000	NEW Project, const. unscheduled
Subtotal FY 2024	80,173,000	2,400,000	5,064,200	72,421,300	0	287,500	
FY 2024 Projects Anticipated to Require Voter Approval							
None							
Subtotal FY 2024	0	0	0	0	0	0	
GRAND TOTAL FY 2023	80,173,000	2,400,000	5,064,200	72,421,300	0	287,500	
¹ Capital Projects Fund Assigned Fund Balance (Total = \$287,500)							
Total CIP Program	168,188,700	14,400,000	70,325,100	78,757,500	2,753,400	1,952,700	

List of Unscheduled Projects FY19-24 CIP

	Estimated Cost*				Estimated Cost*
Road Reconstruction/Transportation System Projects					
Archer Road Safety Improvements	651,600				
Audible Pedestrian Crosswalk Signals	28,000				
Baker Hollow Road - Street Reconstruction	1,291,500				
Basswood Road - Street Reconstruction (Construction)	1,660,400				
Construct Sidewalks Along Arterial Roads	4,471,400				
Construct Sidewalks Along Collector Roads	4,574,100				
Construct Sidewalks Within 1 Mile of Schools	25,874,700				
Day Hill Road Capacity Improvements - Lane Widening from Addison Rd to I-91 (Const.)	4,275,400				
Day Hill Road Capacity - Right Turn Lanes	266,900				
Day Hill Road Pedestrian Circulation Enhancements	261,300				
Day Hill Road/Blue Hills Ave. Extension Roundabout Construction	4,008,300				
Intersection Improvements at Capen Street and Sage Park Road	273,400				
Palisado Avenue Corridor Improvements and Wall Repair (Construction)	1,582,200	design moved to FY23			
Pedestrian Bridge Over Railroad Tracks - Windsor Center	3,086,250				
Pond Road/Indian Hill Road - Street Reconstruction	2,225,400				
Rainbow Road - Street Reconstruction	4,179,700				
River Street Roadway Rehabilitation (Kennedy Rd to Old River St)	827,800				
Route 305 Corridor Improvements	7,880,500				
Sidewalk Installation - Poquonock Avenue (Marshall St to Tiffany Dr)	226,900	NEW			
Subtotal	67,645,750				
Community Facilities and Assets					
Silver Birch Pond Improvements	141,700				
Streetlight Replacement, Energy, and Maint. Cost Reduction Program	2,790,200				
Town Facility Improvements - Chaffee House Roof Replacement	201,600				
Town Facility Improvements - Direct Digital Control Upgrades	718,600				
Town Facility Improvements - Fiber Optic Expansion - 330 Windsor Ave	64,800	rev. to incl. 330 WA only			
Town Facility Improvements - Luddy House Fire Protection Installation	113,300				
Town Facility Improvements - Milo Peck Lighting Retrofit Upgrades	159,600				
Town Facility Improvements - Milo Peck Restroom Renovations	552,000				
Town Facility Improvements - Outdoor Pool Improvements (Veterans Pool Renovation)	3,552,500	project phased			
Town Facility Improvements - Poquonock Fire Station HVAC Replacement	254,100				
Town Facility Improvements - Roger Wolcott HVAC, Restrooms & Windows Repl.	2,624,200				
Town Facility Improvements - Roger Wolcott Roof Replacement	1,656,100				
Town Facility Improvements - Windsor Volunteer Ambulance Windows Repl.	34,600				
Town Center Parking Garage	13,430,300				
Veterans Memorial Cemetery Expansion & Enhancements	144,300				
Wilson Firehouse Renovations	60,000				
Subtotal	26,497,900				
Pavement Management					
Ongoing					
Subtotal	-				
Public Safety					
Additional Fire Hydrants	875,400				
Poquonock Fire Station - Replace Ladder Truck	1,344,200				
Poquonock Fire Station - Rescue Pumper 8	939,740	NEW			
Public Safety Complex - Engine 1 Replacement Vehicle	929,500				
Hayden Station Fire House - Utility/Mobile Cascade Vehicle	178,000	NEW			
Rainbow Fire Station - Engine Tanker Replacement	916,500	NEW			
Subtotal	5,183,340				
Park Improvements					
Northwest Park Activity Pavilion	273,700				
Athletic Field Improvements - Fitch Park	520,100				
Athletic Field Improvements - Northwest Park	241,200				
Athletic Field Improvements - Welch Park	182,700				
Riverfront Trail Project - Windsor Center to E. Barber	2,873,300				
Windsor-Bloomfield Landfill Future Use Planning	197,300				
Subtotal	4,288,300				
Stormwater Management Improvements					
Repair Culvert and Stream Bed at River Street (Const.)	528,300				
Subtotal	528,300	design in FY24			
Board of Education					
Clover Street School - Partial Roof Repl. (Construction)	1,611,800				
Windsor High School - HVAC Improvements (Construction)	322,800				
Oliver Ellsworth School - Code Compliance Upgrades	255,800				
Windsor High School - Roof Restoration (Construction)	1,583,400				
L.P. Wilson - ADA Code and Restroom Renovations (Const.)	286,200	NEW, design in FY23			
School Windows Replacement	935,800	NEW, design in FY24			
Subtotal	4,995,800				

* Estimate in current dollars: includes 20% contingency and 1.5% bonding costs

**Town Council
Resignations/Appointments/Reappointments
May 21, 2018**

Resignations

None

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

None

Names submitted for consideration of appointment

a) Aaron Szotka

MOVE to appoint Aaron Szotka as a member of the Millbrook Open Space Steering Committee.

b) Hilary Carpenter

MOVE to appoint Hilary Carpenter as a member of the Millbrook Open Space Steering Committee.

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
MAY 7, 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 Jepsen led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Jepsen led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation designating May as Older Americans Month

Councilor Govoni read the proclamation out loud recognizing May as Older Americans Month.

- b) Proclamation designating May 10th as Small Business Day in Windsor

Councilor Jenkins read the proclamation out loud recognizing May 10th as Small Business Day in Windsor.

5) PUBLIC COMMENTS AND PETITIONS

Debbie Samson, 604 Stone Road, announced that there will be a hanging plant sale this Saturday, May 12th 2018 from 9:00 a.m. until 2:00 p.m. at Bart's to benefit Windsor's Pet Food Pantry. She commended the town council and the town manager for their work on the new dog pound. Since October, many dogs have come to the new dog pound with medical issues and have been attended to and can be rehomed. Many citizens come and tour the new facility and they are very happy with it. Donations have been plentiful and she invited citizens who may need dog food to come forward if assistance is needed. More information can be found on their website, fowacc.org. She thanked the police department, Animal Control Officer, dispatchers, and stated that we are very lucky to have the facility that we do.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education (BOE)

Maryam Khan, BOE Secretary, gave the following report:

Windsor Public Schools is the recipient of the Connecticut Association of Boards of Education (CABE) communications award of excellence. Donald Harris will attend the May 15th BOE meeting to present the award.

Liana Jorgensen was named the new principal of Sage Park Middle School at the April 24th BOE meeting. She will replace Paul Cavaliere who is retiring after 19 years with Windsor Public Schools.

The Windsor High School music department took home several awards from the Music Showcase Festival in Virginia Beach, Virginia:

- Symphonic Band, 1st place, with a rating of "Excellent".
- Strings, 1st place with a rating of "Excellent".
- Combined Mixed Choir, 1st place, with a rating of "Superior".
- Honors Chorale, 1st place, with a rating of "Excellent".
- Gospel Choir won 1st place with a rating of "Superior" and also won the overall choir award.
- A variety of solo awards.
- Myles Tate-Alsgaard- String Bass Solo Award
- Kayla Rush- Outstanding Soprano Soloist Awards
- Emily Meyers- Outstanding Soprano Soloist Award
- Xavier McGeorge- Outstanding Choir Accompanist Award

The annual senior citizen breakfast hosted by the superintendent's office was held Friday, May 4th in the Windsor High School Library.

The Windsor High School Fashion and Art Show will be on Wednesday, May 30th at 6:00 p.m. in the auditorium.

The Windsor High School Class of 2018 Graduation will be on Wednesday, June 13th at 6:30 p.m. at The Bushnell in Hartford.

The last day of school for students is Tuesday, June 19th.

Councilor O'Reilly asked for the name of the new Sage Park Middle School principal again and Ms. Khan reported that her name is Liana Jorgensen.

b) Economic Development Commission

Randy Graff, Chairman, reported the following:

The Economic Development Commission was established for the promotion and development of the business and industrial resources for the town. The commission advises and recommends actions to the town council and town manager regarding economic development matters. Specifically, the town's economic development incentive policies require comment by the commission.

The commission has nine voting members as well as two ex officio members representing the chamber of commerce and first town downtown. Regular meetings are scheduled bi-monthly with special meetings scheduled as needed.

The commission reviewed and provided comments for a request for a fixed assessment this year by the Connecticut Sports Management, LLC project. Plans for this project included a proposed investment of over \$100 million in new building equipment for a youth sports focused recreation and entertainment campus. The company stated that it would create 380 new jobs over the first 5 years of operation. Following the commission's review, the applicant was requested to provide additional detail for the project's financing before it was forwarded to the Town Council. That information has not yet been provided.

As provided in the town's economic development policies, the commission conducted its annual review of the priority redevelopment properties list in November. A status report on each property was presented by staff members and discussed by the commission. Following its review, the commission determined that no changes to the list should be made. The Town Council received and accepted the commission's report in December.

On May 3rd the commission cohosted the 9th Annual Business Breakfast with the Chamber of Commerce. This year's program included an overview of the local economy by Town Manager Peter Souza and featured a presentation about the CT Rail Hartford Line by staff from the Connecticut Department of Transportation. There were 30 local businesses represented by more than 55 attendees.

During the last year some of the key economic development activities in town included expansions by Aerogear, Dayhill Kennels, McDonald's, and Aero Electronics. A major reconfiguration of equipment was completed at the Amazon fulfillment center. Some of the new businesses arriving in town include: Triumph Group, an aerospace design and manufacturing company; Veo, a tech-based non-emergency medical transport company; Nutmeg Technologies, an IT communications electrical contractor; and SCA Pharmaceuticals, a nationwide manufacturer of sterile pharmaceuticals for hospitals and health care facilities.

Employment in Windsor grew by 6,499 jobs, a 34.7 percent increase between 2006-2016. During the 10-year period some 4.9 million square feet of commercial and industrial space was constructed in Windsor. Between years 2007-2016 the grand list grew from \$2.3 billion to \$3 billion. During this period, the commercial and industrial portion of the grand list grew from 36 percent in 2006 to 45 percent in 2017. The residential portion shrank from 55 percent to 47 percent.

Councilor Jenkins asked Mr. Graff to repeat his last sentence and he reported that the commercial and industrial portion of the grand list grew from 36 percent in 2006 to 45 percent in 2017 and the residential portion shrank from 55 percent to 47 percent.

Councilor O'Reilly stated that new business presence seems to have grown quite a bit and wonders what draws these businesses to Windsor. Mr. Graff reported that Windsor's location is a main draw being so close to highways and the airport.

Councilor Jenkins asked why the residential percentage has shrunk. Mr. Graff responded that the growth of the industrial commercial base in the town is picking up a larger percentage of the taxes.

c) Board of Assessment Appeals

Milo Peck, Chair, Board of Assessment Appeals, reported the following:

The Board of Assessment Appeals meets in the month of March and hears all appeals by citizens (both corporate and individuals) in the areas of real estate, personal property, and motor vehicles. There were 13 appeals filed this year and only 10 showed up for the March 10th and 14th dates. Of those 10, only four resulted in a change. The net assessment change was \$27,834. Next year being a revaluation year, Mr. Peck anticipates more appeals. The most they have ever had was 113 appeals where they had to file a special request to go into April. Mr. Peck confirmed that he makes the public aware that the Board of Assessment Appeals only does the valuation, while the Town Council can be contacted regarding property tax rates.

There were no questions from the Council.

7) TOWN MANAGER'S REPORT

Windsor Receives 2018 Main Street Award

The town has been selected by the Connecticut Main Street Center as one of seven recipients of the 2018 *Main Street Award of Excellence*. The award recognizes the town's multi-year effort to set the stage for transit-oriented development in Windsor Center.

The Main Street Center acknowledges the town's success in facilitating redevelopment of the Mechanic Street area in partnership with CIL Development, developer of First Town Square condominiums at 33 Mechanic Street, and Lexington Partners, developer of Windsor Station Apartments.

The award will be presented at an awards event on June 4th in Danbury, Connecticut.

Win Wag Photo Contest Begins May 3rd

You're invited to participate in the Win Wag Photo Contest sponsored by the Town Clerk's Office to raise awareness of dog licensing month in June. The photo contest is free and open to Windsor residents. It began as of midnight on May 4th and will end at noon on

May 18th. The winning entry, determined by online public voting, will be awarded with the #1 dog license tag. See contest details on the town's website at townofwindsorct.com.

Windsor Police Cadets – Best Overall Post

For the second year in a row, the Windsor Police Cadets were awarded 1st Place for “**Best Overall Post**” at Law Enforcement Stations Day, a competition held at the Municipal Police Academy in Meriden, CT on Saturday, May 5, 2018.

A number of our cadets also earned individual recognition in a range of events.

Over thirty posts from Connecticut, Massachusetts, and New York competed in this year's event.

Wide Variety of Shad Derby Events in May **May 11, 2018**

- **Shad Derby Blood Drive** sponsored by the Windsor Chamber of Commerce on May 11th from 1:30 PM to 6:45 PM at 261 Broad Street. Please register online at redcrossblood.org or call 1-800-Red-Cross. Walk-ins are welcome.
- The Windsor Jaycees will present their annual **Sheila Schmidt Family Fishing Derby** for kids at Washington Park at 18 Lennox Street from 6:00 PM to 8:00 PM. Fishing poles and bait provided. Refreshments will be served at this free event. For more information visit the Jaycees website at windsorjaycees.com.
- The Windsor Garden Club will present its annual **Garden Mart Fundraiser** on the Windsor Town Green from 9:30 AM to 2:30 PM. They will have a variety of perennials, shrubs, herbs, ground cover and house plants. For more information, call 860-688-7145.
- The **Kiwanis Shad Derby Golf Tournament** will be held from 1:00 PM – 4:00 PM at the Keney Park Golf Club. Check in is at 12 noon. For more information or to register for this event please visit windsorkiwanis.org and click on the Golf Tournament button. The cost is \$135 per golfer.
- The **Windsor Lions Spring Arts & Crafts Fair** will be on the town green from 9:00 AM to 4:00 PM featuring 110 artisans from all over New England. Free admission and food and refreshments available for sale. Application for a booth space is available at: e-clubhouse.org/sites/windsorct/index.php or windsorshadderby.org.

Shad Derby Festival and Parade

The Annual Shad Derby Parade and festivities are scheduled for this Saturday, May 19th. Activities on the town green including games, food, drink and informational booths beginning at 9:00 AM and concluding by 4:00 PM. The parade will step off from Windsor

High School at 11:30 AM and arrive on the town green at approximately 12 noon. Motorists can expect detours around the center of town during the celebration and along the parade route. For detailed information visit windsorshadderby.org.

Bloomfield Ave Sewer Line and Repaving Projects

The MDC is planning on 'relining' a sanitary sewer line in the segment of roadway roughly between Mountain Road and Addison Road.

CT DOT is planning on repaving the entire length of Bloomfield Avenue from Route 75 to the town line west of Marshall Phelps Road. The majority of paving work is being planned to take place in the overnight hours.

Windsor Paving Program

The town will be undertaking the first phase of its annual paving program this week. DPW crews have been replacing catch basin tops and making the streets ready for upcoming pavement improvements.

The first phase of the paving program will involve milling 2" of old pavement off of the street and laying down 2" of new pavement in its place. We expect the milling portion of the work to begin on Wednesday May 9, and to last approximately one week.

The paving operation is anticipated to begin during the week of May 14th and to last about a week. The streets scheduled for paving are determined by their condition, location, amount of traffic and other factors. The streets in this first phase include areas of Pioneer Drive, Stagecoach Road, Meakin Drive, River Street, Mayflower Road, Kennedy Road, Box Turtle Lane, Stonehenge Road, Ravine Road, Sand Hill Road, Cobblestone Way, and Macktown Road.

The remaining phases of the CY 2018 pavement rehabilitation program will be carried out during the summer and fall months. Flyers notifying residents of the upcoming paving have been distributed to households within the project areas.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly asked that citizens come out tomorrow and vote on the budget referendum.

Councilor Wilkos stated that he attended the Shad Derby Coronation Ball and congratulated Miss Camille McHenry, the 2018 winner. He thanked Representative Scott Storms for securing a \$10,000 donation from Mohegan Sun directed to the land trust. Those funds will go toward the modifications and upkeep of the trails of the land being acquired. There was a business breakfast on Wednesday, May 2nd at the Marriott that included excellent presentations with great graphics of the new rail line, an affordable rail program being offered with the ability to easily access both Springfield and Hartford. At the breakfast, Town Manager Souza and Mr. Bourke said that there are more people that commute into Windsor to work--over 15,000--than there are living and working in Windsor every day. Councilor Wilkos asked the community to come out and vote "yes" on the budget tomorrow. It is a very responsible budget that should be supported by the community.

Councilor Govoni stated that the proposed budget is a maintenance budget and there are not a lot of bells and whistles. Involved parties used caution to put the town in a position to maintain our infrastructure for the future.

Councilor Jenkins implored people to come out and vote tomorrow to support the budget.

Councilor McAuliffe attended a 5th grade speech contest at John F. Kennedy (JFK) School in April featuring 15 students who gave speeches on complex topics like pay equity, racism, bullying and gun control. He was impressed by the teachers who ran the event and the students at JFK. Councilor McAuliffe asked citizens to support Windsor schools by voting yes tomorrow on the budget that has a nominal increase of 1.5%.

Councilor Tustin thanked the Department of Public Works for cleaning up the town green and planting new trees at Milo Peck. He encouraged all residents to vote in support of the budget tomorrow.

Deputy Mayor Terranova asked citizens to vote “yes” on the budget tomorrow. She stated that the Special Olympics were in town last weekend and were hosted by Loomis Chaffee. Loomis has hosted the northern time trials for the past five years, where athletes compete and get their best times recorded for the purpose of being matched in appropriate seats for the Special Olympics so that everyone finishes close together. She thinks it is great to see Windsor be a part the Special Olympics.

Councilor Jepsen stated that he was impressed with the fifth graders at the JFK contest as well and feels good about the direction of the Board of Education. He commended the contestants at the Shad Derby Ball and said the women were trying to raise awareness for a variety of important topics. He is glad to be a part of this budget and the community it supports.

Mayor Trinks stated he was happy to hear about the success of the police cadets. Windsor is being featured as part of the “20 Towns in 20 Days” broadcast on Channel 3 and they will be filming on Thursday, May 9th between 4:45 p.m. and 6:15 p.m. on the town green. He invited citizens to attend. He also asked citizens to vote to support the budget and directed people to the tax calculator at windsorct.com/budget. He advised citizens to put in their address to get the exact increase in order to stop misinformation. The usual voting places will be open from 6:00 a.m. until 8 p.m. tomorrow.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor O'Reilly reported that on April 2nd, the council voted to start the Millbrook Open Space Steering Committee and that 24 candidates have applied to be on the committee. The Personnel Committee will be holding interviews in the coming weeks and then selecting two candidates.

Health & Safety Committee – None

Finance Committee – None

Special Projects Committee - None

Town Improvements Committee – None

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

- a) Introduce an ordinance adopting CGS Section 7-170 related to Charitable Events

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the reading into the minutes of the text of an ordinance entitled, "BINGO REGULATIONS" 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 Deputy Mayor Terranova to introduce a bond ordinance entitled, "BINGO REGULATIONS."

Police Chief Donald Melanson presented the following:

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.

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.

Councilor Govoni asked if the town now receives the money from the fees. Chief Melanson responded that they will, but most fees are between \$5 and \$20 as they are keeping fees the same as what the state charged.

Councilor Govoni asked if adjustments can be made to the fees or if the state would regulate them. Chief Melanson answered that the state regulates the range and they are moving forward with the fees that the state put in place.

Councilor Jepsen asked who would need to obtain these permits, citing a 50/50 raffle at a home football game as an example. Chief Melanson responded that a permit would need to be obtained for this type of event.

Councilor Jenkins asked if every time the senior center had a bingo game they needed to obtain a permit. Chief Melanson responded that there is a state exemption for elderly services, those over 60 years old would not need to obtain a permit.

Councilor Govoni asked how the fees/permits are monitored. Chief Melanson answered that on the permit fee it lists who the active members are, the type of event it is, how much the profit will be, and at the end, the state has a filing report that is completed showing gross receipts and amount spent on prizes. The department then matches up the two reports to make sure everything balances out.

Councilor Jenkins asked how far in advance people have to apply for this permit. Chief Melanson answered that the turnaround is only a few days from receipt of application.

Motion Passed 9-0-0

- b) Set a Public Hearing for May 21, 2018 at 7:20 PM to hear public comment on a proposed ordinance adopting CGS Section 7-170

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that a Public Hearing be scheduled for May 21, 2018 at 7:20 PM (prevailing time) at the Council Chambers of the Windsor Town Hall, for an ordinance entitled, "BINGO REGULATIONS" and BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion Passed 9-0-0

- c) Set a Public Hearing for June 18, 2018 at 7:20 PM (prevailing time) to solicit public comment on applications for participation in the Neighborhood Assistance Act (NAA) Tax Credit Program

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that a Public Hearing be set for June 18, 2018 at 7:20 PM to allow for public comment on applications submitted for the Neighborhood Assistance Act Tax Credit Program administered by the Connecticut Department of Revenue Services.

Jim Burke, Economic Development Director, presented the following:

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.

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.

Councilor McAuliffe asked what qualifies an organization as nonprofit. Mr. Burke responded that it has to be exempt under federal regulations and present supporting documentation.

Motion Passed 9-0-0

- 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."

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe 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.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe 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."

Bob Jarvis, Public Works Director/Town Engineer, and Whit Przech, Facilities Manager, presented the following:

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.

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.

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.

Councilor Wilkos asked if old components would match the new ones and gave an example of needing to power wash a patio to look new again. Mr. Przech answered that the limestone being used is a softer material than a concrete patio, and it will look even throughout without any stark contrasts.

Councilor Jepsen asked Town Manager Souza why a 15 year note was chosen versus a 12 year note. Town Manager Souza responded that it is based on the whole debt services picture going forward and financing other projects that have been previously approved for the coming years.

Mayor Trinks asked if there would be any major aesthetic changes to the front of Town Hall. Mr. Przech responded that it will look exactly the same, just cleaner.

Councilor Govoni stated that he thought it was a good project and that it is definitely time to be completed.

Motion Passed 9-0-0

- e) Set a Public Hearing for May 21, 2018 for 7:20 PM (prevailing time) 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."

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, 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 THE 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.

Motion Passed 9-0-0

- 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."

RESOLVED by Councilor Jepsen, seconded by Councilor McAuliffe, that the reading into the minutes of the text of the 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" 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 Deputy Mayor Terranova, seconded by Councilor Jepsen, to 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."

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

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.

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.

Mayor Trinks asked about the warranty. Mr. Jarvis responded that it will be 25 years.

Councilor Wilkos asked if relocation was being taken into account. Mr. Jarvis answered that they are taking it into consideration as much as possible but hoping for minimal relocation during future projects.

Town Manager Souza added that the money requested is only for the boiler and has nothing to do with the distribution system. That would be part of a future project renovating the entire building which is not being presented to the Council at this time.

Councilor Jepsen clarified that this is not for bathrooms or other areas of the building. Town Manager Souza confirmed the money is simply for the roof and the boiler at this time.

Town Manager Souza noted that the town is in the process of designing a larger project and refining the design that breaks down into two primary phases. Phase one, the renovation of 100 Addison Road would be for the relocation of the police department function. Phase two would be for the expansion of the 340 Bloomfield Avenue building which would be used for the fire apparatus, renovation of the police department for future use by the fire department, and the potential future use of emergency medical services. The Public Building Commission will receive the preliminary design reports on phases one and two this month and hopes to be in a position in June to present those to the Town Council for discussion and review.

Councilor Jepsen responded that he looks forward to moving ahead with that project as well.

Motion Passed 9-0-0

- g) Set a Public Hearing for May 21, 2018 for 7:20 PM (prevailing time) 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."

RESOLVED by Councilor Jepsen, seconded by Councilor McAuliffe, 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 \$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" and BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish said Public Hearing.

Motion Passed 9-0-0

- 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

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that Peter P. Souza, Town Manager, be authorized to sign the First Supplemental Project Authorization Letter for 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 of the design of traffic signal improvements along Day Hill Road.

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

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.

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.

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. Town staff is requesting both Council authorization to execute the First Supplemental PAL for the design phase of the project, as well as an appropriation for an additional \$25,000 from the Capital Projects Fund, Assigned Fund Balance for the payment of design services prior to receiving reimbursement.

Councilor Govoni asked if cameras, loops or a combination are going to be set up. Mr. Jarvis responded that the detection has not yet been determined but he anticipates that they will be cameras of some type, whether they are infrared or more traditional. Mr. Jarvis added that they hope to enter into the design phase soon and that is when the particular type will be determined.

Councilor Govoni replied that his question was due to the potential disruption in the flow of traffic if sensors need to be taken out of the pavement. With cameras you will not disrupt traffic. Councilor Govoni thinks that is the best option.

Town Manager Souza commented that the signals themselves will be linked together through a combination of fiber and microwave. Mr. Jarvis confirmed there are 11 different signals that they are looking at right now.

Councilor Jepsen asked if Bob Dinallo would still be programming the lights and Mr. Jarvis confirmed Mr. Dinallo will be programming the lights.

Councilor Wilkos spoke about the timing of traffic lights coming from Route 75 into Windsor center. He expressed concern with the lights at the bottom of Day Hill Road

where cars are backed up and there's nowhere for them to go and does not think that this project will solve that issue.

Mr. Jarvis responded that the signals will talk to each other and hopefully there will be changes further up on Day Hill Road to prevent the traffic.

Town Manager Souza added that the bottlenecking on the bottom of Route 75 will be brought to the Department of Transportation's attention.

Councilor Govoni added that he thinks the lights could be programmed to communicate with each other in order to disperse cars more and that it would help the traffic issue in the evening.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEEDING MEETINGS

a) Minutes of the April 2, 2018 Public Hearing (FY 19 budget)

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the April 2, 2018 Public Hearing as presented.

Motion Passed 9-0-0

b) Minutes of the April 2, 2018 Public Hearing (fire & security bond ordinance)

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, to approve the unapproved minutes of the April 2, 2018 Public Hearing as presented.

Motion Passed 9-0-0

c) Minutes of the April 2, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, to approve the unapproved minutes of the April 2, 2018 Regular Town Council meeting as presented.

Motion Passed 9-0-0

d) Minutes of the April 4, 2018 Special Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, to approve the unapproved minutes of the April 4, 2018 Special Town Council meeting as presented.

Motion Passed 9-0-0

- e) Minutes of the April 16, 2018 Special Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, to approve the unapproved minutes of the April 16, 2018 Special Town Council meeting as presented.

Motion Passed 9-0-0

- f) Minutes of the April 18, 2018 Special Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, to approve the unapproved minutes of the April 18, 2018 Special Town Council meeting as presented.

Motion Passed 9-0-0

- g) Minutes of the April 23, 2018 Special Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, to approve the unapproved minutes of the April 23, 2018 Special 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 9:02 p.m. for the purpose of:

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

Motion Passed 9-0-0

16) EXECUTIVE SESSION

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

Staff: Peter Souza, Town Manager

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to exit Executive Session and to re-enter to the regular Town Council meeting.

Motion Passed 8-0-0 (Mayor Trinks absent)

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

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to approve the settlement of Grosse vs Town of Windsor as discussed during Executive Session.

Motion Passed 8-0-0 (Mayor Trinks absent)

17) ADJOURNMENT

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to adjourn the meeting at 9:14 P.M.

Motion Passed 8-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council