



Council Agenda

**Council Chambers
Windsor Town Hall
June 4, 2018**



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Wilkos
3. PLEDGE OF ALLEGIANCE – Councilor Wilkos
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
 - b) Historic District Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Approve an appropriation of \$252,000 from the General Fund Unassigned Fund Balance to fund the construction of the Department of Public Works' salt storage facility (Town Manager)
13. *RESIGNATIONS AND APPOINTMENTS
14. MINUTES OF PRECEDING MEETINGS
 - a) *Minutes of the May 21, 2018 Public Hearing
 - b) *Minutes of the May 21, 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: June 4, 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: Salt Storage Shed Construction

Background

The Town's original salt storage shed was constructed in 2004 on the property of the Department of Public Works at 99 Day Hill Road. During one of the three Nor'easters that hit the state during March 2018, the roof material tore and blew off the storage structure. Subsequent reviews of the salt shed superstructure revealed stress fractures and twisting of the steel members.

The Town's insurance carrier has indicated that they will cover the complete loss of the salt shed and the construction of a similar structure, along with any related ancillary construction, design and interim product maintenance costs. Discussions related to their coverage of any lost or damaged road salt are still ongoing.

Discussion/Analysis

The intent of this agenda item is to request the spending authorization for the design and construction of a new salt shed. The construction project entails the dismantling and removal of the existing steel superstructure and vinyl cover. A structural engineer will confirm the adequacy of the existing concrete foundation prior to erection of a new structure. Initial indications are that the foundation is suitable for the proposed re-use. A new hot-dipped galvanized steel superstructure will be installed on the existing 100' x 100' concrete foundation. It will be fitted with polyethylene membrane vinyl covering. The superstructure will be 44' high and have a similar configuration as the previous structure. Amenities will include 48"x48" louvers and lights. The steel superstructure will have a 50-year warranty and the membrane cover will have a 10-year warranty.

The dismantling of the superstructure and vinyl covering has been completed. Most of the salt has been removed, stockpiled on site and covered. The selected vendor is ClearSpan. The vendor indicated that the structure could be completed by early to mid-September if given a notice to proceed in early June.

It is requested the Town Council approve an appropriation of \$252,000 from the General Fund Unassigned Fund Balance. Proceeds from the insurance claim, estimated to be \$237,000 after accounting for a \$15,000 deductible, would reimburse the General Fund Unassigned Fund Balance. At this time discussions related to insurance coverage of unusable road salt are still ongoing with the insurance carrier. It is estimated that the cost of lost / damaged material is approximately \$18,000.

Financial Impact

The breakdown of estimated project costs are:

Salt shed construction	\$194,000
Dismantle existing shed	20,000
Structural evaluation	4,000
Electrical and lighting	10,000
Contingency	<u>24,000</u>
Total	\$252,000

Other Board Action

The Public Building Commission (PBC) has been kept apprised on the progress of the project.

Recommendations

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

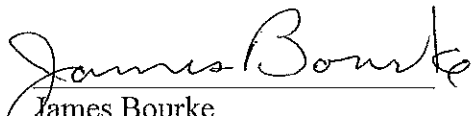
“MOVE to approve an appropriation of \$252,000 from the General Fund Unassigned Fund Balance to fund the Department of Public Works’ Salt Storage Shed Project and to utilize insurance proceeds to reimburse the General Fund Unassigned Fund Balance.”

Attachments

None

Certification

I hereby certify \$252,000 in funds is available in the General Fund Unassigned Fund Balance for the above appropriation.


James Bourke
Finance Director

**Town Council
Resignations/Appointments/Reappointments
June 4, 2018**

Resignations

- A. Accept the resignation of Jennifer Macierowski from the Board of Ethics.

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

- 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.”

Names submitted for consideration of appointment

None

**Town Council
Council Chambers
Windsor Town Hall
MAY 21, 2018
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

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

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

Mayor Trinks read aloud the notice of the public hearing to hear public comment on:

- 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"

2) PUBLIC COMMENT

None

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:23 P.M.

Respectfully Submitted,

Erin Rand
Clerk of the Town Council

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
MAY 21, 2018
Regular Town Council Meeting
UNAPPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:30 P.M.

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

2) PRAYER

Councilor Tustin led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Tustin led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS – None.

5) PUBLIC COMMENTS AND PETITIONS

Frank Davis, 3 Birchwood Road, came to represent the Windsor Land Trust. Windsor Land Trust received a \$10,000 donation from the Mohegan Tribe a few weeks ago facilitated by State Representative Scott Storms. Mr. Davis quoted that Kevin Brown, chairman of the Mohegan Tribe, who said, "We are pleased to be able to give back to an organization and the people who share our vision for a stronger Connecticut. The Windsor Land Trust is an excellent example of a commitment to land preservation that is part of our shared goals." Mr. Davis stated that \$5,000 of the donation from the Mohegan Tribe was donated to the Trust for Public Lands to assist with the Millbrook Green. The Richard P. Garmy Fund, from the Hartford Foundation of Public Giving, matched the \$5,000 donation to the Trust for Public Lands, totaling \$10,000. The other \$5,000 from the Mohegan Tribe is being donated back to the Town of Windsor to go toward some of the work involved for the Millbrook Green.

Mr. Davis added that in 2006, the town gave seed money to start the Windsor Land Trust. There has been so much public support that they are now able to return the \$2,000 to the town. He also congratulated the Council on the budget being passed.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Public Building Commission (PBC)

Rick Hazelton, Commissioner, presented the following:

Animal Shelter Relocation Project

The weather has delayed the contractor's work for the replacement of road cuts on Marshall Phelps Road. They have been rescheduled for this week. The replacement landscape plantings are also scheduled for next week. Once these two items are completed, the PBC will close this project.

Safety Complex Project

The PBC has approved bids for the roof and boiler replacement projects. The roof project was awarded to the Imperial Company of Cromwell, CT. Their bid was \$634,000. The boiler replacement project was awarded to Rivco Construction LLC of Burlington, CT. Their bid was \$116,747. We anticipate the construction work for both of these projects to take place during the summer months.

The PBC has been receiving and reviewing project updates for the Phase I, police department relocation to 100 Addison Road, and Phase II, 340 Bloomfield Avenue Safety Complex renovation. Schematic drawings and project specifications have been provided to the PBC by the architectural firm of Kaestle Boos. The PBC is scheduled to receive further design updates and project cost estimates at its meeting tomorrow evening. Upon review of the updated designs and cost estimates for each phase, the PBC will forward its recommendations to the Town Council.

JFK School HVAC Replacement Project

The Contractor, architect, and town staff are reviewing equipment submittals for approvals. As submittals are approved, the replacement HVAC equipment's orders are placed. Work is expected to begin in June 2018.

Town Hall Portico Restoration Project

The PBC will be receiving draft design updates from the project's engineering firm at tomorrow evening's meeting. The PBC will review and approve drawings and project specifications once the draft stage is completed. We anticipate construction work for this project to begin during the late summer early fall. While the majority of this restoration work is being performed, the front entrance to our Town Hall will be closed for safety reasons but available for emergency egress if necessary.

Town Hall Renovation Phase Three

The Town Hall Third Floor renovation work is 70% complete. The PBC expects this project to continue for three more weeks. Once completed, the PBC will close out this project.

Fire Security Systems

Town staff is in the process of receiving replacement Fire and Security system proposals and presenting them to the PBC. Upon PBC proposal approvals, the system replacement and installation work will continue through the fall of this year.

Councilor Wilkos commented that he was turning onto Marshall Phelps today around 3:00 p.m. and those two saw cuts were completed and are absolutely perfect.

b) Commission on Aging & Persons with Disabilities

Amy Silliman Avedisian, Chair, reported the following:

Vice Chair, Patricia Carol, has resigned. The Commission is typically comprised of five commissioners and two alternate commissioners, but is currently lacking one commissioner and one alternate commissioner to represent each party. The commission requires three active members be present or the meeting cannot be conducted. This has occurred once during the past year. All parties are encouraged to forward interested and enthusiastic candidates to the commission. Attendance and participation by the general public, as well as members of other town boards and commissions, is welcome to ensure lively, diverse and productive meetings.

In an effort to better understand the goals and mission of the Commission, they have embarked on a project to systematically review Chapter 2, Article 3, Sections 2 to 13 of the Windsor town ordinances. This includes meetings, purposes, responsibilities, definitions, alternates, extension of terms, and absences from meetings. This review helps to ensure that all commissioners have a consistent understanding of the expectations of the Commission, as well as assisting in the development and implementation of new systems and programming.

The Commission has collaborated with the Department of Social Services, along with the Department of Emergency Preparedness, to develop and implement an 'at-risk' registry. Participation in the registry is voluntary and identifies individuals who may not be able to evacuate from their homes in the event of an emergency. These special needs may include psychosocial or cognitive limitations, language barriers, visual or hearing impairments, lack of transportation, complex medical conditions and/or a lack of family, friends, or caregivers available during a crisis. The form includes personal information, emergency contact information, evacuation information, and medical information. Each individual who completes the form can have their cell phone number entered into the Everbridge Emergency Notification System. The commission has provided registration materials to local churches and civic organizations in an effort to encourage the public to participate in the 'at risk' registry program. There are currently 50 residents registered in the program, with an ongoing goal of gaining 100% participation of all at risk residents.

The commission sponsored a spring forum, titled 'Long Term Care for Seniors', at the L.P. Wilson Community Center on May 2nd. Speakers included the Executive Director of the North Central Agency on Aging, the field representative for the State Unit on Aging,

and a representative from the Long-Term Care Ombudsmen program. Topics discussed at the forum included respite care, transitioning from a nursing home to the community, low cost community elder services, Connecticut Choices program for Medicare recipients, aging and disability resource centers, and elder abuse. This was an interactive presentation with approximately 50 participants representing various segments of the community.

The commission continues to ensure that the crossing flags on Broad Street are maintained. The Commission advocates for the installation of four-way audible pedestrian traffic signals on the corner of Bachelder Road and Broad Street as the risks to pedestrians at that intersection have not been mitigated.

Projected programming includes quarterly public education forums, further collaboration with other related town agencies, fire and fall prevention programming, exploration of issues related to voting, the impact of the opioid epidemic on the aging/disabled populations and their caregivers, and senior housing options.

Ms. Avedisian gave a special thanks to Commissioner Marsha Brown for her determination and perseverance in ensuring the success of the May forum. Town liaison Rebecca Joyce was also acknowledged for her tact, patience, and knowledgeable support. Ms. Avedisian thanked the Town Council for encouraging the Commission and its members to serve the residents of Windsor.

Mayor Trinks commended the commission on the at risk registry and remembers it starting as a way for oxygen tanks to be refilled during power outages. Mayor Trinks said that the continued development of the registry is extraordinary. Ms. Avedisian responded that this is an ongoing initiative, citing the transition towards cell phone use by the public as a more efficient means of the commission contact people on the registry.

Councilor Jenkins thanked Ms. Avedisian for the registry effort and asked if the registry data is, or will in the future, connected to specific emergency action plans for evacuation. Ms. Avedisian responded that the Director of Emergency Preparedness oversees the detailed planning of the evacuation process. Ms. Avedisian said that they collaborate with the Emergency Preparedness Department, but are not the primary contributors to evacuation planning.

Councilor Jenkins acknowledged that the Commission has a very specific and useful role and thanked Ms. Avedisian.

Ms. Avedisian concluded that they correspond with the Department of Emergency Preparedness to ensure that they are doing what they are supposed to be doing.

7) TOWN MANAGER'S REPORT

Town Manager Peter Souza gave the following report:

Household Hazardous Waste Day

Windsor residents have the opportunity to dispose of household hazardous waste on Saturday, June 2, 2018 at the MDC Water Pollution Control Facility located at 1222 Poquonock Avenue from 8:00 AM to 1:00 PM.

Acceptable items include pesticides, lawn and pool chemicals, gas, kerosene, antifreeze, driveway sealer, cleaning products, florescent lights and mercury thermometers. Detailed information as well as alternate dates in neighboring communities is available on the MDC website at: themdc.com as well as the town's website at <http://www.townofwindsorct.com/announcements.php?id=621>.

Town of Windsor Memorial Day Observances

The Town of Windsor Public Celebrations Committee is proud to announce that the 2018 Memorial Day Parade Marshal is Windsor resident Dennis Guay.

On Monday, May 28th a ceremony will be held at the Elm Grove Cemetery located in Poquonock beginning at 8:00 AM followed by a ceremony at Veteran's Cemetery at 9:00 AM. Following the ceremony at Veteran's Cemetery, the Memorial Day Parade will proceed to Windsor Town Hall via Poquonock Avenue for the Parade Marshal's address. The parade usually arrives in the center of town between 9:45 AM and 10:00 AM. The 10:00 AM ceremony at town hall will include a special flag ceremony performed by members of Boy Scout Troop 149.

Any Windsor veterans, scout troops or other community organizations wishing to march in the parade should meet at the corner of East and Pleasant Street between 8:30 AM and 8:45 AM to assemble.

In case of rain, there will be one single ceremony in the Town Hall Council Chambers at 10:00 AM. Detailed information on Windsor's Memorial Day observances can be found on the town's website at www.townofwindsorct.com. Contact Enita Jubrey at 860-285-1835 with any other questions.

Reminder June is Dog Licensing Month

This is a reminder that June is dog licensing month and we are celebrating with the annual Win Wag Photo Contest! 50 Windsor dogs entered in the contest sponsored by the Town Clerk's Office. Online voting begins May 22nd. Go to the town's facebook page @townofwindsorct to see photos of all 50 dogs, or go to the town's website at townofwindsorct.com for the link to the facebook site. One dog and one puppy with the most "likes" will win. Voting ends at noon on May 25th. You can vote for as many dogs as you like as often as you like.

Street Paving Schedule

Street repaving is expected to start later this week. Contractors are anticipated to start work in the Strawberry Hills neighborhood at mid to late week. This includes portions of River Street. Crews will then move over to the Kennedy Road area to complete a number of side streets off of Kennedy as well as the portion of Kennedy between Mayflower and Pierson Lane.

Motorist should expect some delays in these area.

National Public Works Appreciation Week

This is National Public Works Appreciation week. I'd like to acknowledge and extend my appreciation for all of the efforts that Public Works and Engineering staff do. These efforts range from landscape beautification to keeping our public spaces and roadways safe throughout the year.

Emergency Medical Services Week

May 20 – May 26 is National EMS week. I'd like to thank members of Windsor Volunteer Ambulance for their work throughout the year and would like to acknowledge Windsor police officers for their role as emergency medical responders as well.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly - Absent

Councilor Wilkos - Absent

Councilor Govoni - None

Councilor Jenkins - None

Councilor McAuliffe - Absent

Councilor Tustin - None

Deputy Mayor Terranova - None

Councilor Jepsen - None

Mayor Trinks - None

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor Jenkins reported that the committee met on two consecutive Wednesdays to interview and fill two positions for the Millbrook Open Space Steering Committee. There were 24 applicants in total. 21 applicants were interviewed and the other 3 did not show up to the interview. The interview process resulted in the Personnel Committee recommending Ms. Hilary Carpenter and Mr. Aaron Szotka to the

committee. Ms. Carpenter is an outspoken community member that is part of the diverse Windsor Solidarity group. Ms. Carpenter was selected because she has a lot of community support and will be very inclusive and open for the project. Mr. Szotka earned a B.S. in Environmental Studies/Ecology Conservation from the University of Vermont. He has been a member of the U.S. Forestry Service and the U.S. Bureau of Land Management. Mr. Szotka has experience with geographic information such as mapping systems, restoration ecology, trail building, and tree work. Councilor Jenkins commended all of the applicants for having phenomenal ideas and experience.

Councilor Jepsen asked about the progress of choosing the other three members of the committee. Town Manager Souza answered that Meg Harvey has been recommended to represent the Town Planning and Zoning Commission, Nigel Pepin has been recommended to represent the Conservation Commission, and Steve Fraysier has been recommended to represent the Inland Wetlands and Watercourses Commission.

Councilor Jepsen asked if the council has to approve Ms. Harvey, Mr. Pepin, and Mr. Fraysier. Town Manager Souza replied that it did not as the three individuals have already been appointed by their commissions and are collaborating in an ad hoc committee that does not require Town Council approval.

Health & Safety Committee – None

Finance Committee – None

Special Projects Committee - None

Town Improvements Committee – None

10) ORDINANCES - None

11) UNFINISHED BUSINESS

- a) Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$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."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova 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 6-0-0 (Councilors McAuliffe, O'Reilly, and Wilkos absent)

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

Motion Passed 6-0-0 (Councilors McAuliffe, O'Reilly, and Wilkos absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to refer this project to the Public Building Commission for oversight of the project.

Motion Passed 6-0-0 (Councilors McAuliffe, O'Reilly, and Wilkos absent)

- 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."

RESOLVED by Councilor Jepsen, seconded by Councilor Jenkins 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.

Motion Passed 6-0-0 (Councilors McAuliffe, O'Reilly, and Wilkos absent)

MOVED by Councilor Jepsen, seconded by Councilor Jenkins 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."

Councilor Jepsen noted that initial concerns were raised about these projects being completed before the whole safety complex project is to be placed on the ballot this fall. Councilor Jepsen confirmed that these repairs are required now and will not affect the upgrades that are coming.

Motion Passed 6-0-0 (Councilors McAuliffe, O'Reilly, and Wilkos absent)

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to refer this project to the Public Building Commission for oversight of the project.

Motion Passed 6-0-0 (Councilors McAuliffe, O'Reilly, and Wilkos absent)

- c) Approve an ordinance entitled, "BINGO REGULATIONS."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova 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.

Motion Passed 6-0-0 (Councilors McAuliffe, O'Reilly, and Wilkos absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the attached ordinance entitled, "BINGO REGULATIONS."

Councilor Jepsen commented that the state pushed the authority of the regulations down to the town level and that Police Chief Melanson is more in tune with the day to day Windsor operations so it makes sense this way.

Motion Passed 6-0-0 (Councilors McAuliffe, O'Reilly, and Wilkos absent)

12) NEW BUSINESS

- a) Amend price guide relative to permit fees for bingo, bazaars and raffles

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve the attached amendments to the Price Guide related to permit fees for charitable games.

Town Manager Souza explained that additions to the price guide for bingo fees are the same fees that were already in use with the state. They will also be adding 3 classes under the raffle and bazaars permits. The fees will depend on the total aggregate prize values. There are seven different classes for raffles and three for bingo that are based on prize values.

Councilor Jepsen asked if a simple 50/50 raffle at a Friday night football game would need to be registered for one of these permits. Town Manager Souza deferred to Chief Melanson to expand on this question. In response to Councilor Jepsen's questions, Chief Melanson explained that by law you are supposed to obtain a permit for any raffle that is held where proceeds are collected for a charitable organization. There are different permits that allow for a certain number of raffles to take place within an allotted period of time. Chief Melanson added that when someone comes in to apply for a permit they would determine which specific permit class would be appropriate for that particular event or events. Councilor Jepsen clarified that for even the simplest raffles we do in town, we should get a permit. Chief Melanson responded that yes, anytime there is a proceed being taken where all of the monies are not going back out to prizes, a permit is needed.

Mayor Trinks asked when this would go into effect. Town Manager Souza answered that this would be effective after a 10 day waiting period after publication of the notice of passage.

Motion Passed 6-0-0 (Councilors McAuliffe, O'Reilly, and Wilkos absent)

b) Set mill rate

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen 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.

Town Manager Souza reported that this is a 1.75% change in the mill rate. If this is approved, tax bills would be sent out on July 1st and due by the end of July.

Motion Passed 6-0-0 (Councilors McAuliffe, O'Reilly, and Wilkos absent)

c) Approve tax suspense list

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that \$220,969.71 motor vehicle, supplemental and person 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

Cathy Elliott, Tax Collector, reported that each year the town has to put older debts into a suspense list that are potentially no longer collectible. These debts are still able to be collected for 15 years but it removes the debts from the town's active accounts and provides a clearer picture of what the town's accounts receivables are at a given time.

Deputy Mayor Terranova asked if the constables are working off of the suspense list to collect some of the tax debts. Ms. Elliott answered that they are not normally working actively off of the suspense list. Once suspended, the debt is referred to a collection agency. The constables are working on debt that is from the current year or any other active debt that has not been referred to the collection agency.

Councilor Jepsen asked if the debt figures reflect the original amount owed or do they include any interest gained over the years. Ms. Elliott answered that the suspense list itself reflects just the tax dollars, but they remain collectible with the 18 percent annual interest.

Mayor Trinks added that any unpaid vehicle taxes are reported to the Department of Motor Vehicles. Ms. Elliott confirmed that was correct.

Mayor Trinks stated that when a given individual with outstanding motor vehicle taxes goes to register a car in the state of Connecticut they will be stopped from being able to register the vehicle. Ms. Elliott replied that that is their best form of collection.

Motion Passed 6-0-0 (Councilors McAuliffe, O'Reilly, and Wilkos absent)

- d) Approve submittal of grant applications for 2018 Local Transportation Capital Improvement Program

RESOLVED by Councilor Jenkins, seconded by Councilor Jepsen, 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

Bob Jarvis, Director of Public Works/Town Engineer, stated the following:

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.

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

Councilor Tustin asked about the length for Deerfield Road. Mr. Jarvis did not have exact figures but estimated the length to be around 4,800 feet.

Councilor Jepsen asked if the grants were ready to be submitted considering they are due by tomorrow. Mr. Jarvis indicated that they were.

Motion Passed 6-0-0 (Councilors McAuliffe, O'Reilly, and Wilkos absent)

e) Approve application for reimbursement under the LoCIP program

MOVED by Councilor Tustin, seconded by Councilor Jenkins 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."

Town Manager Souza stated that the town is eligible to receive up to \$335,000 for fiscal year 2018 under this program. The typical range is between \$185,000 to a little over \$200,000. This is an unusual year where the state was able to allocate more money to this particular program. Fiscal year 2019 is currently allocated for \$212,000.

Bob Jarvis, Director of Public Works/Town Engineer gave the following report:

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

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

Councilor Jepsen asked about the recent water main issue at Union Street and if anything needs to be addressed prior to it being repaved. Mr. Jarvis responded that it has been paved already during the last construction season but projects are coordinated with MDC, Eversource, and Yankee Gas. Regular meetings occur with those entities to coordinate ongoing projects.

Councilor Jepsen asked if the work done on East Street was on the list. Mr. Jarvis explained that the East Street project was entirely an MDC project which was to upgrade the existing 3 inch water main to a 6 inch water main along with replacing the hydrants in the area. The MDC will be restoring the roadway. Mr. Jarvis noted that there are ongoing negotiations regarding the restoration at that location.

Motion Passed 6-0-0 (Councilors McAuliffe, O'Reilly, and Wilkos absent)

f) Introduce proposed FY 2019-FY 2024 Capital Improvements Plan

Town Manager Souza gave an overview of the proposed FY 2019-FY 2024 Capital Improvements plan (CIP) as follows:

The proposed CIP lists 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: Public Safety Complex Renovation and Police Department Relocation, Replace Town-Wide Radio System, Town Facility Improvements-Outdoor Pool Facilities, and 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. The CIP includes major street reconstruction or rehabilitation projects at an estimated cost of \$13 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 percent policy goal in any year of the proposed CIP.

The 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 estimated project cost to replace the town-wide public safety radio system is \$4.7 million 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 debt services 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 financial 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 percent policy goal in any year of the CIP.

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.

Councilor Jepsen noted seeing a lot of items moved around and supports the idea proposed by Town Manager Souza to have a workshop to discuss it further given the scope and significance of the projects.

Mayor Trinks expressed agreement with Town Manager Souza about starting tomorrow to find a suitable date for council members and also to forward the CIP to the Town Improvement Committee as well as the Planning and Zoning Commission.

13) RESIGNATIONS AND APPOINTMENTS

14) MINUTES OF PRECEEDING MEETINGS

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

MOVED by Councilor Jepsen, seconded by Councilor Jenkins to approve the unapproved minutes of the May 7, 2018 Regular Town Council meeting.

Councilor Jepsen moved to amend the minutes to reflect an acknowledgement of a moment of silence during the prayer section for former mayor Mary Drost.

Motion Passed with correction 6-0-0 (Councilors McAuliffe, O'Reilly, and Wilkos absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS

Debbie Samson, 604 Stone Road, congratulated Officer Susan Bowman for receiving the Officer of the Year Award from the Exchange Club. This is an officer that Ms. Samson and the community have known for over 20 years. She requested the Town Council and Town Manager Souza announce when things like this are occurring in the community so that people can participate. Ms. Samson expressed frustration over both finding out about

achievements like this after the fact and also feeling unwelcome as a citizen at ceremonies for police officer promotions. She expressed that the Town Council is very friendly and receptive and wants to see more efficient publication of these achievements as events that citizens can both participate in and be proud of.

16) EXECUTIVE SESSION

17) ADJOURNMENT

MOVED by Councilor Jenkins, seconded by Councilor Tustin to adjourn the meeting at 8:38 p.m.

Motion Passed 6-0-0 (Councilors McAuliffe, O'Reilly, and Wilkos absent)

Respectfully Submitted,

Erin Rand
Clerk of the Council