



Council Agenda

Council Chambers
Windsor Town Hall
July 2, 2018



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Jepsen
3. PLEDGE OF ALLEGIANCE – Councilor Jepsen
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Amendments to Price Guide to reflect new fees per State statute (Town Manager)
 - b) *Set public hearing for August 6, 2018 at 7:25pm regarding possible lease of Luddy Carriage House at 261 Broad Street (Town Manager)
 - c) *Referral of Oliver Ellsworth HVAC Improvements project – Phase II to Public Building Commission (Town Manager)
 - d) *Presentation on past and future Town Center enhancement efforts (Town Manager)
13. *RESIGNATIONS AND APPOINTMENTS



14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the June 18, 2018 Public Hearing (Neigh. Assistance Act)
- b) *Minutes of the June 18, 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: July 2, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Anna Posniak, Town Clerk

Reviewed By: Peter Souza, Town Manager 

Subject: Amended Price Guide – Public Act 18-136 Fee Increases

Background

In its recently concluded session, the Connecticut General Assembly adopted Public Act 18-136, “An Act Concerning the Machinery Rental Surcharge Rate, Certain Municipal Filing Fees and the Property Tax Exemption for Certain Paint Mixing Machinery and Equipment.” Section 4 enacts increases in fees that are charged for filing certain documents with the Town Clerk’s office. The fee increases are effective July 1st per the Public Act.

This agenda item is requesting the Town Council to amend the town’s price guide to reflect such fees as set forth in Public Act 18-136.

Discussion/Analysis

The various fees in Public Act 18-136 have not been affected by an increase in well over twenty years. Most of the fees below are retained by the Town with the exception of marriage license fees, which are shared with the State of Connecticut. The proposed fee structure is as follows:

Description of Service	Current Fee	New Fee	Amount Remitted to State	Amount Retained by Town
Liquor Permit Filing	\$2.00	\$20.00	\$0.00	\$20.00
Trade Name Certificates	\$5.00	\$10.00	\$0.00	\$10.00
Map Filing & Indexing	\$10.00	\$20.00	\$0.00	\$20.00
Subdivision Map Filing	\$20.00	\$30.00	\$0.00	\$30.00
Notary Public Commissions	\$10.00	\$20.00	\$0.00	\$20.00
Notary Public Authentication	\$2.00	\$5.00	\$0.00	\$5.00
Burial Permit	\$3.00	\$5.00	\$0.00	\$5.00
Cremation Permit	\$3.00	\$5.00	\$0.00	\$5.00
Marriage Fee	\$30.00	\$50.00	\$34.00	\$16.00

Financial Impact

The increase in fees is projected to bring in an additional \$4,400 in revenue to the General Fund annually.

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 fees for services in the Town Clerk’s office.”

Attachments

Proposed Fee Amendments

PRICE GUIDE AMENDMENTS

Fee Increases Effective 7/1/18


	Current	New
Liquor Permit Filing	\$2.00	\$20.00
Trade Name Certificates	\$5.00	\$10.00
Map Filing & Indexing	\$10.00	\$20.00
Subdivision Map Filing	\$20.00	\$30.00
Notary Public Commissions	\$10.00	\$20.00
Notary Public Authentication	\$2.00	\$5.00
Burial Permit	\$3.00	\$5.00
Cremation Permit	\$3.00	\$5.00
Marriage Fee	\$30.00	\$50.00

Agenda Item Summary

Date: July 2, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Setting a Public Hearing for Lease of Carriage House at 261 Broad Street

Background

In October of 2016, the Council authorized the Town Manager to sign a lease agreement with Janice Porri for use of the Carriage House located to the rear of the Luddy House at 261 Broad Street. Ms. Porri leased the space for the purpose of conducting sewing and quilting classes and to fabricate, display and sell sewing and quilt crafts.

The original lease term was for three years with the possibility of extensions for two more years. The lease also provided for termination by the lessor or lessee within sixty days' notice. Earlier this spring, the tenant provided written notice that she planned to vacate the building at the end of May.

Discussion

Staff has spoken with a number of interested parties about leasing the now vacant space. Currently, we are working with a business which would sell yarn and conduct knitting classes. We expect to complete negotiations of a proposed lease over the next few weeks.

Section 7-163e of the *Connecticut General Statutes* requires that a public hearing be held for the sale, lease or transfer of real property owned by a municipality. In addition, Section 8-24 requires that any sale or lease of public property must be reviewed by the Town Planning and Zoning Commission.

Financial Impact

Rent payments from leased town buildings are deposited into the Special Revenue Fund account which is used to pay utility and maintenance costs. At this time, the terms of a proposed lease is still to be finalized so the expected revenue is yet to be determined.

Other Board Action

The Town Planning and Zoning Commission will be requested to review the proposal to lease the property as per Section 8-24 at an upcoming meeting.

Recommendation

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

“MOVE that a public hearing be set for Monday, August 6, 2018 at 7:25 p.m. on a proposed lease of town-owned real property, the Carriage House, located at 261 Broad Street; and that the Town Manager be authorized and directed to publish and to post notice of said public hearing.”

Attachments


None

Agenda Item Summary

Date: July 2, 2018

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Oliver Ellsworth School HVAC Project – Referral to Public Building Commission

Background

The Town Council deferred five CIP projects in FY17. One of the five projects deferred was a portion of the Oliver Ellsworth School HVAC project. On March 5, 2018, the Town Council approved funding, in the amount of \$320,000, for the deferred components of the project. The deferred components consist of the replacement of a cooling tower, replacement of three air handling units in the gym mezzanine, associated digital controls, and cleaning of the school's entire ductwork system. This work will complete the project as designed.

Discussion/Analysis

The Agenda Item Summary dated March 5, 2018 did not include an action item proposing that the Public Building Commission oversee this project. At this time, staff is respectfully requesting the Town Council formally approve the Public Building Commission to oversee phase 2 of the project.

Town and Board of Education staff have advertised the project and selected a qualified low bidder. The replacement of the deferred items are planned to occur during the summer of 2018 while students and staff are not in the building.

Financial Impact

None

Other Board Action

None

Recommendations

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

“MOVE that the Windsor Public Building Commission oversee Phase 2 of the Oliver Ellsworth School HVAC Equipment project.”

Attachments


None

Agenda Item Summary

Date: July 2, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: 2018 CT Main Street Award of Excellence
Town of Windsor – Setting the Stage for TOD

Background

On June 4, 2018, the Connecticut Main Street Center presented an award of excellence to the Town of Windsor for its multi-year efforts to set the stage for transit-oriented development in Windsor Center. In addition to acknowledging and celebrating the town's successful redevelopment, this is an opportunity to showcase how long-term community planning and capital investments can help facilitate and leverage private investment and activities.

Staff will present a brief overview of how the town undertook a series of actions that helped to convert, in partnership with private investors, the east side of the railroad tracks from a mix of obsolete industrial uses into a vital, transit-oriented residential neighborhood. Also, some of the ongoing and future projects that are part of the Windsor Center Area Plan will be outlined.

Discussion

As outlined below and in the attachment, the award from the Connecticut Main Street Center publication notes how the town undertook a series of actions that helped to convert the east side of the railroad tracks from a mix of obsolete industrial uses into a vital, transit-oriented residential neighborhood. Since the early 1970's various town plans called for the redevelopment of the area along Mechanic Street into a mix of housing and office uses.

Starting in the 1980's and 1990's, the town undertook a series of capital projects using both local funds and State and Federal grants to enhance the public transportation system, local road network, preserve two historic buildings and create the popular multi-use trail along the Farmington River. In recent years, pedestrian improvements were completed along Batchelder Road and Mechanic Street.

Below are key highlights of actions the town has taken over the last 15 years or so to facilitate private investment:

- Planning and Zoning Commission amended zoning regulations related to parking standards and residential density
- Town Council created the Redevelopment Agency and adopted tax increment financing and fixed assessment policies

- Town Council facilitated tax increment financing assistance for environmental remediation work to convert a historic mill building into what is now 50 condominiums at First Town Square
- Town Council worked to purchase the building next to the DPW parks and grounds garage to create a larger parcel for redevelopment. This action, along with a grant towards environmental remediation and a tax abatement agreement, set the stage for Windsor Station, a 130 unit market rate apartment development.

In addition to the physical improvements and the financial incentives outlined above, it is important to highlight the role various community partners play in helping to strengthen Town Center. Community organizations such as First Town Downtown, Windsor Chamber of Commerce, Windsor Art Center and Windsor Lions Club, to name just a few, have over the years been key partners in building Town Center vitality. Some of these efforts include the Farmer's Market, Summer Concert Series, sponsoring the Chili Challenge, Nightmare on Broad Street, Arts and Crafts Show, establishing the Art Center, and creating artist studios at the Train Station.

In addition to acknowledging and celebrating the successful redevelopment efforts, there are a variety of current and future actions highlighted below:

- Installation of rapid flashing warning beacons at 2 crosswalks on Broad Street
- Facilitated grant funding for environmental assessment of 2 redevelopment properties on Poquonock Avenue
- Funded Façade Improvement Program
- Planning for future rail station improvements and parking
- Design of possible reconfiguration of Broad Street traffic pattern (reduce travel lanes w/ turn lanes, formalize on-street parking, improve traffic signals)
- Working to increase public parking in Union/Central Area through public – private partnership

Financial Impact

None

Other Board Action

None

Recommendations

This item is presented for information purposes only. No Town Council action is requested.

Attachments

Connecticut Main Street Center Award Summary

VIBRANT MAIN STREETS

2018 CT Main Street Awards of Excellence



4 June 2018
Downtown Danbury



Program of Events

Welcome

Patrick J. McMahon
CEO, CT Main Street Center

The Honorable Mark D. Boughton
Mayor, City of Danbury

Special Presentations

CT Main Street Founder's Award, *presented by Eversource*
R. David Genovese, Baywater Properties

The Jack Shannahan Award for Public Service
Andrea Pereira, Local Initiatives Support Corporation

2018 Main Street America Accredited Programs

Simsbury Main Street Partnership
Upper Albany Main Street
Main Street Waterbury

2018 CT Main Street Awards of Excellence

State of CT Coordinated Approach to Responsible
Growth and Transit Oriented Development

Mills: Making Places of Connecticut

Great Placemaking in Hartford

Light Up New London!

Downtown Chow-Down, Danbury

HUBCAP Wallingford

Setting the Stage for TOD in Windsor Center

Setting the stage for TOD in Windsor Center

First Town Square

In 2005, the town assisted CIL Development in the adaptive reuse of an historic mill building at 33 Mechanic Street. The First Town Square project involved the conversion of an 80,000 sq ft factory building into 50 market-rate, owner-occupied residential units. A contributing structure in the Broad Street Green National Register District, the Town's Economic Development Commission had listed 33 Mechanic Street as a top priority redevelopment site in Windsor.

The three primary obstacles at the start of the project included: environmental remediation, acquisition of access, and relocation of the non-profit Vintage Radio Museum. The Town worked in cooperation with the museum and developer to address each of these obstacles. A redevelopment agency was created to establish the authority to provide direct financial assistance to the developer for the environmental remediation and to acquire land for access.

Funding:

The Town's source of funds for the redevelopment grant and acquisition was tax increment financing. New property tax revenues generated by the project were used to repay bonds issued by the town. At completion, with an \$8 million value, the project provided more than \$140,000 in new property taxes annually.

To assist the museum, the Town located a nearby vacant building that was appropriate. With approval of the CT Department of Economic and Community Development, the Town reallocated \$100,000 of STEAP funds to help pay for basic improvements to the new location.



Opportunities & Challenges:

As early as 1973, town plans called for the redevelopment of the portion of Windsor Center lying just east of the railroad tracks. This area contained a mix of obsolete industrial and municipal uses which no longer contributed to the vitality of the Center. Redevelopment for housing and office use was proposed. As a first step, in the 1980s and 1990s, the town undertook a series of capital projects to improve the physical environment of the area:

- a one-mile trail was constructed to take walkers to and along the Farmington River;
- an intermodal transportation center was created for CT Transit and Amtrak passengers that included a commuter parking lot and public restrooms in a restored train station and freight house;
- a retention pond was constructed for storm water control and aesthetics; and
- a new road was built to connect the area with the Loomis Chaffee School campus to the south.

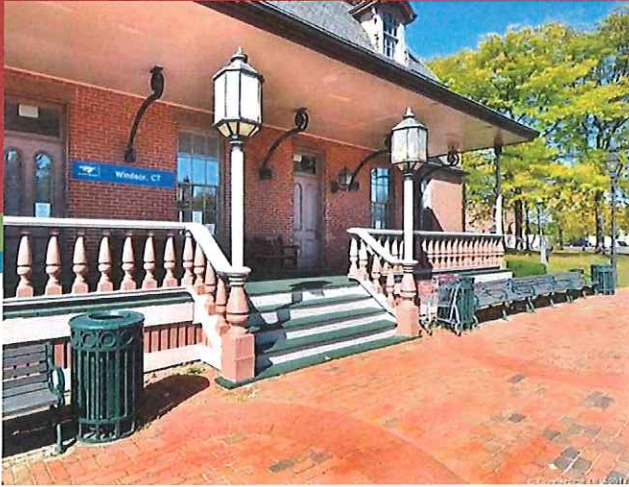
Recipient:

Town of Windsor

Partners: CIL Development,
Lexington Partners, LLC

Award Sponsor:





Outcome & Impact:

Since construction of the Windsor Station apartments began, the Center has seen the establishment of three new restaurants and the renovation of a fourth. In addition, the owner of a long-vacant theater building has stepped up his commercial rehabilitation project. While it cannot be claimed that these events are solely the result of the new apartments, it is reasonable to assume that the prospect of a growing customer base had a positive effect on these investment decisions.

What's Next:

The next step is to facilitate development of more housing in Windsor Center. The exceedingly fast rent-up of these projects clearly demonstrates the desirability of new housing in a mixed-use, pedestrian-oriented downtown environment. This success will help secure public and policy maker support as the town focuses on two other sites that can be redeveloped for housing. The town has been working with the property owners and Capitol Region Council of Governments to complete environmental assessments in preparation for their redevelopment.

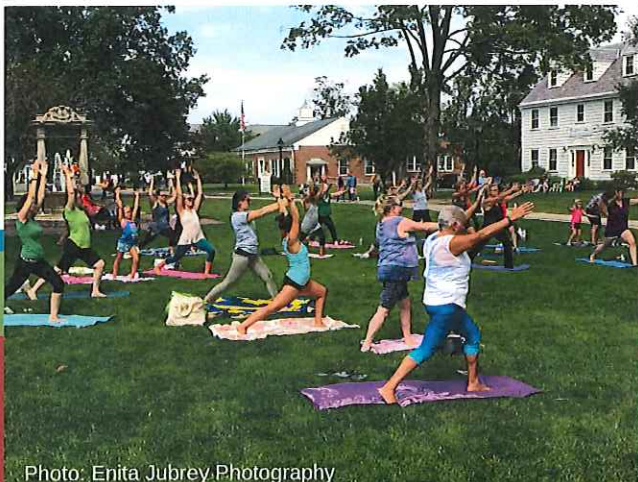


Photo: Enita Jubrey Photography

Windsor Station Apartments

Following on the success of First Town Square, the town acquired a small warehouse building adjoining its public works equipment garage at 69 Mechanic Street to create a larger site for redevelopment. The Town approved amendments to the Zoning Ordinance that increased allowable residential density from 12 to 20 units per acre and established a parking maximum for the redevelopment area.

With guidance from the Windsor Redevelopment Agency, it was determined that the assembled site should be offered to developers who would create multi-family rental housing rather than owner-occupied units. The need for housing for employees of local businesses and the opportunity created by the proposed commuter rail service on the adjoining Amtrak line played into this decision. The Town selected Lexington Partners, LLC as developer.

Windsor Station is a 130-unit market-rate rental project on a 6.5-acre site adjoining the passenger rail station. The \$23 million development project included demolition of two former industrial buildings, environmental remediation and construction of two, four-story elevator buildings with parking and site amenities. The project includes 32 studio, 65 one-bedroom and 33 two-bedroom units and is targeted to an underserved rental market of young professionals 20 to 35 years of age and baby boomers.

Construction was completed in May 2017. Ninety percent occupancy was achieved in five months. The target market is clearly being served as more than 64% of the initial residents are between the ages of 18 and 35. As of December 1, 2017, 120 units of the Windsor Station Apartments were occupied by 158 residents, 148 of whom are new to Windsor. This has, in turn, benefited local businesses.

Funding:

The Town of Windsor invested in the necessary pre-development costs, enabling the assembly of the properties, and offering the site for redevelopment. These costs included land acquisition (\$327,000), environmental assessments (\$62,000) and development feasibility analysis (\$30,000).

The developer's costs to purchase the site from the town, demolish existing structures, remediate soil, finance, and construct the apartments and site improvements totaled \$22.5 million. In addition, the Town agreed to a below-market purchase price for the site and provided a four-year, 40% property tax abatement to assist the developer in obtaining project financing.

**Town Council
Resignations/Appointments/Reappointments
July 2, 2018**

Resignations

None

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

None

Names submitted for consideration of appointment

None

**Town Council
Council Chambers
Windsor Town Hall
JUNE 18, 2018
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:23 P.M. by Mayor Trinks.

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

Mayor Trinks read aloud the notice of the public hearing to hear public comment on the Neighborhood Assistance Act (NAA) Tax Credit program.

2) PUBLIC COMMENT

None

3) ADJOURNMENT

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

Respectfully Submitted,

Erin Rand
Clerk of the Town Council

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
JUNE 18, 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 Joseph McAuliffe, Councilor Richard O'Reilly, Deputy Mayor Jody Terranova, Councilor Michael Tustin and Councilor Kenneth Wilkos.

Absent: Councilor Jill Jenkins.

2) PRAYER

Councilor Govoni led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Govoni led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMENTS AND PETITIONS - None

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Public Building Commission - None

7) TOWN MANAGER'S REPORT

Farmer's Market to Begin Thursday

First Town Downtown is bringing back the Farmer's Market for its 10th year this summer beginning June 28th. The Farmer's Market will be held on Thursdays from 3:30 PM to 6:30 PM at 240 Broad Street (corner of Broad and Maple) through October 18th. Get locally grown fruits, vegetables, flowers, baked goods, herbs, eggs, milk, yogurt, cheese and more. For more information call 860-688-5715.

Concerts on the Green

The Windsor Chamber of Commerce and First Town Downtown invite you to the summer concert series sponsored by Windsor businesses. Concerts will begin on June 28th and

be held every Thursday until August 23rd. Performances are from 6:30 PM - 8:30 PM on the Windsor Town Green. Free to the public. For more information call 860-688-5165 or 860-688-5715.

'AAA' Credit Rating Affirmed

I'm pleased to report that Standard and Poor's (S & P) has reaffirmed the Town's AAA credit rating for the 2018 bond issue. Our rating was affirmed after S&P reviewed and analyzed various aspects of the local and regional economy, recent economic development activity, management practices, fiscal and debt management practices, budgetary performance, retirement plan stewardship and our other post-employment benefits program. The Credit Profile report was issued earlier this week and documents a number of positive assertions put forth by S & P, such as our "strong economy, strong management practices as well as strong budgetary performance and flexibility," to name a few. I'd like to thank Jim Bourke, Finance Director for doing a fine job in preparing information for the rating process.

Bond Sale Results

Our bond sale occurred last week. The town received five bids. Roosevelt & Cross from New York was the low bidder. The issue consisted of \$6,765,000 in general obligation bonds and will fund a variety of projects including school HVAC improvements at Kennedy School and Oliver Ellsworth Elementary, town hall portico restoration and streetlight replacement. The term is 15 years. Annual interest rates range from 2.0% to 5.0%. Over the life of the term the average rate or "coupon" is 3.10%. The town received a premium of approximately \$153,000 that will be placed into the debt service fund and be used for future debt service. The spread between bidders was about 0.25% which is considered a good, competitive bid result. We will close on the sale and receive the bond proceeds on Thursday June 28th.

Public Works and Engineering Updates

Prospect Hill Road

The majority of the work is complete. The contractor has some minor drainage work, roadside restoration and landscaping work remaining. Final paving is expected to be done in early July. Any remaining punch list items will follow and the project should be wrapped up by the end of July.

Bloomfield Avenue Paving

State of CT DOT has indicated repaving of Bloomfield Avenue, its entire length, is now scheduled to take place in September.

Pedestrian Safety Beacons

Town crews have installed the rapid flashing pedestrian crossing beacon on Route 75 near Ox Cart Drive. Crews will continue installation work on three additional crossings - Broad Street near the entrance to Geissler's Plaza, Broad Street at Sycamore and Windsor Avenue at Faneuil Street. This work is planned to be done in the next 30 to 45 days as the workload schedule allows.

Athletic Field Project – Windsor High

Contractors are planning on starting work on the Windsor High Athletic Field renovation project once school is recessed for summer. This work will entail such tasks as reconstructing the Varsity and Junior Varsity softball fields, installing new fencing, dugouts, as well as making repairs to the Junior Varsity baseball field. Fields could be available for use as soon as the 2019 seasons.

Day Hill Road Reconstruction

We have selected B&W Paving of Waterford, CT, to undertake reconstruction of Day Hill between Northfield Drive and Marshall Phelps Road. Construction is expected to commence in July and will be substantially complete by October first. The majority of the work will occur during the overnight hours. The project costs are being paid for through a State of CT grant.

Taxes Due July 1, 2018

Tax bills are scheduled to be mailed on June 22, 2018. Real estate, personal property taxes and motor vehicle taxes are due in full on July 1, 2018 and payable by August 1, 2018. Unpaid taxes will be considered delinquent on August 2, 2018. On that date interest will be charged from the original due date of July 1, 2018. If any taxpayer has not received their tax bills by July 1, 2018, they should contact the Tax Office at 860-285-1810 to obtain a copy.

The Tax office hours are Monday through Friday, from 8:00 AM – 5:00 PM or you can pay online with an electronic check or with your debit/credit card.

Detailed information is available at the town's website at www.townofwindsorct.com or by contacting the Tax Office at 860-285-1810.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly - None

Councilor Wilkos stated he was happy to hear about the flashing signs in the crosswalks and that they have been years in the making. He thanked the Finance Department for their work with the municipal bonds. He noted that we are still securing low rates despite many rates going up and that will help to fund future projects.

Councilor Govoni attended the presentation of a proclamation by the Governor's Office to bring awareness to triple negative breast cancer in memory of Heather Lindsay Mosher. Heather Mosher passed away of breast cancer on December 23, 2017 after being married in the hospital 18 hours prior. Her father-in-law is a Windsor native and current Windsor Public Works employee, Richard Mosher. Mr. Mosher is a longtime friend. Councilor Govoni wanted to bring attention to the fact that 30,000 women will be diagnosed with this type of breast cancer this year and that 10,000 of those will die from it. It is a very aggressive cancer that requires early detection. He extended a sincere

thanks to Representative Scott Storms for working with the Governor's Office to make this dedication and for his help in bringing this aggressive cancer to the attention of the public.

Councilor McAuliffe - None

Councilor Jenkins – Absent

Councilor Tustin - None

Deputy Mayor Terranova - None

Councilor Jepsen reminded citizens that tomorrow is the last day of school, so no buses will be on the roads, but kids will be so watch out for them.

Mayor Trinks - None

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – None

Health & Safety Committee - None

Finance Committee – Deputy Mayor Terranova reported that the committee met last week to speak about year-end purchase orders, transfers, and projections. Revenue collections will be 1.5% higher than budgeted mostly due to increased revenue in property taxes, some interest income, some extra special education excess cost from the state conveyance fees, and building permits. Expenditures will be about 0.5% under budget due to vacancies and decreased expenses for storm control this year.

Special Projects Committee - None

Town Improvements Committee - None

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

- a) Approve Applications for submittal under the Neighborhood Assistance Act Tax Credit Program

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the attached resolution approving applications for participation in the Neighborhood Assistance Act Tax Credit program administered by the Connecticut Department of Revenue Services be approved.

Town Manager Souza stated that this is a traditional request of the Council. This program has been facilitated by the town for a number of years. It is where corporate donors may receive a tax credit against their corporate tax liability if they make donations to non-profits that have been approved by the Town Council via this resolution. There is no cost to the town as this is a state program. Four organizations have applied to be included in this year's program: Windsor Police Cadets, Connecticut Radio Information Systems, St. Gabriel School, and a new group, Madina Academy.

Motion Passed 8-0-0 (Councilor Jenkins absent)

b) Approve FY 2018 Year End Purchase Orders

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the FY 2018 General Fund purchase orders as of June 14, 2018 be approved until October 15, 2018.

Deputy Mayor Terranova stated that each year there are some open purchase orders where the work has not been completed prior to the end of the fiscal year. These open purchase orders are extended until mid-October to allow for the work to be completed.

Motion Passed 8-0-0 (Councilor Jenkins absent)

c) Approve FY 2018 Year End Transfer authority

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the Director of Finance be granted the approval of transfer authority to make year-end transfers in the General Fund of not more than \$5,000 per account.

Deputy Mayor Terranova noted that each year the Council grants the Finance Director the power to transfer up to \$5,000 between different departments to balance budgets. In past years, there have been transfer authority requests for amounts greater than \$5,000, but there are none this year.

Councilor Jepsen stated that it is a good sign that none of the departments are over \$5,000 in the red this year. It shows that departments are being well managed.

Motion Passed 8-0-0 (Councilor Jenkins absent)

d) Approve an appropriation of \$75,000 for Board of Education Network Infrastructure upgrade project.

MOVED by Councilor McAuliffe, seconded by Councilor Jepsen that \$75,000 be appropriated from the Capital Projects Fund assigned fund balance for the Board of Education Network Infrastructure upgrade project.

Town Manager Souza explained that the Windsor Board of Education is respectfully requesting funds in the amount of \$75,000 for the Network Infrastructure Upgrade project that is budgeted in the FY 18 Capital Improvements Program.

The increasing reliance on technology for every day functions for teaching, learning, and daily operations has placed a greater demand on the Board of Education's network infrastructure. Projects include upgrading the wireless network access points, upgrading fiber and hardware to support bandwidth needs and the onsite network storage which both add capacity and is needed due to life cycle replacement needs. The facilities included in this project are:

- Clover Street Elementary School
- John F. Kennedy Elementary School
- L.P. Wilson Board offices
- Oliver Ellsworth Electuary School
- Poquonock Elementary School
- Sage Park Middle School
- Windsor High School (includes Indoor Pool)

Councilor McAuliffe asked if the field house and football field areas would be included in the project.

Matt Dadona, Director of Information Technology for the Board of Education, came forward to thank the Town Council for its support over the past few years. He noted that the project does include the field house and the pool area and events can now be broadcast.

Councilor McAuliffe asked if students would be able to individually connect to the network with their devices. Mr. Dadona responded that they could.

Motion Passed 8-0-0 (Councilor Jenkins absent)

- e) Approve amendments to Supernumerary Officer job description and part-time pay plan

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe that the job description for the position of Supernumerary Police Officer be amended and approved as presented, and that Pay Grade VII (\$14.78 - \$33.80) be established in the Part-Time and Seasonal Pay Plan for FY 2018-2019 and the Supernumerary Police Officer Position be reclassified from Grade IV to Grade VII.

Chief Melanson gave an overview of the request as follows:

The position classification and Part-Time and Seasonal Pay Plan includes a position entitled Supernumerary Police Officer.

Although this position has not been used in the recent past, the Police Department has identified areas within the department where part-time police officer positions would be beneficial. One such role or function is as a part-time court liaison and property room officer. This position is responsible for gathering arrest paperwork and transporting arrestees to court for arraignment. Because a supernumerary officer is a fully sworn and trained police officer, they can safely and securely transport arrestees to court, allowing the department to maintain adequate staffing for patrol and investigations. This part-time position would also be responsible for categorizing, logging and properly storing evidence in the department's property storage room.

A second area where a supernumerary police officer would be beneficial is to supplement staffing for large events such as the Shad Derby or long-term road construction jobs that require police for traffic safety. Having a cadre of supernumerary police officers would facilitate filling these needed positions without having to force full-time personnel to work overtime.

The proposed amendments to the job description are intended to more accurately reflect the changes in the duties and expectations of this position.

Councilor Wilkos asked if it will be a unionized position. Chief Melanson responded that it will not be a union position. Councilor Wilkos stated that since it is part-time there will be no benefits. Chief Melanson indicated that he was correct.

Councilor Wilkos asked if the shifts will be offered to the supernumerary officers after overtime is offered but before an officer was forced to work. Chief Melanson said that was correct, union workers would be offered the shifts first. He also stated that the position is often filled by retirees so the hours are limited.

Councilor Wilkos asked if the supernumerary officers would be allowed to patrol. Chief Melanson responded that yes, ideally these officers would be retired from Windsor so they would be familiar with policies and could work patrol.

Councilor Wilkos asked how many officers would be hired in this role. Chief Melanson stated that one would act as an evidence officer and there would be 5-6 others used on rotation to fill patrol shifts.

Councilor Wilkos asked if there would be a financial impact. Town Manager Souza responded that the position is already funded. Chief Melanson also noted that savings would be seen in supernumerary officer patrols at the proposed rate rather than if a full-time officer received overtime.

Councilor Govoni asked why there is such a spread in the pay range. Chief Melanson responded that Human Resources recommended the pay grade according to positions that may come up in the future.

Motion Passed 8-0-0 (Councilor Jenkins absent)

f) Approve amendments to the Management Analyst job description

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the job description for the position of Management Analyst be amended and approved as presented.

Amelia Bliss, Director of Human Resources, gave the following overview:

The main duties of the Management Analyst position include performing a variety of routine and complex analytical, administrative and technical work in the research and analysis of programs, services, systems, policies and procedures. The position also works to develop recommendations regarding changes to standardize and/or improve the efficiency and effectiveness of department operations and service delivery.

Currently the job description indicates this position is located in the finance department and reports to the Finance Director. The proposed job description indicates the position could be assigned to any department. Copies of the current and proposed job descriptions are attached.

Deputy Mayor Terranova asked if the position will report to multiple departments at once or one at a time. Town Manager Souza explained that the position will most likely work with the Department of Public Works but the description is vague to allow flexibility.

Motion Passed 8-0-0 (Councilor Jenkins absent)

g) Review of Public Safety Radio System Replacement

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

TUSA Consulting performed a review of the town's radio system in 2016 into 2017 and made the following conclusions:

- The current radio system is obsolete. Repair / replacement parts are not available and there have been operational problems with the equipment.
- There is poor system coverage for portable radios, especially in the northern parts of town.

TUSA Consulting recommended the town consider moving to a digital Project 25, or "P25" radio system. P25 is a set of standards designed for use by public safety organizations in North America. P25 standards came about to achieve interoperability and widespread acceptance after lessons learned during disasters when basic infrastructure failed. These standards provide different responding agencies the ability to communicate during large scale critical incidents and disasters.

TUSA also recommended consideration of a separate Digital Mobile Radio (DMR) system for use by the schools to reduce the costs of the overall town-wide system. This DMR technology would allow the schools to be operationally connected to the P25 public safety

system, but would not require equipment to meet the standards needed for public safety operations. This option was approved by the town and Board of Education management.

The projected cost of acquiring and installing a new P25 Public Safety radio system would range from \$4,045,000 to \$4,150,000, including contingency and bond issuance costs based on proposals from two vendors. The cost for the DMR radio system for the schools is \$255,000, with contingency and bond issuance costs. A second proposal for the school system was deemed not to meet the desired system specifications.

Based on the review of the vendor proposals (acquired during the RFP process), vendor interviews and responses to follow up questions, TUSA Consulting recommended the acquisition of the proposed Motorola P25 radio system for town communications for the following reasons:

- Superior radio coverage design
- Efficient channel plan that will allow for 7 simultaneous voice communications
- Confidence of Motorola to acquire the FCC licensed 700 MHz channels
- Full functionality of the dispatch console which integrates into the radio system
- Minimal need of “in building amplifiers”
- Expandable system architecture that would allow us to add other towns to the radio system

Councilor McAuliffe asked if the project could incorporate other towns. Town Manager Souza responded that it could be done and some of the costs could be recouped by charging a user fee. An immediately adjacent community may be able to gain beneficial coverage by being on the same frequency, so there are a few opportunities for shared or recouped costs.

Mayor Trinks asked if another town could begin to use the system at a later date. Town Manager Souza responded that yes, it could work that way.

Councilor Govoni promoted the new system and called it a necessity.

Councilor Wilkos noted that the majority of the costs are fixed and asked if a 20% contingency fund is really necessary on this project. Town Manager Souza responded that there are many construction costs associated with it, so a reasonable contingency budget is required. Town Manager Souza clarified that it is actually a 10% contingency fund.

Councilor Jepsen stated that he appreciated the presentation the previous week and said he wants to be transparent with the general public about what's coming. This item will hopefully be on the ballot in November and yes, it is an expensive project, but will be valuable to the town and can potentially save lives.

h) Review of Public Safety Complex Project

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

Currently the Public Safety Complex consists of the Windsor Center Fire Station, the Police Station and a separate EMS facility on a total of 6.2 acres of land. The present building for the police and fire departments is 26,000 square feet and was erected in 1963 with additional space added in 1988. The Police Department space is comprised of approximately 17,000 square feet with the Fire Department in the remaining building area. Police and Fire share a combined training/meeting room. The Windsor Volunteer Ambulance is located in a separate 7,000 square foot building.

The present configuration of the Public Safety facility is no longer adequate for current and future equipment and staffing requirements. Both the Police and Fire departments require additional floor space, improved public restrooms and lobby space.

Police Department space needs include:

- updated locker rooms including increased female locker room space
- additional training facilities to help meet mandated training requirements
- improved evidence management space
- detention facilities to meet current regulations and best practices
- additional storage space

Fire Department needs include:

- larger apparatus bays with proper air ventilation and exhaust system
- improved site parking and circulation
- additional equipment and supply storage space
- future firefighter sleeping quarters
- office and training space, code compliant restrooms and shower / locker area
- upgraded kitchen, watch room, and support area to facilitate firefighter recruitment/retention

Volunteer ambulance needs include:

- additional apparatus area and storage space
- additional office and training space

The existing police / fire building is structurally sound but is in need of a new roof and a heating, ventilation and air conditioning system. The roof and boiler plant replacement are funded and will be done this summer. Various elements of the building's plumbing and electrical systems need replacing as they have or are approaching the end of their service life expectancy. The ambulance facility is generally in good condition except for the windows. In recent years, a new roof and HVAC units have been installed.

The proposed project approach is multi-phased both in terms of construction, timing and financing.

Phase 1 – Police Department Relocation to Addison Road – \$16.04 M

- Renovate 30,000 square feet of space for police department operations
- Partial roof replacement
- Site improvements

Phase 2 – Renovate and Add Fire Apparatus Bays at Public Safety Building – \$17.86 M

- Construct new fire apparatus bays and storage space
- Site improvements related to parking and vehicle circulation
- Renovate existing police department space for fire department support areas including offices, restrooms/lockers and a kitchen area
- Renovate existing fire department space to accommodate EMS offices, training, sleeping quarters and storage
- Mechanical, electrical and plumbing systems replacement, including HVAC
- Public lobby and restroom improvements

It is proposed that the Town Council consider placing a referendum question for the full project scope on the November 2018 general election. In order to do so, a formal vote on a recommended bond ordinance and ballot question would need to be taken by no later than September 6, 2018.

Based on a November 2018 voter approval, it would be possible that design of Phase 1, renovation of 100 Addison Road, could be completed by approximately June 2019 with the bidding and contract award being finished in early fall 2019. This would allow construction to start by the end of the 2019. Construction length is preliminarily estimated to be 12 to 14 months, meaning the police operations could relocate in the first quarter of 2021.

Phase 2 design could potentially overlap with parts of Phase 1 design and be completed in summer / fall of 2019. This would allow for bidding and contract award in the winter of 2020 and the building expansion to start in the summer of 2020. Interior renovations would start in a phased manner upon the police operations moving to 100 Addison Road. Preliminary cost estimates have been developed and include allocations for furniture, equipment and technology, as well as a cost escalation factor, given the phasing nature of the project.

Town Manager Souza showed slides of the proposed Public Safety Complex Design and debt service model.

Councilor O'Reilly expressed a concern about Phase 2 of the project. He is wondering what will be done with the current EMS building and feels that a plan for that space is lacking from the project.

Councilor Govoni stated that the project has been a while in the making and feels that it is on track to be moved forward. He explained many of the flaws in the current building and stated that the new plan makes a lot of sense and solves the current issues.

Councilor Jepsen stated that this project has been in the making for years and will be expensive but we need it. He then asked about the structure of the bonding. Town Manager Souza explained that the town did not influence the structure of the loan, it was chosen from various proposed options and this was deemed the best fit. They discussed specifics about the payments. Councilor Jepsen stated he supports the project and hopes citizens will vote in support of the project come November.

Mayor Trinks asked if other projects could still be accomplished during the Public Safety Complex project. Town Manager Souza responded that in the next six years there is \$26,000,000 in non-referendum projects and certain other projects will need a referendum, but the Capital Improvements Program for various other projects is moving forward as anticipated.

- i) Approve settlement in Wetmore vs. Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to amend tonight's agenda to move item 12(i) to appear after item 16(a).
Motion Passed 8-0-0 (Councilor Jenkins absent)

13) RESIGNATIONS AND APPOINTMENTS

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the June 4, 2018 Regular Town Council Meeting

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to approve the unapproved minutes of the June 4, 2018 Regular Town Council meeting as presented.

Motion Passed 8-0-0 (Councilor Jenkins absent)

- b) Minutes of the June 11, 2018 Special Town Council Meeting

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to approve the unapproved minutes of the June 11, 2018 special Town Council meeting as presented.

Motion Passed 8-0-0 (Councilor Jenkins absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS – None

MOVED by Deputy Mayor Terranova, seconded by Councilor Tustin to enter executive session for the purpose of strategy and negotiations with respect to pending claims and litigation in Wetmore vs. Town of Windsor.

Motion Passed 7-0-1 (Councilor Jenkins absent and Councilor Jepsen abstained)

16) EXECUTIVE SESSION

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

Staff and Guests: Peter Souza, Town Manager; Marty Maynard, Risk Manager, Cori-Lynn Weber, Legal Counsel

MOVED by Councilor Wilkos, seconded by Deputy Mayor Terranova to leave Executive Session and re-enter the regular Town Council meeting at 8:58 p.m.

Motion Passed 7-0-0 (Councilor Jenkins and Councilor Jepsen absent)

MOVED by Councilor Wilkos, seconded by Deputy Mayor Terranova to approve the settlement of Wetmore vs. Town of Windsor as discussed in Executive Session.

Motion Passed 7-0-0 (Councilors Jenkins and Jepsen absent)

17) ADJOURNMENT

MOVED by Deputy Mayor Terranova, seconded by Councilor Wilkos to adjourn the meeting at 9:00 P.M.

Motion Passed 7-0-0 (Councilor Jenkins and Councilor Jepsen absent)

Respectfully Submitted,

Erin Rand
Clerk of the Council