



Council Agenda

**Council Chambers
Windsor Town Hall
August 6, 2018**



7:25 PM Public Hearing

To hear public comment on a proposed lease for the Luddy Carriage House

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor McAuliffe
3. PLEDGE OF ALLEGIANCE – Councilor McAuliffe
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) Public Building Commission
 - c) Inland Wetlands & Watercourses Commission
 - d) Human Relations Commission
 - e) Metropolitan 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 lease for 261 Broad Street, Luddy Carriage House (Town Manager)
 - b) *Introduce Northwest Park facility rental fee amendments (Town Manager)
 - c) *Introduce an ordinance entitled, "AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE I, FIRE PREVENTION CODE." (Town Manager)



- d) *Set a Public Hearing for September 4, 2018 at 7:15 PM for an ordinance entitled, "AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE I, FIRE PREVENTION CODE." (Town Manager)
- e) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- f) *Set a Public Hearing for September 4, 2018 at 7:15 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- g) *Introduce a resolution to set a referendum date and ballot question for Town-Wide Public Safety Radio System project (Town Manger)
- h) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- i) *Set a Public Hearing for September 4, 2018 at 7:15 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- j) *Introduce a resolution to set a referendum date and ballot question for Public Safety Complex project (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the July 2, 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: August 6, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Proposed 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 through the end of May 2018 for the purpose of conducting sewing and quilting classes and to fabricate, display and sell sewing and quilt crafts.

Staff has spoken with a number of interested parties about leasing the now vacant space. We have negotiated a proposed lease with a business which would sell fiber arts supplies, handmade crafts and accessories along with conducting knitting and crocheting classes.

Discussion

Ewe and You Fiber Arts, LLC is a start-up business. Its owner is Rachel Schuster, a resident of Suffield, who has previous experience in the retail yarn business and in providing customer support for an online and catalogue yarn retailer.

Staff and Ms. Schuster have reached an agreement on the terms of a proposed lease of the property. This lease is based on terms that are similar to the recent lease for Jan's Sewing Room. Key points of the lease include:

- A three year term effective September 1, 2018. The lease may be extended for one additional year with town consent.
- Monthly rental payments starting at \$690 and increasing approximately 3% each year.
- Lessee is responsible for housekeeping, rubbish, liability insurance and phone and cable utilities.
- Town is responsible for property insurance, utility (electricity, natural gas, and water) costs, grounds maintenance, snow removal and major maintenance.
- Either party may terminate the lease within 60 days' written notice.

The public hearing, which state law requires prior to the sale, lease or transfer of town-owned real estate, is scheduled for August 6th.

Financial Impact

Rental payments are deposited into a segregated Special Revenue Fund account which is used to pay utility and maintenance costs. The proposed rental payments for the first year of the lease (September 2018 through August 2019) would be \$8,280.

Other Board Action

The Town Planning and Zoning Commission reviewed the proposal to lease this property as per Section 8-24 during their meeting on July 10, 2018. They found that leasing the carriage house at 261 Broad Street is consistent with the Plan of Conservation and Development and they passed a motion to recommend approval of the lease.

Recommendation

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

“MOVE that the Town Manager is authorized to sign the attached lease with Ewe and You Fiber Arts, LLC for use of the town-owned Luddy Carriage House, located at 261 Broad Street.”

Attachments

Lease Agreement for the Luddy Carriage House

**LEASE AGREEMENT
LUDDY CARRIAGE HOUSE**

This Lease Agreement is made between the TOWN OF WINDSOR, a municipal corporation having its territorial limits within the County of Hartford and State of Connecticut (LESSOR) and Ewe and You Fiber Arts, LLC (LESSEE).

1. PREMISES

LESSOR agrees to lease to LESSEE and LESSEE agrees to lease from LESSOR the Premises described as the Luddy Carriage House, 261 Broad Street, Windsor, Connecticut.

2. TERM

The term of this Lease will begin on September 1, 2018 and will expire on August 31, 2021. LESSEE and LESSOR may terminate this lease within 60 days written notice.

3. RENT PAYMENTS

Rent shall be due on the first of each month made payable to LESSOR and delivered or mailed to Finance Director, 275 Broad Street, Windsor, CT 06095, in the amount as follows:

September 1, 2018 through August 31, 2019:	\$690.00/month
September 1, 2019 through August 31, 2020:	\$710.00/month
September 1, 2020 through August 31, 2021:	\$730.00/month

4. INSURANCE

LESSOR shall provide fire and multi-peril insurance on the building on the premises. LESSEE may, at its option, purchase insurance to cover its personal property. In no event shall LESSOR be liable for any damage to or loss of personal property sustained by LESSEE, whether or not it is insured.

LESSEE shall, prior to the commencement of this lease, furnish LESSOR a Certificate of Insurance evidencing a Commercial General Liability (CGL) policy with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage, and \$100,000 per occurrence for Damage to Rented Premises. The CGL shall be written on Insurance Services Office (ISO) occurrence form CG 0001 (or a substitution form providing equivalent coverage) and shall cover liability from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). LESSOR shall be included as an additional insured under the CGL, using CG 2011 or a substitution

providing equivalent coverage. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to LESSOR.

5. USE OF PREMISIS

The Premises shall be used only for the following purposes: sales of fiber arts supplies and accessories, fiber arts related classes, sales of handmade crafts and related activity.

6. MAINTENANCE RESPONSIBILITIES

LESSOR shall maintain water, electric and gas utilities, grass cutting, snow removal and outside of building. LESSOR will provide routine maintenance and repairs to the property exterior, utility systems and building components, excluding components purchased by LESSEE. LESSEE shall be responsible for routine interior cleaning and maintenance.

7. LAWS

LESSEE will comply with all laws and regulations regarding the Premises. LESSEE also will not permit any others to violate any laws or regulations on the Premises. LESSEE will pay LESSOR the amount of any fines or penalties that it has to pay because LESSEE or any others violated any laws or regulations in the Premises.

8. CARE OF THE PREMISES

LESSEE will keep the Premises and all fixture and appliances in a safe and clean condition. LESSEE will remove all garbage, rubbish, and other waste in a safe and clean manner. LESSEE will use all electrical, plumbing, heating and appliances in a reasonable manner.

LESSEE will not destroy or damage any part of the Premises or any of LESSOR's furnishings or appliances on the Premises. LESSEE also will not remove any of LESSOR's furnishing or appliances from the Premises.

9. UTILITIES

The cost of LESSEE's electricity, natural gas and water utilities are included in the rent amount. This rent will not be reduced if LESSEE does not receive any of the utilities and/or services for reasons beyond LESSOR's control. LESSOR agrees to use its best effort to restore and correct any disruption in utilities and services. All other utilities shall be at LESSEE's expense.

10. ASSIGNMENT

LESSEE may not assign this lease without the written consent of LESSOR.

11. ACCESS TO THE PREMISES BY LESSOR

LESSOR shall have the right to reasonable access to the Premises, provided such access does not unreasonably interfere with LESSEE's use of the Premises.

12. EXPIRATION

At the expiration of this lease, LESSEE will return the property to LESSOR in good order, condition, and state of repair, reasonable wear and tear accepted. Any property remaining after expiration of the Lease shall be considered abandoned by LESSEE.

13. DEFAULT

If LESSEE does not make lease payments as aforesaid within ten (10) days of the due date or after written notice, and remains in the default with respect of any other provision of this lease for thirty (30) days, LESSOR shall have the right to take the Premises in accordance with legal process and shall be entitled to reasonable attorney's fees as well as any damages its sustains.

14. COMPLIANCE

LESSEE shall through the term of this lease, at its sole expense, promptly comply with all laws and regulations of all federal, state and municipal governments, including the Town Planning and Zoning Commission.

15. DAMAGE TO UNIT

LESSEE will not have to pay rent for any time that LESSEE's use and enjoyment of the Premises is substantially affected because the Premises are damaged by fire or other casualty. However, LESSEE will pay rent if LESSEE caused the damage or destruction or unless LESSEE continues to occupy any portion of the Premises.

If any part of the Premises is damaged by fire or other casualty, LESSOR shall have the right to cancel this lease. If LESSOR decides to cancel the lease, LESSOR will give LESSEE notice within fifteen (15) days after the date of the fire or other casualty. The lease will end on the date that LESSOR gives in its notice to LESSEE. If LESSOR does not cancel this lease, LESSOR will repair the damage within a reasonable amount of time, not to exceed 120 days.

16. CONDEMNATION BY GOVERNMENTAL AUTHORITY OTHER THAN LESSOR

If any part of the building is condemned, LESSOR shall have the right to cancel this lease. If LESSOR decides to cancel the lease, LESSOR will give LESSEE notice within fifteen (15) days after the date of the condemnation. The Lease will end on the date that LESSOR gives in said notice.

LESSEE will not be entitled to any payment from the government because of such condemnation except for moving expenses.

17. CHANGES TO PREMISES

LESSEE will not make any changes to the Premises or change the appearance of any walls, floors, carpeting, windows, doors, appliances, fixtures or furnishings without LESSOR's advanced written permission.

18. SALE OF PROPERTY

If LESSOR sells the property, LESSOR shall not have any further liability to LESSEE under this lease for any event that happens after LESSEE receives written notice that LESSOR has sold the property. ANY SALE OF THE PROPERTY BY LESSOR shall be subject to this Lease.

19. HOLD OVER

If LESSEE continues to occupy the Premises with LESSOR's consent after this lease ends, this lease will be on a monthly basis. In that case, either LESSEE or LESSOR can send a notice to the other and cancel lease at any time. All the other terms of the lease will still apply.

20. SEPARATE PROVISIONS

If any provisions of this lease are invalid or unenforceable, the other provisions of this lease will still apply.

21. BINDING EFFECT

This lease shall be binding upon LESSEE and LESSOR and their respective successors, and assigns.

22. NOTICES

All notices shall be given as follows:

To LESSOR: Town Manager
275 Broad Street
Windsor, CT 06095

To LESSEE: Rachel Schuster
Ewe and You Fiber Arts, LLC
204 Kent Avenue
Suffield, CT 06078

23. OPTION TO EXTEND

Provided that LESSEE is not in default in the performance of this lease, LESSEE may, three (3) months prior to expiration of this lease, request in writing an extension of this lease for a one year period beginning September 1, 2021 and Ending August 31, 2022. The monthly rent during the option year shall be adjusted upward by three (3%) percent. Approval of any lease extension shall be at the sole discretion of LESSOR.

24. PARKING

LESSEE's employees, members, guests and invitees shall have the right to use the parking areas in common with others on the site and adjacent to the site on other land of LESSOR provided that such right to park shall be subject to reasonable restriction and control by LESSOR.

25. SIGNAGE

LESSEE shall have the right to place such signs as shall be permitted by the Zoning Regulations of the Town of Windsor or by approval of the appropriate Zoning Authorities on the Luddy Carriage House grounds or adjacent property of LESSOR.

Dated this _____ day of _____, 2018

LESSOR

LESSEE

TOWN OF WINDSOR
WINDSOR TOWN COUNCIL
Town and Town Council Designee


EWE AND YOU FIBER ARTS, LLC

Agenda Item Summary

Date: August 6, 2018

To: Honorable Mayor and Members of the Town Council

Prepared by: Paul Norris, Recreation and Leisure Services Director

Reviewed by: Peter Souza, Town Manager 

Subject: Facility Rental Fees at Northwest Park

Background

Northwest Park has two picnic shelters available for public rental that accommodate private gatherings and public events. The Picnic Pavilion has a capacity of 150 people, while the Warming Shed is sized for groups up to 50. Estimated attendance at rental events is over 13,000 people annually.

The purpose of this agenda item is to provide an overview of facility usage, changing needs of pavilion patrons and proposed amendments to the facility rental fee schedule.

Discussion/Analysis

From its earliest stages of conceptual planning in the 1970's, Northwest Park was designed as a place where visitors could enjoy passive recreation and nature discovery in a tranquil environment. For this purpose, parking spaces and roadways for motorized vehicles largely terminate at the park entrance, with minimal "restricted access" facilities extending as far as the Nature Center building and to the community gardens. Public access to the picnic shelters, museum buildings, animal barn, and other features within the park is primarily via walking paths.

In practice, this design does not meet the needs of most groups renting a picnic shelter at the park. The larger picnic pavilion is more than a tenth of a mile from the nearest parking space, making it inaccessible to guests with impaired mobility, and for carrying in food and supplies. Therefore, over time the practice has been to permit 1-2 vehicles to cautiously drive across the lawn to the picnic pavilion to drop off and pick up guests and supplies. Renters are advised they may not leave vehicles parked near the picnic shelters during the event. Staff has adjusted operation policy to allow temporary parking next to the Picnic Pavilion for those with mobility limitations.

The park has experienced increased rental usage over the past several years with some event attendees disregarding vehicle restrictions and cars being driven and parked on the lawn throughout rental events.

Frequent traffic violations cause three issues of concern.

1. Unsafe conditions for children at play and pedestrians of all ages, as cars are driven at inappropriate speeds on walking paths and across grass areas.
2. Physical damage to the lawns, including an often rutted travel way.
3. The park experience is compromised for other visitors when the lawn provided for casual picnics and family games is used as a parking lot.

To help maintain the picnic facilities while improving safety for all visitors, staff recommends hiring a part-time seasonal facility attendant to be present during rental events. The attendant would facilitate necessary vehicle access and use guidelines. An attendant would further add value to rental groups by providing additional customer service duties such as welcoming each group, maintaining clean restrooms, and removing trash as needed during and between events.

To cover the cost associated with the part-time facility attendant, staff is recommending amending the rental fees for the picnic pavilion and warming shed. The proposed fee changes are detailed in the attached exhibit entitled Proposed Northwest Park Facility Fee Schedule. Staff is proposing the Town Council consider adopting amendments to the price guide this fall with an implementation date for rentals after January 1, 2019.

Staff completed a benchmarking survey of other communities with like facilities (see attachment.) Although the range of amenities differ to some degree between facilities, Northwest Park's current rates are much lower. Proposed amendments would bring Windsor's fees comparable to the benchmark facilities.

Financial Impact

Current rentals generate approximately \$8,000 per fiscal year. The proposed fee amendments, assuming similar use patterns, are projected to generate approximately \$19,800 per year.

The estimated cost of a part-time facility attendant is \$14,650 (including FICA) if a position was scheduled for approximately 800 part-time hours or 0.38 FTE's during the mid April through October timeframe. Rate of pay is projected to be \$15-\$17 per hour. It is anticipated that the majority of hours would be scheduled for weekends and evenings.

Other Board Action

None

Recommendations

This item is being introduced for Town Council review. If the Town Council elects to consider amendments to the fee schedule, it is suggested such action be scheduled to take place this fall with an implementation date for rentals after January 1, 2019.

Attachments

Rental Fee Benchmarking Survey

Rental Usage Chart

Park Facility Photos

Proposed Northwest Park Facility Fee Schedule

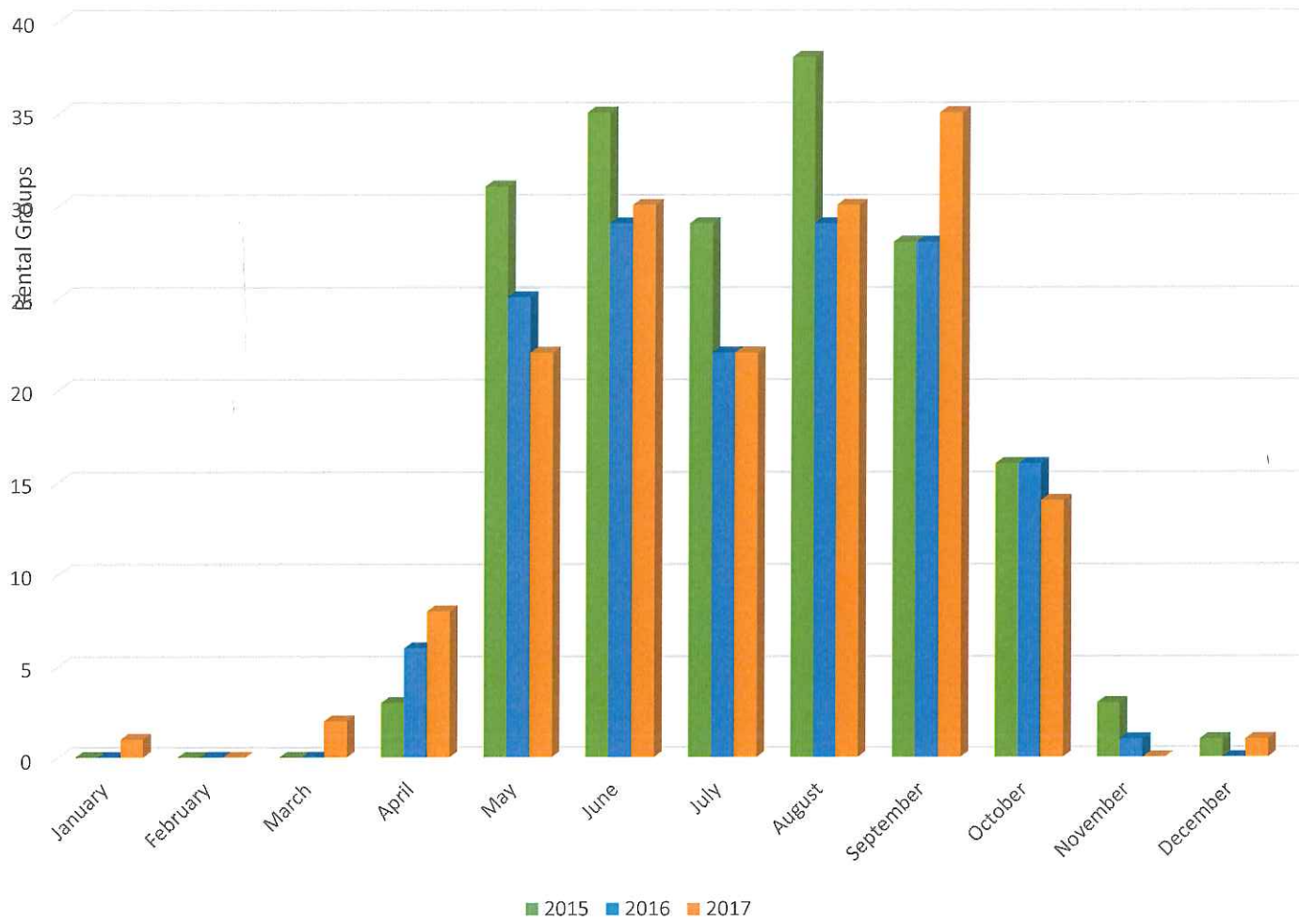
Rental Fee Benchmarking Survey

Shown below are fees for an 8 hour rental on a weekend, grouped by size of facility. (Several towns charge higher fees on weekends than weekdays.)

Town / Agency	Resident	Non-resident	Corporate
Old Saybrook	Free	-	-
Stonington	\$25	-	-
Windsor (Warming Shed)	\$45	\$150	-
Coventry	\$80	\$160	-
Newington	\$95	\$190	\$190
Groton	\$100	\$200	\$300
Mansfield	\$100	-	-
East Hampton- Sears Park	\$125	-	-
Glastonbury	\$150	\$150	\$150
Manchester	\$200	\$300	\$175
Rocky Hill	\$200	-	-
Wethersfield	\$250	-	-
Winding Trails (Farmington)	\$350	\$350	\$350

Windsor (Picnic Pavilion)	\$50	\$200	-
Coventry	\$80	\$160	-
Milford	\$100	-	\$100
CT DEEP- Dinosaur Park	\$150	-	-
Stratford	\$200	\$395	\$225
Newtown	\$200	\$375	\$450
Southbury	\$205	\$550	\$275
CT DEEP- Peoples Park	\$220	-	-
Oxford Parks & Rec.	\$300	-	-
South Windsor	\$300	\$500	\$500

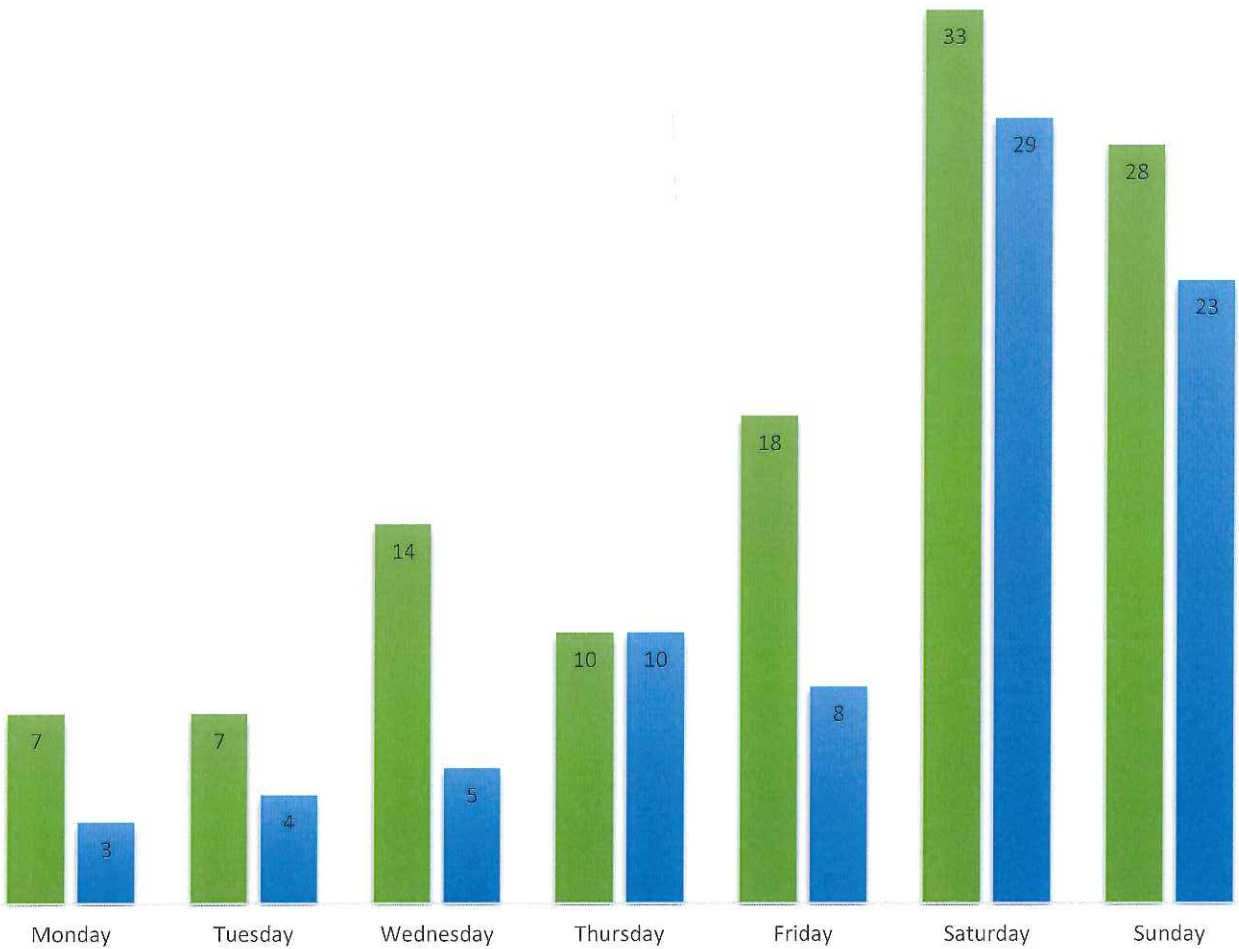
NWP Rentals, 2015-2017



NWP Rental Groups, 2017

Picnic Pavilion Warming Shed

Number of groups by day of week



Northwest Park Facility Photos



Rutted path over the lawn to the picnic pavilion



Parking on the lawn during a rental event



Extensive damage to the activity lawn



Walking paths are used as streets by some drivers

Proposed NWP Facility Fee Schedule


Fines and Fees	Fund	Authority	FY 2019	Last Action	Proposed	
Northwest Park						
Pavilion Full Day Rental - Resident	Special Revenue	Resolution	\$50	4/11/2007	\$150 + \$100 sec. deposit	
Pavilion Rental - Non-resident	Special Revenue	Resolution	\$200 + \$100 sec. deposit	4/11/2007		No change
Pavilion Rental - Commercial	Special Revenue				\$175 + \$100 sec. deposit	New category
Pavilion Half Day Rental - Resident	Special Revenue	Resolution	\$25	4/11/2007	\$100 + \$100 sec. deposit	
Pavilion Half Day Rental - Non-resident	Special Revenue	Resolution	\$50 + \$100 sec. deposit	4/11/2007	\$150 + \$100 sec. deposit	
Pavilion Half Day Rental - Commercial	Special Revenue				\$125 + \$100 sec. deposit	New category
Warming Shed Full Day Rental - Resident	Special Revenue	Resolution	\$45 + \$100 security deposit for inside and outside rental	5/15/2012	\$100 + \$100 sec. deposit	
Warming Shed Full Day Rental - Non-resident	Special Revenue	Resolution	\$150 + \$100 security deposit for inside and outside rental	5/15/2012	\$150 + \$100 sec. deposit	
Warming Shed Full Day - Commercial	Special Revenue				\$125 + \$100 sec. deposit	New category
Warming Shed Half Day Rental - Resident	Special Revenue	Resolution	\$25 + \$100 security deposit for inside and outside rental	5/15/2012	\$60 + \$100 sec. deposit	
Warming Shed Half Day Rental - Non-resident	Special Revenue	Resolution	\$75 + \$100 security deposit for inside and outside rental	5/15/2012	\$110 + \$100 sec. deposit	
Warming Shed Half Day - Commercial	Special Revenue				\$85 + \$100 sec. deposit	New category

Agenda Item Summary

Date: August 6, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Lauri Volkert, Fire Inspector

Reviewed By: Peter Souza, Town Manager 

Subject: Amendments to Fire Protection and Prevention Ordinance

Background

Chapter 6 of the town ordinances relate to fire protection and prevention. Articles I, II, III were adopted in the 1960's and have remained mostly untouched. Since then the legal environment has changed, including the adoption of the Connecticut State Fire Safety Code and Connecticut State Fire Prevention Code. These codes are intended to set a minimum standard of fire safety to be enforced uniformly across the state, are based on nationally recognized codes with state specific amendments and have been updated through time to stay current.

The state has established, both legislatively and judicially, that they consider the state Codes to also be a maximum standard to be enforced across the state such that municipalities cannot require more than the state code on subjects it regulates, except in specific areas outlined in the regulations. As such, much of our Chapter 6 became "unenforceable" under these statewide codes. In the current Codes, the State has deleted some of the model code requirements in order to leave the matters such as water supply, emergency responder support, and outdoor burning up to local jurisdiction. These topics are then unregulated unless a town adopts local requirements. The existing Chapter 6 does not address many of these topics.

Discussion/Analysis

The items that were out of date or are currently regulated by the state codes have been removed and the items left up to local jurisdiction have been addressed. Below are the highlights:

- Section 6-1 - 6-7. Establishes the relationship of this code with the state codes and establishes enforcement authority.
- Section 6-8 - 6-9. Water supply is one of the areas left up to local jurisdiction. Fortunately most of our town is serviced by the MDC and has adequate hydrants. Unfortunately new developments only have defined requirements for water supply under the subdivision regulations, meaning it is only applied to developments where parcels were subdivided into 3 or more parcels. This section simply carries those existing regulations to here, expands them to cover all new development and provides protection for development in the few areas of town that may not be serviced by the MDC.
 - Section 6-9(e). This is a new requirement, however, it is in line with what other towns require and is codifying what the Fire Marshal's office has requested on a case by case basis. Very few developable areas in town are outside the reach of MDC water mains, so we see this as having a minimal impact on the majority of development. However it will have a positive impact on the fire department's

ability to adequately suppress fires in these non-MDC areas in order to protect life and property.

- Section 6-20 Fire Zones. CGS §29-293 allows towns to create “fire zones”, or areas of particular concern, regarding fire and life safety and to require additional items for protection in these zones. This has been addressed in the zoning regulations with the establishment of certain overlay design districts and the Great Pond Development plan. However the statute says that such zones must be adopted “by ordinance,” so this is simply naming these design districts as “fire zones.”
- Section 6-21 – 6-26 Fire lanes. These have been amended to reflect the new requirements in the CT fire prevention code. We have also moved the fine amount out of the ordinance and into the price guide. If the council adopts the proposed ordinance, we will subsequently prepare a new fee schedule for Council consideration.
- Section 6-27 Emergency responder radio coverage. This is an area left up to local jurisdiction and this language is simply codifying what this office has been requiring on a case by case basis
- Section 6-28 Outdoor Fires. This is an area where the state code is silent, although CT DEEP has some statutes addressing open burning. However in the DEEP statutes, towns are allowed to prohibit outdoor fire by ordinance if they so choose. This section codifies what this office has been doing informally and will give residents and emergency responders a better definition of what is allowed and what is expected.
- Section 6-29 Properties served by both liquefied petroleum gas and natural gas. The current ordinance prohibits the use of LPG on properties where the street was served by natural gas. The original intent was to provide firefighters with a degree of certainty that when they shut off the gas, that all gas would indeed be shut off and that there would be no mixing of fuels. This ordinance has become cumbersome and difficult to enforce. We believe this new language will provide an adequate level of protection to the fire department and will allow residents flexibility as to fuel type.

Financial Impact

There is no additional cost to the town related to the proposed amendments.

Other Board Action

None

Recommendations

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

1) Waiving of Reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, ‘AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE I, FIRE PREVENTION CODE’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce an Ordinance

“MOVE to introduce an ordinance entitled, ‘AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE I, FIRE PREVENTION CODE.’

3) Schedule a Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on September 4, 2018 at 7:15 PM (prevailing time) on the following ordinance entitled, ‘AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE I, FIRE PREVENTION CODE.’

And

“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”

Attachments

Proposed Chapter 6 of the Windsor Town Ordinances

AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE I, FIRE PREVENTION CODE

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

Section 1. REPEAL Chapter 6, FIRE PROTECTION AND PREVENTION, Articles I, II and III.

Section 2. ADOPT Chapter 6, FIRE PROTECTION AND PREVENTION, Article I, to read as follows:

FIRE PREVENTION CODE

Sec. 6-1 Intent of code.

It is the intent of this code to prescribe regulations consistent with nationally recognized good practice for the safeguarding to a reasonable degree of life and property from the hazards of fire and explosion in the areas left to local jurisdiction by the State Building Code, Connecticut State Fire Safety Code, and the Connecticut State Fire Prevention.

- (a) The provisions of this code shall apply equally to new and existing conditions except that existing conditions not in strict compliance with the terms of this code shall be permitted to continue where the exceptions do not constitute a distinct hazard of life or property in the opinion of the Fire Marshal.
- (b) Nothing contained in this code shall be construed as applying to the transportation of any article or thing shipped under the jurisdiction of and in compliance with the regulations prescribed by the Interstate Commerce Commission, nor as applying to the military forces of the United States.
- (c) The requirements of this code shall not supersede the requirements of either the Connecticut State Fire Safety Code, The Connecticut State Fire Prevention Code, of the State Building Code. The Fire Marshal shall have all of the authority granted pursuant to the Connecticut General Statutes to enforce the Connecticut State Fire Safety Code and the Connecticut State Fire Prevention Code and the provisions of this Chapter.

Sec. 6-2 Inherent requirements.

All matters which could reasonably be intended to be regulated by this code but not specifically set out herein shall be deemed to be included among the matters herein regulated. The requirements for said matters shall be at minimum that which are nationally recognized as good fire prevention and protection practices for such matters. Meeting the requirement of the National Fire Prevention Code as promulgated by the National Fire Protection Association, as amended from time to time shall be prima facie evidence of compliance.

Sec. 6-3 Authority to enter premises.

The Fire Marshal or any inspector thereof may, at all reasonable hours, enter any building or premises for the purpose of making any inspection, or investigation which, under the provisions of this code, such Fire Marshal or inspectors may deem necessary to be made.

Sec. 6-4 Inspections of building and premises.

It shall be the duty of the Fire Marshal to inspect, or cause to be inspected all buildings and premises,

except the interiors of dwellings, as often as may be necessary for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire, endanger life from fire, or any violations of the provisions or intent of this code and of any other ordinance affecting the fire hazard.

Sec. 6-5 Service of orders.

The service of orders for the correction of violations of this code shall be made upon the owner, occupant or other person responsible for the conditions, either by delivering a copy of same to such person or by delivering the same to and leaving it with any person in charge of the premises, or in case no such person is found upon the premises, by affixing a copy thereof in a conspicuous place on the door to the entrance of the premises. Whenever it may be necessary to serve such an order upon the owner of premises such order may be served by delivering to and leaving with the person a copy of the order, or, if such owner is absent from the jurisdiction of the officer making the order, by sending such copy by registered mail to the owner's last known post office address.

Sec. 6-6 Definitions.

Unless otherwise expressly stated, the following terms shall, for the purpose of this code, have the meanings indicated in this section:

APPROVED

Accepted by the Fire Marshal as a result of investigation and experience or by reason of test, listing or approval by Underwriters' Laboratories, Inc., the National Bureau of Standards, the American Gas Association Laboratories or other nationally recognized testing agencies.

FIRE ZONE

Areas designated by the Town through local ordinance that regulate the size, type of construction and nature of use or occupancy of such buildings or facilities therein and the fire suppression equipment and method of attack utilized by the fire department, in order to provide for the orderly access of fire and other emergency equipment to buildings or facilities open to the public.

OWNER

Includes the owner's authorized agent or attorney, a purchaser, devisee, fiduciary, and a person having a vested or contingent interest in the property in question.

Sec. 6-7 Liability for damages.

This code shall not be construed to hold the municipality responsible for any damage to persons or property by reason of the inspection or re-inspection authorized herein or failure to inspect or re-inspect or the permit issued as herein provided or by reason of the approval or disapproval of any equipment authorized herein.

- (f) Modifications: The Fire Marshal shall have power to modify any of the provisions of the code hereby adopted upon application in writing by the owner or lessee, or a duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the code, provided that the spirit of the code shall be observed, public safety secured, and substantial justice done. The particulars of such modification when granted or allowed and the decision of the Fire Marshal thereon shall be entered upon the records and a signed copy shall be furnished to the applicant.
- (g) Appeals: Whenever the Fire Marshal shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the code hereby adopted do not apply or that the true intent and meaning of the code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the Fire Marshal to Town Manager within 30 days from

the date of the decision appealed.

(h) Penalties.

- (1) Any person who shall violate any of the provisions of the code hereby adopted or fail to comply therewith, or who shall violate or fail to comply with any order made thereunder, or who shall build in violation of any detailed statement of specifications or plans submitted and approved thereunder, or any certificate or permit issued thereunder, and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the Town Manager or by a court of competent jurisdiction, within the time fixed herein, shall severally for each and every such violation and noncompliance respectively, be guilty of a misdemeanor, punishable as provided in Section 1-8 of this Code of Ordinances for each violation. All such persons shall be required to correct or remedy such violations or defects within a reasonable time and when not otherwise specified, each 10 days that prohibited conditions are maintained shall constitute a separate offense.
- (2) The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

Sec. 6-8 Water Supply

The intent of this section is to provide adequate water supply and fire department access in order to ensure the appropriate fire protection for all new and existing buildings in the town of Windsor. This section shall apply to all public and privately owned property.

Sec. 6-9 Water Supply - Where Required:

An approved water supply capable of supplying the required fire flow for fire protection shall be provided to all premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved into the jurisdiction. Where available, a municipal water supply shall be utilized.

(a) Where municipal water is available fire hydrants shall be installed at the developer's expense.

- (1) For residential and unclassified occupancies, the hydrants shall be spaced at intervals not to exceed 500 feet. Unless greater space between hydrants is approved by the fire marshal.*
- (2) For all other occupancies, hydrants shall be placed at intervals not to exceed 250 feet, unless a greater space between hydrants is approved by the fire marshal.*

(b) Private fire service mains and appurtenances shall be installed in accordance with NFPA 24.

(c) Water tanks for private fire protection may be required in buildings where the municipal water supply is insufficient to meet the required fire flow and shall be installed in accordance with NFPA 22.

(d) Buildings equipped with a fire department connection installed in accordance with the State Building Code and Connecticut State Fire Safety Code shall have a hydrant within 100 feet of the fire department connections.

(1) Exception: The distance shall be permitted to exceed 100 feet where approved by the fire marshal.

(e) Where no adequate or reliable municipal water distribution system exists to provide adequate fire protection, all buildings shall be protected throughout by an automatic sprinkler system with

stored water, to be installed in accordance with the applicable codes.

Sec. 6-10 Assessment for fire hydrants — Notice of public hearing.

[Code 1961, § 15.03.01; Ord. of 3-15-1965; Ord. No. 99-3, § 1, 5-3-1999]

Whenever the Town Manager shall determine that public convenience and interest require the installation of any new fire hydrant, such Director shall notify the Council, which shall thereupon hold a public hearing. Notice of such hearing shall be given by publication and by notice sent by mail to all record owners of property located within such distances in any direction from the proposed hydrant location which shall be benefitted.

Sec. 6-11 Expert appraisers; contract for installation levying assessment.

[Code 1961, § 15.03.02; Ord. of 9-25-1967; Ord. No. 99-3, § 1, 5-3-1999]

In the event that the Council shall determine that public convenience and necessity require the installation of such hydrant, the Council shall thereupon instruct the Town Manager to contract with the water bureau of the metropolitan district for the installation of said hydrant and shall assess so much of the cost of the installation of said hydrant as the Council deems necessary and proper equitably among the owners of property which shall be benefitted by said hydrant, having in mind the nature and use of the land and the state of improvement thereof. At all such hearings the Council may receive and consider the testimony of expert appraisers.

Sec. 6-12 Notice of assessment; lien.

[Code 1961, § 15.03.04]

The Council shall give notice of such assessment to each owner as soon as the same shall have been determined and the same shall be a lien upon the premises of such owner provided that the Town Manager shall cause a certificate of lien to be recorded in the Town Clerk's office within 60 days from the date of such notice, and such lien shall thereafter continue to be a lien upon such premises until the assessment, together with fees and charges, is fully paid, and may be foreclosed in the same manner as tax liens; and the Town shall not be required to file for record any further certificate of such lien.

Sec. 6-13 Deferment of assessment.

[Code 1961, § 15.03.05; Ord. No. 79-7, § 1, 9-4-1979]

Any owner of property against which a hydrant assessment has been made may request a deferment of payment of the assessment whenever the assessment has been made against significant acreage of substantially under improved land.

A deferment of the assessment may be granted by Council in accordance with the following conditions:

- (1) The assessment must exceed \$100.
- (2) A request for a deferment is to be made by the owner of the premises upon which the assessment is being placed or the owner's designated representative, to Council, at the time of the public hearing, considering the hydrant installation. This request must be made in writing by the owner or the owner's legal representative.
- (3) If the deferment request is approved by Council, the amount of the deferment plus interest at the

same rate as delinquent property taxes will be secured by placing a lien against the property for which the deferment was granted.

(4) The deferred assessment and interest will be due and payable whenever the land is sold, subdivided, or built upon. Upon payment in full of the amount due, the lien shall be released by the Town.

Sec. 6-14 through Sec. 6-19. (Reserved)

Sec. 6-20 Fire Zones Established

Where required, fire zones will be established to provide for the orderly access of fire and other emergency equipment to buildings and facilities. These requirements may be in accordance with the size, type of construction and nature of use or occupancy of such buildings or facilities contained therein and the fire suppression equipment and method of attack utilized by the fire department.

(a) All approved center design development districts in Windsor Center and Poquonock Center, as described in the Windsor Zoning Regulations, are designated as fire zones.

(b) The Great Pond Development District is designated as a fire zone.

(c) All approved Housing for Older Adults developments, as described in the Windsor Zoning Regulations, are designated as fire zones.

Sec. 6-21 Fire Lanes, Where required:

Fire lanes and fire department access roads shall be provided as required in the CT Fire Prevention Code and as determined by the fire marshal

Sec. 6-22 Placement of signs or markings.

The owners, agents or occupants shall cause to be erected, installed and maintained at their own expense, permanent, adequate signs bearing the words "FIRE LANE — NO PARKING" in said fire lane. Such owners, agents or occupants shall cause such other and further designations as are reasonably required by the Fire Marshal to warn persons to keep said fire lanes free.

Sec. 6-23 To be maintained unobstructed.

Fire lanes established under this article shall be kept free of ice and snow and of rubbish containers or other obstructions.

Sec. 6-24 Parking prohibited; exceptions.

No person shall park or permit to stand a motor vehicle in any fire lane that has been established in accordance with this article, except when actually picking up or discharging passengers or actively engaged in loading or unloading a motor vehicle.

Sec. 6-25 Citing illegally parked vehicles; fines.

Whenever any vehicle shall be found parked in violation of the regulations as established above, any police officer may attach to such vehicle a notice to the owner or operator thereof that such vehicle has been parked in violation of these regulations; further that such owner or operator shall be subject to penalties as specified in the official town price guide. Payment as stated above to the designated

authority as stated on said parking violation notice shall be in lieu of a court appearance. The registered owner of said motor vehicle shall be presumed to be the operator of such vehicle.

Sec. 6-26 Towing of illegally parked vehicle.

Any motor vehicle found parked or standing in a fire lane that has been established in accordance with this article, may be towed upon the direction of a police officer, to any public or private parking facility and all expense of such towing, and any subsequent storage, shall be borne by the registered owner or operator of such vehicle.

Sec. 6-27 Emergency responder radio coverage, where required:

In all new and existing buildings, minimum radio signal strength for fire department communications shall be maintained at a level determined by the fire marshal. Two-way radio communication enhancement systems may be required.

- (a) Where required by the fire marshal, two-way radio communication enhancement systems shall comply with NFPA 72.*
- (b) Where a two-way radio communication enhancement system is required and such system, components, or equipment has a negative impact on the normal operations of the facility at which it is installed, the fire marshal shall have the authority to accept an automatically activated responder system.*

Sec. 6-28 Outdoor Fires

Outdoor fires are prohibited unless they meet one of the following exceptions:

- (a) **Bonfires.** A bonfire shall not be conducted within 50 feet of a structure or combustible material. Conditions which could cause a fire to spread to within 50 feet of a structure shall be eliminated prior to ignition. Bonfires shall be constantly attended until the fire is extinguished. This person shall have a means to completely extinguish the fire available for immediate utilization.*
 - 1. **Bonfire,** defined as an outdoor fire burning clean, dry, hardwood, utilized for ceremonial purposes.*
- (b) **Recreational Fires.** Recreational fires shall not be conducted within 25 ft of a structure or combustible material. Conditions which could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition. Recreational fires shall be constantly attended until the fire is extinguished. This person shall have a means to completely extinguish the fire available for immediate utilization.*
 - 1. **Recreational fire,** defined as an outdoor fire burning clean, dry, hardwood, where the fuel being burned is not contained in an incinerator, outdoor fireplace, or portable outdoor fireplace and has a total fuel area of 3 feet or less in diameter and 2 feet or less in height for pleasure, religious, ceremonial, cooking, warmth, or similar purposes.*
- (c) **Portable outdoor fireplaces.** Portable outdoor fireplaces shall be used in accordance with the manufacturer's instruction and shall not be operated within 15 feet of a structure. Portable fireplaces used at one and two family dwellings may be within 10 feet of a structure. Fires in portable outdoor fireplaces shall be constantly attended until the fire is extinguished. This person shall have a means to completely extinguish the fire available for immediate utilization. The fire department shall be authorized to require any fire to be immediately discontinued if the*

fire is determined to constitute a hazardous condition.

Sec. 6-29 Properties served by both liquefied petroleum gas and natural gas.

Where premises are served by both natural gas and propane permanent, readily-visible signage, approved by the fire marshal, shall be provided at the shut off locations for both utilities. Signs shall read:

“Building served by both natural gas and LPG.

Locations of shut offs are (locations of shut offs listed)”.

Section 3. Articles II and III of Chapter 6 are reserved.

Section 4. Sec. 6-30. Savings Clause; is added and is to read as follows:

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.

Section 5. Sec. 6-31. Severability; is added and is to read as follows:

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 statute shall take precedence over this Ordinance.

Section 6. Sec. 6-32. Effective Date; is added and is to read as follows:

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

APPROVED AS TO FORM:

Town Attorney

ATTEST:

Town Clerk

Distributed to Town Council

Public Hearing Advertised

Public Hearing

Adopted

Advertised


Effective Date

Agenda Item Summary

Date: August 6, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Goldberg, Fire Administrator/EMD

Reviewed By: Peter Souza, Town Manager 

Subject: Replacement of Town-wide Public Safety Radio System

Background

The Town currently operates a radio system which allows for emergency services, town government and the school system to communicate within their organizations. This radio system also allows for “interoperability” between departments during emergency and non-emergency situations. The current radio system was installed in 2003 and is nearing the end of its life cycle. Technology and manufacturer changes (elimination of support) have created the need to update the radio system and user equipment.

There have been ongoing issues with the current radio system that has caused concern. These issues include dead spots in certain places of town, excessive static over the radio, periodic interference from non-Windsor agencies and sporadic inability to receive or transmit necessary communications.

TUSA Consulting was hired in July 2016 to review our present radio system and to suggest a path for the town to follow in meeting our radio communications needs for the future. TUSA Consulting has continued working with town staff to create and implement a Request for Proposal process.

Project funding authorization, as per the *Town Charter*, is required by referendum vote. If the Town Council were to decide to move this project forward to a referendum as part of the November 2018 General Election, such a decision needs to be made by no later than September 6th.

At this juncture, it is recommended that the Town Council consider the following: introduction of a bond ordinance, setting a public hearing for September 4, 2018, as well as introducing a resolution to set a referendum date and ballot question. On September 4, 2018 the Town Council would act on the bond ordinance and decide whether to set a referendum date and question for November 6, 2018.

Discussion/Analysis

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.

Request for Proposals (RFP's) were developed and published in late 2017 for the provision of a P25 compliant system for town-wide operations and a Digital Mobile Radio (DMR) system for use by the schools. The RFP included a list of "critical buildings" that are required to have interior coverage provided by the new system and also solicited pricing for the P25 user radios (portables, mobiles, and control stations.)

Based on the vendor responses, the projected cost of acquiring and installing a new P25 Public Safety radio system ranges 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.

Town staff and the consultant evaluated the vendor proposals to determine compliance with equipment and performance specifications included in the RFPs. The evaluation consisted of meeting with each manufacturer by town staff and end users of the equipment including Fire Department members, EMS administration and School System staff along with an analysis from TUSA Consulting on the content of the proposals and the prices associated with the proposals. Based on the review of the proposals, 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

For the school radio system, TUSA consulting is recommending the proposal submitted by Utility Communications. The other proposal received was non-conforming to the RFP.

Financial Impact

The cost of acquiring and installing a Motorola P25 Public Safety radio system would be \$4,150,000, including contingency and bond costs. The cost for the DMR radio system for the schools is estimated at \$255,000 with contingency and bond costs. The new radio system will require yearly maintenance with costs starting at approximately \$110,000 yearly.

The projected average annual debt service on the total project cost would be \$370,000 based on a 15 year term at 3.25%.

Other Board Action

None

Recommendations

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

Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 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.”

Item 12 e) Introduce a Bond Ordinance

“MOVE to introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Item 12 f) Schedule a Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on September 4, 2018 at 7:15 PM (prevailing time) on the following ordinance entitled, “AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 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.”

Item 12 g) Introduce Resolution Setting Referendum Date and Question

“MOVE to introduce the following resolution: “RESOLVED, pursuant to Section 9-3(a) of the Charter, the ordinance entitled ‘AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ shall be submitted to the voters of the Town on Tuesday, November 6, 2018, between the hours of 6:00 A.M. and 8:00 P.M. (prevailing time) in conjunction with the election to be held on that date, in the manner provided by the Town Charter and the Connecticut General Statutes, Revision of 1958, as amended, and the procedures set out in subsection (b)(2) of Section 9-369d of the Connecticut General Statutes, Revision of 1958, as amended, which procedures are hereby chosen and approved in accordance with subsection (b)(1) of Section 1 of said statute. Electors shall vote on the question at their respective polling places. Voters who are not electors shall vote on the question at the Windsor Town Hall. Absentee ballots will be available from the Town Clerk's office.”

FURTHER RESOLVED, That said ordinance shall be placed upon the voting machines or paper ballots under the following heading:

"SHALL THE TOWN OF WINDSOR APPROPRIATE \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION?"

Voters approving said ordinance will vote "Yes" and those opposing said ordinance will vote "No." Absentee ballots will be available from the Town Clerk's office.

FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said referendum, to be incorporated into the notice of the aforesaid election."

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

1. That the Town of Windsor appropriate FOUR MILLION FOUR HUNDRED FIVE THOUSAND DOLLARS (\$4,405,000) for costs related to replacement of the existing public safety and general government radio infrastructure and user equipment with a digital "P25" radio system, and replacement of the board of education radio system infrastructure and user equipment with a digital mobile radio (DMR) system. The appropriation may be spent for design, construction and installation costs, software, equipment, materials, engineering, inspection and consultant fees, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Chief of Police and Town Fire Administrator are authorized to determine the scope and particulars of the project and may reduce or modify the scope of the project, and the entire appropriation may be spent on the project as so reduced or modified.

2. That the Town issue bonds or notes in an amount not to exceed FOUR MILLION FOUR HUNDRED FIVE THOUSAND DOLLARS (\$4,405,000) 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. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 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.

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 for the project or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed FOUR MILLION FOUR HUNDRED FIVE THOUSAND DOLLARS (\$4,405,000). 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 with respect to any notes that do not mature within the time permitted by said Section 7-378.

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 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.

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.

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 notes 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.

7. That the Town Manager, or any other proper officer of the Town, is authorized to apply for and accept grants for the project, to execute grant agreements for the project, and to file such documents as may be required to obtain grants for the project. Any grant proceeds may be used to pay project costs or principal and interest on bonds, notes or temporary notes.

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

9. That this Ordinance is subject to a mandatory referendum under Section 9-3 of the Town Charter and shall not become effective until approved by referendum vote.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council:

Public Hearing Advertised:

Public Hearing:

Adopted:


Advertised:

Effective Date:

Agenda Item Summary

Date: August 6, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Public Safety Complex Bond Authorization and Setting of Referendum

Background

Since 2014, a number of alternative options have been explored to meet the current and future needs of the public safety agencies. Options examined ranged from purchasing land adjacent to the Public Safety Complex at 340 Bloomfield Avenue and other locations to acquiring existing buildings for the relocation of the police department operations. In January 2017, the Town Council decided to move forward with a multi-phased project consisting of purchasing an existing building at 100 Addison Road to house a relocated police department operation and parks and grounds operations, as well as renovating and expanding the existing Public Safety building for fire department and emergency medical functions.

A 65,000 square foot building at 100 Addison Road was purchased in late winter 2017 and approximately 25,000 square feet was outfitted for public works use starting in June 2017. In early 2018, the town engaged the firm of Kaestle Boos Associates to further develop schematic plans and cost estimates for relocating the police department to 100 Addison Road and renovating and expanding the existing Public Safety building for fire department and emergency medical functions.

At this point, it is recommended that the Town Council consider the following: introduction of a bond ordinance, setting a public hearing for September 4, 2018, as well as introducing a resolution to set a referendum date and ballot question. On September 4, 2018 the Town Council would act on the bond ordinance and decide whether to set a referendum date and question for November 6, 2018.

Discussion/Analysis

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 (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 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 public hearing, 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 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.

Phase 1 - 100 Addison Road

Construction (site & building)	12,170,163
Contingency, Base Design Fee	<u>1,988,671</u>
Subtotal	14,158,834
Furniture, Equip., Technology & Fiber	1,216,000
Survey, Testing, Moving, Clerk of Works	<u>396,000</u>
Subtotal	1,612,000
Total	15,770,834
Rounded	15,800,000
Bond Issuance Cost	<u>236,000</u>
TOTAL	16,036,000

Phase 2 - 340 Bloomfield Ave are as follows

Construction (site & building)	13,973,703
Contingency, Base Design Fee	<u>2,111,055</u>
Subtotal	16,084,758
Furniture, Equipment & Technology	775,727
Hazmat, Traffic Signal	265,000
Survey, Testing, Moving/Storage, Clerk of Works	<u>469,000</u>
Subtotal	1,509,727
Total	17,594,485
Rounded	17,600,000
Bond Issuance Cost	<u>264,000</u>
TOTAL	17,864,000

Financial Impact

As part of the planning process, as well as the annual updates to the 6 year Capital Improvements Program, staff has developed a series of debt service planning models. These forecasts include annual ongoing capital investments as well as the larger projects requiring voter referendums. Our current debt retirement schedule provides the opportunity to take advantage of four large drops in existing debt service levels in the next seven years.

Staff is recommending the use of both short-term bond anticipation notes and general obligation bonds combined with utilizing the debt service reserve fund (~\$1.1M) and a portion of the general fund unassigned fund balance (~\$1.9M) over a multiple year period. The suggested funding plan includes maintaining the recent practice of an annual increase in debt service appropriation of approximately 3%.

Attached is the debt service model and potential financing structure reviewed at the Council's June 11th workshop.

Other Board Action

The Public Building Commission has reviewed and provided feedback on the draft schematic plans. A number of initial suggestions from the PBC have been incorporated into the plans.

Recommendations

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

Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 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.”

Item 12 h) Introduce a Bond Ordinance

“MOVE to introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Item 12 i) Schedule a Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on September 4, 2018 at 7:15 PM (prevailing time) on the following ordinance entitled, “AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

And

“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”

Item 12 j) Introduce Resolution Setting Referendum Date and Question

MOVE to introduce the following resolution: “RESOLVED, pursuant to Section 9-3(a) of the Charter, the ordinance entitled ‘AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF

\$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION' shall be submitted to the voters of the Town on Tuesday, November 6, 2018, between the hours of 6:00 A.M. and 8:00 P.M. (prevailing time) in conjunction with the election to be held on that date, in the manner provided by the Town Charter and the Connecticut General Statutes, Revision of 1958, as amended, and the procedures set out in subsection (b)(2) of Section 9-369d of the Connecticut General Statutes, Revision of 1958, as amended, which procedures are hereby chosen and approved in accordance with subsection (b)(1) of Section 1 of said statute. Electors shall vote on the question at their respective polling places. Voters who are not electors shall vote on the question at the Windsor Town Hall. Absentee ballots will be available from the Town Clerk's office.

FURTHER RESOLVED, That said ordinance shall be placed upon the voting machines or paper ballots under the following heading:

"SHALL THE TOWN OF WINDSOR APPROPRIATE
\$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT
AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN
THE SAME AMOUNT TO FINANCE SAID APPROPRIATION?"

Voters approving said ordinance will vote "Yes" and those opposing said ordinance will vote "No." Absentee ballots will be available from the Town Clerk's office.

FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said referendum, to be incorporated into the notice of the aforesaid election."

Attachments

Bond ordinance

Preliminary Project Plans

Debt Service Model

AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

1. That the Town of Windsor appropriate THIRTY-THREE MILLION NINE HUNDRED THOUSAND DOLLARS (\$33,900,000) for costs related to Public Safety Complex improvements and renovations at 100 Addison Rd. and 340 Bloomfield Ave., including: (1) renovation of approximately 30,000 square feet of space at 100 Addison Rd. and relocation of the police department from its current location at 340 Bloomfield Ave. to 100 Addison Rd; (2) partial replacement of the 100 Addison Rd. roof and various site improvements; and (3) renovation of the current public safety building located at 340 Bloomfield Ave., including the addition of fire apparatus bays, site improvements related to parking and vehicle circulation, the renovation of existing police department space for fire department support areas including offices, restrooms, locker rooms, and a kitchen area, the renovation of existing fire department space to accommodate EMS offices, training areas, sleeping quarters and storage, the replacement of mechanical, electrical and plumbing systems including HVAC, and improvements to the public lobby and restrooms. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Public Building Commission is authorized to determine the scope and particulars of the project and may reduce or modify the scope of the project, and the entire appropriation may be spent on the project as so reduced or modified.

2. That the Town issue bonds or notes in an amount not to exceed THIRTY-THREE MILLION NINE HUNDRED THOUSAND DOLLARS (\$33,900,000) 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. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 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.

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 for the project or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed THIRTY-THREE MILLION NINE HUNDRED THOUSAND DOLLARS (\$33,900,000). 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 with respect to any notes that do not mature within the time permitted by said Section 7-378.

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 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.

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.

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 notes 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.

7. That the Town Manager, or any other proper officer of the Town, is authorized to apply for and accept grants for the project, to execute grant agreements for the project, and to file such documents as may be required to obtain grants for the project. Any grant proceeds may be used to pay project costs or principal and interest on bonds, notes or temporary notes.

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

9. That this Ordinance is subject to a mandatory referendum under Section 9-3 of the Town Charter and shall not become effective until approved by referendum vote.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council:

Public Hearing Advertised:

Public Hearing:

Adopted:

Advertised:

Effective Date:

New Windsor Public Safety Complex

Town Council Workshop



Windsor, Connecticut
June 11, 2018

KAESTLE BOOS
associates, inc

KAESTLE BOOS
associates, inc

1000 Main Street, P.O. Box 2000, Windsor, CT 06095
Tel: 860.339.1200 Fax: 860.339.1201
1000 Main Street, P.O. Box 2000, Windsor, CT 06095
Tel: 860.339.1200 Fax: 860.339.1201

www.kaestleboos.com

PROGRESS PRINT
DATE: 6/6/2018 1:15:34 PM
NOT FOR CONSTRUCTION

ISSUE DATE: 6/6/2018
DESIGNATION: 1000 Main Street, P.O. Box 2000, Windsor, CT 06095

REVISIONS: 1
DATE: 6/6/2018
DESIGNATION: 1000 Main Street, P.O. Box 2000, Windsor, CT 06095

FOR ALL ADDITIONS, DELETIONS, AND GENERAL NOTES SEE SHEET A13.01

KEY PLAN
1000 Main Street, P.O. Box 2000, Windsor, CT 06095



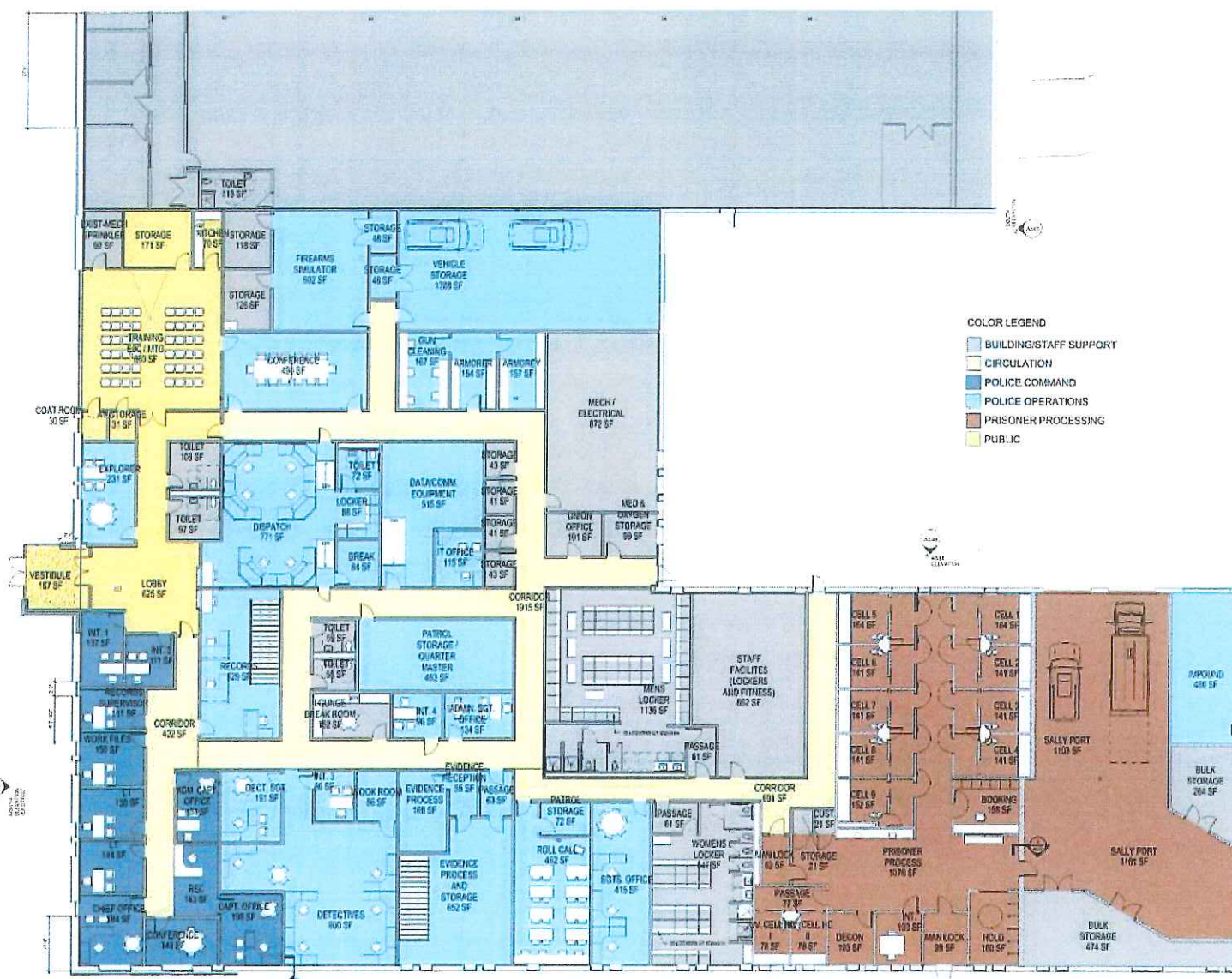
WINDSOR POLICE

100 ADDISON ROAD
WINDSOR, CT 06095

**MAIN LEVEL
FURNITURE PLAN
AREA A**

A13.01

COLOR LEGEND
BUILDING/STAFF SUPPORT
CIRCULATION
POLICE COMMAND
POLICE OPERATIONS
PRISONER PROCESSING
PUBLIC

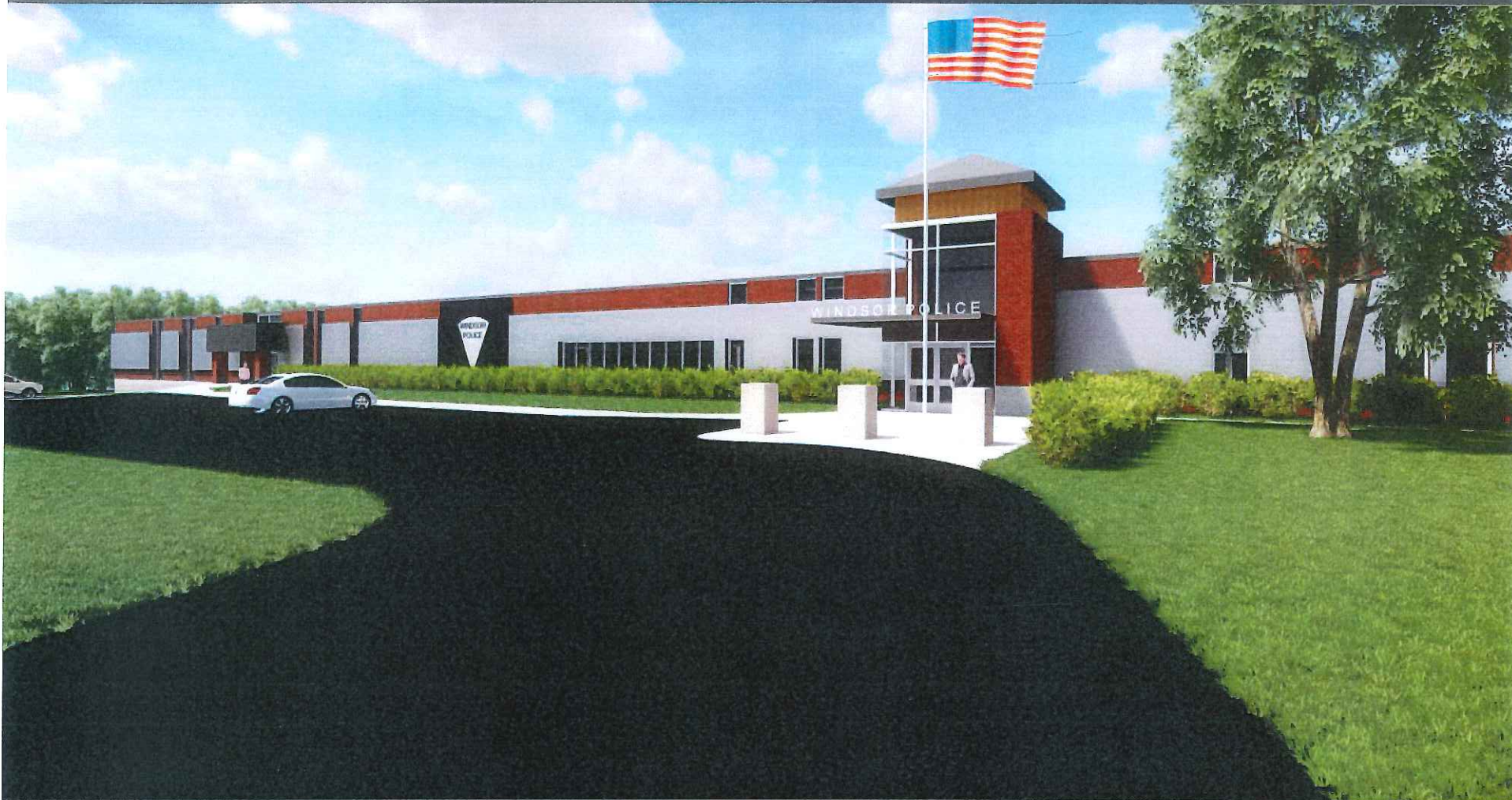


1 MAIN LEVEL PLAN
1000 Main Street, P.O. Box 2000, Windsor, CT 06095

POLICE STATION – FLOOR PLAN

June 11, 2018

KAESTLE BOOS
associates, inc



POLICE STATION – RENDERING

June 11, 2018

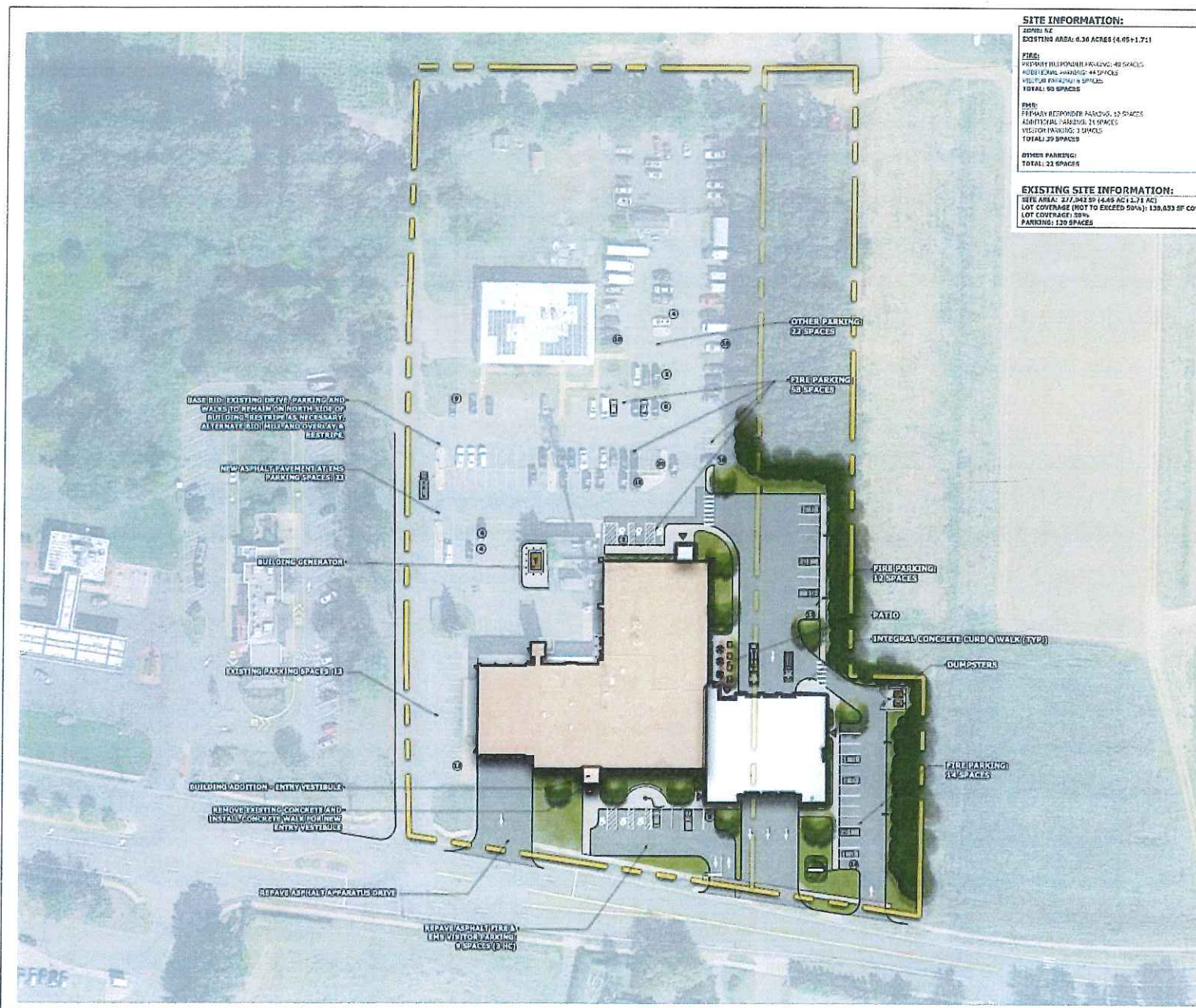
KÆSTLE BOOS
associates, inc



POLICE STATION – RENDERING

June 11, 2018

KAESTLE BOOS
ASSOCIATES, INC.



SITE INFORMATION:

SDGHS 12
EXISTING AREA: 0.30 ACRES (4,051.721)

PROPOSED:
PROPOSED BUILDING: 40,000 SQ. FT.
PROPOSED PARKING: 44 SPACES
TOTAL: 84 SPACES

EXISTING:
EXISTING BUILDING: 12,000 SQ. FT.
EXISTING PARKING: 21 SPACES
TOTAL: 21 SPACES

OTHER PARKING:
TOTAL: 22 SPACES

EXISTING SITE INFORMATION:

SITE AREA: 2.77,041 SQ. FT. (6.40 AC) (2.71 AC)
LOT COVERAGE (NOT TO EXCEED 50%): 130,633 SF COVERAGE
LOT COVERAGE: 50%
PARKING: 120 SPACES

KAESTLE BOOS
associates, inc

117 FARM ROAD, SUITE 200, WESTPORT, MA 01886
TEL: 978/339-1111 FAX: 978/339-1112
WWW.KAESTLEBOOS.COM

DATE:
11/11/2018

REVISIONS:
1.00

FOR ALL APPROPRIATE SYMBOLS, LOADS, AND GENERAL NOTES SEE SHEET 01.01

KEY PLAN
1" = 100' 1" = 100' 1" = 100'



**WINDSOR PUBLIC
SAFETY COMPLEX**

340 BLOOMFIELD AVE.
WINDSOR, CT

PROJECT NO. 18-001 DATE: 11/11/2018

**OVERALL
SITE PLAN**

OSP1.01

FIRE-EMS STATION – SITE PLAN

June 11, 2018

KAESTLE BOOS
associates, inc

DATE: 6/6/2016 10:07:59 AM
NOT FOR CONSTRUCTION

11 011

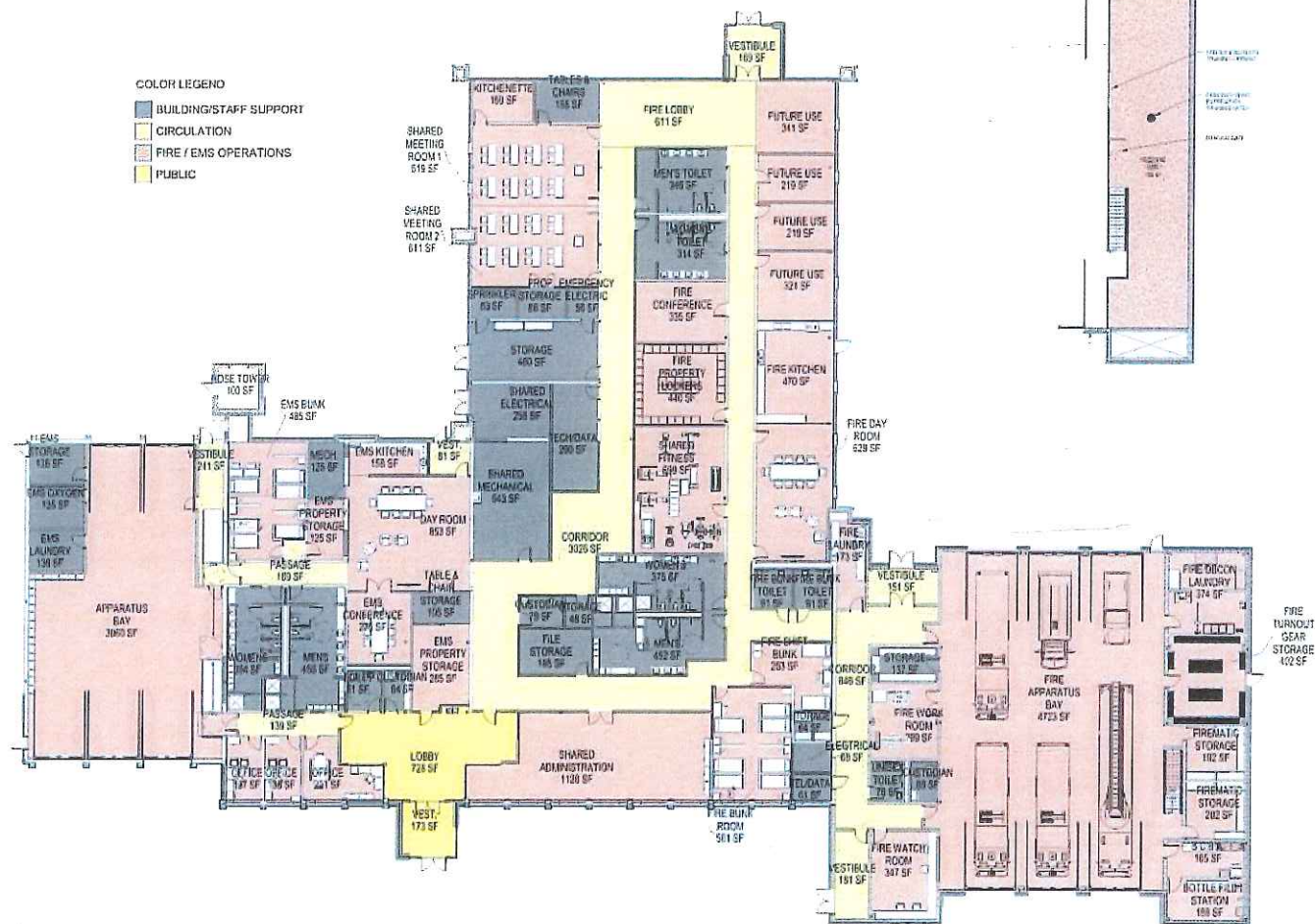
REVISED

FOR ALL ASSOCIATIONS, SCHOOLS, CLUBS,
AND GROUPS, ORDER THE RIGHT SIDE IN



340 BLOOMFIELD AVE.
WINSOR, CT

A13.01



June 11, 2018



FIRE-EMS STATION – RENDERING

June 11, 2018

KÆSTLE BOOS
associates, inc.



FIRE-EMS STATION – RENDERING

June 11, 2018

KAESTLE BOOS
associates, inc

Town Council

Public Safety Complex & Town-Wide Radio System

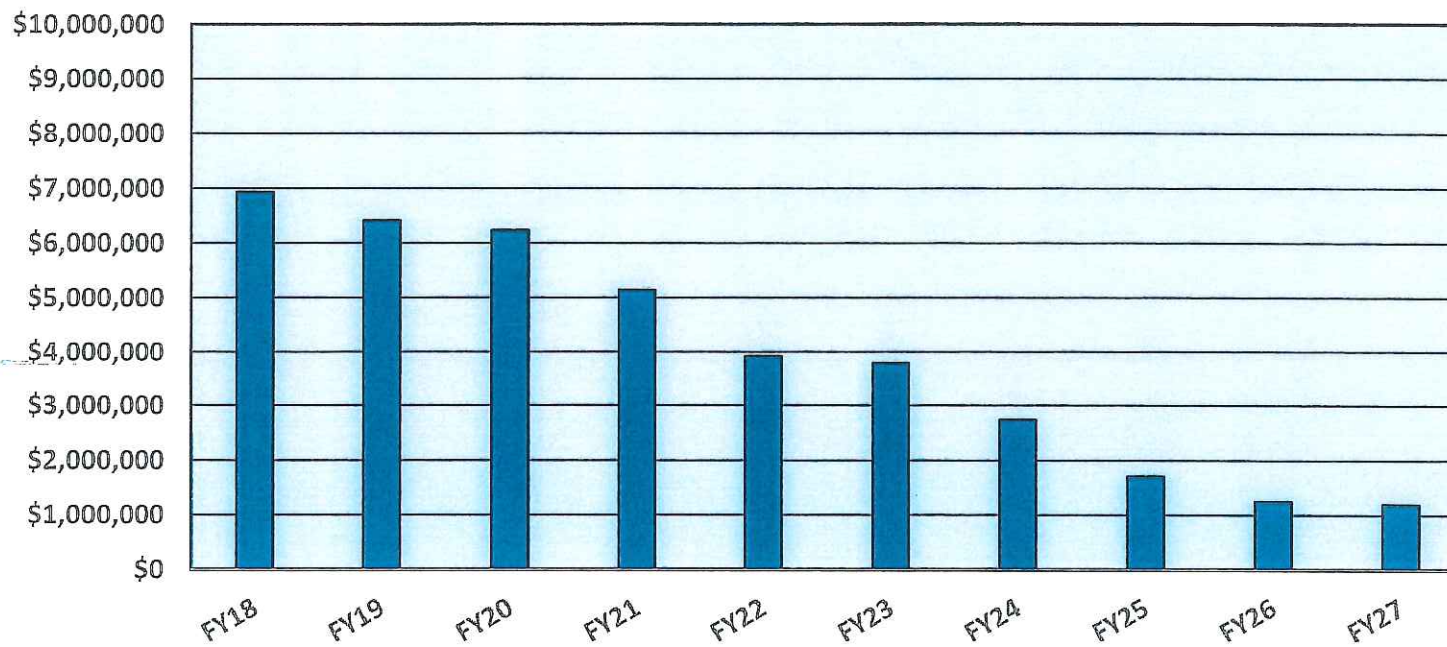
Multi-Year Design and Debt Financing

August 6, 2018

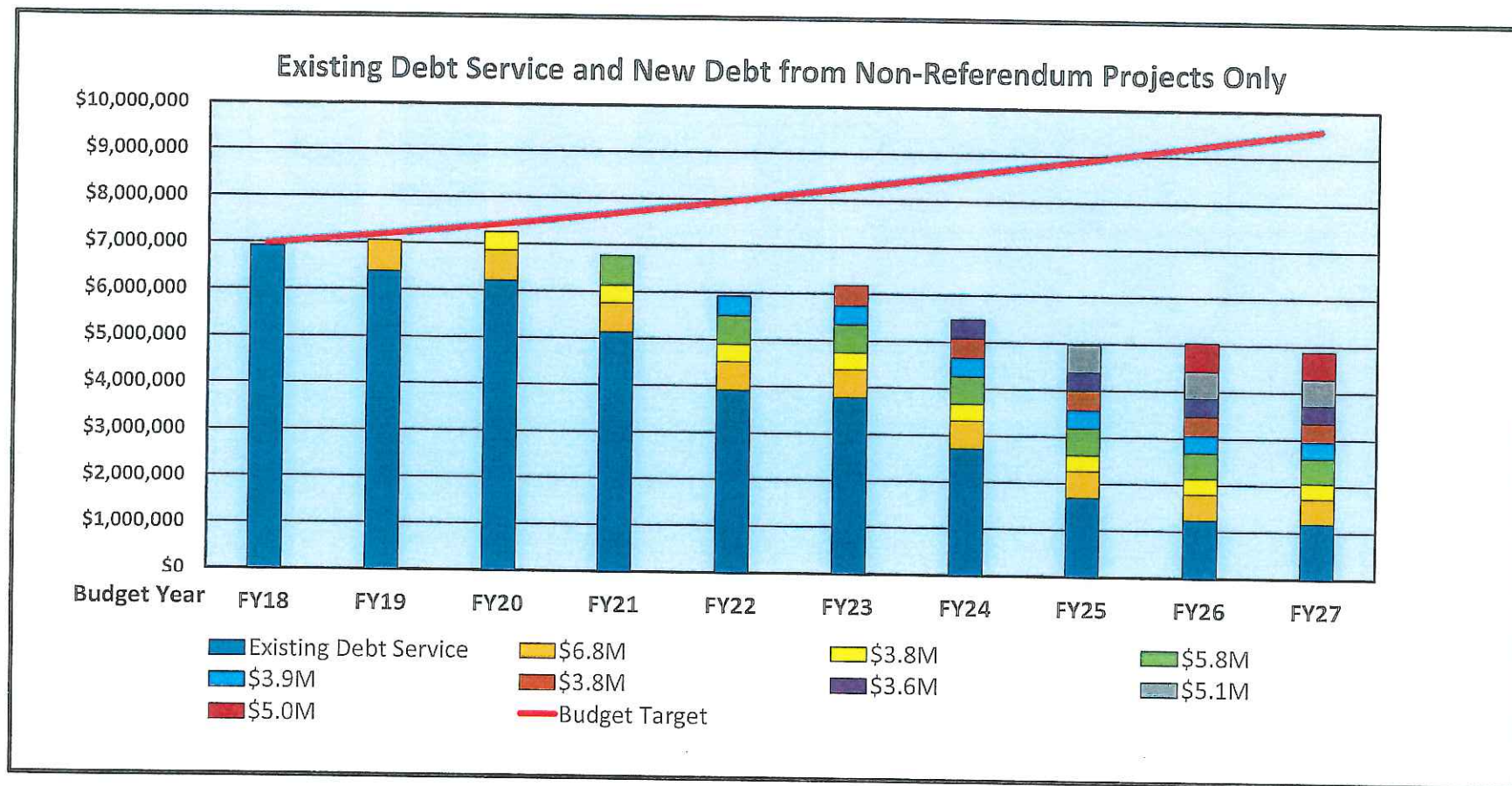
FY19-FY24 Capital Improvement Program Summary of Debt-Financed Projects

CIP Year	Budget Year	Base CIP - No referendum	Projects requiring voter referendum	Total
FY19	FY20	\$3,795,000	\$20,760,000	\$24,555,000
FY20	FY21	\$5,795,000	\$8,935,000	\$14,730,000
FY21	FY22	\$3,855,000	\$12,190,000	\$16,045,000
FY22	FY23	\$3,780,000		\$3,780,000
FY23	FY24	\$3,550,000	\$3,655,000	\$7,205,000
FY24	FY25	\$5,070,000		\$5,070,000
Total		<u>\$25,845,000</u>	<u>\$45,540,000</u>	<u>\$71,385,000</u>

Existing Debt Service by Year

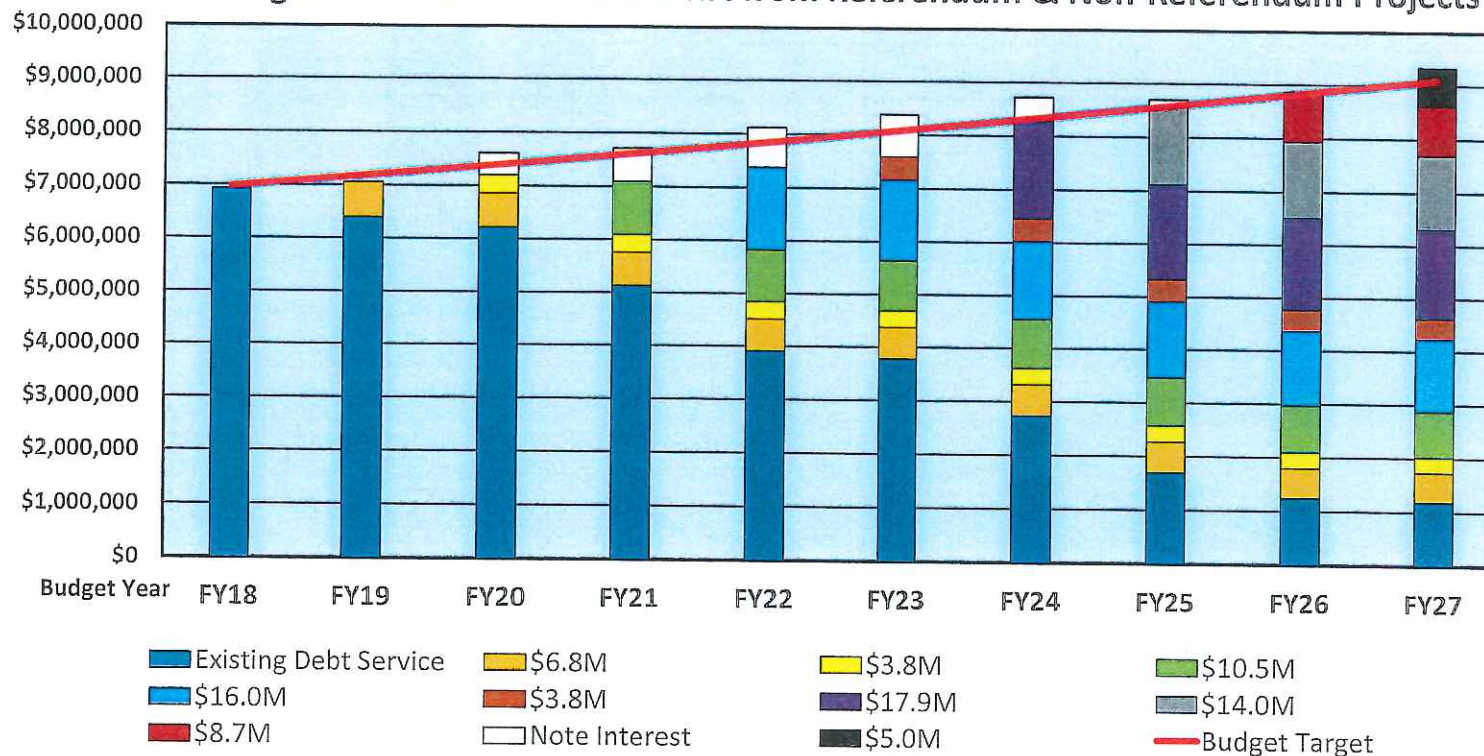


- \$1.1M drop in debt service in years FY21, FY22, FY24 & FY25
- Approximately 90% of our debt is paid off in ten years



- Existing debt service and new debt from FY19-FY24 non-referendum projects
- Uses long-term bonds. No use of short-term borrowing
- Allows for \$25.8M in borrowing for CIP projects
- Budget increases 3% for each year - allows for additional borrowing of approx. \$44M

Existing Debt Service and New Debt from Referendum & Non-Referendum Projects



- Uses a combination of long-term bonds and short-term notes
- Annual short-term notes interest expense 6 year average is \$525,000
- Requires approximately \$3.0M use of reserves of which \$1.6M are note pay downs
- Budget increases 3% for each year
- Provides for \$71.3M in borrowing for CIP projects

**Town Council
Resignations/Appointments/Reappointments
August 6, 2018**

Resignations

None

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

None

Names submitted for consideration of appointment

A. One *Republican* Member

Capital Improvements Committee

Three Year Term to expire May 5, 2021 or until a successor is appointed

(James Ristas – resigned)

“MOVE to APPOINT Aaron Jubrey as a Republican member to the Capital Improvements Committee for a three year term to expire May 5, 2021 or until a successor is appointed.”

B. One *Democratic* Member

Capital Improvements Committee

Three Year Term to expire May 5, 2021 or until a successor is appointed

(Randall Graff)

“MOVE to REAPPOINT Randy Graff as a Democratic member to the Capital Improvements Committee for a three year term to expire May 5, 2021 or until a successor is appointed.”

Names submitted for consideration of appointment

C. One *Democratic Alternate* Member

Human Relations Commission

Three Year Term to expire March 31, 2021 or until a successor is appointed

(Jeremy Lawson)

“MOVE to REAPPOINT Jeremy Lawson as a Democratic Alternate member to the Human Relations Commission for a three year term to expire March 31, 2021 or until a successor is appointed.”

D. One *Republican* Member

Inland Wetlands & Watercourses Commission

Four Year Term to expire March 31, 2022 or until a successor is appointed

(Ruth Jefferis)

“MOVE to REAPPOINT Ruth Jefferis as a Republican member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2022 or until a successor is appointed.”

E. One *Democratic* Member

Library Advisory Board

Three Year Term to expire April 30, 2021 or until a successor is appointed

(Betty Hellerman)

“MOVE to REAPPOINT Betty Hellerman as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2021 or until a successor is appointed.”

F. One *Republican* Member

Library Advisory Board

Three Year Term to expire April 30, 2021 or until a successor is appointed

(David Raney)

“MOVE to REAPPOINT David Raney as a Republican member to the Library Advisory Board for a three year term to expire April 30, 2021 or until a successor is appointed.”

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
JULY 2, 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 Jill Jenkins, Councilor Donald Jepsen, 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 - None

5) PUBLIC COMMENTS AND PETITIONS - None

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education - None

7) TOWN MANAGER'S REPORT

Community Block Party Series

The Youth Services Bureau and Police Department invite families to come and join their annual Community Block Parties which are taking place on Friday, July 13th at Sharshon Park; Friday, July 27th at Lancaster Park and Friday, August 10th at Deerfield Park. All parties run from 4:30 PM until 7:30 PM. Admission is a school snack donation for the Weekend Wheels program. Enjoy carnival games, arts and crafts, face painting, music, bounce-house, food and more! There will be prizes and giveaways. These events are created by youth in the Summer Teen Employment Program (STEP) to promote family fun and community spirit in a substance free environment.

For more information, call 860-285-1990.

Newly Designed Website

The town's current website has been enhanced over the years, but the general design has been in place since 2008. In the past year we have embarked on a redesign that was done in-house by Jose Garibay of our Information Technology department. The new design features a clean, uncluttered look that translates seamlessly to mobile devices. The revamped design is easy-to-use, integrates well with the town's growing social media presence and increases service offerings.

Many thanks to Jose Garibay for leading this complete redesign.

New Museum Passes Available at the Public Library

I'm pleased to let you know the library has added four new places for Windsor residents to visit at free or reduced admission prices as part of its museum pass program – they are Mystic Seaport, Magic Wings Butterfly Conservatory, Florence Griswold Museum and our own Town of Windsor pools. These are in addition to 24 other attractions like Mark Twain House, New England Air Museum and Wadsworth Athenaeum which are all available through the museum pass program. Many of the passes can be reserved online from home with a Windsor Public Library card. Patrons can reserve up to eight passes per month and two per day. This popular program is funded primarily through the generosity of the Windsor Library Association.

Project Updates

John F. Kennedy Elementary School

The John F. Kennedy Elementary School Heating Ventilation and Air Conditioning project is underway and the goal is to have the project substantially completed by Fall. The contractor is dedicating significant resources to this project as it is reportedly their primary project for this summer season.

Windsor High School

Work on renovating the Windsor High School girls' softball fields and the junior varsity baseball fields is set to start later this week or early next week. This work is planned to be largely completed by the end of the summer.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly wished everyone a happy Fourth of July and encouraged everyone to take advantage of all of the nice concerts on Thursdays on the town green throughout the summer.

Councilor Wilkos told citizens to enjoy the concert tomorrow night and wished safe travels to everyone heading out on the roads.

Councilor Jenkins told citizens to be safe.

Councilor Govoni told citizens to stay cool.

Councilor McAuliffe stated that he attended the Eagle Scout Ceremony on Saturday where two young men received their Eagle Scout badges: Oliver Langston King and Kevin Kijak. Oliver Langston King had a batting cage installed at Oliver Ellsworth baseball field and Kevin Kijak created walking paths in the Lancaster Woods area. Councilor McAuliffe congratulated both of them. He also attended a vigil on Sunday at First Church for children separated from their parents at the southern border. He stated that it was a very eye opening and informative experience. He hopes everyone on the Council thinks deeply about that situation and does something about it.

Councilor Tustin wished everyone a Happy Fourth of July.

Deputy Mayor Terranova wished everyone a Happy Fourth of July.

Councilor Jepsen – None.

Mayor Trinks – None.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor O'Reilly reported that there are four new individuals looking for an appointment to a board or commission and ten reappointments. They are in the process of accommodating everyone's schedules and will have a meeting to interview the candidates as soon as possible.

Health & Safety Committee – Councilor Jenkins reported that the Health and Safety Committee met and discussed the FY 2018 quarterly traffic stops reports. There was very little change statistically, therefore there was not much to report.

Finance Committee – None

Special Projects Committee – None

Town Improvements Committee - None

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

a) Amendments to price guide

MOVED by Deputy Mayor Terranova, seconded by Councilor McAuliffe to approve the attached amendments to the Price Guide related to fees for services in the Town Clerk's office.

PRICE GUIDE AMENDMENTS

Fee Increases Effective 7/1/18

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

Town Manager Souza gave an overview as follows:

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.

The various fees in Public Act 18-136 have not been affected by an increase in well over twenty years. Most of the fees are retained by the Town with the exception of marriage license fees, which are shared with the State of Connecticut. The increase in fees is projected to bring in an additional \$4,400 in revenue to the General Fund annually.

Motion Passed 9-0-0

- b) Set Public Hearing for August 6, 2018 at 7:25 p.m. regarding possible lease of Luddy Carriage House at 261 Broad Street

MOVED by Councilor Jepsen, seconded by Councilor Jenkins 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.

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

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. 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.

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. 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.

Motion Passed 9-0-0

c) Referral of Oliver Ellsworth HVAC Improvements

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the Windsor Public Building Commission oversee Phase 2 of the Oliver Ellsworth School HVAC Equipment project.

Bob Jarvis, Director of Public Works/Town Engineer, gave an overview of the project as follows:

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.

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 respectively 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.

Councilor O'Reilly asked when the project could be expected to be complete. Mr. Jarvis responded that it would likely be completed in early September.

Motion Passed 9-0-0

d) Presentation on past and future Town Center enhancement efforts

Town Manager Souza wanted to take the time to look back and celebrate the efforts that the Town Council and previous Town Councils have been involved in to enhance the town center and to grow small businesses in the past, present, and future. Town Manager Souza stated that these projects showcase what long-range community planning can accomplish. In the 1970's, the town plans indicated a desire to redevelop the areas to the east of the train tracks in town center. Town Manager Souza wanted to recognize the community for the accomplishments made in the past as well as highlight some of the ongoing activities related to implementing the present day town center enhancement plan.

Town Manager Souza introduced Jim Burke, Director of Economic Development, who presented the following:

In the late 1980's through the early 1990's, the town took on some major capital projects to turn the east side of the railroad tracks into a more organized, non-industrial area. The town worked with state and federal grants to renovate the freight house and the train station, installed brick paving, period lighting, and connected Mechanic Street all the way to Batchelder Road. The Town Council led by Mayor Griffin championed the concept of the mile long Farmington River trail.

Over the past 15 years, the town has focused on changing zoning regulations to allow higher density along the railroad tracks and on changing parking requirements to make it possible recognizing that the same parking standards at town center with active transit are not required in an outlying area.

In 2000, the town partnered with CIL Development to convert the mill building at 33 Mechanic Street into 50 condominium units totaling 80,000 square feet.

The Town Council worked to purchase a building next to the town parks garage in order to assemble a site that would be sufficient to entice a developer to redevelop the area. In addition, the Council approved actions for environmental remediation, tax abatement agreement, and the whole disposition process of turning over public land for private redevelopment. The result is 130 apartment units in the town center.

Town Manager Souza recognized the successful collaboration between many town agencies like the Town Council and Planning and Zoning Commission, along with many community partners including First Town Downtown, the Chamber of Commerce,

Windsor Arts Center, and the Lions Club. These are critical partnerships that help to facilitate events such as the Shad Derby.

Town Manager Souza presented the ongoing enhancement efforts in town center. A plan was developed in the 2012-2013 timeframe that establishes a framework for the physical changes and improvements to town center. Many of these have already been completed such as pedestrian improvements along Mechanic Street and the sidewalk to Batchelder Road. Ongoing efforts include continued pedestrian improvements, future rail station improvements, a partnership to increase public parking, and environmental assessment on 2 parcels.

Councilor McAuliffe asked about tax incentives for development and gave an example of someone owning a vacant property. Mr. Burke responded with an example regarding the Mechanic Street apartments. The developer had a concern where they needed to be able to cash flow the project, so a partial abatement of taxes was requested for the first four years of the project. Councilor McAuliffe followed up by asking if it is typical to offer incentives on an individual level. Mr. Burke responded that it is typical as each property has unique needs.

Councilor Jenkins commended the forethought of the whole process and stated that there is a lot to be proud of in Windsor. Councilor Jenkins looks forward to future projects as well and thanked Mr. Burke for all of the hard work that has gone into these projects. Mr. Burke in return thanked the Council for their willingness to take some risks with these projects.

Councilor O'Reilly echoed Councilor Jenkins' appreciation and asked how Loomis Chaffee has participated in the redevelopment of Windsor Center. Mr. Burke responded that Loomis participated in the rebuilding of the causeway and the new sidewalks are plowed by Loomis crews. Loomis' CFO is a participant in First Town Downtown. Mr. Burke noted that Loomis will be hosting sports camps this summer which draws new visitors into the town center area. Loomis students conducted a study concluding that approximately \$500,000 per year is spent by Loomis students on food outside of the Loomis property which also helps the Windsor community.

Councilor O'Reilly asked if a significant impact is expected from the new transit system. Mr. Burke responded that they must continue to monitor it as it grows. The system is limited until the double track is completed. Mr. Burke said that there is a lot of potential, noting that a number of people from Baystate Medical have rented apartments in the town center citing the transit system as a factor for commuting, particularly in bad weather. Mr. Burke also noted that the state has said they want to promote use of the railroad system and are happy to play a role in marketing Windsor events as a means of using the train.

Councilor Jepsen wondered if there were any properties where Tax Increment Financing (TIF) could be used in the center or elsewhere in town. Town Manager Souza stated that TIF is generally a geographic based program and approximately 4-5 years ago the state rewrote TIF laws. It is now much easier to use and about a dozen communities have

adopted it. Town Manager Souza said that he and Mr. Burke have been identifying opportunities for continued development, possibly in the Poquonock or Wilson areas. Town Manager Souza commended the General Assembly for the improvements to the TIF laws. Councilor Jepsen asked if there was anything policy-wise on the local level that needs to be done to align with the new TIF laws. Town Manager Souza responded that it will be project specific and overall TIF has become a much easier process.

Councilor Wilkos asked if Mr. Burke could speak about the façade improvement project for the sake of new building owners that may not know about it. Mr. Burke said that the Town Council authorized \$100,000 for the façade program to provide architectural assistance to both the applicant and the town. Out of the \$90,000 available, there have been three projects: Windsor Plaza, the VFW, and Masonic Hall. Mr. Burke said that the façade improvement financing is a matching program between the developer and the town. The town is currently involved in \$142,000 in investments for \$70,000 spent by the town. There is still \$20,000 remaining with various applicants being reviewed. There are also still funds available for architectural assistance on projects. Mr. Burke concluded that by improving iconic buildings such as Windsor Plaza, VFW, and Masonic Hall that they have set a tone to encourage others to come forward and improve their buildings.

Town Manager Souza thanked the Council and said the next step will be a proposal in August regarding parking in the Union and Central Street area.

13) RESIGNATIONS AND APPOINTMENTS

Mayor Trinks appointed Councilor Jepsen to be the observer to the Board of Education.

Councilor Jepsen then explained that state law requires an observer from Town Council to be present during certain meetings as the Board of Education is the largest town expense.

14) MINUTES OF PRECEEDING MEETINGS

a) Minutes of the June 18, 2018 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the June 18, 2018 Public Hearing.

Motion Passed 9-0-0

b) Minutes of the June 18, 2018 Regular Town Council Meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the June 18, 2018 Regular Town Council meeting.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

Sandra Nelson, 461 Poquonock Avenue, spoke about building a pedestrian pathway related to the commuter rail from east to west. She then asked about how to go about building a section of sidewalk that would connect a part of Poquonock Avenue to Windsor Center. Mrs. Nelson said that she and her husband have been residents of Windsor their whole lives and love the improvements that have been made to the town center. They would love to be able to walk to the town center and participate in town center events safely.

16) EXECUTIVE SESSION – None

17) ADJOURNMENT

MOVED by Councilor Jenkins, seconded by Councilor O'Reilly to adjourn the meeting at 8:27 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council