



Council Agenda

Council Chambers
Windsor Town Hall
January 7, 2019



7:20 PM Public Hearing

To hear public comment on a bond ordinance in the amount of \$295,000 for Windsor High School Indoor Pool HVAC Replacement project

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Wilkos
3. PLEDGE OF ALLEGIANCE – Councilor Wilkos
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
 - a) *Approve a bond ordinance in the amount of \$295,000 for Windsor High School Indoor Pool HVAC Replacement project (Town Manager)
12. NEW BUSINESS
 - a) *Friends of Northwest Park presentation (Town Manager)
 - b) *Approve an easement at 55 Mack Street with the Housing Authority (Town Manager)
 - c) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN



FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

- d) *Set a Public Hearing for January 22, 2019 at 7:20 PM (prevailing time) to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the December 17, 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: January 7, 2019

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Replacement of WHS Indoor Pool HVAC Unit

Background

This existing heating, ventilation and air conditioning unit that serves the Windsor High School indoor pool was installed in 2001 during the High School renovation project. The unit is reaching the end of its life cycle and is in need of replacement.

Discussion/Analysis

This project is in the adopted Capital Improvements Program (CIP) for the current fiscal year. This unit operates 24/7 and the refrigeration systems generate abundant heat, which is also used to heat the pool water, saving energy and operating costs.

This project is in the Capital Improvements Program (CIP) for the current fiscal year with an estimate of \$335,000. The project has been bid and the requested funding authorization is in the amount of \$295,000 including contingency, commissioning and bond issuance costs.

Project construction, if approved, is scheduled to take place in the summer of 2019 and is anticipated to take three to four weeks.

Financial Impact

This project is in the Capital Improvements Program (CIP) for the current fiscal year with an original cost estimate of \$335,000. Total project costs are now estimated at \$295,000 including contingency, commissioning and bond issuance costs.

Construction	\$ 255,000
Bonding	5,000
Contingency, Commissioning	<u>35,000</u>
Total	\$ 295,000

The average annual debt service on a \$295,000 bond issue, based on a 15 year term at a 3.70% interest rate is \$25,500.

Other Board Action

The Public Building Commission (PBC) would be assigned to oversee and manage this project, should funding be approved.

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL INDOOR POOL HVAC REPLACEMENT PROJECT AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

2) Approval of a Bond Ordinance

“MOVE to approve a bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL INDOOR POOL HVAC REPLACEMENT PROJECT AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.’

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL INDOOR POOL HVAC REPLACEMENT PROJECT AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED NINETY-FIVE THOUSAND DOLLARS (\$295,000), for costs in connection with the Windsor High School indoor pool HVAC replacement project, including the removal of the existing unit and equipment, acquisition of the new unit and related materials and equipment, installation, connection to existing electric, piping and control systems, testing, and other related improvements. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Town Engineer is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified. No funds shall be expended pursuant to this appropriation unless such portion of the project has been approved by the Public Building Commission.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO HUNDRED NINETY-FIVE THOUSAND DOLLARS (\$295,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed TWO HUNDRED NINETY-FIVE THOUSAND DOLLARS (\$295,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

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

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

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

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

APPROVED AS TO FORM:


Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council	_____ 12/17/18
Public Hearing Advertised	_____ 12/21/18
Public Hearing	_____ 1/7/19
Adopted	_____
Advertised	_____
Effective Date	_____






Date: January 7, 2019
To: Honorable Mayor and Members of the Town Council
From: Peter Souza, Town Manager 
Subject: Friends of Northwest Park presentation


Every several years, the Friends of Northwest Park provides the Town Council with a presentation on the activities at the park as well as those of the Friends organization.

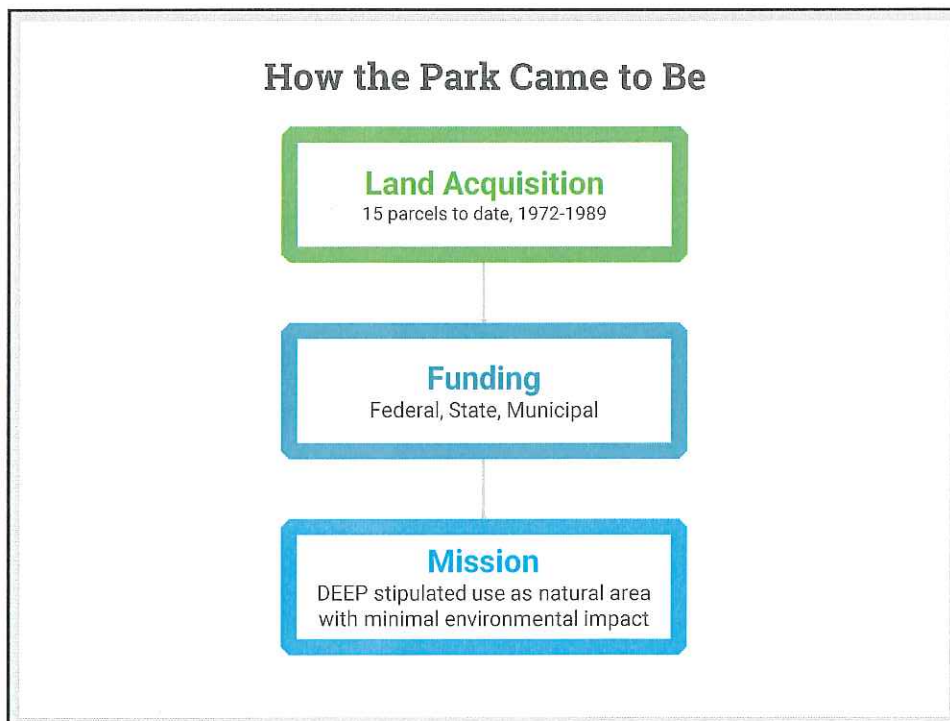
This provides an opportunity to promote the park overall, but also to highlight the role and efforts of the many volunteers involved in the Friends of Northwest Park.

Ms. Terry Langevin, President of the Friends of Northwest Park, will provide an overview of the attached presentation.

Northwest Park's Mission

-  Conservation of the park's natural resources and biodiversity
-  Environmental education for local schools and people of all ages
-  Passive recreation activities for the community to enjoy

 Northwest Park draws an estimated **165,750** visitors each year





The Friends of Northwest Park

The Friends of Northwest Park and Nature Center incorporated as a 501(c)(3) nonprofit in 1981.



When the Friends formed, their goal was to...



...actively assist the town in establishing and maintaining a nature center at Northwest Park to provide educational and recreational enrichment for the people of Windsor, especially school children.



Northwest Park Nature Center

Dedicated in August, 1985



Recognition and Awards



- NW Park Plan**

Merit Award

*American Society of
Landscape Architects*

1983
- Friends of NWP won

**Take Pride in
America**

Merit Award

1987
- Designated an

**Important Bird
Area**

by National Audubon
Society

2004



Other municipalities might designate land for park use, but think only of active recreation... they never think of the environmental opportunities and other passive uses; Northwest Park is a unique situation within a town.

Connecticut Association of Conservation Districts.



Northwest Park is...

473 acres of diverse, healthy habitats and native wildlife

Deciduous & Evergreen Forests



Northern Parula



Pink Lady's Slipper Orchid



Spotted Turtle

Grassy Fields



Grasshopper Sparrow



American Kestrel



Ponds, Rivers, and Marshes




Northern Leopard Frog






Northwest Park is...

A place where people build connections
with the land and each other



12 Miles of Hiking Trails

Year-round access benefits physical and mental health.



Activities for everyone, open every day

Nature Center



Animal Barn



Tobacco Museum



24,000 visitors per year



Learning and Growing Together

Public Programs



366 individuals

School Field Trips



4,255 students

Summer Camps



497 children




Learning and Growing Together


Outdoor Skills Training



598 participants




Building Relationships




Community Events - 2,998 attendees

This slide features a decorative blue water graphic in the top left corner. The main title is "Building Relationships". The central image shows a group of children participating in a sack race at an outdoor community event. They are running on a grassy field, with a white ribbon marking the race line. In the background, other people and structures are visible under a clear sky.




Building Relationships



Facility Rentals
14,850 guests

This slide features a decorative blue water graphic in the top left corner. The main title is "Building Relationships". The central image shows a red wooden warming shed with a sign that reads "WARMING SHED". Several people are sitting on chairs and benches inside the shed, which is surrounded by trees. The shed has a gabled roof and is supported by wooden posts.



What does it take?

Resources to maintain safe spaces and create wonderful visitor experiences



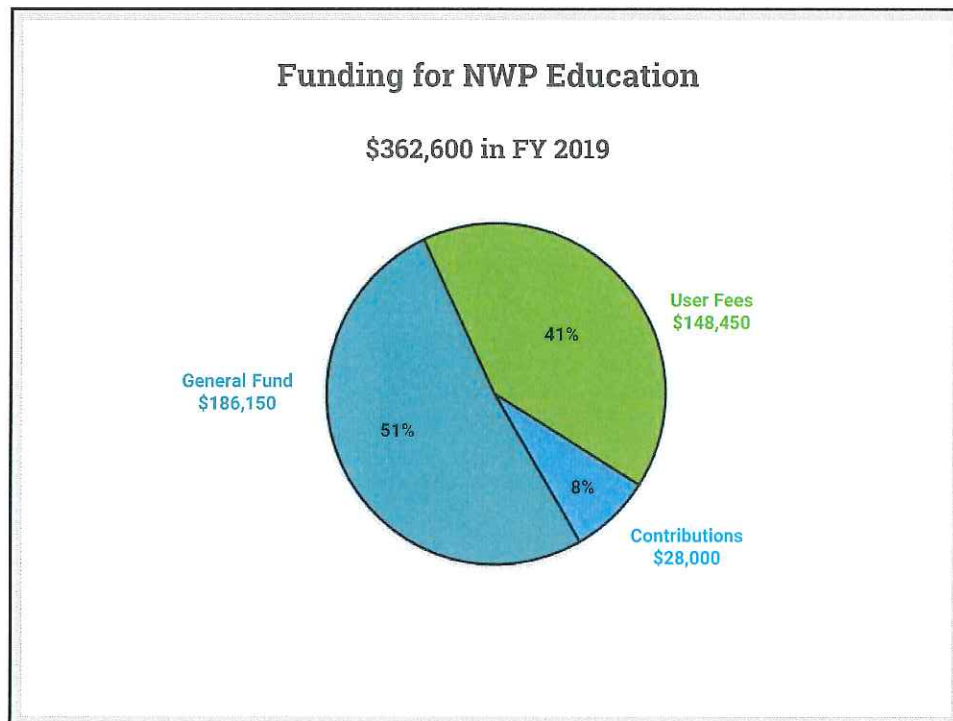
Professional Staff
3 full time 9 part time
23 seasonal

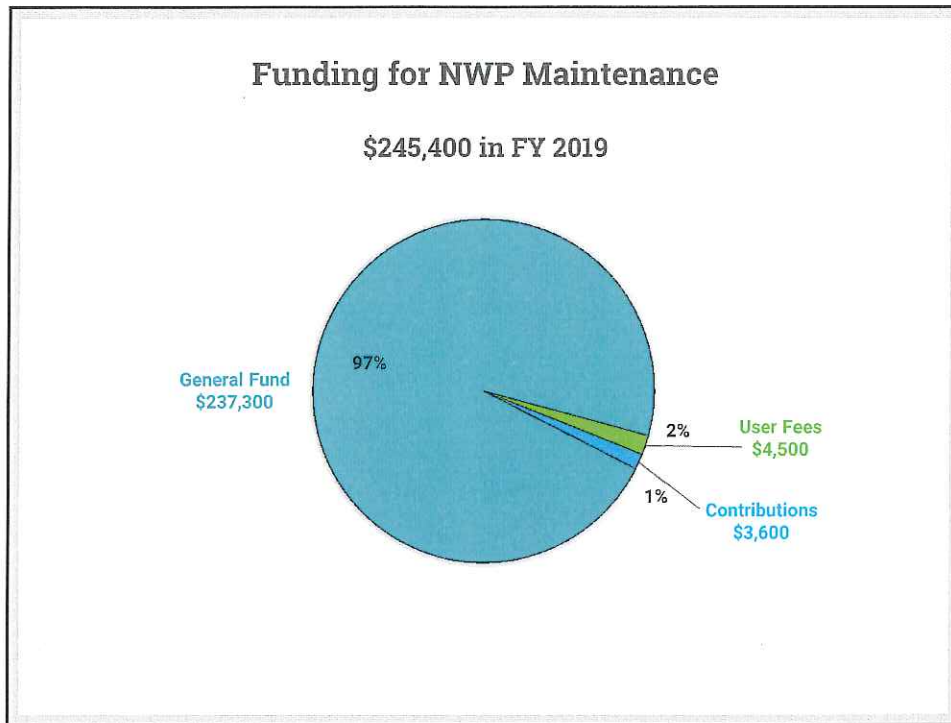


Dedicated Volunteers
8,000 hours
(value: \$241,920)



The top photograph shows two people raking leaves in a park-like setting. The middle photograph shows a group of about ten people holding a large blue tarp filled with leaves. The bottom photograph shows several people in orange shirts working on a wooden railing or structure outdoors.





How do the Friends support Northwest Park?

Public Programs and Events



Expert Speakers

Sponsoring special programs for the public



Owl Rehabilitator



Firefly research biologist



Native plants forager

Coffeehouse Concerts

Winter programming and fundraiser for school scholarships
1,068 attended



Maple Sugaring


Volunteers collect sap, cook syrup,
lead public tours
980 attended



Country Fair and Pancake Breakfast


Special Events coordinated entirely by volunteers
2,006 attended





How do the Friends support Northwest Park?

Contributions and Grants



\$950,000

Cash contributed to Northwest Park
by the Friends since 1981



Friends Contributions to NWP in FY 2019

\$10,000 Annual contribution supports budgeted programs, youth internships, and special projects	+	\$6,000 Annual scholarships for School Field Trips from Concert Series income	+	\$7,000 Individual contribution designated for special needs trail rehabilitation
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Access to outside funding sources




Eligibility for grants as a 501(c)(3)
Friends' nonprofit status is crucial for NWP grant proposals: *Voya, National Audubon Society*



Volunteer Work Force


4,500 hours per year Value: \$136,080

The Friends of Northwest Park annually donate 2.2 FTEs of time to park programs and events. That represents a 25% increase above all paid staff positions!



How do the Friends support Northwest Park?

Special Projects



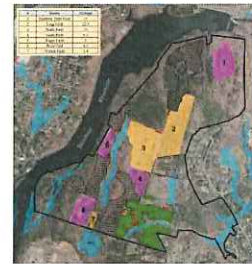
Maple Sugarhouse



State Agricultural grant
+
Individual and Contractors' contributions
+
Volunteer labor
=
\$70,000 value added to NWP

Land Management Plan


New plan focused on maintaining early successional habitats; completed in 2017





Sensory Trail Rehabilitation

New pathways, plantings, and interpretation to reclaim special needs trail overrun by invasive weeds



New Trail Map

Developing a new digital file to correct errors; can be edited for future changes





Collaboration with STEP Program
Youth Conservation Corps brings environmental work experience to Windsor teens



Northwest Park needs...

Continuing Town support



-  Land management resources to protect native habitats and biodiversity
-  Education staff to improve program outcomes and expand community access
-  Coordinated marketing to promote events led by park staff and the Friends
-  Broaden community engagement and support of the Friends of Northwest Park




**Join us
on
Sunday,
January
27th**

**Maple Sugarhouse
Grand Opening**

Agenda Item Summary

Date: January 7, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Easement at 55 Mack Street

Background

The Town of Windsor Housing Authority is in the process of initiating major renovations of their senior housing units on Mack Street. As part of the project, a title search was required. This process revealed the open space area and a portion of the parking area in front of the Housing Authority property on Mack Street is owned by the town. In order for the Housing Authority to secure title insurance, they need to have an easement from the town for a portion of the parking area that is on the town's parcel.

Discussion/Analysis

The town acquired the 55 Mack Street parcel from the Mack estate in 1975. The Housing Authority constructed the senior housing on a separate parcel surrounding 55 Mack Street. During the process of acquiring 55 Mack Street, town staff noted, at a Town Planning and Zoning Commission meeting, that the construction of a parking lot on the town parcel to serve the senior housing project would be appropriate. However a formal easement was never granted. Therefore, in order for the Housing Authority to secure title insurance as part of their financing package, they need to have an easement from the town for the 7,096 square foot portion of the parking area that is on the town's parcel.

The Housing Authority will continue to provide maintenance on the parking lot area as well as the green space along Mack Street.

Financial Impact

None

Other Board Action

None

Recommendations

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

“MOVE to approve the proposed easement with the Town of Windsor Housing Authority as shown on the attached map titled ‘Boundary Survey Showing Proposed Easement from the Town of Windsor to Windsor Housing Authority, #35 Mack Street and Town Parcel “A” Windsor, Connecticut, Scale 1” = 20’, Dec. 17, 2018.’ ”

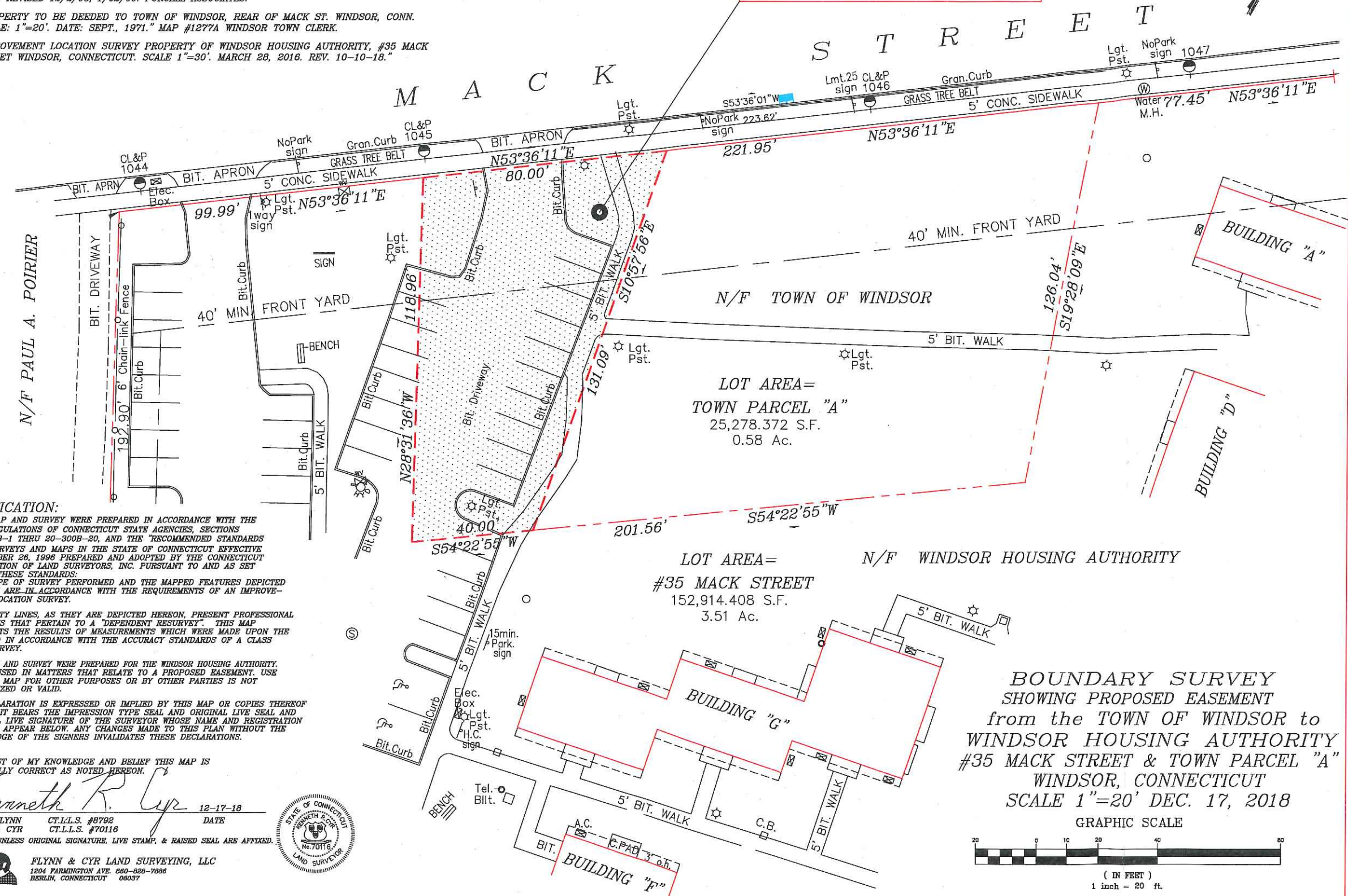
Attachments

Easement Map

MAP REFERENCE:

1. "BOUNDARY & TOPOGRAPHIC PLAN PROPERTY OF WINDSOR HOUSING AUTHORITY PREPARED FOR ASSOCIATED ARCHITECTS. SOUTH SIDE MACK ST. WINDSOR, CONN. SCALE 1 IN.=30 FT. DATE: DEC., 1967. REVISED: 3/20/68. W.M. ALFORD CIVIL ENGINEER."
2. "TOWN OF WINDSOR CONNECTICUT STREET LINE REESTABLISHMENT MACK STREET, BLOOMFIELD AVENUE TO POQUONOCK AVENUE. SCALE 1"=500 (METRIC). DATE SEPT. 15, 1999. SHEET 1 OF 1. PURCELL ASSOCIATES."
3. "MACK STREET, TOWN OF WINDSOR, CONNECTICUT. BOUNDARY and RIGHT OF WAY MAP FOR PROPERTY TRANSFER, LOTS #83 & #103 MACK STREET. SCALE 1"=20'. DATE: NOV. 6, 1998. REVISED 12/2/98, 1/02/99. PURCELL ASSOCIATES."
4. "PROPERTY TO BE DEEDED TO TOWN OF WINDSOR, REAR OF MACK ST. WINDSOR, CONN. SCALE: 1"=20'. DATE: SEPT., 1971." MAP #1277A WINDSOR TOWN CLERK.
5. "IMPROVEMENT LOCATION SURVEY PROPERTY OF WINDSOR HOUSING AUTHORITY, #35 MACK STREET WINDSOR, CONNECTICUT. SCALE 1"=30'. MARCH 28, 2016. REV. 10-10-18."

PROPOSED EASEMENT FROM
THE TOWN OF WINDSOR to
WINDSOR HOUSING AUTHORITY
7,096.443 S.F./0.16 Ac. (Shaded)



CERTIFICATION:

1. THIS MAP AND SURVEY WERE PREPARED IN ACCORDANCE WITH THE REGULATIONS OF CONNECTICUT STATE AGENCIES, SECTIONS 20-300B-1 THRU 20-300B-20, AND THE RECOMMENDED STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT EFFECTIVE SEPTEMBER 26, 1996 PREPARED AND ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. PURSUANT TO AND AS SET FORTH THESE STANDARDS:
THE TYPE OF SURVEY PERFORMED AND THE MAPPED FEATURES DEPICTED HEREON ARE IN ACCORDANCE WITH THE REQUIREMENTS OF AN IMPROVEMENT LOCATION SURVEY.
PROPERTY LINES, AS THEY ARE DEPICTED HEREON, PRESENT PROFESSIONAL OPINIONS THAT PERTAIN TO A "DEPENDENT RESURVEY". THIS MAP PRESENTS THE RESULTS OF MEASUREMENTS WHICH WERE MADE UPON THE GROUND IN ACCORDANCE WITH THE ACCURACY STANDARDS OF A CLASS A-2 SURVEY.
2. THIS MAP AND SURVEY WERE PREPARED FOR THE WINDSOR HOUSING AUTHORITY. TO BE USED IN MATTERS THAT RELATE TO A PROPOSED EASEMENT. USE OF THIS MAP FOR OTHER PURPOSES OR BY OTHER PARTIES IS NOT AUTHORIZED OR VALID.
3. NO DECLARATION IS EXPRESSED OR IMPLIED BY THIS MAP OR COPIES THEREOF UNLESS IT BEARS THE IMPRESSION TYPE SEAL AND ORIGINAL LIVE SEAL AND ORIGINAL LIVE SIGNATURE OF THE SURVEYOR WHOSE NAME AND REGISTRATION NUMBER APPEAR BELOW. ANY CHANGES MADE TO THIS PLAN WITHOUT THE KNOWLEDGE OF THE SIGNERS INVALIDATES THESE DECLARATIONS.

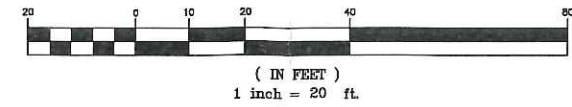
TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

Kenneth R. Cyr 12-17-18
 PETER D. FLYNN CT.L.L.S. #8792 DATE
 KENNETH R. CYR CT.L.L.S. #70116
 NOT VALID UNLESS ORIGINAL SIGNATURE, LIVE STAMP, & RAISED SEAL ARE AFFIXED.



FLYNN & CYR LAND SURVEYING, LLC
 1204 FARMINGTON AVE. 860-829-7886
 BERLIN, CONNECTICUT 06037

BOUNDARY SURVEY
 SHOWING PROPOSED EASEMENT
 from the TOWN OF WINDSOR to
 WINDSOR HOUSING AUTHORITY
 #35 MACK STREET & TOWN PARCEL "A"
 WINDSOR, CONNECTICUT
 SCALE 1"=20' DEC. 17, 2018
 GRAPHIC SCALE




Agenda Item Summary

Date: January 7, 2019

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Pavement Resurfacing at Town Facilities and Schools

Background

The town's 6-year Capital Improvements Program (CIP) includes a multi-year project to address pavement conditions within paved parking and driveway areas at town-owned facilities and schools. The pavement at several town facilities is in fair to poor condition. It continues to deteriorate and become a liability to the town.

Discussion/Analysis

The proposed pavement rehabilitation work will be similar to one of the rehabilitation methods done as a part of the annual pavement management program. At this time, we propose the milling and paving of 2" of existing bituminous concrete pavement. We do not propose to change the limits of the existing paved areas. Our paving activities will occur within the existing curb lines.

Prior to the paving operations, we will make any necessary drainage improvements. The project may also include the replacement of deteriorated curb and sidewalk at the facilities.

Improvements are proposed to be made at Town Hall, L.P. Wilson Community Center, Milo Peck Center, Poquonock Fire Station, Rainbow Fire Station and Wilson Fire Station, as funding permits. The planned improvements at the L.P. Wilson Community Center will be primarily to the areas to the rear of the building. Town Hall work will include the entrance drive between the post office building and the Luddy House, but not the area to the rear of the Huntington House.

Under this multi-year program, improvements have previously been made to parking areas, drives and walks at Oliver Ellsworth, JFK Elementary School, Clover Street Elementary School, Wilson Library, Stroh Park, Sharshon Park, and the Police Department.

Financial Impact - Update

Bonding in the amount of \$225,000 is being requested at this time. The average annual debt service, based on a 15 year term and a 3.70% interest rate, is 19,440.

Other Board Action

None

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of a bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduction of the Bond Ordinance

“MOVE to introduce a bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.’

3) Schedule a Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on Tuesday, January 22, 2019 at 7:20 p.m. (prevailing time) on the following ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 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.”

AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$225,000) for costs in connection with pavement resurfacing at various Town facilities and schools, including milling and resurfacing of pavement, as well as other related pavement management activities such as line striping, sidewalk facilities repair, reconstruction, installation, and related improvements. Areas planned for resurfacing include parking areas at Windsor Town Hall, L.P. Wilson Community Center, Milo Peck Center, Poquonock Fire Station, Rainbow Fire Station and Wilson Fire Station. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Director of Public Works is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$225,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed TWO HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$225,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

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

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

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

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

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council _____

Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____

Effective Date _____

Town Council
Resignations/Appointments/Reappointments
January 7, 2019

Resignations

None

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

A. One Democratic Alternate Member

Commission on Aging & Persons with Disabilities

Two Year Term to expire November 30, 2020 or until a successor is appointed

(Linda Rickard)

“MOVE to REAPPOINT Linda Rickard as a Democratic Alternate member to the Commission on Aging & Persons with Disabilities for a two year term to expire November 30, 2020 or until a successor is appointed.”

B. One Democratic Member (resident)

Historic District Commission

Five Year Term to expire October 13, 2023 or until a successor is appointed

(Elizabeth Dupont-Diehl)

“MOVE to REAPPOINT Elizabeth Dupont-Diehl as a Democratic member (resident) to the Historic District Commission for a five year term to expire October 13, 2023 or until a successor is appointed.”

C. One Republican Member

Housing Code Board of Appeals

Five Year Term to expire October 31, 2023 or until a successor is appointed

(Theresa Tillett)

“MOVE to REAPPOINT Theresa Tillett as a Republican member to the Housing Code Board of Appeals for a five year term to expire October 31, 2023 or until a successor is appointed.”

Names submitted for consideration of appointment

None

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
DECEMBER 17, 2018
Regular Town Council Meeting
UNAPPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:31 p.m.

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

2) PRAYER

Councilor Tustin led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Tustin led the group in the pledge of allegiance.

4) PROCLAMATIONS AND AWARDS

5) PUBLIC COMMUNICATIONS AND PETITIONS

Steve Fraysier, 35 Stonehenge Drive, came to offer feedback regarding the recent Torchlight Parade. He noted three issues: participants threw candy into the road, which encouraged children to run into the road after it; there was little organization regarding where the trucks go after the parade, which caused a backup of people trying to leave from behind the town hall; and this year, the sirens and horns were very loud, upsetting younger kids in the crowd even though it was perhaps enjoyable for older children.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Public Building Commission

Rick Hazelton, Public Building Commission (PBC), presented the following:

Safety Complex Project Roof and Boiler Replacement

This project is complete. Once town staff receives closeout documents, the PBC will close this project.

Safety Complex Police and Fire Station Design

The PBC signed a contract with Kaestle Boos Associates of New Britain, CT. The total design cost is \$1,367,235. A meeting was held recently to discuss the schematics and timeline.

We anticipate design for the police station to occur during December 2018 – June 2019. Bidding for construction will be from July-August 2019, construction will begin potentially during September or October 2019 and completion should occur by August 2020.

Design for the fire station is scheduled to begin July 2019 – January 2020. Bidding for construction will be during March-April 2020, construction will begin in September 2020 and completion should occur in February 2022.

JFK School HVAC Replacement Project

The replacement boilers, pumps, heating units, unit ventilators, and DDC controls are all installed and operating. The new electrical service switchover is complete and the contractor is starting work on the installation of the air conditioning equipment. The project is on schedule and the air conditioning system is expected to be tested and operating in Spring 2019.

Town Hall Portico Restoration Project

The PBC recently reviewed bids for the project and selected Kronenberger and Sons from Middletown, CT with a bid of \$296,700. Pending Town Council funding approval, the PBC will sign an agreement. Work is expected to begin in late March, weather permitting, and last 10-12 weeks.

Fire Security Systems

The contractor, Siemens, is continuing to install updated fire alarm systems in town facilities. The Rainbow cell tower radio building, Luddy House, and Sill House have been completed. Work is now progressing in the train station and Freight House. The remaining locations scheduled to be upgraded are Milo Peck School, DPW 99 Day Hill Road, 330 Community Center and Wilson Branch Library.

Oliver Ellsworth School HVAC

All of the project replacement HVAC equipment has been installed and is operating, bills are paid, and the paperwork is complete. The PBC closed out this project.

Poquonock School Air Conditioning Design

The project is out to bid, a walk-through for potential contractors was held last week, and the bids are due by January 10, 2019.

DPW Replacement Salt Shed

The contractor has completed the installation of the shed. The interior wall sealing and plywood barrier are now complete. The electrical contractor completed interior and exterior lighting installation last week. Town staff has transferred the salt into the shed.

Windsor High School Pool

The PBC has reviewed the bids for the project and selected All State Construction Inc. of Farmington, CT with a bid of \$254,319. Pending Town Council funding approval, the PBC will enter an agreement and the work will be done by Summer 2019.

Sage Park Roof Design

The PBC has reviewed bids and selected Hibbard and Rosa Architects, LLC of Middletown, CT with a bid of \$16,900. Pending Town Council funding approval, the design work is scheduled to be completed in January 2019 and the state office of school grants will review it in mid-February. It will then go out to bid after the grant approval process in March. Work is scheduled for Summer 2019.

DPW Building Renovation Design

The PBC has reviewed bids and selected Capital Studio Architects of East Hartford, CT with a bid of \$25,000. Pending Town Council approval, the design work is expected to be completed in Spring 2019.

Councilor Wilkos asked if the portico project bids came in around the original estimate. Town Manager Souza responded that the bid was lower than the original estimate. The original estimate was \$690,000 and the low bid was right around \$300,000 with the contingency. A few items may be added to the project, but it will be well below the approved funding amount.

Councilor McAuliffe asked which town staff members were involved in the safety complex planning. Mr. Hazelton responded that there were police officers and information technology staff there. Town Manager Souza added that fire department staff will be involved in plans for the fire department design during the next phase of planning in April or May.

Councilor Govoni asked if there will be a carport in the police station design. Town Manager Souza confirmed that as of now it is in the conceptual site plan.

7) TOWN MANAGER'S REPORT

There's a lot to do in Windsor is being delivered next week

A reminder during this busy holiday season that the winter 2019 edition of *There's a Lot to Do in Windsor* is being delivered to Windsor residents and businesses next week together with the Courant Community section of the *Hartford Courant*. Residents who do not subscribe to the *Courant* will find their copy of the magazine inside the plastic bag delivered to homes each week with the Courant Community section and sales flyers.

This edition features information on programs and services available from January through April. It also includes the "Citizen's Guide to the Windsor Town Budget," a primer on the budget process and listing of opportunities for public participation. As always, the magazine will also be available online at townofwindsorct.com and at town facilities.

This information can also be found on WIN-Cal, which is the town-wide event and program calendar at wincal.org.

Town Offices CLOSED

Town offices will be closed on Christmas, December 25, 2018 and on New Year's Day, January 1, 2019.

Winter Solstice Full Moon Hike

Join us at Northwest Park on December 22, 2018 from 7:00 PM – 8:30 PM for a Winter Solstice Full Moon Hike. See the seasonal changes happening all around as we explore the trails illuminated by the full moon. Be sure to bundle up! Registration is needed. \$10 for residents, \$15 for non-residents. For more information call 860-285-1886.

Thank You to Volunteers and Town Employees

I'd like to extend my appreciation and best wishes to the many volunteers we have in town. Our neighbors and friends provide so much valuable care and assistance throughout the year – be it at our libraries, youth recreation programs, senior center, social services, food bank, on various boards and commissions and so many other programs.

Also, my thanks goes out to all of the town's part-time and full-time employees. I thank all of them for helping to make our community one of the best around. Their dedication and commitment is second to none.

I wish all a safe and relaxing Christmas and holiday season.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly appreciated the public communication feedback about the Torchlight Parade. He wished the community the best during the holiday season and new year.

Councilor Wilkos wished everyone a Merry Christmas, Happy Holidays, and safe travels.

Councilor Black-Burke wished citizens a Merry Christmas, Happy Kwanza, and a safe and Happy Holiday to everyone.

Councilor Govoni asked citizens to check their smoke alarms and CO2 detectors. He wished everyone a Happy Holiday and asked citizens to think about the less fortunate people in town and to keep an eye on their neighbors.

Councilor McAuliffe thanked the citizen for the feedback on the parade and offered to share parade rules with First Town Downtown. He wished everyone a Happy New Year.

Councilor Tustin wished everyone a Merry Christmas and Happy New Year.

Deputy Mayor Terranova wished citizens Happy Holidays.

Councilor Jepsen wished citizens Happy Holidays and Happy Solstice.

Mayor Trinks echoed other comments, asked citizens to keep an eye on their neighbors, and to give a little extra this year.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor O’Reilly reported that the committee recently interviewed candidates for reappointment and it will be discussed during agenda item 13.

Health & Safety Committee – Councilor Black-Burke noted that there was nothing to report tonight but the committee will be meeting in the new year.

Finance Committee – Deputy Mayor Terranova reported that the committee discussed MDC’s Integrated Plan and it will be discussed during agenda item 11.

Special Projects Committee – None

Town Improvements Committee – Councilor McAuliffe reported that the committee will be meeting in the new year.

10) ORDINANCES

11) UNFINISHED BUSINESS

- a) Approve a resolution supporting MDC’s Integrated Plan

RESOLVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the Windsor Town Council expresses its support for the incorporation of the integrated planning concept into the next revised version of the Metropolitan District’s Long-Term Control Plan, and requests the United States Environmental Protection Agency and the State of Connecticut Department of Energy and Environmental Protection to approve said plan.

Town Manager Souza reported that MDC representatives have presented how they believe utilizing the ‘Integrated Plan’ approach will help to provide a level of stabilization and predictability related to the member towns’ annual ad valorem assessment, while achieving the objectives of the Clean Water Act and making needed reinvestments in the region’s sewer infrastructure. The MDC’s proposed “Integrated Plan” would shift from the annual ad valorem charge to the Clean Water project surcharge a portion of the long-term debt service costs associated with needed reinvestments in the system-wide sanitary sewer infrastructure. Therefore, the annual ad valorem assessment is projected to stabilize while the consumption-based Clean Water project surcharge would over time increase greater than originally forecast.

Councilor Govoni expressed his support and called it a well-thought-out plan.

Deputy Mayor Terranova asked if other towns have adopted the resolution. Town Manager Souza reported that East Hartford and Rocky Hill have and many other communities are considering it tonight or tomorrow. The only town that is not expected to respond within the given timeline is West Hartford.

Motion Passed 9-0-0

12) NEW BUSINESS

- a) Presentation of the Mill Brook Open Space Report and Land Management Plan

Town Manager Souza gave an overview of the project and thanked Steve Fraysier, Hilary Carpenter, Nigel Pepin, Meg Harvey, and Aaron Szotka for their hard work and thoughtfulness to form the plan.

Eric Barz, Town Planner, gave a presentation of the Mill Brook Open Land Management Plan. He spoke in detail about the Mission, Vision, and Guiding Principles including Land Management, Trails, Habitat, Activities, and Building Reuse.

Town Manager Souza noted that within the report there are action steps and cost estimates. FY2019 allocated \$400,000 in borrowing in anticipation of this beginning phase, outlined as follows:

Trail Renovation and Development	\$ 135,000
Bridge Repairs and Renovation	\$ 95,000
Building Repairs (HVAC, Doors, Windows)	\$ 40,000
Storm Drainage Design and/or Materials	\$ 25,000
Fence and Gateway Improvements	\$ 20,000
Habitat Management Plan and Equipment	\$ 20,000
Contingency and Bond Issuance Cost	<u>\$ 65,000</u>
Preliminary Estimated Total	\$ 400,000

Councilor O'Reilly asked about the projected costs and how the estimates were created, as well as if there was a way to mitigate some of them by using our own town staff to do some of the work. Town Manager Souza reported that these costs are third party contractor estimates. Town services could be used, depending on how quickly the Council would like to see the trails developed and the work completed as the town staff has various other obligations.

Councilor Jepsen congratulated the committee for the report and thanked them for all of their hard work.

Councilor McAuliffe thanked the committee for their hard work and then asked if camping was considered as an activity. Mr. Barz responded that boy scout involvement had been mentioned but not specifically regarding camping.

Mayor Trinks referred the project to the Town Improvements Committee.

- b) Introduce a funding authorization related to an access easement and the preservation of agricultural land at 67 Rainbow Road

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that a public access easement with H.F. BROWN, INCORPORATED, also known as H.F. BROWN, INC., at 67

Rainbow Road be approved as depicted on a certain map or plan entitled, "Property Survey Prepared for H F Brown, Inc. 67 & 80 Rainbow Road, 1911 Poquonock Ave. Windsor, Connecticut Scale: 1" = 100' Date: XXXXX Sheet 1 of 1 Denno Land Surveying & Consulting, LLC, 2 Tunxis Road, Ste 214, Tariffville, CT 06081"; and in consideration of an appropriation of \$65,000 from the Open Space Fund be authorized and approved; and furthermore that the Town Manager is authorized to sign, execute and record documents needed for said easement.

Town Manager Souza gave the following overview of the project:

Over a number of years, The Trust for Public Lands (TPL), a national land preservation organization, has worked with town staff and the Windsor Land Trust to identify opportunities to preserve open space land as well as agricultural properties with prime soils. Specifically, TPL has worked closely with the Brown family to facilitate preservation of part of their agricultural land holdings in town. TPL has secured funding from both public and private sources to preserve in perpetuity approximately 61 acres of agricultural land off of Rainbow Road near the intersection of Poquonock Avenue. The preservation method, or tool, is known as the Purchase of Development Rights. Through this tool, the landowner retains ownership but the land is not allowed to be developed for non-agricultural uses.

The town has negotiated a 30 foot wide easement along approximately 600 feet of the Farmington River for future use as a path or trailway. The Open Space Preservation plan, within the town's Plan of Conservation and Development, identifies this parcel as desirable open space with prime agricultural soils.

Along with an access easement in favor of the town, a permanent easement in favor of the United States Department of Agriculture would be placed on the remainder of the property, which would prohibit development of the land for non-agricultural uses. The landowner would be allowed to continue operating agricultural-related businesses such as a farm stand and the iconic Brown's Harvest. The United States Department of Agriculture grant to purchase the development rights requires a local contribution to the project. The Town's purchase of the access easement for future use will help satisfy this local contribution requirement.

In order to complete the access easement, the Town Council is asked to approve and recommend the easement in the town's favor as well as approve an appropriation of \$65,000 from the Open Space Fund to a Special Town Meeting. It is recommended that a Special Town Meeting be called for January 7, 2019 at 7:00 p.m.

Councilor Wilkos stated that this is an incredible opportunity and thanked the family for the idea. He asked citizens to attend the special meeting and support this unique opportunity.

Motion Passed 9-0-0

- c) Set a Special Town meeting for January 7, 2019 at 7:00 PM to approve an appropriation related to an access easement and the preservation of agricultural land at 67 Rainbow Road

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to set a Special Town meeting for January 7, 2019 at 7:00 PM to consider approving a public access easement and appropriation related to 67 Rainbow Road.

Mayor Trinks supported the project and echoed Councilor Wilkos' previous comments. He also feels that work is being done at a good rate for this project and asked citizens to come out and support it.

Motion Passed 9-0-0

- d) Approve an appropriation of \$30,000 from the Capital Projects Fund for design of Public Works Facility Interior Renovation and Window Replacement project

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that \$30,000 be appropriated from the Capital Projects Fund, Assigned Fund Balance for design of the Public Works Facility Restroom and Interior Renovation and Window Replacement project and the project be referred to the Public Building Commission for oversight.

Bob Jarvis, Director of Public Works/Town Engineer, and Whit Przech, Building & Facilities Manager, provided the following overview of the project:

The existing restrooms, administrative and common areas are four decades old. They are outdated and restrooms need to be renovated to ADA compliancy. The administrative and meeting room windows are leaking, allowing water to seep into the walls creating deterioration and mold damage.

The design services required for upgrading these areas will entail code-compliant restrooms and new windows in the office, hallway, and meeting room areas. The project design will include possible demolition and renovation of walls in these areas, correcting water and mold damage. The common areas are also proposed to be upgraded and functionality improved.

The approved Capital Improvements Program allocates design funding in FY 19 and construction funding in FY 20. Solicitation of design proposals has been completed and funds in the amount of \$30,000 are being requested. These funds will cover the costs for design services and hazardous material testing. The preliminary project cost estimate for renovations is \$209,000.

Councilor Jepsen asked if the PBC already accepted a bid for the design. Mr. Jarvis responded that yes, it was a \$25,000 bid and there will be an extra \$5,000 for materials testing for asbestos.

Motion Passed 9-0-0

- e) Approve an appropriation of \$20,000 from the Capital Projects Fund for design of Sage Park Middle School Partial Roof Replacement project

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that \$20,000 be appropriated from the Capital Projects Fund, Assigned Fund Balance to fund the design and preparation of schematic drawings and specifications for the Sage Park Middle School Partial Roof Replacement project and that the project be referred to the Public Building Commission for oversight.

Town Manager Souza noted there is \$555,000 available in the Capital Improvements fund.

Bob Jarvis, Director of Public Works/Town Engineer provided the following overview of the project:

The Sage Park School roof is a total of 148,000 square feet. A total of 88,000 square feet of roofing was replaced in 1995 and 1999. The remaining 60,000 square feet of roof was not replaced at those times since the sections were part of a new addition to the school in 1994. There is a need to design a replacement for the 60,000 square foot section as well as options for restoration of part(s) of the 88,000 square foot portion.

The approved Capital Improvements Program allocates design funding in FY 19 and construction funding in FY 20. The preliminary project cost estimate is \$2.142M. Solicitation of design proposals has been completed and funds in the amount of \$20,000 are requested. These funds will cover the costs for design services and hazardous material testing.

The overall project is potentially eligible for a partial reimbursement grant from the State of Connecticut. Once design is underway, the plan is to prepare a grant application to the State of Connecticut. Additional actions by the Board of Education and the Town Council will be needed at a later date to formally submit a full grant application to the state.

Councilor Jepsen asked if this roof project could be coordinated with the new HVAC. Mr. Przech responded that the HVAC design work is not done so they really cannot be coordinated, but the roof warranty will still be in effect if a certified contractor is used to make any changes to accommodate the new HVAC system.

Motion Passed 9-0-0

- f) Introduce a bond ordinance in the amount of \$295,000 for Windsor High School Indoor Pool HVAC Replacement project

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the reading into the minutes of the text of the bond ordinance entitled, 'AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL INDOOR POOL HVAC REPLACEMENT PROJECT AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION' is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to introduce a bond ordinance entitled, 'AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL INDOOR POOL HVAC REPLACEMENT PROJECT AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.'

Town Manager Souza noted that this project is approved in the Capital Improvements Program and was estimated at \$335,000 but the actual bid is \$295,000.

Bob Jarvis, Director of Public Works/Town Engineer provided the following overview of the project:

This project is in the adopted Capital Improvements Program (CIP) for the current fiscal year. This unit operates 24/7 and the refrigeration systems generate abundant heat, which is also used to heat the pool water, saving energy and operating costs.

This project is in the Capital Improvements Program (CIP) for the current fiscal year with an estimate of \$335,000. The project has been bid and the requested funding authorization is in the amount of \$295,000 including contingency, commissioning and bond issuance costs.

Project construction, if approved, is scheduled to take place in the summer of 2019 and is anticipated to take three to four weeks.

Councilor Jepsen asked if an upgraded HVAC system is required. Mr. Przech responded that a system does not exist to handle that amount of corrosion. The expected life is 20 years and there is considerable corrosion in the cooling coil. The units are constructed as ordered and would take approximately 18 weeks to replace.

Councilor Wilkos noted that the energy savings of a new system will likely pay for itself. He then asked if, considering the corrosive nature of chlorine, they had considered using a salt chlorine generator and explained that the unit converts salt to chlorine and has the same effect, but corrosion is eliminated. He felt that it would work well in the indoor environment. Mr. Jarvis said he would ask the board to explore that.

Motion Passed 9-0-0

- g) Set a Public Hearing for January 7, 2019 at 7:20 PM on a bond ordinance in the amount of \$295,000 from the Capital Project Fund for Windsor High School Indoor Pool HVAC Replacement project

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, that a Public Hearing be held at the Windsor Town Hall on January 7, 2019 at 7:20 p.m. (prevailing time) on the following ordinance entitled, "AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL INDOOR POOL HVAC REPLACEMENT PROJECT AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

And

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

Motion Passed 9-0-0

- h) Approve extension of FY 2018 Open Purchase Order

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the open FY 18 General Fund purchase order No. 18277 in the amount of \$22,000 be re-approved and carried forward until February 4, 2019.

Deputy Mayor Terranova noted that the bill has not yet been submitted to the town, so the order needs to remain open for it to be paid when it arrives.

Motion Passed 9-0-0

- i) Approve Town Council meeting dates for calendar year 2019 and January 2020

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the proposed Town Council meeting dates for 2019 as submitted.

Motion Passed 9-0-0

- j) Approve 2019 schedule of Board/Commission Annual Reports to the Town Council

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve the proposed 2019 schedule of Board/Commission annual reports to the Town Council.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

Councilor O'Reilly noted the names submitted for consideration of reappointment are to be voted on during the next Town Council meeting.

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the December 3, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the December 3, 2018 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

Leonard Lockhart, 57 Columbia Road, thanked the council for their support and action taken during the last meeting regarding the security grant and Windsor Education Association contract. Mr. Lockhart was in the room when the council deliberated and heard comments about the decisions seeming to be last minute and many councilors voiced their concern. As the Board of Education president, Mr. Lockhart took ownership of this apparent lack of communication and stated that from now on, he will make sure that information is flowing back and forth between the Town Council and Board of Education.

16) EXECUTIVE SESSION

17) ADJOURNMENT

MOVED by Councilor Black-Burke, seconded by Councilor Jepsen to adjourn the meeting at 8:59 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council