



# Council Agenda

Council Chambers  
Windsor Town Hall  
February 19, 2019



## 7:20 PM Public Hearing

To hear public comment on a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$850,000 FOR COSTS IN CONNECTION WITH PURCHASING A FIRE PUMPER ENGINE; AND AUTHORIZING THE ISSUE OF \$350,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2019 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION."

## 7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Jepsen
3. PLEDGE OF ALLEGIANCE – Councilor Jepsen
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Public Building Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
  - a) \*Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$850,000 FOR COSTS IN CONNECTION WITH PURCHASING A FIRE PUMPER ENGINE; AND AUTHORIZING THE ISSUE OF \$350,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2019 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION." (Town Manager)



- b) \*Approve the acceptance and adoption of the Mill Brook Open Space Land Management Plan and approve an appropriation of \$55,000 for improvements from the General Fund Unassigned Fund Balance. (Councilor McAuliffe)

## 12. NEW BUSINESS

- a) \*Approve proposed amendments to price guide for Discovery Center summer program fees (Town Manager)
- b) \*Receive memorandum from Board of Education relative to Public Act 13-60 (Town Manager)
- c) \*Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,620,000 FOR COSTS IN CONNECTION WITH THE POQUONOCK ELEMENTARY SCHOOL HVAC IMPROVEMENTS PROJECT – PHASE III; AND AUTHORIZING THE ISSUE OF \$1,620,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- d) \*Set a Public Hearing for March 4, 2019 at 7:20 PM (prevailing time) to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,620,000 FOR COSTS IN CONNECTION WITH THE POQUONOCK ELEMENTARY SCHOOL HVAC IMPROVEMENTS PROJECT – PHASE III; AND AUTHORIZING THE ISSUE OF \$1,620,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- e) \*Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- f) \*Set a Public Hearing for March 4, 2019 at 7:20 PM (prevailing time) to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- g) \*Approve Assistant Town Engineer job description (Town Manager)
- h) Consider a settlement for Mangal vs. Town of Windsor (Town Manager)

## 13. \*RESIGNATIONS AND APPOINTMENTS

## 14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the February 4, 2019 Public Hearing
- b) \*Minutes of the February 4, 2019 Regular Town Council meeting



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15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

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

17. ADJOURNMENT


★Back-up included

## Agenda Item Summary

Date: February 19, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Goldberg, Fire Administrator

Reviewed By: Peter Souza, Town Manager 

Subject: Authorization to Bond Fire Department Pumper Engine

### Background

The fire department currently uses four first-line pumper vehicles for emergency responses in town, each located in the primary firehouses. These pumpers vary in age from 25 years old to 13 years old. To ensure that response standards are maintained, a regular schedule of replacement is needed for fire apparatus. Using National Fire Protection Association (NFPA) 1901 guidelines, vehicles older than 15-20 years should be considered second-line apparatus and vehicles older than 25 years are recommended to be taken out of service.

### Discussion/Analysis

The pumper vehicle that is located at the Hayden Station Firehouse is a 1993 Pierce Pumper. This vehicle has a range of equipment with various firefighting capabilities. This vehicle responds to approximately 50% of the department's calls, equaling about 375 responses per year. This creates the need for a dependable, well-equipped and modern piece of apparatus. The equipment on the truck also is aging and is planned to be replaced.

In 2018, the fire department created a committee to develop a town-wide apparatus specification. This specification was used in a request for qualifications process (RFQ) late last year. The results of the RFQ was the submission of a bid from Pierce Manufacturing Company. The committee reviewed the bid and found the bid was found to be consistent with the RFQ and approved moving forward with the request to acquire this vehicle. Delivery of the vehicle is approximately 9-12 months from the time the contract is executed.

### Financial Impact

The total purchase cost for a new pumper is \$850,000. Included in this cost is the price of the pumper and the equipment needed to meet both NFPA guidelines and what historically the fire department has used in the emergencies we respond to.

Proposed funding is a combination of bonding (\$350,000) and 'pay-as-you go' funding (\$500,000) which is included in the General Fund capital budget portion of the adopted FY 19 operating budget.

Bonding in the amount of \$350,000 is being requested. The average annual debt service based on a 15 year term and a 3.70% interest rate is \$30,240.



Other Board Action

None

Recommendations

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

1) Waiving of the Reading

**“RESOLVED that the reading into the minutes of the text of the ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$850,000 FOR COSTS IN CONNECTION WITH PURCHASING A FIRE PUMPER ENGINE; AND AUTHORIZING THE ISSUE OF \$350,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2019 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION’ 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) Approve an Ordinance

**MOVE to approve a bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$850,000 FOR COSTS IN CONNECTION WITH PURCHASING A FIRE PUMPER ENGINE; AND AUTHORIZING THE ISSUE OF \$350,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2019 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION.’**

Attachments

Bond ordinance

**AN ORDINANCE APPROPRIATING \$850,000 FOR COSTS IN CONNECTION WITH PURCHASING A FIRE PUMPER ENGINE; AND AUTHORIZING THE ISSUE OF \$350,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2019 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate EIGHT HUNDRED FIFTY THOUSAND DOLLARS (\$850,000) for costs in connection with the replacement of engine 10 through the purchase of a custom designed 2019 fire pumper truck, including necessary fire suppression equipment, forcible entry tools, ventilation equipment and other miscellaneous tools and equipment. The appropriation may be spent for the acquisition and installation of the new equipment and tools, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Fire Administrator 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. The appropriation shall be funded with \$500,000 included in the General Fund capital appropriation budget for fiscal year 2019, and \$350,000 from the proceeds of bonds and notes authorized pursuant to this Ordinance.

Section 2. That the Town issue bonds or notes in an amount not to exceed THREE HUNDRED FIFTY THOUSAND DOLLARS (\$350,000) to finance, in part, the appropriation for the project. 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 THREE HUNDRED FIFTY THOUSAND DOLLARS (\$350,000). 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	_____ 2/4/19
Public Hearing Advertised	_____ 2/8/19
Public Hearing	_____ 2/19/19
Adopted	_____
Advertised	_____
Effective Date	_____

## Agenda Item Summary

Date: February 19, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Mill Brook Open Space Report and Land Management Plan

### Background

In December, the Mill Brook Open Space Report and Land Management Plan was presented to the Town Council and referred to the Town Improvements Committee for review.

The report and plan was developed over the course of the summer and fall by the volunteer steering committee. The steering committee met nine times, held public open houses, or tours, of the property in addition to conducting an on-line survey to gather input and ideas from the community. A public information meeting was held on November 8, 2018 to review the draft plan.

Attached is the committee's full report, an executive summary, as well as a summary table of the recommended action steps included in the report.

### Discussion/Analysis

The Mill Brook Open Space Steering Committee developed the following recommended mission, vision, guiding principles and objectives/strategies.

**MISSION:** To preserve and enhance the Mill Brook open space with diverse wildlife habitats, while connecting residents and visitors to nature through passive recreation and education.

**VISION:** The Mill Brook open space will become an open space park that complements existing parks and trails and is readily accessible for passive recreation and environmental education in harmony with the natural environment.

### **GUIDING PRINCIPLES**

Land Management: Maintain a diverse open space that protects and enhances environmental resources, natural habitats, and features while providing passive recreational opportunities.

Trails: Provide a safe, accessible system of trails that offers diverse outdoor experiences within a variety of habitats and landscapes, accessing significant views and features, and connecting to Windsor Center and the surrounding neighborhoods.

Habitat: Foster a diversity of habitats composed of wildflower and grass meadows, successional forests, established forests, and wetlands to support a diversity of wildlife.

Activities: Provide outdoor educational opportunities and a range of year-round passive recreation activities such as walking, hiking, biking, picnicking, bird/wildlife watching, sledding, and cross-country skiing.

Building Reuse: Priority should be given to uses that are compatible with or enhance the use of the open space while maintaining public access.

### Financial Impact

The adopted Capital Improvements Program allocates \$400,000 in FY 19 borrowing for various improvements to the property and buildings. Below are preliminary cost estimates based on the recommended plan presented by the volunteer steering committee.

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

The Town Improvements Committee reviewed the recommended capital repairs and improvements in regards to costs, timing and priority. The Committee recommends that funding for building repairs (\$38,000) and a portion of the bridge repairs and renovation category (\$17,000) be approved as first priorities. Committee members also prefer that these projects be funded through cash reserves versus bonding.

### Other Board Action

The Town Improvements Committee met twice to review the proposed plan and recommended action steps. The Committee recommends that the Mill Brook Open Space Report and Land Management Plan be accepted and approved.

As noted above, the Town Improvements Committee recommends that a total of \$55,000 be approved from cash reserves to fund building repairs (\$38,000) and a portion of the bridge repairs and renovation category (\$17,000). Replacement of a privacy fence near the parking area will be replaced through the existing operating budget. It is also recommended that staff prepare refined cost estimates for trail renovation / development as well as habitat inventory and assessment services.

The Committee discussed various options relative to reuse of the former clubhouse building at 147 Pigeon Hill as well as the single family house at 72 Mack Street. The Committee recommends that staff be requested to develop a request for proposal process for reuse of the former clubhouse and to initiate discussions with two local agencies (Windsor Housing Authority and Windsor Independent Living Association) regarding their interest in the 72 Mack Street property. The potential revenue from reuse of these buildings could be placed in a segregated account to help meet various costs associated with the structures and the overall property.

### Recommendations

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

- 1) Accept & Adopt Plan; Approve Funding Request

**“MOVE, that the Mill Brook Open Space Report and Land Management plan be accepted and adopted as presented; and furthermore that \$55,000 be appropriated from the General Fund Unassigned Fund Balance to fund HVAC system, doors, windows and bridge repairs at 147 Pigeon Hill Road.”**

2) Direction to Staff

**“MOVE, that staff is directed to develop a request for proposal process for reuse of the former clubhouse and to initiate discussions with the Windsor Housing Authority and Windsor Independent Living Association as to the reuse of 72 Mack Street property, and to prepare refined cost estimates for trail development as well as habitat inventory and assessment services.”**

Attachments

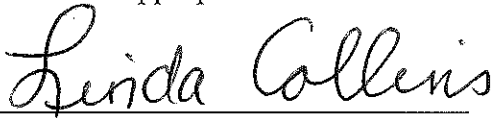
Executive Summary

Recommended Action Steps

Mill Brook Open Space Report and Land Management Plan

Certification

I hereby certify that \$55,000 is available in the General Fund Unassigned Fund Balance to fund the above appropriation.



Linda Collins

Assistant Finance Director

# Executive Summary



## Mill Brook Open Space Report and Land Management Plan

### EXECUTIVE SUMMARY

The following is a summary of the findings of the Mill Brook Open Space Steering Committee charged with developing a recommended land management plan for the Mill Brook open space property. After numerous public meetings, two open houses and a community survey, the committee developed the following mission, vision, guiding principles and objectives/strategies.

#### MISSION

To preserve and enhance the Mill Brook open space with diverse wildlife habitats, while connecting residents and visitors to nature through passive recreation and education.

#### VISION

The Mill Brook open space will become an open space park that complements existing parks and trails and is readily accessible for passive recreation and environmental education in harmony with the natural environment.

#### GUIDING PRINCIPLES

##### Land Management

Maintain a diverse open space that protects and enhances environmental resources, natural habitats, and features while providing passive recreational opportunities.

- Preserve and enhance significant environmental features including wetlands, woodlands, meadows, and water features that support wildlife.
- Develop buffers to create separation from natural and urban areas.
- Balance the desire for public access with the preservation of environmentally sensitive areas.
- Maintain natural areas and open space for passive recreational opportunities.
- Develop land management programs that are economically feasible, provide access for the community, and are beneficial for wildlife.

##### Trails

Provide a safe, accessible system of trails that offers diverse outdoor experiences within a variety of habitats and landscapes, accessing significant views and features, and connecting to Windsor Center and the surrounding neighborhoods.

- Encourage recreation for all ages and abilities.
- Provide access for a range of passive recreation activities.
- Accommodate multiple uses and varied degrees of difficulty of the trail system.
- Control access to provide privacy and limit trespassing through abutting properties.
- Remove redundant and dead-end trails, creating larger contiguous habitats free from human intrusion.

## Trails (continued)

- Develop trail maintenance programs that are economically feasible.
- Provide a variety of trail surfaces and experiences.
- Provide a pedestrian linkage to Windsor Center.
- Provide maps and way finding signs (if permitted by the conservation easement).
- Provide site furnishings such as benches, bike racks, dog waste stations, and trash containers.

## Habitat

Foster a diversity of habitats composed of wildflower and grass meadows, successional forests, established forests, and wetlands to support a diversity of wildlife.

- Promote connectivity, biodiversity, and conservation of the Mill Brook open space habitats.
- Identify and conserve wildlife habitat including nesting sites, foraging areas, and migration corridors within the open space and the Mill Brook corridor.
- Protect critical areas and control access around the Mill Brook, ponds, and wetlands.
- Develop a system of trails that protect plant and animal habitats and provides large contiguous habitats.
- Foster native plant communities and remove or control the spread of invasive species where necessary.
- Develop annual and long-term maintenance regimes to accommodate breeding/nesting times and maintain the diversity of habitats.

## Activities

Provide outdoor educational opportunities and a range of year-round passive recreation activities such as walking, hiking, biking, picnicking, bird/wildlife watching, sledding, and cross-country skiing.

- Where appropriate promote a variety of uses within the trail system.
- Provide opportunities for four seasons of activity.
- Provide a range of activities for residents and visitors of all ages and abilities.
- Use interpretative materials to educate residents and visitors on features such as native species and habitats.

## Building Reuse

Priority should be given to uses that are compatible with or enhance the use of the open space while maintaining public access.

- Protect access to the open space from both Pigeon Hill Road and Mack Street.
- Building uses should be compatible with or enhance the use of the open space.
- Generate revenue to offset building and open space maintenance costs.
- Explore possible partnerships for non-profit uses that could provide stewardship.



# Recommended Action Steps

## Mill Brook Open Space Report

### RECOMMENDED ACTION STEPS – Dec. 2018

#### Habitat

Action	Lead	Priority
1. Inventory and assess various habitats	Planning / Design Services	High
2. Evaluate the Mill Brook riparian zone and develop a prioritized action plan to stabilize and maintain the brook.	Planning / Design Services / Public Works	Medium

#### Land Management

Action	Lead	Priority
1. Develop multi-year maintenance operation plan.	Public Works	High
2. Develop a prioritized action plan to stabilize and maintain the Mill Brook.	Design Services / Public Works	High
3. Complete analysis of mowing option including town crews versus outsourcing.	Public Works	High

#### Trail System & Access

Action	Lead	Priority
1. Pursue funding to develop 3.2 miles of trails.	Recreation & Leisure	High
2. Fund bridge design and rehabilitation.	Town Council	High
3. Evaluate alternative pedestrian access options at 72 Mack Street.	Planning / Design Services	High
4. Renovate and construct trails	Design Services / Public Works	High
5. Design and reconstruct Pigeon Hill Road Gateway or entrance.	Planning / Design Services / Public Works	Medium

#### Building Facilities

Action	Lead	Priority
1. Fund partial replacement of HVAC system at clubhouse and maintenance garage.	Buildings & Facilities / Town Council	High
2. Fund partial replacement of doors and windows at clubhouse.	Buildings & Facilities / Town Council	High
3. Complete evaluation of options to reutilize the 72 Mack Street house.	Planning / Design Services	High
4. Develop Request for Proposal process for leasing of clubhouse building to compare cost benefit versus a town operated event venue.	Design Services / Buildings & Facilities	High
5. Repave clubhouse parking lot.	Design Services / Public Works	Medium
6. Replace privacy fencing along clubhouse property line.	Buildings & Facilities / Public Works	Medium

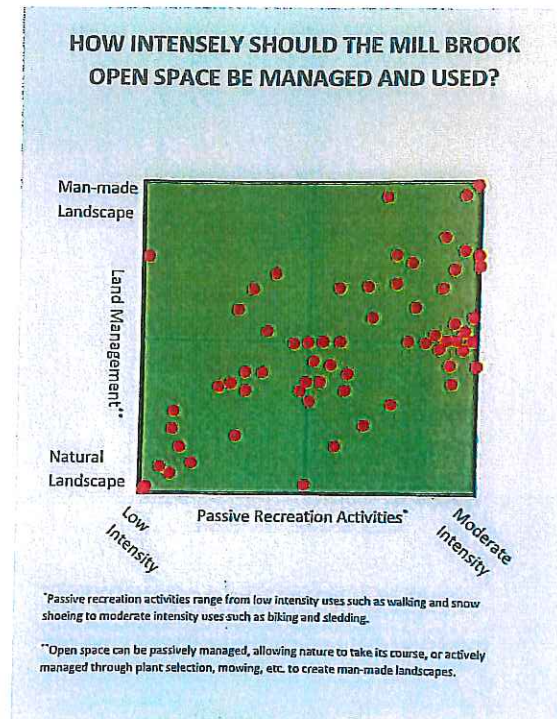
Mill Brook Open  
Space Report and  
Land Management  
Plan





simultaneously plot their preferences for the intensity of passive recreation use, ranging from walking and bird watching to sledding and disc golf, and the level of landscape management, ranging from letting nature take its course to a highly managed man-made landscape, on the X and Y-axes of a scatter diagram.

Applying a scale of zero to ten to each axis and calculating the mean and median scores, the collective preference for the level of passive use (a mean of 5.8 and median of 5.9) indicates that residents want a balance of uses beyond simply walking but not as intense as perhaps mountain biking and disc golf. Similarly, the desired level of landscape management (a mean of 4.3 and median of 4.4) indicate that the preferred level of management is a balance between a natural and manmade landscape, leaning towards natural.

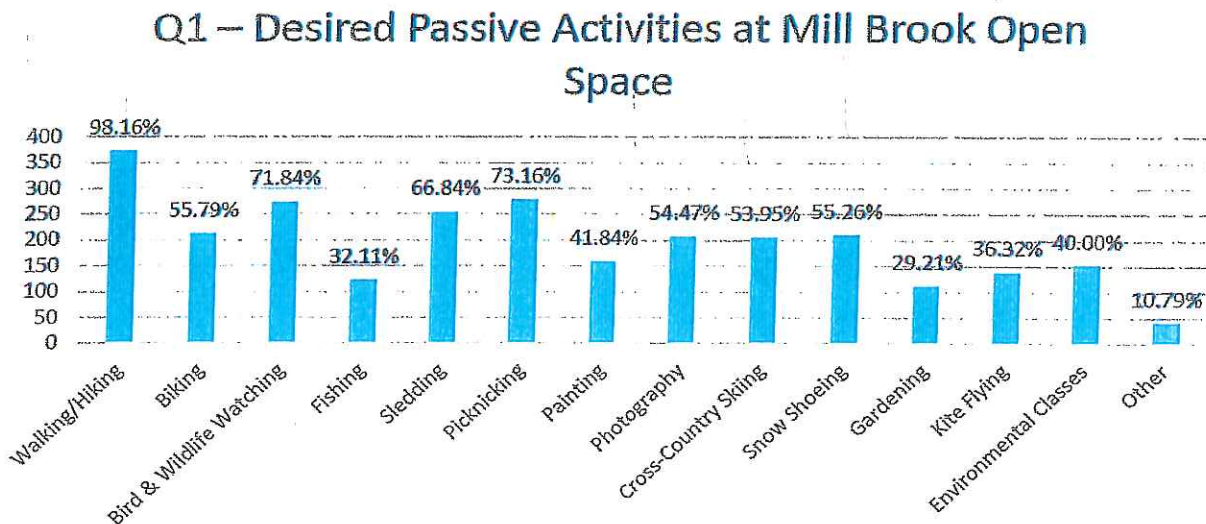


The two remaining exercises presented attendees with the open-ended question, “What do you think?” allowing them to write on a scripting pad or place a post-it note on a map of the property. These comments were combined with similar results from a community survey and presented in the appendix.

### Public Survey

The steering committee also published an on-line community survey from August 31 to September 20, receiving 417 responses that confirmed many of the findings of the open houses, helping the steering committee focus their efforts. The full survey and its responses are provided in the appendix.

When asked to choose all of the passive uses that they thought were appropriate for the property, survey respondents gave the results illustrated below.

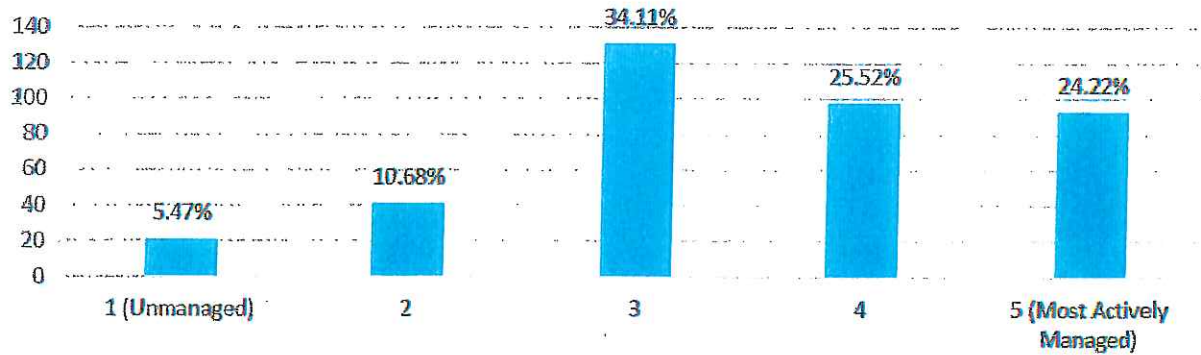


When asked to give their top three priorities, walking/hiking was the overwhelming consensus (77%) over biking (7%) and bird/wildlife watching (5%).



The desired level of landscape management from the survey leaned heavily towards an actively managed or manmade landscape compared to open house attendees, with nearly 50% leaning towards actively managed.

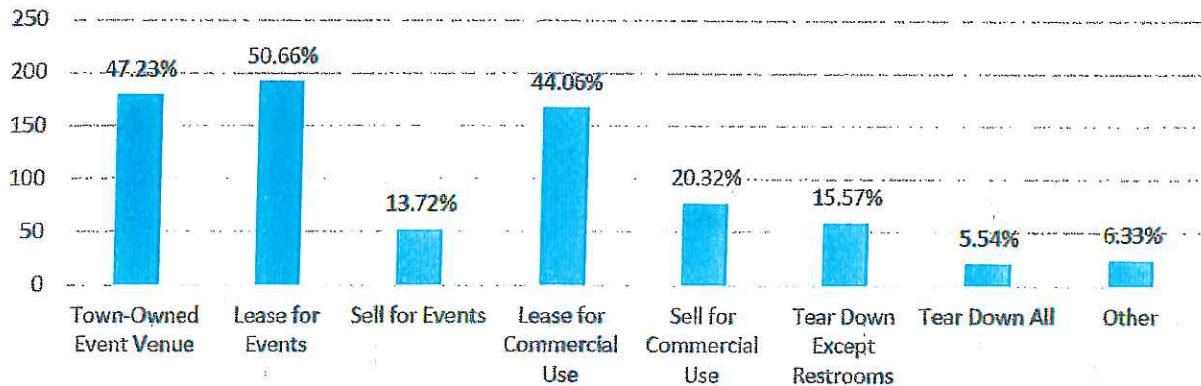
### Q3 – Desired Level of Management



Fifty-seven percent of respondents agreed or strongly agreed there should be an area(s) managed as a commons, such as a lawn or green, and there was only mild interest in formal garden(s), such as an arboretum or rose garden.

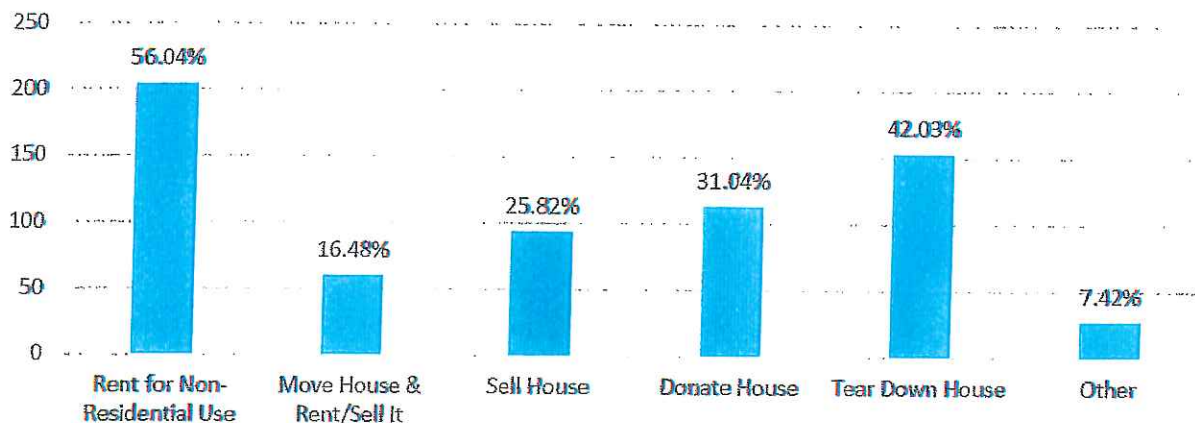
When asked about the disposition/future use of the former golf clubhouse, there was little support for either selling or tearing down the clubhouse as a whole, or in part. A town-owned or leased event venue is the most desirable use, followed by leasing or selling it for commercial use, such as a restaurant or garden center.

### Q6 – Desired Clubhouse Use



The previous owner acquired 72 Mack Street to preserve a secondary road access to the golf course for future residential development. It was included in the open space purchase to provide pedestrian access from Windsor Center but the disposition of the small two-story colonial house and garage remains in question. When asked about the future disposition/use of this house, respondents preferred renting the house for non-residential use, followed by tearing it down or donating it to a charity.

## Q9 – Preferred Mack Rd House Use



### MISSION, VISION & GUIDING PRINCIPLES

The results of these open houses, community survey, and other public input were used to develop an overall mission and vision for the future of the Mill Brook open space and a create a set of guiding principles and action steps for transforming the former golf course.

#### MISSION

To preserve and enhance the Mill Brook open space with diverse wildlife habitats, while connecting residents and visitors to nature through passive recreation and education.

#### VISION

The Mill Brook open space will become an open space park that complements existing parks and trails and is readily accessible for passive recreation and environmental education in harmony with the natural environment.

#### GUIDING PRINCIPLES

##### *Land Management*

Maintain a diverse open space that protects and enhances environmental resources, natural habitats, and features while providing passive recreational opportunities.

- Preserve and enhance significant environmental features including wetlands, woodlands, meadows, and water features that support wildlife.
- Develop buffers to create separation from natural and urban areas.
- Balance the desire for public access with the preservation of environmentally sensitive areas.
- Maintain natural areas and open space for passive recreational opportunities.
- Develop land management programs that are economically feasible, provide access for the community, and are beneficial for wildlife.

Areas of the parcel will be managed to varying degrees to provide diversity in the wildlife habitat and visitor experience, including informal lawns, meadows, succession forest, and perhaps community and/or formal gardens. Land management, trail locations, and wildlife habitat go hand in hand. In order to

balance public access and protecting/enhancing the environment, the steering committee examined a series of maps covering vegetative cover, wetlands, floodplain, topography, and aerial photography to identify trail locations and landscape management areas that best achieve the above objectives.

Areas identified as forest on the Land Management Areas map (see next page) are existing mature forests and adjacent fairways and greens that will be allowed to continue the process of forest succession (described below) that started when the golf course ceased operation and maintenance. They serve to provide habitat for existing forest and succession forest species and buffers against both I-91 and abutting residential neighbors. The committee tried to make these areas as large and contiguous as practical.

The second largest landscape management area is meadow, where the current process of forest succession will be arrested through brush hogging and infrequent mowing to maintain grassland and wildflower meadows. Again, the steering committee attempted to create as large and unbroken meadows as possible while maintaining a reasonable trail network. In several instances, the committee chose meadows as a means of preserving open vistas while avoiding the more intensive maintenance of informal lawn.

Informal lawns make up the third largest land management area, providing open vistas, the sense of an informal commons, and a varied user experience. Unlike meadows, informal lawns will be mowed more frequently, though not to the degree of a manicured lawn, like the town green. (1 x per ~ 21 days) Fertilizers, pesticides and other chemicals will not likely be used, allowing common lawn weeds to flourish between mowing.

Mill Brook areas identified on the Land Management Areas map refer to the riparian zone that includes and buffers the Mill Brook. This management area requires balancing the restoration and protection of bridge crossings and protecting a fragile ecosystem that is host to wetland and wetland dependent species that cannot survive elsewhere. Management will include stabilizing, and where necessary, armoring eroding slopes, by planting wetland and wet footed species to hold the soil in place and stone rip rap for the most impacted slopes. Riparian zones include several ponds as well, which will not receive maintenance beyond possible efforts to maintain public access to limited areas of shoreline and manage algae and invasive species in the most visible ponds.

### Land Management Action Steps

Action	Lead	Priority
1. Develop multi-year maintenance operation plan.	Public Works	High
2. Develop a prioritized action plan to stabilize and maintain the Mill Brook.	Design Services / Public Works	High
3. Complete analysis of mowing option including town crews versus outsourcing.	Public Works	High

### Habitat

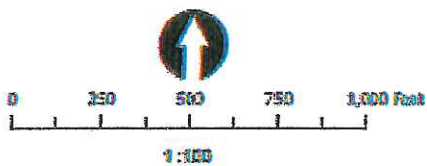
Foster a diversity of habitats composed of wildflower and grass meadows, successional forests, established forests, and wetlands to support a diversity of wildlife.

- Identify and conserve wildlife habitat including nesting sites, foraging areas, and migration corridors within the open space and the Mill Brook corridor.
- Promote connectivity, biodiversity, and conservation of the Mill Brook open space habitats.
- Protect critical areas and control access around the Mill Brook, ponds, and wetlands.



# MILL BROOK OPEN SPACE

## Land Management Areas



Data: 2015 MDC Database





### *Habitat (continued)*

- Develop a system of trails that protect plant and animal habitats and provides large contiguous habitats.
- Foster native plant communities and remove or control invasive species where necessary.
- Develop annual and long-term maintenance regimes to accommodate breeding/nesting times and maintain the diversity of habitats.

As a land use, golf courses are environmentally unfriendly, requiring intensive maintenance and application of lawn chemicals to maintain a groomed monoculture of grass lawns. In the eight years since the golf course closed and regular maintenance ceased, nature has begun to reclaim the fairways and greens as meadows and early succession forest with no intervention from man beyond neighbors mowing areas around the perimeter.

Unfortunately, nature has been indiscriminate in the plant species carried by animals, wind, and water to colonize the property and invasive species are present that can take advantage of this young landscape and outcompete native non-invasive species going forward. Bittersweet, Russian Olive, Purple Loosestrife, Japanese Knotweed, Phragmites, several species of Honeysuckle, and other invasive plants outcompete native non-invasive species through prolific seeding, suckering, and growth; as well as their ability to adapt to harsh conditions.

As part of creating and maintaining the meadows, riparian zone, succession forest, and established woodlands described under Land Management, we need to remove these invasive species if feasible or at least contain them over time. In doing so, we ensure that native species can create a diverse and healthy landscape that provides a wide variety of forage and habitat for the amphibians, birds, fish, mammals, reptiles and insect that will inhabit the different land management areas.

The easiest land management areas to manage from a habitat standpoint are the existing woodlands, which are a mature forest of hardwoods requiring minimal maintenance other than removal of fallen debris from trails and potentially hazardous limbs and trees. These will continue to host birds, mammals of all sizes, and various reptiles and amphibians.

Succession forest are areas that are in transition from meadows to mature forest and are typically colonized by pioneer plants, which are fast growing, easily dispersed trees and shrubs that are tolerant of harsh conditions such as poor soils, wet conditions, and full sunlight. Many of the pioneer species are invasive; best suited to cope with the relatively harsh conditions and will need to be managed through their removal or containment to avoid monocultures that serve a limited diversity of other species.



Succession Forest



Mature Forest



Beneficial, native, pioneer species provide the leaf litter, nutrients, and shade necessary to support the germination of larger species, which each in-turn shade and crowd out their predecessors. Succession forests are an important habitat for animal species that prefer neither the relative exposure of a meadow nor the bare forest floor of a mature forest.

Because these species will arrive with the transition from meadow and leave with the transition to mature forest, this habitat must be regenerated from time to time to prevent it from completing its succession to mature forest. Since the complete transition from meadow to mature forest can take many decades, different areas can be regenerated on a cyclical basis if there is to be a deliberate attempt to maintain this habitat. As this is an expensive and disruptive process, it will be up to future generations to decide whether to let nature run its course, and perhaps let some of the adjacent maintained meadows begin their transition to succession forest to accept the displaced wildlife.

Meadows consisting of tall grasses, wildflowers, and small shrubs provide forage and habitat for a wide variety of meadow-dependent animals and insects. If left wild, these meadows would soon begin the transition to succession forest and must be mowed annually to semiannually and reseeded from time to time to prevent monocultures of a particular plant species and the establishment of succession trees and shrubs, such as poplars and sumacs. Different meadow areas can be managed to serve different functions such as general habitat, wildflowers for hummingbirds, butterflies, bees and other pollinators, or grassland bird habitat. The (semi)annual mowing should be scheduled to accommodate mating seasons for the critical species, which we hope to attract and retain.



Wildflower Meadow



Grass Meadow

The riparian zones are the areas bordering the Mill Brook and ponds, and are host to a number of wetland and wetland-dependent species of plants and animals such as wet footed plants and amphibians. Riparian zones not only provide a unique habitat, they also provide several other important environmental services including filtering and storing stormwater and stabilizing stream banks.



Eroded Brook Riparian Zone



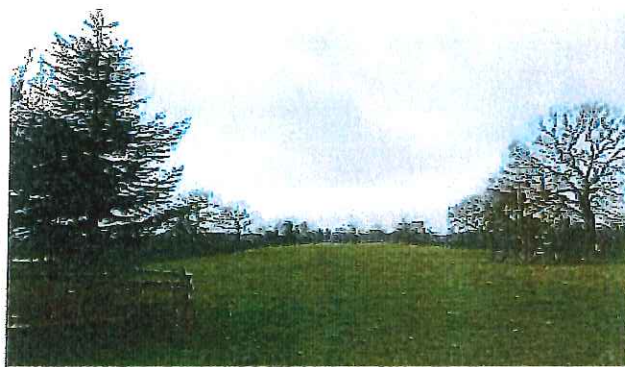
Pond Riparian Zone



Areas of the Mill Brook’s riparian zone are compromised by former lawns and erosion due to lack of stabilizing vegetation as well as the increasing volume and frequency of severe storms. Ideally, the most sensitive areas should be stabilized with wetland species seedlings planted into degradable fabric mats that hold the soil in place long enough for deep roots to establish and hold the soil. Water dependent trees above the top of the bank can further stabilize the banks by spreading their roots through the banks like rebar through reinforced concrete. The Department of Energy and Environmental Protection (DEEP) recognizes the value of these unique areas and has previously offered River Restoration Grants to support this type of restoration activity.

Where necessity requires, stone riprap can prevent damage to bridge abutments and severely eroded, sharp stream bends where the stream is being deflected sideways by a directly opposing bank. After removing Common Reeds, Phragmites, Purple Loosestrife and other invasive species and establishing a healthy mix of native riparian species, the water will run clearer and a larger diversity of wildlife will return to the banks of the Mill Brook.

Finally, there was a public interest in maintaining areas of informal lawn, preferably in the low, flat areas of the property south of the Mill Brook adjacent to Warham Street, east of the brook, and surrounding the clubhouse. From a habitat standpoint, there are not many species capable of using this landscape for habitat; but low growing plants such as Dandelion, Plantain, White Clover, and Wood Violets can withstand a more frequent mowing schedule to provide forage to bees and other pollinators between mowing. The insects and rodents inhabiting these lawns in-turn provide food for birds and larger mammals, such as hawks, swallows, bats, and coyotes.



Dormant Winter Informal Lawn



Periodically Mowed Informal Lawn

**Habitat Action Steps**

Action	Lead	Priority
1. Inventory and assess various habitats	Planning / Design Services	High
2. Evaluate the Mill Brook riparian zone and develop a prioritized action plan to stabilize and maintain the brook.	Planning / Design Services / Public Works	Medium

*Trail System and Access*

Provide a safe, accessible system of trails that offers diverse outdoor experiences within a variety of habitats and landscapes, accessing significant views and features, and connecting to Windsor Center and the surrounding neighborhoods.



As a former golf course, bituminous paved cart paths crisscross the property to serve 18 former tee boxes and greens, many of which are parallel and redundant. After years of neglect, the condition of these paths has deteriorated to varying degrees and in one case, has washed out completely due to bank erosion of the Mill Brook. The steering committee carefully considered a number of factors in determining which paths will remain, which will be removed, and where new connections will be added, including:

- providing pedestrian access from Windsor Center,
- preserving large contiguous landscapes and habitat areas,
- providing a variety of trail experiences ranging from relatively level to steep, and from open fields to shaded woods.
- providing physical and visual access to the brook and ponds,
- providing vistas
- eliminating redundant bridge crossings to avoid costly bridge repairs,
- cutting off trail stubs to remote tee boxes and greens,
- keeping trail shoulders clear of poison ivy and other noxious weeds,
- protecting the privacy of neighbors and/or discouraging trespassing through their properties.

The Land Management Areas map illustrates the resulting system of over 17,000 feet or 3.2 miles of existing and proposed trails as well as the removal of up to 8,000 feet of former cart paths.

Although subject to further study and refinement, the preferred method of restoring, removing and building new trails is to reclaim the entire cartway system. Existing cart paths to remain as trails will be milled and compacted in place to create a gravel-like, yet durable surface. Cart paths that are to be removed will be similarly milled and the surface and base materials will be carted to the boxed out locations of new trails, where they will be laid and compacted into trails matching the existing trail treatment. Conversely, the existing topsoil removed from the new boxed out trail locations will be carted to the removed trail locations to (re)establish the preferred landscape treatment (e.g. lawn, meadow, woods). The estimated cost of the above trail program would be approximately \$135,000.

There are currently six bridge crossings over the Mill Brook in various states of repair. Three are considered redundant and are recommended to be abandoned and removed if necessary. Of the remaining three bridges, only one is in usable condition, two will need new decks, and one will need significant repairs to its abutments. The cost of re-decking two of the bridges is \$38,000, and another \$38,000 is needed to repair the abutments. With a 25% contingency cost, the total cost of repairing the two bridges is \$95,000, bringing the total cost of trails and bridges to approximately \$230,000.

There would be two trailheads: one at the existing clubhouse parking lot, for anyone who wishes to drive to the facility and a pedestrian access at 72 Mack Street for residents of Windsor Center to walk in, which depending on the disposition of the house could also provide limited parking for handicap access only.

#### Trail System & Access Action Steps

Action	Lead	Priority
1. Pursue funding to develop 3.2 miles of trails.	Recreation & Leisure	High
2. Fund bridge design and rehabilitation.	Town Council	High
3. Evaluate alternative pedestrian access options at 72 Mack Street.	Planning / Design Services	High
4. Renovate and construct trails	Design Services / Public Works	High
5. Design and reconstruct Pigeon Hill Road Gateway or entrance.	Planning / Design Services / Public Works	Medium

## Activities

Provide outdoor educational opportunities and a range of year-round passive recreation activities such as walking, hiking, biking, picnicking, bird/wildlife watching, sledding, and cross-country skiing.

- Where appropriate promote a variety of uses within the trail system.
- Provide opportunities for four seasons of activity.
- Provide a range of activities for residents and visitors of all ages and abilities.
- Use interpretative materials to educate residents and visitors on features such as native species and habitats.

A range of passive recreation activities, such as walking/hiking, sledding, picnicking, and bird/wildlife watching can be accommodated through varying land management approaches, without significantly compromising the environment.

Excluding 72 Mack Street as well as the former clubhouse, outbuildings, and two acres immediately surrounding them, the Open Space and Watershed Land Acquisition grant that paid almost \$1.1 million of the purchase price of the property comes with land use restrictions on the bulk of the property. A conservation easement will be placed upon the open space guaranteeing that it will forever be open space with nothing more than passive recreation activities and trails, prohibiting active sports facilities and possibly what some might consider passive activities, such as disc golf, if permanent physical improvements are required.

Passive recreation refers to recreational activities that require no physical improvements beyond trails and bridges and have no impact upon the land. The most obvious passive recreation activities are walking, hiking, jogging, bird/wildlife watching, and fishing; but may include biking, landscape photography/painting, and gardening during the warmer months and sledding, snow shoeing, cross country skiing, and ice skating during the winter.

The public input favors most of these activities with a preference for pedestrian activities, biking, and bird/wildlife watching. Given the relatively short 3.2 miles of trails, lack of topographical interest, highly erodible slopes, and potential damage to trails; mountain biking is neither desired nor likely to be popular. The 4-5 foot trail widths that formerly accommodated one-way golf cart traffic combined with the crushed stone surface are unsuitable as true multi-use paths, which are typically 10-12 feet of bituminous pavement. So biking, while permitted, should be limited to hybrid bikes operating on the paved trails in a controlled manner, such as a child on a small bike accompanying walking parents or an adult taking a leisurely tour around the property or commuting to work in the Day Hill Corporate Area.

Picnicking was also a popular suggestion for a possible use, either on the existing patio, in a new pavilion, or perhaps less formally at picnic sites surrounding the clubhouse. The conservation easement would limit physical picnic improvements to the two-acres in the vicinity of the clubhouse and the town would have to maintain the ownership and operation of the clubhouse to facilitate a pavilion that would not conflict with activities in the repurposed clubhouse. Picnicking on informal lawns would be possible, provided that trash is removed when finished.

Sledding, cross-country skiing, and snowshoeing can be easily accommodated when snow is present if participants own their own equipment, but ice-skating presents maintenance and safety challenges, due to the remoteness and unknown depth of the ponds. The hill descending from the clubhouse provides a sufficient unobstructed length of steep slope to be attractive for an informal sledding hill, requiring only a late mowing in the fall to clear a path and no physical improvements or supervision.

## Building Reuse

Priority should be given to uses that are compatible with or enhance the use of the open space while maintaining public access.

- Protect access to the open space from both Pigeon Hill Road and Mack Street.
- Building uses should be compatible with or enhance the use of the open space.
- Generate revenue to offset building and open space maintenance costs.
- Explore possible partnerships for non-profit uses that could provide stewardship.

## Clubhouse

The public consensus on the disposition of the clubhouse is to leave it intact in town ownership as a possible source of revenue to pay for the development and maintenance of the open space, which does not preclude other options. Possible approaches for reuse of the clubhouse include:

- town operated venue for various town / community programs,
- lease as event / meeting space,
- lease to a non-profit(s) and
- lease for commercial/restaurant use.

The latter option would likely preclude a picnic pavilion to the rear of the clubhouse to relieve pressure on similar town facilities.

The clubhouse and maintenance buildings are in reasonably good shape and the HVAC system serving half of the clubhouse needs to be replaced at a cost of \$25,000. Select doors and windows need to be replaced at the clubhouse at an estimated cost of \$12,000 to \$15,000.

## 72 Mack Street House

The property at 72 Mack Street provides the opportunity for pedestrian access from surrounding residential areas in and around Windsor Center. The property contains a well maintained, though functionally obsolescent home (only one full bathroom upstairs) as well as a garage and shed.

Potential reuse options include selling or leasing the property for residential use if a land swap or access and maintenance easements can be secured from the adjoining professional offices, allowing the privacy hedge against the west side of the house to remain intact after trail construction. Residential use would preclude the possibility of handicapped parking, which would serve the more gently sloped areas of the open space. A non-residential use, such as a professional office, would not present the same degree of privacy issues, but could preclude handicapped parking.

Another possibility is donating the house to the Windsor Independent Living Association (WILA), who maintains a client residence next door. WILA could use it as office space or move it to the substantial lawn area to the southeast, next to their existing home, allowing the installation of the trail, a new privacy hedge (if necessary), and the use of the exiting driveway and parking spaces for handicapped open space visitors.

Windsor Independent Living Association (WILA) is both a charitable cause and an abutter, making donating and/or relocating the house forward and adjacent to their existing client home a possibility that would not require significant transportation or aboveground utility issues.

When asked about the future disposition/use of this house, respondents preferred renting the house for non-residential use, followed by tearing it down or donating it to a charity.

**Building Facilities Action Steps**

Action	Lead	Priority
1. Fund partial replacement of HVAC system at clubhouse and maintenance garage.	Buildings & Facilities / Town Council	High
2. Fund partial replacement of doors and windows at clubhouse.	Buildings & Facilities / Town Council	High
3. Complete evaluation of options to reutilize the 72 Mack Street house.	Planning / Design Services	High
4. Develop Request for Proposal process for leasing of clubhouse building to compare cost benefit versus a town operated event venue.	Design Services / Buildings & Facilities	High
5. Repave clubhouse parking lot.	Design Services / Public Works	Medium
6. Replace privacy fencing along clubhouse property line.	Buildings & Facilities / Public Works	Medium

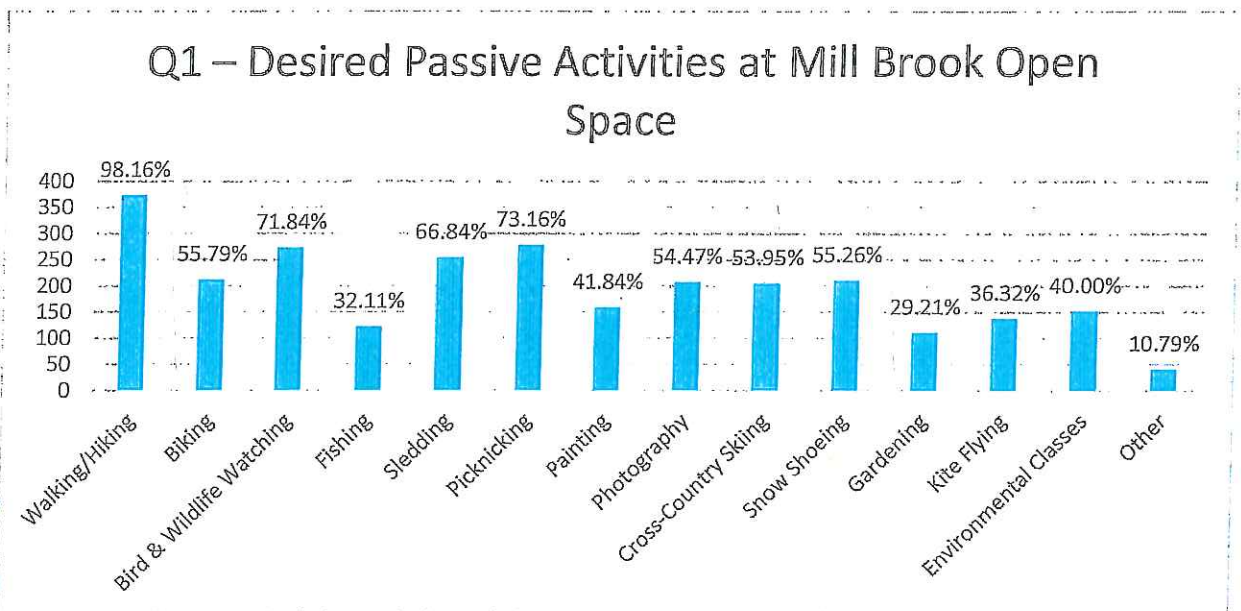
## Appendix

### Community Survey and Open House / Workshop Results

There were 417 total respondents. The margin of error is calculated to be 5% at a 95% confidence interval.

**1. Open space grant restrictions limit the use of the property to passive recreation activities that require minimal physical improvements. Which of the following passive recreational uses would you like to see on the property? (Check all that apply)**

- Walking/Running/Hiking
- Biking
- Bird & Wildlife Watching
- Fishing
- Sledding
- Picnicking
- Painting
- Photography
- Cross-Country Skiing
- Snow Shoeing
- Gardening
- Kite Flying
- Environmental Classes
- Other: \_\_\_\_\_

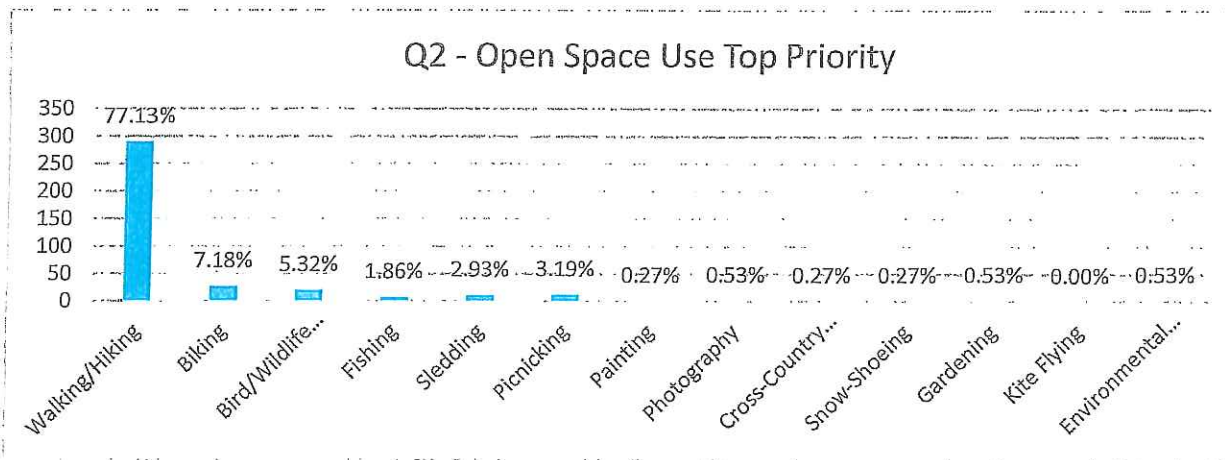


**2. Of the uses selected above, which do you consider to be your three highest priorities?**

Highest Priority: \_\_\_\_\_

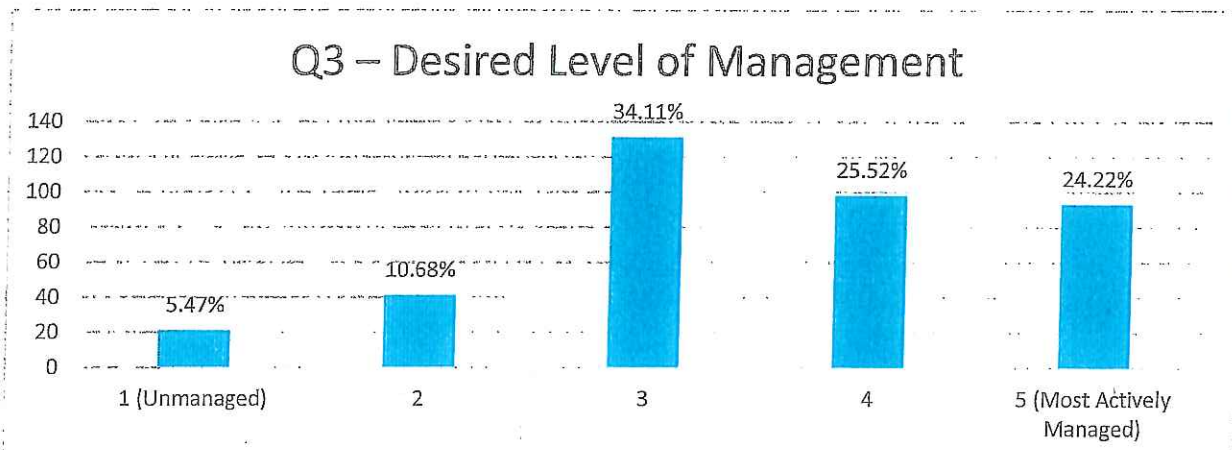
Second Highest: \_\_\_\_\_

Third Highest: \_\_\_\_\_



**3. If left unmanaged except for trails, the former golf course will revert to a wild forest of native and invasive species spread by wind and wild animals. On a scale from 1-5, with 1 being "unmanaged" and 5 being "most actively managed", at what level do you believe the town should manage this space to control invasive species during this transition to forest?**

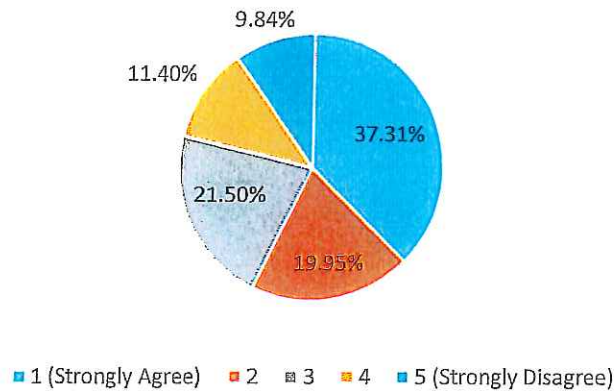
(Unmanaged) 1 | 2 | 3 | 4 | 5 (Most Actively Managed)



**4. Would you like an area(s) to be managed as common space, such as a lawn or green?**

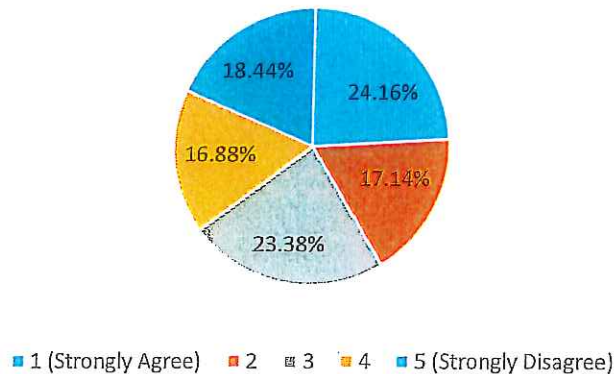
(Strongly Agree) 1 | 2 | 3 | 4 | 5 (Strongly Disagree)

### Q4 – Common Space Desired?



5. Would you like an area(s) to be managed as formal gardens (e.g., an arboretum, rose garden, etc.)?  
 (Strongly Agree) 1 | 2 | 3 | 4 | 5 (Strongly Disagree)

### Q5 – Formal Gardens Desired?

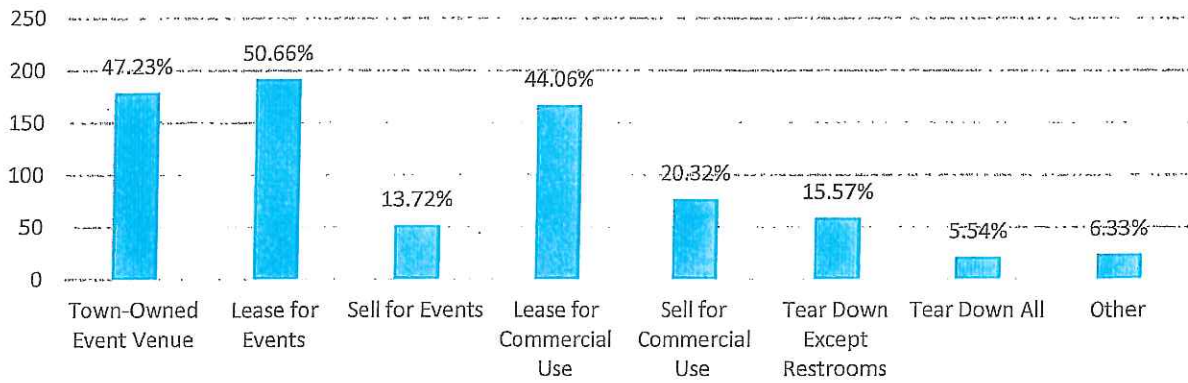


6. The acquisition of the golf course included the former clubhouse, parking lot, maintenance buildings, and about two acres of surrounding land without use restrictions. The building is structurally sound but in need of repairs and upgrades. Which of the following uses/actions for this area would you prefer? (Check all that apply)

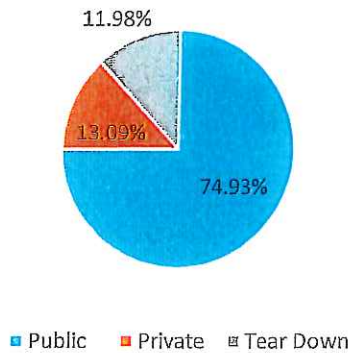
- A town-owned & operated event venue for meetings, weddings, reunions, etc.
- Lease clubhouse for event venue for meetings, weddings, reunions, etc.
- Sell the clubhouse as a privately-owned event venue for meetings, weddings, reunions, etc.
- Lease the clubhouse as a restaurant or for other light commercial use.
- Sell the clubhouse as privately-owned restaurant.
- Tear down the clubhouse except for public restrooms.
- Tear down the entire clubhouse.
- Other: \_\_\_\_\_



### Q6 – Desired Clubhouse Use

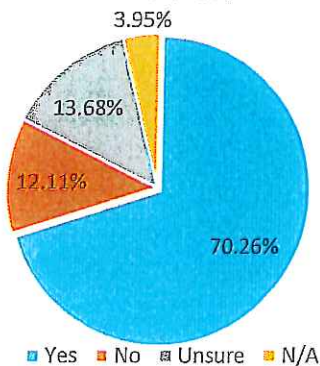


### Q6 - Public vs. Private Ownership of the Clubhouse



7. If the clubhouse was torn down entirely or torn down, except for public restrooms, would you like to have a picnic pavilion constructed on that site to meet growing demand on similar town facilities?  
 Yes | No | Unsure | Not Applicable

### Q7 - Picnic Pavilion Desired if Clubhouse is Torn Down?

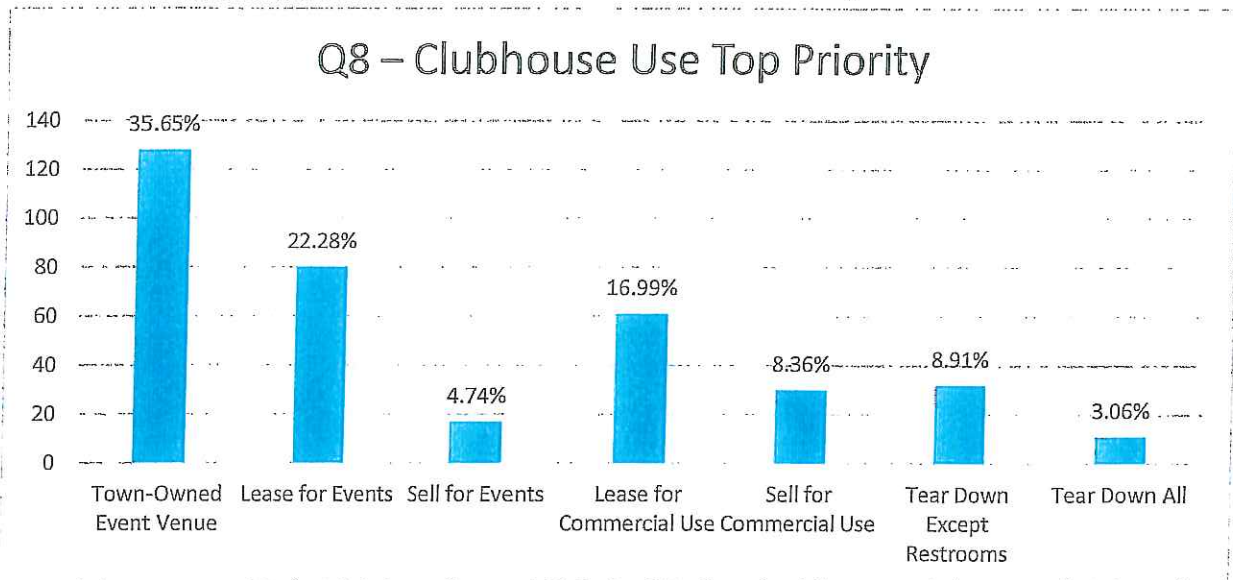


8. Of the uses you selected in question 6, which do you consider to be your three highest priorities?

Highest Priority: \_\_\_\_\_

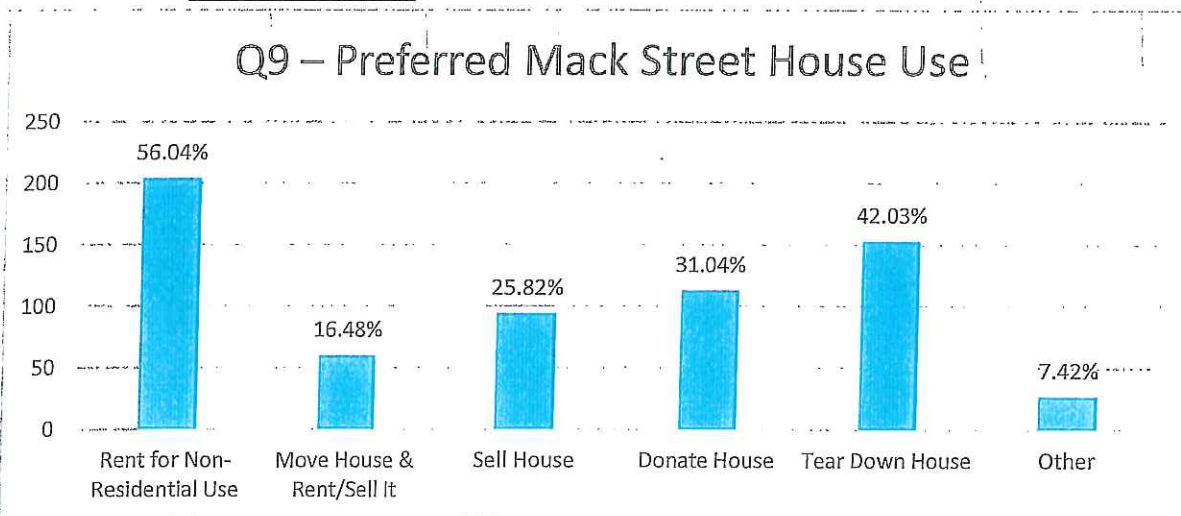
Second Highest: \_\_\_\_\_

Third Highest: \_\_\_\_\_



9. The acquisition of the golf course included a house and yard at 72 Mack Street, intended for access to the open space from Windsor Center, free of use restrictions. The house is in usable condition but blocks pedestrian access without compromising residential privacy. Which of the following uses/actions for this area would you prefer? (Check all that apply)

- Construct the public access and rent the house for non-residential uses such as professional offices to offset the cost of maintenance.
- Move the house to another part of the property, construct the public access and privacy screening, and rent or sell the house.
- Construct the public access and sell the house for residential use.
- Donate the house to someone willing to move it to another nearby property and construct the public access.
- Tear down the house and construct the public access.
- Other: \_\_\_\_\_

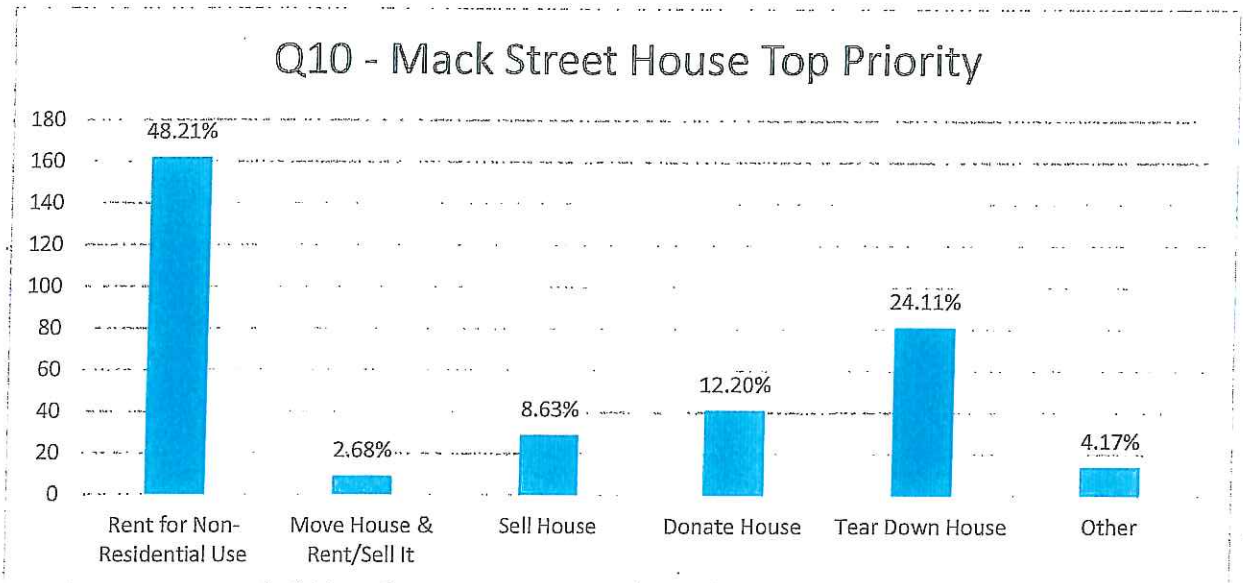


**10. Of the uses you selected above, which do you consider to be your highest three priorities?**

Highest Priority: \_\_\_\_\_

Second Highest: \_\_\_\_\_

Third Highest: \_\_\_\_\_



**11. Do you have any additional comments?**

Responses have been combined with workshop comments, summarized, and categorized.

*Preferred Use of Open Space*

- Hiking/Walking (6)
- Picnicking (5)
- No picnic pavilion

*Preferred Use of Open Space (continued)*

- Sledding/snowboarding (5)
- Disc Golf (4)
- Cross Country skiing (4)
- Occasional outdoor concerts (4)
- Biking/separate bike trails (3)
- No biking/mountain biking (3)
- Bike path connecting Mack Street to Pigeon Hill Road for through bikers (2)
- Ice skating (3)
- No motorized vehicles (3)
- Boy Scout camping/camping (2)
- Keep nine holes of golf (2)
- Dog park (2)
- Open off leash dog area
- Keep dogs on leashes

- Snow shoeing
- Environmental education
- Fireworks
- Library programs
- Pavilion to rent out for private parties (revenue)
- Gazebo
- No hunting
- Impose strict adherence to non impacting uses
- Incorporate art along trails and partner with Windsor Art Center
- Make at least one mountain bike trail
- No community gardens

#### *Maintenance of Open Space*

- Keep invasive, overgrown, and dangerous plants under control (5)
- Clean up/mill existing walkways (4)
- Prefer natural landscape (3)
- Maintain like Northwest Park (2)
- Minimally groomed trails/no pavement (2)
- Add new trails
- Fix bridges (2)
- Leave it natural/open (2)
- Rose Garden (2), plums too
- Mow some sections 6x/year – mow almost all area 1x/year to keep the space open (2)
- Develop brook for trout (2) - catch & release only
- Scout projects to help maintain (2)
- Limit trespassing over abutting properties/fences (2)
- Consider how to make it accessible by all abilities – parking is near hilly section and no parking near flat area
- Make it like Wickham Park (East Hartford)
- Keep mix of meadows and forested areas

#### *Maintenance of Open Space (continued)*

- Trim trees
- Plant more trees
- Maintain vistas through selective mowing/vegetation management
- Bush hog/mow every 2 years – do not remove trees
- Mow grass at end of Warham Street on regular basis
- Level some areas out
- Grassland bird/mammal habitat
- Butterfly garden to attract pollinators
- Overgrown shrubbery abutting Scherer Ridge property
- Minimize maintenance costs
- Protect wildlife, natural environs and water sources
- Pond closest to I-91 should be used as detention pond to filter runoff
- Use volunteers
- Need fish ladders
- Add bluebird houses
- Fix fence along east side of parking lot

## *Use of Buildings*

### Clubhouse

- Restaurant/diner (6)
- Use clubhouse for parties/weddings/events (4)
- No event venue/late night noise (2)
- Never a banquet facility (noise, etc. for neighborhood)
- Brewery / Brew Pub (4)
- Nothing to do with alcohol / no brewery
- Kitchen available for rent
- Community center
- Adjunct senior center
- Youth Center
- Art Center
- Tables/chairs on the deck
- Rent out buildings
- Sell it for commercial use
- Winter farmer's market
- Keep nine holes of golf
- Do not sell
- Do not tear down
- Need consistent revenue stream
- No restaurant use after 10:00
- Ice cream shop
- Rent to Audubon Society

## *Use of Buildings (continued)*

### 72 Mack Street


- Coffee house
- Rent out house for non-residential use (3)
- Tear it down and construct access
- Use for educational purposes related to the open space (2)
- Do not sell
- Donate to charity (2)
- Best location for public access
- Bicycle and emergency access only
- Teen Center
- Non-profit event space
- Sell the property
- Need consistent revenue stream

### *Miscellaneous Comments*

- Will there be a monitoring committee to deal with complaints?
- Be sure the location is widely publicized and the way to get to Mill Brook is known by all - promotion
- Provide maps for all the trails (3)
- Will there be hours of operation?
- No vehicle parking at Warham Street
- Why no access from Warham Street?
- Town-wide contest to name the park
- Allocate sufficient funds to maintain open space
- Move the highway
- Provide scout service projects (3)
- Provide better bicycle access from west side of I-91
- Minimal signs
- Do not duplicate Northwest Park
- Engage organizations to adopt/maintain/use areas of the open space (e.g. garden club) (2)
- Parking and bathrooms needed at both ends



## Agenda Item Summary

Date: February 19, 2019  
To: Honorable Mayor and Members of the Town Council  
Prepared By: Laura L. Casey, Early Childhood Director  
Reviewed By: Peter Souza, Town Manager   
Subject: Amend Price Guide – Discovery Center Summer Fee Increase

### Background

Windsor Discovery Center runs a nine-week summer program each year. Registration for this program typically runs during the months of February-March. The first week of the summer program falls within the current fiscal year of FY 19 while the remaining weeks are in FY 20. The last fee increases for various summer programs were done between 2014 and 2016.

### Discussion/Analysis

Based on a recent cost/program analysis, it has been determined that a number of the other programs in the area offer a shorter program day at a slightly higher fee. The Discovery Center is proposing a ten dollar fee increase across all six camp programs. Proposed fees are outlined below.

The proposed fee structure is as follows:

#### **Summer Program K-6**

8:30 AM – 4:30 PM - \$225.00 per week (presently \$215.00/week)

6:45 AM – 5:30 PM - \$245.00 per week (presently \$235.00/week)

#### **K-1 Camp**

8:30 AM – 4:30 PM - \$225.00 per week (presently \$215.00/week)

6:45 AM – 5:30 PM - \$235.00 per week (presently \$225.00/week)

#### **Preschool 3-4 year olds**

8:30 AM – 12:00 PM - \$160.00 per week (presently \$150.00/week)

6:45 AM – 5:30 PM - \$285.00 per week (presently \$275.00/week)

#### **Montessori Toddler**

8:30 AM – 12:00 PM - \$180.00 per week (presently \$170.00/week)



Financial Impact

Based on the current projections, this increase has the potential to increase revenues by \$5,370.

Other Board Action

None

Recommendations

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

**“MOVE to approve the attached proposed price guide amendments for Discovery Center summer camp programs effective for summer 2019 registration.”**

Attachments

Attachment 'A' - Proposed Price Guide Amendments


Exhibit "A"  
Proposed Price Guide Amendments

Fines and Fees	Fund	Authority	FY 2019	Last Action	Proposed Effective Date 2/19/19
<b>Child Day Care</b>					
Montessori Toddler Camp - 8:30 AM - 12:00 PM	05-3-3-31-340	Resolution	\$170 per week	6/07/2016	Change to \$180 per week
K-1 Camp - 8:30 AM - 4:30 PM	05-3-3-31-340	Resolution	\$215 per week	6/07/2016	Change to \$225 per week * Plus weekly Field Trip Fee
K-1 Camp - 6:45 AM - 5:30 PM	05-3-3-31-340	Resolution	\$235 per week	5/13/2014	Change to \$245 per week * Plus a weekly Field Trip Fee
Elementary Summer Program - 8:30 AM - 4:30 PM	05-3-3-31-340	Resolution	\$215 per week	6/07/2016	Change to \$225 per week * Plus a weekly Field Trip Fee
Elementary Summer Program - 6:45 AM - 5:30 PM	05-3-3-31-340	Resolution	\$235 per week	5/13/2014	Change to \$245 per week * Plus a weekly Field Trip Fee
Summer Camp Preschool - 6:45 AM - 5:30 PM	05-3-3-31-340	Resolution	\$275 per week	7/01/2015	Change to \$285 per week * Plus a weekly Field Trip Fee
Summer Camp Preschool - 8:30 AM - 12:00 PM	05-3-3-31-340	Resolution	\$150 per week	7/01/2015	Change to \$160 per week * Plus a weekly Field Trip Fee

## Agenda Item Summary

Date: February 19, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Public Act No. 13-60 – An Act Concerning the Consolidation of Non-Educational Services

### Background

In 2013 the General Assembly adopted PA 13-60, which requires the local Board of Education (BOE) to annually submit an itemized estimate of maintenance expenses to the town's appropriating authority at least two months prior to the authority's annual budget meeting. This act defines "itemized estimate" to mean an estimate in which broad budgetary categories are divided into one or more line items, including salaries, fringe benefits, utilities, supplies and grounds maintenance.

The act also requires a town's appropriating authority (Town Council) to make spending recommendations and suggestions to the school board regarding consolidation of non-educational services by no later than 10 days after the school board submits its annual itemized estimate. The school board may accept or reject the suggestions.

### Discussion / Analysis

The town's general government departments and school department have a long history of collaborating both formally and informally. For example, the town's public works department for many years has been responsible for grounds maintenance and snow removal at school facilities. We also have a combined risk management function staffed by one person. Through this formal arrangement, we combine administrative functions related to property and causality liability insurance, worker's compensation and safety training.

Working in partnership with the Public Building Commission, our respective facilities management staff (2 town and 1 BOE) coordinate the planning, designing, and implementation of major building projects at the various school facilities. The town's defined benefit pension plan includes non-certified BOE staff and is managed by a committee comprised of representatives from both entities. We have also worked closely with the school administration in transitioning both entities to self-insured health and prescription drug programs.

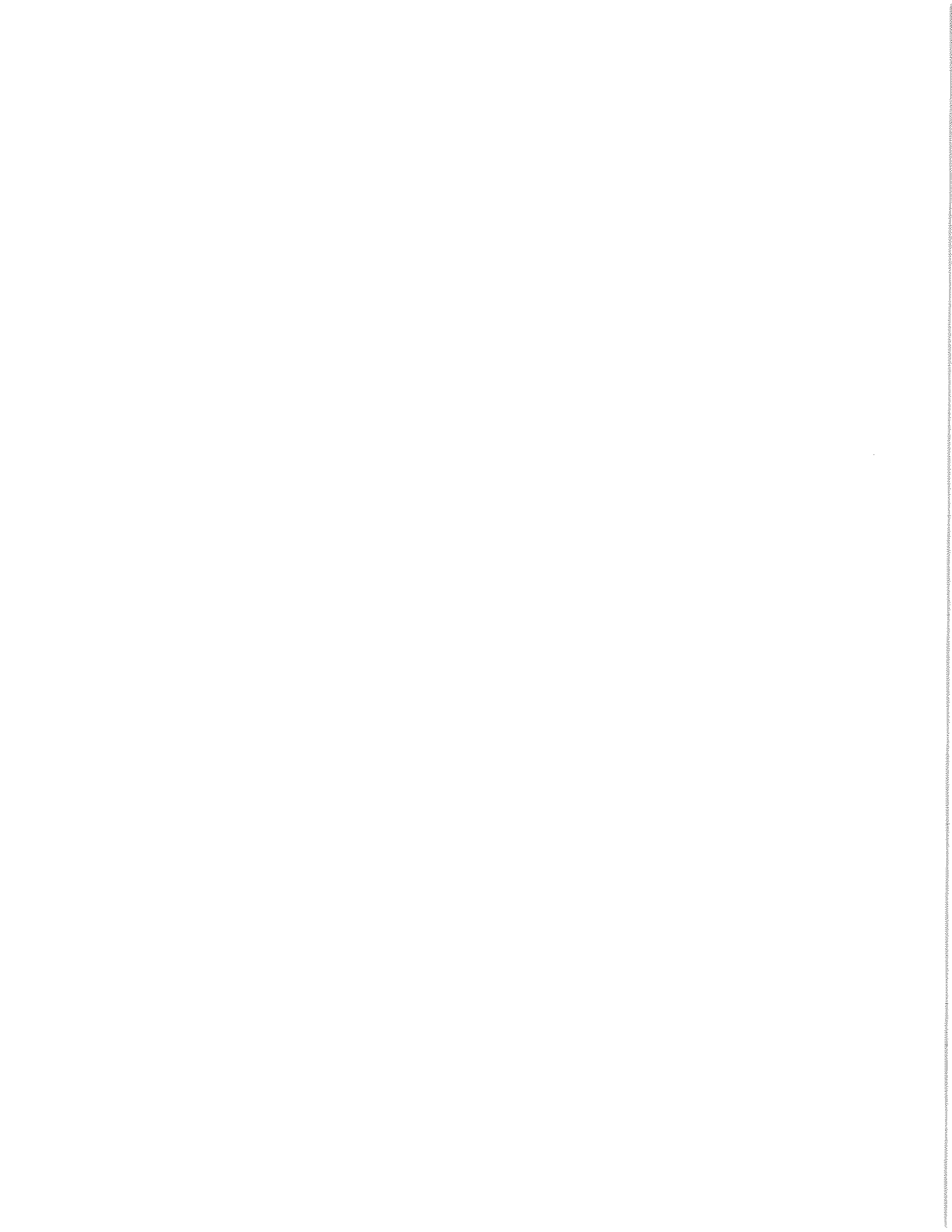
Attached is a memorandum from the Board of Education's Director of Business Services outlining the Physical Plant Services' FY 20 proposed budget.

### Recommendations

It is suggested that the Town Council review and consider providing a response to the Board of Education by March 4, 2019.

### Attachments

Memo from Board of Education Director of Business Services





# Memo

To: Peter Souza, Windsor Town Manager  
From: Danielle Batchelder, Director of Business Services  
Date: February 7, 2019  
Re: **PUBLIC ACT PA 13-60**

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**Effective October 1, 2013, the General Assembly enacted Public Act No. 13-60 - AN ACT CONCERNING THE CONSOLIDATION OF NONEDUCATIONAL SERVICES.**

This act mandates each local board of education to prepare an itemized estimate of the cost of maintenance of public schools for the ensuing year and shall submit such estimate to the board of finance in each town or city.

The board or authority that receives such estimate shall make spending recommendations and suggestions to such board of education as to how such board of education may consolidate non-educational services and realize financial efficiencies.

Such board of education may accept or reject the suggestions of the board of finance. The money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education.

An estimate of the maintenance costs is reflected on the attached document - Windsor Public Schools Physical Plant Services FY 2020 Budget.

Please contact me should you have any questions. Thank you for your consideration.

Attachment

**Windsor Public Schools  
Physical Plant Services  
FY 2020 Budget**

Labor (Substitutes)	\$	35,000
Labor (Overtime)	\$	103,000
Salaries	\$	2,268,731
Benefits	\$	309,965
FICA/MED	\$	184,115
Major Maintenance	\$	436,000
Utilities	\$	1,341,700
Contracted Srvs	\$	323,650
Supplies	\$	208,500
Equipment	\$	27,800
Dues & Fees	\$	1,200
<b>TOTAL</b>	<b>\$</b>	<b>5,239,661</b>


<b>Physical Plant</b>	<b>Proposed 19-20 FTE</b>
Custodian II	20
Custodian I	2
Head Custodian	6
Maintenance Worker	5
Supervisor	1
Administrative Assistant	1
<b>Total</b>	<b>35</b>

## Agenda Item Summary

Date: February 19, 2019

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Introduction of a Bond Ordinance for Installation of Air Conditioning Equipment at Poquonock Elementary School

### Background

The replacement of HVAC systems at Poquonock School have been accomplished in phases over a period of several years. The work in the first two phases consisted of 1) the installation of new high-efficiency boilers for domestic hot water and heating hydronic water, and 2) the removal of the 60-year old steam boilers from the heating system and removal / conversion of existing steam heating equipment to hot water hydronic equipment. The final phase of the HVAC system replacement effort is the installation of air conditioning systems in the remaining areas of the building that are not currently air-conditioned. Funding for the design of this work was approved by the Town Council at their meeting of September 17, 2018.

### Discussion/Analysis

The project design was completed and two bids were received on January 10, 2019. The two bids received came in significantly higher than the design engineer's estimate of \$1.4M. The low bid received was \$2.45M. Guidance provided by the Public Building Commission (PBC) directed staff to review the project scope, to suggest value engineering options and attempt to negotiate price adjustments with the contractors.

Staff and the project design engineers met with both contractors and discussed various cost-saving measures that could be implemented in the design. After value engineering, the original design's revised project scope was sent to the two bidders. The new low bid is now approximately \$1.5M.

The original design called for the installation of eight energy recovery units. These units enhance the fresh air being provided to the majority of the building. The revised design removes the energy recovery units and renovates the existing rooftop fan systems to provide the fresh air make-up for the building. The renovated, existing system will continue to provide adequate fresh air to the facility. All classrooms, hallways, administrative offices and support areas such as the cafeteria and gymnasium will be air-conditioned.

If authorized, construction would occur this summer.

### Financial Impact

The breakdown of construction costs are:

Construction	\$ 1,497,000
Contingency	100,000
Bonding	<u>23,000</u>
Total	\$1,620,000

This project is in the Capital Improvements Program (CIP) for the current fiscal year. Based on concept design, the CIP allocated a preliminary cost estimate of \$1.14M for the project. Due to several planned bonding projects being either reduced in cost or funded through cash sources, the increase in requested bonding authority for this project can be accommodated within the overall FY 19 planned amount of \$3.97M.

Based on a 15-year term at a 3.70% interest rate, the average annual debt service is estimated to be \$140,500.

#### Other Board Action

Should bonding authorization be approved, the PBC would take action to award the construction contract and oversee the project.

#### Recommendations

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

##### 1) Waiving of the Reading

**“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$1,620,000 FOR COSTS IN CONNECTION WITH THE POQUONOCK ELEMENTARY SCHOOL HVAC IMPROVEMENTS PROJECT - PHASE III; AND AUTHORIZING THE ISSUE OF \$1,620,000 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) Introduce an Ordinance

**“MOVE to introduce an ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$1,620,000 FOR COSTS IN CONNECTION WITH THE POQUONOCK ELEMENTARY SCHOOL HVAC IMPROVEMENTS PROJECT - PHASE III; AND AUTHORIZING THE ISSUE OF \$1,620,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’.”**

##### 3) Set a Public Hearing

**“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on March 4, 2019 at 7:20 PM (prevailing time) on the following ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$1,620,000 FOR COSTS IN CONNECTION WITH THE POQUONOCK ELEMENTARY SCHOOL HVAC IMPROVEMENTS PROJECT - PHASE III; AND AUTHORIZING THE ISSUE OF \$1,620,000 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.”**

#### Attachments

Bond Ordinance



**AN ORDINANCE APPROPRIATING \$1,620,000 FOR COSTS IN CONNECTION WITH THE POQUONOCK ELEMENTARY SCHOOL HVAC IMPROVEMENTS PROJECT - PHASE III; AND AUTHORIZING THE ISSUE OF \$1,620,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate ONE MILLION SIX HUNDRED TWENTY THOUSAND DOLLARS (\$1,620,000) for costs in connection with the Poquonock Elementary School HVAC Improvements Project - Phase III, including installation of air conditioning equipment in all areas of the Poquonock Elementary School not currently air-conditioned, including air handlers, cooling coils, air exchangers, split cassette variable refrigerant flow systems, new electrical service to the school building, piping, DDC controls, duct cleaning, and related improvements. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Town Engineer is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed ONE MILLION SIX HUNDRED TWENTY THOUSAND DOLLARS (\$1,620,000) 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 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.

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 ONE MILLION SIX HUNDRED TWENTY THOUSAND DOLLARS (\$1,620,000). 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 \_\_\_\_\_

## Agenda Item Summary

Date: February 19, 2019

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Stormwater Management Improvement Projects

### Background

The Stormwater Management program is a multi-year program which has allowed the town to implement a plan to improve the condition of the town's storm sewer system, develop a plan to reduce the amount of pollutants that enter the stormwater system, and reduce the backlog of requests and complaints from residents regarding needed improvements to the storm sewer system. The purpose of this agenda item is to request Council funding for the design and construction of planned FY 2020 stormwater projects.

### Discussion/Analysis

Stormwater management projects planned for FY20 vary in scope and may include items such as replacing old or damaged drainage structures, addressing problematic drainage issues by expanding the drainage network, repairing outfalls, dredging stormwater basins and ponds, and repairing and stabilizing sections of watercourses in town. Other initiatives to be taken with this funding include developing and implementing a program to reduce pollutants entering the storm sewer system, and developing and implementing other pollution prevention initiatives as required by the CT DEEP's MS4 General Permit.

In previous years, stormwater monies were used to continue the repair program for Decker's Brook and to fund materials, supplies and rentals needed by Department of Public Works (DPW) staff to complete a variety of outfall improvements, slope stabilization and detention basin improvements throughout town.

Currently, staff has identified the following uses of the funds:

- Decker's Brook Channel Maintenance and Improvements ~ \$15,000
- Removal and repair of the Whipple Pond Dam ~ \$25,000
- River trail at Palisado Bridge drainage improvements ~ \$20,000
- Materials for DPW projects ~ \$30,000
- Outfall Improvements ~ \$130,000
- Detention Basin Improvements ~ \$60,000

### Financial Impact

The requested bonding amount is \$285,000 including issuance costs. The average annual debt service on \$285,000, based on a 15-year term at a 3.70% interest rate, is \$24,625.

### Other Board Action

None

Recommendations

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

1) Waiving of the Reading

**“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, “AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$285,000 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 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 a Bond Ordinance

**“MOVE to introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”**

3) Set a Public Hearing

**“RESOLVED that a Public Hearing be set for March 4, 2019 at 7:20 p.m. (prevailing time) for a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$285,000 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.”**

Attachments

Bond Ordinance

**AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED EIGHTY-FIVE THOUSAND DOLLARS (\$285,000) for costs in connection with various stormwater management improvements throughout the Town of Windsor, including engineering evaluations, the purchase of stormwater construction materials, minor and major repairs of the stormwater system such as outfall improvements at historic areas of concern, watershed analyses, maintenance and repairs to Decker's Brook, detention basin improvements, video inspection of drainage systems and activities required for compliance with the Town's MS4 General Permit, and other related improvements. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, land and easement acquisition, 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 (1) has been approved by the Town Planning and Zoning Commission pursuant to the provisions of Section 8-24 of the General Statutes of Connecticut or (2) the Town Planner shall have made a written determination that such portion of the project consists of "maintenance or repair of existing property" and does not constitute a "substantial improvement," and that the Commission therefore will not take up a C.G.S. § 8-24 referral in connection with the project.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO HUNDRED EIGHTY-FIVE THOUSAND DOLLARS (\$285,000) 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 EIGHTY-FIVE THOUSAND DOLLARS (\$285,000). 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 \_\_\_\_\_

## Agenda Item Summary

Date: February 19, 2019

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Approve Assistant Town Engineer Job Description

### Background

The Engineering division of the Department of Public Works/Engineering includes the unaffiliated, full time positions of Engineering Assistant, Engineer, Project Engineer, and the bargaining unit position of Construction Inspector. The recent combination of the Engineering and Public Works Departments has resulted in more efficient operations in both departments with shared staff and technical resources, as well as improved communication and collaboration. As we continue to refine and enhance the new department, staff is proposing to re-introduce the position of Assistant Town Engineer, a position that previously existed and was phased out in 1997 when the incumbent retired after serving in the position for 13 years.

The proposed Assistant Town Engineer job description was prepared by the Director of Public Works/Town Engineer and the Human Resources Director.

### Discussion/Analysis

The main duties of the Assistant Town Engineer position include administrative and professional engineering work related to the design and construction of infrastructure improvement projects, asset management, and capital improvement planning. The position is also responsible for supervising the work of the engineering division staff.

The Assistant Town Engineer will be involved in the preparation and monitoring of the annual budget of the Engineering division and the town wide multi-year Capital Improvement Program. They will provide a necessary technical interface and coordinate intra-departmental municipal projects involving the two divisions of the department, like stormwater and pavement management efforts. The position will have oversight for the preparation and administration of state and federal grant applications, a process in which the Town has had considerable success. The position could also assume administrative responsibilities of the Engineering Department and act on behalf of the Town Engineer in his/her absence.

Staff is not proposing any additional FTE's to staff the position. The position of Project Engineer is currently authorized and has recently become vacant due to a resignation. If approved, the vacancy would be filled as an Assistant Town Engineer rather than the current Project Engineer position.

A job analysis questionnaire and point factor evaluation were conducted, as well as an external salary survey. The results indicate the Assistant Town Engineer position should be placed in pay grade 9. The pay range for this grade is \$83,508 - \$116,910.

Financial Impact

The vacant Project Engineer position is in Pay Grade 7, \$65,981 - \$92,374. The Assistant Town Engineer is proposed to be in Pay Grade 9, \$83,508 - \$116,910. The increase in expenditure will be offset by reallocating existing funds from a senior management position in the Administration Division.

Other Board Action

None

Recommendations

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

**“MOVE that the job description for the position of Assistant Town Engineer be approved as presented and the position be placed on pay grade 9 of the administrative pay plan.”**

Attachments

Proposed job description

# **TOWN OF WINDSOR POSITION DESCRIPTION**

**Job Title:** Assistant Town Engineer  
**Department:** Department of Public Works and Engineering  
**Reports To:** Director of Public Works / Town Engineer  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Approved By:** Town Council  
**Approved Date:**

## **GENERAL PURPOSE**

Performs high level administrative and professional engineering work related to the Department of Public Works and Engineering, design and construction of infrastructure improvement projects, asset management, and capital improvement planning. Performs work in a manner consistent with the town's service excellence expectations.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assigns, supervises and evaluates all work of subordinates engaged in the design and construction of various Federal, State and Municipal projects and programs. Projects may include roadway, environmental, drainage, recreation, streetlight, traffic signs and signal, pavement marking, and other department projects and programs.
- Initiates and maintains regular contact with all parties involved with assigned projects including consulting engineers, contractors, Town staff, state and Federal agencies, and affected residents and property owners.
- Coordinates and administers intra-departmental municipal projects throughout the Town.
- Responsible for the management of department ordinances and polices, acts as spokesperson for the department.
- Coordinates or develops the preparation of engineering plans and specifications, develops project cost estimates, and prepares purchase requisitions for contractor services, supplies, materials, and equipment.
- Oversees department projects to ensure contractor compliance with time and budget parameters, maintains project records, and provides financial reports related to project expenditures.
- Leads the effort to write and prepare grant applications, contract documents, and requests for proposals. Ensures the department's selection of consultants, contractors, and vendors is completed in accordance with the Town's procurement policies and procedures.
- Aides in the management of the Town's asset management program; develops and maintains asset management databases and mapping for the Town's infrastructure such as roadways, sidewalks, drainage systems, streetlights, and traffic signals.
- Actively participates in the administration of the Town's Floodplain Management Ordinance, Stormwater Management Ordinance, Erosion & Sediment Control Ordinance, Illicit

Discharge Detection & Elimination Ordinance, and Excavation Ordinances. Review permit applications for compliance with these ordinances.

- Collaborates with the Development Services Department to review private site development and subdivision applications and ensure compliance with the Town's Engineering Standards and Specifications.
- May assume administrative responsibilities of the Engineering Department and act on behalf of the Town Engineer in his/her absence.
- Assists at public hearings and municipal commission meetings; assists in the preparation of Council agenda summaries, reports, and other presentation materials; participates as a representative of the department when needed.
- Assists in preparation of the annual operating budget for the Department of Public Works and Engineering. Reviews year-to-date spending for the various interdepartmental budgets and prepares budget analysis summaries, and makes recommendations to the Town Engineer and Town Manager.
- Actively participates in the preparation of the 6-year Capital Improvement Program, including interdepartmental collaboration. Reviews and updates project descriptions and cost estimates, coordinates with Department Directors and develops draft 6-year program for review by the Town Manager's office.

#### **ADDITIONAL DUTIES**

- Monitors inter-governmental actions and legislation affecting public works operations; assists in training of other Town personnel in public works design and construction techniques.
- Serves as a member of various employees committees; participates in meetings, seminars and training sessions; performs related work as required.

#### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

- Communication – Effective verbal and written communication to staff, supervisors, residents, peers, and stakeholders.
- Technical – Utilizes current and developing technologies to effectively aid in constructing, maintaining and improving infrastructure.
- Individual Behavior – Demonstrates and encourages high standards of integrity, trust and respect of others. Demonstrates a commitment to quality public service. Is accountable and takes responsibility for personal actions. Makes decisions using best information available.
- Management – Successfully manages staff, information, finances and resources, services and infrastructure.
- Planning – Uses strategic planning to outline attainable and sustainable goals. Effectively analyzes and interprets data. Develops consensus in defining and achieving objectives.



- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.
- Quality - Demonstrates accuracy and thoroughness.
- Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance with tact, fairness, respect and sensitivity; Meets commitments.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction.
- Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently.

## **DESIRED MINIMUM QUALIFICATIONS**

### *Education and Experience*

- Bachelor's Degree in Civil Engineering, or related field, plus five (5) years of related experience in government engineering, private engineering, or construction firm, with at least one year of supervisory experience, or equivalent combination of education and experience.
- Professional Engineer (PE) license valid in the State of Connecticut, or the ability to attain one within 6 months.
- Valid driver's license or ability to obtain one.

### *Necessary Knowledge, Skills and Abilities*

- Considerable knowledge of civil engineering and surveying principles, practices and methods as applicable to a municipal setting; considerable knowledge of modern methods and techniques utilized in the design and construction of street and road projects.
- Knowledge and proficiency with AutoCAD, and Microsoft Office applications. Ability and skill to maintain proficiency as software is updated and new versions are introduced.
- ARC GIS knowledge desirable.
- Considerable skill in deriving cost estimates on complex projects.
- Good ability to establish and maintain effective working relationships with other employees, builders, consulting engineers, and state and federal agencies; ability to apply approved engineering methods and standards to the design and construction of public works projects; ability to perform technical research work and recommend solutions on a wide variety of problems; ability to plan, coordinate and facilitate work of technical personnel; ability to communicate effectively orally and in writing.

## **TOOLS AND EQUIPMENT USED**

Personal computer, tablet ; copy machine, fax machine, surveying equipment including level, theodolite and electronic distance measuring devices; motor vehicle, phone, mobile radio.

## **PHYSICAL DEMANDS**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is performed mostly in office settings. Some outdoor work is required and the employee must have mobility sufficient to perform inspections of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to communicate with others in person, over the phone, over the radio, and through email. The employee is occasionally required to stand; walk; and must have the ability to operate objects, tools, and controls. The employee is occasionally required to climb or balance, stoop, kneel, and crouch.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **WORK ENVIRONMENT**

- Work is performed both outdoors and in office settings. The employee occasionally works near moving mechanical parts, in high, precarious places and along roadways, and is occasionally exposed to cold, wet and/or humid conditions, or airborne particles.
- The work environment is usually quiet in the office and moderate to loud in the field.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The job description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*

**Town Council  
Resignations/Appointments/Reappointments  
February 19, 2019**

**Resignations**

None

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

None

**Names submitted for consideration of appointment**

None

**Town Council  
Council Chambers  
Windsor Town Hall  
FEBRUARY 4, 2019  
PUBLIC HEARING**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

The Public Hearing was called to order at 7:15 p.m. by Mayor Trinks.

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

Absent: Councilor Nuchette Black-Burke

Mayor Trinks read aloud the notice of the public hearing to hear public comment on the FISCAL YEAR 2020 BUDGET DEVELOPMENT and an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS."

**2) PUBLIC COMMENT**

John Dunn, 15 Strawberry Hill, asked if there was a weighted average available for all property types and a total value of the grand list. This is the fifth revaluation since 1999 and usually the mill rate decreases in those years. Since 2013, the mill rate has increased every year. This year it seems that there will be a substantial grand list increase and he asked the council to consider decreasing taxes rather than spend the maximum amount available.

Linda Alexander, 155 Fieldstone Drive, thanked the council for including citizens in the process and even though there is not a lot of information available yet and we don't know what's coming from the state legislature, she will be listening and paying attention and is happy to be a part of the process.

**3) ADJOURNMENT**

Mayor Trinks declared the Public Hearing closed at 7:21 p.m.

Respectfully Submitted,

Erin Rand  
Clerk of the Town Council

**TOWN COUNCIL  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
FEBRUARY 4, 2019  
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, Deputy Mayor Jody Terranova, Councilor James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos.

Absent: Councilor Nuchette Black-Burke

**2) PRAYER**

Councilor Govoni led the group in prayer.

**3) PLEDGE OF ALLEGIANCE**

Councilor Govoni led the group in the pledge of allegiance.

**4) PROCLAMATIONS AND AWARDS – None.**

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Rush H Turner, III, 742 Kennedy Road, spoke about an armed robbery that occurred on Saturday at the People's Bank inside of Stop and Shop. The incident has caused many citizens to wonder why there were only four officers on patrol at the time when Monday-Friday there is a full staff. Mr. Turner implored the council and town manager to look into the police shifts in order to keep Windsor safe. He also recommended using Facebook more to broadcast what is happening and to get information from citizens. He noted that crime is on the rise and things happen, but we need to be proactive.

**6) REPORT OF APPOINTED BOARDS AND COMMISSION**

a) Board of Education (BOE)

Maryam Khan, BOE Secretary, presented the following:

- The BOE will vote on the 2019-2020 budget on Wednesday, February 20, 2019 at 7:00 p.m. in the council chambers.
- The BOE held two budget workshops and there are two more to follow. The last workshop will only be held if necessary.



- Four Windsor High School art students had work selected by judges at the 2019 CT Regional Scholastic Awards for inclusion in its 29th Annual Exhibit on view at the Silpe Gallery on the University of Hartford Campus.
  - Corinthia Saez (junior) earned an Honorable Mention for her drawing.
  - Samuel Meyerhans (junior) earned a Gold Key for his sculpture and has received a Promising Artist Award given to Gold Key winners in their junior year in the amount of \$15,000 for four years to total \$60,000.
  - Kali Vom Eigen (senior) earned a Gold Key for her editorial cartoon and has received the Gold Key for a single artwork award for seniors of \$20,000 for four years to total \$80,000.
  - Ama KariKari (senior) earned a Silver Key for her portfolio of work. She received the second highest scholarship for seniors with a Silver Key portfolio; \$25,000 for four years to total \$100,000.
  - On Sunday, January 27, Sam, Kali and Ama were each recognized with substantial scholarships to the Hartford Art School at the University of Hartford. The Gold Key winning work will go on to represent Connecticut at the National Scholastic Art Awards competition. National winners will be announced in February and their work will be called in to be displayed in New York City in June.
- Windsor High School winter sports are having a great season. The girl's basketball team is 7-1 so far with two games left. Senior night is on Monday, February 11, 2019 at 5:45 p.m. at WHS against Bloomfield.
- The boy's basketball team is currently 13-2 with five games left. Senior night is on Tuesday, February 12, 2019 at 6:45 p.m. at WHS against Buckley.
- The boy's swimming and diving team is 7-3 with three meets left. Senior night is on Friday, February 15, 2019 at 6:00 p.m. at WHS against East Catholic.

Ms. Khan encouraged everyone to come out and support the teams.

Councilor O'Reilly asked how much public participation there has been at the finance meetings. Ms. Khan responded that there has not been much public turnout, but one parent did come out to speak.

## 7) TOWN MANAGER'S REPORT

### Tax Relief for Senior Citizens

Applications for Elderly Homeowners tax relief are now being taken in the Windsor Assessor's office and will be accepted until May 15, 2019. To be eligible for this program, you must be at least 65 years of age by December 31, 2018 or declared totally disabled by the Social Security Administration. You must also own and occupy your home and meet income requirements.

In addition to the state program, Windsor also offers a local program. All taxpayers that qualify for the state program will automatically qualify for the local program. However, if you do not qualify for the state program, you could still possibly qualify for the local program. For more information please contact the Windsor Assessor's office at 860-285-1817.

### **Police Department Specialized Assignments**

During the last contract negotiations with the police officers' employee association, several changes in contract language were agreed upon to allow for more flexibility in making assignments to enhance police services and to provide growth opportunities for officers. With staffing levels in the Police Department nearing full strength after the hiring and training of several new officers, the department now has the ability to begin filling various special assignments. These assignments augment departmental operations, similar to the School Resource Officer and the Youth Engagement Officer.

One assignment now being filled is a Community Resource Officer (CRO). The CRO will focus on quality of life issues throughout town, such as junk car enforcement, ongoing noise complaints, and chronic neighborhood problems such as speeding. This officer will coordinate efforts between the police and other town agencies to best address these issues in a timely fashion. The CRO will also enhance department community outreach to the business community. Providing safety and security presentations and collecting and maintaining business contact information are examples of how the department can increase safety awareness throughout Windsor. This position will also be a liaison for the numerous community events that happen in Windsor throughout the year.

As additional new officers complete training and become eligible to work independently in patrol, other special assignments, including a Detective Division training assignment and a second Traffic Enforcement Officer, will be filled to provide enhanced service delivery as well as different work and growth opportunities for officers.

### **Poquonock School Ventilation and Air Conditioning project**

As you know, we have systematically planned to install and/or replace the HVAC systems in each of the four elementary schools over roughly an 8 to 10 year period. Poquonock Elementary is the one remaining elementary building that is not air conditioned. The heating system at Poquonock was replaced through a phased project approach between 2010 and 2012.

The proposed project to install an air conditioning system at Poquonock Elementary School has been designed and bid. Four contractors attended the pre-bid site visit. Two contractors submitted bids.

The project bids are substantially higher than the design engineer's estimate of approximately \$1.4 M. The Public Building Commission provided guidance to staff to review the project scope and attempt to negotiate price adjustments with the contractor(s). Depending on the results of such efforts, there could be a range of alternatives such as, reject all bids and rebid the project later in 2019, modify project scope, defer other planned capital projects to provide funding capacity or defer the project indefinitely.

Staff will be reporting back to the Public Building Commission in the next two weeks.

### **Town Clerk's Office Annual Marriage License Tradition Continues**

The Windsor Town Clerk's office is offering free marriage licenses on Thursday, February 14<sup>th</sup> in honor of Valentine's Day for any couple wanting to get married in Windsor within the next 65 days. This is an annual tradition which began in 1962 by Town Clerk, George Tudan. Both

parties must be present and need to bring a photo identification. The Clerk's office will be issuing these free licenses from 8:30 a.m. to 4:30 p.m. In addition, each couple will be eligible to win a beautiful gift basket filled with assorted gift items, which have been donated by our generous local Windsor merchants.

For those who wish to marry immediately, a Justice of the Peace will be available all day, however, prior arrangements must be made. For details, call the Town Clerk's office at 860-285-1902 or visit the Town of Windsor's website at [www.townofwindsorct.com](http://www.townofwindsorct.com).

Councilor O'Reilly asked if the partial federal government shutdown affected anything on a town level. Town Manager Souza responded that it has not impacted anything that he is aware of as the town sees very little money directly from the federal government.

Councilor McAuliffe asked Town Manager Souza for more details regarding the staffing of police officers.

## **8) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor O'Reilly - None.

Councilor Wilkos – None.

Councilor Black-Burke – Absent.

Councilor Govoni reported that this past Saturday, the Windsor Volunteer Fire Department did a cold-water drill at Northwest Park at around 7:00 a.m. when it was only one degree outside. He commended the volunteers for going out to practice in such harsh conditions in order to keep citizens safe. He encouraged citizens to thank them and attend benefits that support what they do.

Councilor McAuliffe notified citizens that a new group has formed in town, the Windsor Climate Action Committee, which formed to raise awareness about the effects of climate change and to find solutions that will help mitigate the impact to our town. They plan to host events and speakers to educate the community. They also plan to work with other organizations in town looking for help, in order to provide solutions for residents and town government. They are looking for help. The next meeting will be on February 12, 2019 at 7:00 p.m. The location has not yet been determined. Their first educational event will be about renewable energy on March 12, 2019 at 6:30 p.m. at the main branch library. They can be found on Facebook and also have a website at [windsorclimateaction.org](http://windsorclimateaction.org).

Councilor Tustin – None.

Deputy Mayor Terranova – None.

Councilor Jepsen - None.

Mayor Trinks - None.

## 9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor O’Reilly reported that the committee is working to schedule a meeting in the next couple of weeks for interviews.

Health & Safety Committee – Councilor Govoni reported that the committee met recently to discuss traffic stop data. The committee analyzes the data to ensure that no prejudice or bias is involved in traffic stops. Windsor residents accounted for 36.2% of the stops and 80% of the stops were violations of red lights, speeding, cell phone use or no seatbelts. In the first half of the year, 38% of the stops involved white drivers, 12% involved Hispanic drivers, and 46% involved Black drivers. Stops mostly occurred in high volume areas like routes 159, 305, and 75. At the meeting, Councilor Black-Burke recommended disseminating this traffic data and providing summaries to the public so they can be informed about what’s going on.

The crisis intervention team clinician position was discussed and it has proven to be an important asset to the community. The position started as a grant funded position in order to improve responses to mental health crises, but in 2020 they are looking for a different way to fund it.

The last item discussed at the committee was the radios. There are two contracts now, one with Utility Communications in Hamden, Connecticut, the contractor for the school radio system and one with Motorola which is the contractor for the town-wide system.

Finance Committee – Deputy Mayor Terranova reported that the committee is meeting next Monday, February 11, 2019.

Special Projects Committee – None.

Town Improvements Committee – Councilor McAuliffe reported that the committee is going to meet Wednesday, February 6, 2019 at town hall.

10) **ORDINANCES** – None.

11) **UNFINISHED BUSINESS**

- a) Approve a bond ordinance entitled, “AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS.”

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 AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS” 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 8-0-0 (Councilor Black-Burke absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve a bond ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS."

Motion Passed 8-0-0 (Councilor Black-Burke absent)

## 12) NEW BUSINESS

- a) Approve a resolution establishing tax payment deferment program for Federal employees

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the Town Council adopt the attached resolution establishing the Town of Windsor Tax Payment Deferment Program for Federal employees.

### ***RESOLUTION ESTABLISHING A TAX PAYMENT DEFERMENT PROGRAM FOR CERTAIN INDIVIDUALS AFFECTED BY THE PARTIAL FEDERAL GOVERNMENT SHUTDOWN***

#### ***1. Purpose***

*The purpose of this resolution is to establish the deferment program for municipal taxes and certain other charges allowed by House Bill No. 5765 (2019 Regular Session), in accordance with the terms and requirements of said Bill, for any qualified federal employee residing in the State of Connecticut who is required to work as a federal employee without pay or furloughed as a federal employee without pay.*

#### ***2. Deferment and Payment Dates***

- (a) *The Town of Windsor hereby approves a Deferment Program and shall defer the due date for of taxes on real property, personal property or motor vehicles (hereinafter referred to collectively as "municipal charges") owed by an Affected Employee as defined herein which became due during the period when such individual was an affected employee and shall not charge or collect interest on any Tax or part thereof that is payable by an Affected Employee.*
- (b) *Any such municipal charges which shall have been deferred as provided herein shall be due and payable without penalty or interest not later than sixty (60) days after the date on which an individual is no longer an affected employee. Thereafter, any portion of such municipal charges which remains unpaid, and all interest and penalties otherwise provided by law shall apply retroactively to the original due date for such municipal charges.*
- (c) *All provisions of the general statutes relating to the continuing, recording and releasing of property tax liens and the precedence and enforcement of municipal charges shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.*



### **3. Eligibility for Deferment and Additional Limitations**

- (a) *As used herein, the term “affected employee” means any federal employee who, during the federal fiscal year 2019 partial shutdown that began on December 22, 2018, is (i) a resident of the State of Connecticut and (ii) required to work as a federal employee without pay or furloughed as a federal employee without pay.*
- (b) *In order to determine eligibility for the deferment, the affected employee shall provide to the Tax Collector sufficient evidence of his or her status which may include, without limitation, a paystub or bank statement, a federal employee identification card, the federal tax identification number of the employee’s employer, and a sworn affidavit from such employee indicating that such employee (i) is currently a federal employee residing in the State of Connecticut, (ii) is required to work as a federal employee without pay or furloughed as a federal employee without pay.*
- (c) *The Tax Collector may require individuals to recertify their eligibility on a periodic basis of not less than thirty (30) days.*
- (d) *The deferment provided under this resolution shall not affect any interest or penalties on, lien rights or collection of, any municipal charges due before December 22, 2018 or after the date on which an individual is no longer an affected employee.*

Councilor O’Reilly asked how many individuals may be affected. Town Manager Souza responded that they have looked into it but they don’t have an exact number.

Mayor Trinks highlighted the importance of getting the word out to citizens via a variety of means.

Councilor Govoni asked town staff to be clear about what the affected citizens should present to town staff in order to identify themselves as federal employees.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

- b) Introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$850,000 FOR COSTS IN CONNECTION WITH PURCHASING A FIRE PUMPER ENGINE AND AUTHORIZING THE ISSUE OF \$350,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2019 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION.”

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the reading into the minutes of the text of the bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$850,000 FOR COSTS IN CONNECTION WITH PURCHASING A FIRE PUMPER ENGINE AND AUTHORIZING THE ISSUE OF \$350,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2019 GENERAL FUND CAPITAL BUDGET 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 8-0-0 (Councilor Black-Burke absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$850,000 FOR COSTS IN CONNECTION WITH PURCHASING A FIRE PUMPER ENGINE AND AUTHORIZING THE ISSUE OF \$350,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2019 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION."

Town Manager Souza invited Fire Chief, William Lewis, to give the following overview:

The fire department currently uses four first-line pumper vehicles for emergency responses in town, each located in the primary firehouses. These pumpers vary in age from 25 years old to 13 years old. To ensure that response standards are maintained, a regular schedule of replacement is needed for fire apparatus. Using National Fire Protection Association (NFPA) 1901 guidelines, vehicles older than 15-20 years should be considered second-line apparatus and vehicles older than 25 years are recommended to be taken out of service.

The pumper vehicle that is located at the Hayden Station Firehouse is a 1993 Pierce Pumper. This vehicle has a range of equipment with various firefighting capabilities. This vehicle responds to approximately 50% of the department's calls, equaling about 375 responses per year. This creates the need for a dependable, well-equipped and modern piece of apparatus. The equipment on the truck also is aging and is planned to be replaced.

In 2018, the fire department created a committee to develop a town-wide apparatus specification. This specification was used in a request for qualifications process (RFQ) late last year. The results of the RFQ was the submission of a bid from Pierce Manufacturing Company. The committee reviewed the bid and found the bid to be consistent with the RFQ and approved moving forward with the request to acquire this vehicle. Delivery of the vehicle is approximately 9-12 months from the time the contract is executed.

The total purchase cost for a new pumper is \$850,000. Included in this cost is the price of the pumper and the equipment needed to meet both NFPA guidelines and what historically the fire department has used in the emergencies they respond to. Proposed funding is a combination of bonding (\$350,000) and 'pay-as-you go' funding (\$500,000) which is included in the General Fund capital budget portion of the adopted FY 19 operating budget. The average annual debt service based on a 15 year term and a 3.70% interest rate is \$30,240.

Councilor O'Reilly asked when we would receive the vehicle. Chief Lewis responded that it would be between 8-12 months before we get it.

Mayor Trinks asked if it will be ready to go when it arrives. Chief Lewis responded that they would have to add a few additional pieces of equipment to it, but it would essentially be ready to go.

Deputy Mayor Terranova asked what would be done with the old pumper. Chief Lewis responded that they would try to sell it, and in fact, someone has already been looking at it and is interested.

Councilor Wilkos asked what the mileage is on the vehicle. Chief Lewis responded that it is at 50,000 miles, but most of the work that a pumper does is not while it is driving, but while it's parked and the engine is still, so its lifespan is more about engine hours than miles. Councilor Wilkos noted that Windsor has a lot of highway to cover and that even though we are good financially now, perhaps there are fire grants out there from the state for town trucks that are used often on state highways. He recommended that data be gathered regarding highway use.

Councilor Govoni asked if this project was deferred previously. Town Manager Souza believed it had been. He also spoke about the importance of protecting our vehicles while in use on the highways. Chief Lewis responded that they work with the Department of Transportation to get state vehicles there quickly so that town vehicles can get off of the highway.

Councilor Tustin asked if there are other vehicles in the fleet approaching 25 years old. Chief Lewis responded that there are two other vehicles, a 1993 and 1971 tanker. Town Manager Souza added that in addition to the vehicles that are already 25 years old, there are vehicles that are 22 and 23 years old that will need replacing down the line.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

- c) Set a Public Hearing for February 19, 2019 at 7:20 PM to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$850,000 FOR COSTS IN CONNECTION WITH PURCHASING A FIRE PUMPER ENGINE AND AUTHORIZING THE ISSUE OF \$350,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2019 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that a Public Hearing be set for Tuesday, February 19, 2019 at 7:20 PM (prevailing time) in the Council Chambers of the Windsor Town Hall, to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$850,000 FOR COSTS IN CONNECTION WITH PURCHASING A FIRE PUMPER ENGINE AND AUTHORIZING THE ISSUE OF \$350,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2019 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION" and BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

- d) Approve Redevelopment Priority Property List

RESOLVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the Priority Redevelopment Properties list be adopted as presented.

Jim Burke, Economic Development Director, presented the following:

In December of 2002, the Town Council adopted a Tax Increment Financing Policy as one tool to encourage the redevelopment of key vacant or underutilized properties. As part of that policy, the Council approved a Priority Redevelopment Properties List to provide specific guidance regarding which sites should be eligible for Tax Increment Finance assistance. In recommending the initial list, the Economic Development Commission included a statement of

its purpose and procedures and criteria for updating properties. One of these provisions states that the Commission should review the list annually and report its recommendations for additions or deletions to the Town Council.

The Economic Development Commission reviewed the Priority Redevelopment Properties List during their regular meeting of January 24, 2019. A status report on each property was presented by staff and discussed by the Commission. A copy of the status report is attached.

Following its review, the Commission determined that no additions or deletions to the Priority Redevelopment Properties List should be recommended at this time.

Councilor Govoni asked if any of the properties have environmental issues. Mr. Burke responded that they might, but did add that some work has already been completed through the Capitol Region Council of Government's grant funding.

Councilor Jepsen asked how this list affects federal opportunities. Mr. Burke explained that new tax laws were passed at the end of 2017 that included a provision for the creation of opportunity zone funds that are federally funded to provide investors with capital gain into opportunity funds for projects in designated zones. The town recommended and the state designated the Wilson neighborhood as a federally designated opportunity zone. Specifics about how it will work are still to be determined, but town staff is working to publicize these opportunities and get the word out.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

- e) Consider a settlement for 184 Windsor Ave, LLC vs Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to amend tonight's agenda so that item 12 (e) appears after item 16 (a).

Motion Passed 8-0-0 (Councilor Black-Burke absent)

### **13) RESIGNATIONS AND APPOINTMENTS**

MOVED by Councilor O'Reilly, seconded by Councilor Tustin to accept the resignation of Elizabeth Kenneson from the Windsor Housing Authority.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

### **14) MINUTES OF PRECEEDING MEETINGS**

- a) Minutes of the January 22, 2019 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the January 22, 2019 Public Hearing as presented.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

- b) Minutes of the January 22, 2019 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the January 22, 2019 Regular Town Council meeting as presented.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

## 15) PUBLIC COMMUNICATIONS AND PETITIONS

Coralee Jones, 1171 Matianuck Avenue, was sorry to hear about the issues regarding affordability of the air conditioning project at Poquonock school and wondered if the contractors feel that they have the town over a barrel as she hasn't heard of this cost discrepancy coming up with any other projects. She proposed trying to work with other towns to bundle the project and get a better price.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to enter into Executive Session at 8:29 p.m. for the purpose of:

- a) Strategy and negotiations with respect to pending claims and litigation (184 Windsor Ave, LLC vs Town of Windsor)

Motion Passed 8-0-0 (Councilor Black-Burke absent.)

## 16) EXECUTIVE SESSION

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

Guests: Kevin Deneen, Town Attorney

Staff: Peter Souza, Town Manager and Larry Labarbera, Town Assessor

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to exit Executive Session at 8:39 p.m. and to re-enter the Regular Town Council session.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

- 12 e) Consider a settlement for 184 Windsor Ave, LLC vs Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to settle the case of 184 Windsor Ave, LLC versus the Town of Windsor as discussed in Executive Session.

Motion Passed 8-0-0 (Councilor Black-Burke absent)



**17) ADJOURNMENT**

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to adjourn the meeting at 8:40 p.m.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

Respectfully Submitted,

Erin Rahd  
Clerk of the Council