

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

1) CALL TO ORDER

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

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

2) PRAYER

Councilor Tustin led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Tustin led the group in the pledge of allegiance.

4) PROCLAMATIONS AND AWARDS

5) PUBLIC COMMUNICATIONS AND PETITIONS

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

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Public Building Commission

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

Safety Complex Project Roof and Boiler Replacement

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

Safety Complex Police and Fire Station Design

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

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

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

JFK School HVAC Replacement Project

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

Town Hall Portico Restoration Project

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

Fire Security Systems

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

Oliver Ellsworth School HVAC

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

Poquonock School Air Conditioning Design

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

DPW Replacement Salt Shed

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

Windsor High School Pool

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

Sage Park Roof Design

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

DPW Building Renovation Design

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

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

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

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

7) TOWN MANAGER'S REPORT

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

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

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

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

Town Offices CLOSED

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

Winter Solstice Full Moon Hike

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

Thank You to Volunteers and Town Employees

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

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

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

8) COMMUNICATIONS FROM COUNCIL MEMBERS

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

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

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

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

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

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

Deputy Mayor Terranova wished citizens Happy Holidays.

Councilor Jepsen wished citizens Happy Holidays and Happy Solstice.

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

9) REPORTS OF STANDING COMMITTEES

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

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

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

Special Projects Committee – None

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

10) ORDINANCES

11) UNFINISHED BUSINESS

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

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

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

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

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

Motion Passed 9-0-0

12) NEW BUSINESS

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

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

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

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

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

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

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

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

Mayor Trinks referred the project to the Town Improvements Committee.

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

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

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

Town Manager Souza gave the following overview of the project:

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

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

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

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

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

Motion Passed 9-0-0

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

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

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

Motion Passed 9-0-0

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

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

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

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

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

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

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

Motion Passed 9-0-0

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

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

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

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

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

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

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

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

Motion Passed 9-0-0

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

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

Motion Passed 9-0-0

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

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

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

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

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

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

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

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

Motion Passed 9-0-0

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

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

And

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

Motion Passed 9-0-0

- h) Approve extension of FY 2018 Open Purchase Order

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

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

Motion Passed 9-0-0

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

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

Motion Passed 9-0-0

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

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

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

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

14) MINUTES OF PRECEEDING MEETINGS

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

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

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

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

16) EXECUTIVE SESSION

17) ADJOURNMENT

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

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council