

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
FEBRUARY 19, 2019
Regular Town Council Meeting
APPROVED 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 (arrived at 7:33 p.m.), Councilor Nuchette Black-Burke, Councilor James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, and Councilor Kenneth Wilkos.

Absent: Councilor Michael Tustin

2) PRAYER

Councilor Jepsen led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Jepsen led the group in the pledge of allegiance.

4) PROCLAMATIONS AND AWARDS – None.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Deacon Art Miller, 24 Meadowlark Drive, asked the Council to pass a resolution in support of Senate Bill 753 "An Act Concerning a Statewide Ban on Fracking Waste." Two years ago the Windsor Town Council unanimously passed an ordinance banning fracking waste and other oil and gas well wastes. We were the 9th town to pass this and to date, 56 towns and cities in Connecticut now have this same local law. The CT Council of Municipalities, which Windsor pays membership dues to, is calling for this bill to be amended so that instead of a ban, there will be regulations, which will likely lead to permits. Products made from this waste were sold by hardware stores and used by towns and states as a road de-icer and dust suppressant. These products have been tested by Penn State University researchers and the State of Ohio Department of Natural Resources and were found to have high levels of radioactivity, chlorides, and lead. Mr. Miller submitted a resolution in support of S.B. No. 753 and he asked the Council to consider it at its next meeting.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Public Building Commission (PBC)

Leon Alford, Commissioner, reported the following:

Safety Complex Roof & Boiler Replacement Phases & Projects

The roof and boiler replacement projects are complete. Final payments have been received and the PBC closed this project at their last meeting.

Safety Complex Police and Fire Station Design

The PBC has received schematic design updates. As of this evening, the final schematic design is complete. Our project architect, Kaestle Boos Associates of New Britain, CT, can now proceed with developing the full design drawings for this project. Design drawings are expected to be completed this summer.

JFK Elementary School Replacement HVAC Systems

The replacement heating system is complete and has been operating as designed this winter. Work on the new air-conditioning systems are progressing. Overall there are five separate a/c systems being installed. As of this evening, two of these five systems are complete. The other three will be completed by May 1, 2019. During the month of May, the new a/c systems will be tested and commissioned.

Town Hall Portico Restoration Project

Town staff, the architect, and the contractor held a preconstruction meeting last week. Components of the portico have been removed to allow for replacement stone castings to be manufactured. The PBC expects work to begin in early March, lasting through June. The weather will affect the starting and completion dates. Town staff, along with the contractor, will work to provide as little inconvenience as possible for the scheduled spring town green events.

Fire Security Systems

The Train Station and Freight House systems are complete. The buildings now being addressed are the Department of Public Works and Milo Peck.

Poquonock School Air Conditioning Project

This project is on the Council's agenda this evening. In September 2018, the PBC awarded the design for this project. The PBC instructed the mechanical engineer to design for full air-conditioning of all areas of the building not currently air-conditioned. This design was to also include new air exchange units in all new air-conditioned spaces. This was to be accomplished by the installation of eight energy recovery units with their related system components.

Poquonock School was constructed in 1947 with a large addition in 1958. The existing air exchange systems are not as energy efficient as what is available today using energy recovery units. That is why the PBC had these added to the project.

When the PBC received the bids for this design, they were higher than the estimated costs. The PBC instructed town staff and the architect to hold meetings with the bidders to determine why bids were higher than the cost estimates. Town staff, along with the architect, held meetings with the bidders to review scope and cost breakdowns of their bids.

It was determined that the installation of the energy recovery units with their related systems, was the factor increasing the project cost. The PBC instructed staff and the architect to remove all systems related with the energy recovery units and to have the bidders resubmit new bids. When the redesigned bids were received, the costs were much lower.

The redesign includes refurbishing all of the existing exhaust air systems in the building. The first bids received had a cost of \$60,000 to air-condition each classroom. The new bids are now at \$22,000 per classroom, which is similar in costs to what Glastonbury and Avon have experienced.

Windsor High School Pool House Replacement HVAC Unit

The contractor, All State Construction, was at the high school last week taking their final field measurements. This work is scheduled for the summer of 2019.

Sage Park Middle School Roof Design

The architect, Hibbard & Rosa, is in the process of completing the design drawings. Once the drawings are completed, the PBC will review them with the architect. After the PBC approves the design, they will then be forwarded to the state for their approval of the design. The PBC now expects this project to be scheduled for the summer of 2020.

DPW Building Renovation Design

The architect, Capital Studio, met on site last week to preview the scope of this project. This design work is expected to be completed by early spring 2019.

Clover Street School Partial Roof Design

The PBC has awarded this project to Hibbard & Rosa of Middletown, CT. Their bid was for \$6,500. We expect to have a final review during our March 12, 2019 meeting. Upon PBC design approval, town staff will bid this project with construction work to occur during the Summer of 2019.

Councilor Govoni asked if the ductwork will be cleaned at the schools during these HVAC projects. Mr. Alford responded that some will be new and the others will be cleaned.

7) TOWN MANAGER'S REPORT

Police Department Staffing Levels

At the last Town Council meeting, a resident asked about police staffing levels on Saturdays. By contract, there are minimum staffing levels based on the time of day and weekends versus weekdays. The minimum staffing level for the day shift (7:00 a.m. to 3:00 p.m.) on weekends is 4 officers and 1 patrol supervisor. During weekdays, the day shift minimum staffing is 5 officers and 1 supervisor. These minimum levels are based on call volumes.

Weekend day shift staffing levels between 9/30/18 and 2/3/19 averaged 4.5 officers. 65% of the Saturday and Sunday day shifts had four patrol officers on duty. 22% of weekend day shifts had five officers and approximately 14% of the shifts had six or more working.

Police administration regularly reviews call volume and officer availability to determine appropriate shift staffing levels.

New Wilson Library Branch Manager

Gabrielle Barnes has been selected to manage the Wilson Branch of the Windsor Public Library. Gabbie, a Windsor native, has several years of library experience, most recently as YOUMedia Manager at the Hartford Public Library. She holds a Master's Degree in Library and Information Science from the University of Washington and has received several awards for her innovative work with teens. Gabbie replaces Kevin Sullivan, who left in November to become Library Director in Hebron after five years of service to the town.

Police Cadet Annual Spaghetti Supper

Come join the Windsor Police Cadets for their annual spaghetti supper which will be held snow or shine on Saturday, February 23, 2019 at Trinity United Methodist Church, 180 Park Avenue, Windsor, CT from 4:30 PM to 7:00 PM.

Tickets are \$10.00 for adults and \$5.00 for children. For advance tickets, contact Officer Nicole Alberti @ (860) 983-3508. Tickets are also available at the door.

Informational Budget Workshops for Residents

The first of two informational budget meetings for Windsor residents will be held on Wednesday, February 27, 2019 from 6:30 PM to 8:00 PM at town hall. These informal meetings are a great opportunity for residents to learn about the factors that are taken into consideration when creating the town's budget. During the meeting, I will provide updates on the latest news regarding the budget and answer/discuss any budget questions from the audience. Another opportunity will be offered on Thursday, March 28, 2019 at 6:30 PM at the town hall.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly - None.

Councilor Wilkos – None.

Councilor Black-Burke invited citizens to attend Black History Jeopardy Game Night this Friday, February 22, 2019 at 7:00 p.m., which is sponsored by the Human Relations Commission in honor of African-American History month.

Councilor Govoni noted that ticket vending machines (TVMs) for CT rail are located at each Hartford line station except for Windsor and asked if they are coming to Windsor. Town Manager Souza responded that they are. There is a lease/licensing agreement that is being reviewed and they will likely be installed in March.

Councilor Govoni asked if we would be obtaining better signage for the buses and rails. Town Manager Souza responded that the Department of Transportation asked for the town's input and together they reviewed some wayfinding signs, but he noted that they will follow up to find out what the timeline is for installing them.

Councilor McAuliffe reported that WIN-TV will be having their annual fundraiser, The Ollies, at Grace Church on Saturday, March 23, 2019 at 6:00 p.m. It will be \$10 for adults and \$5 for children. Councilor McAuliffe asked citizens to go out and support WIN-TV.

Councilor Tustin – Absent.

Deputy Mayor Terranova – None.

Councilor Jepsen asked for clarification about the train station leases. Town Manager Souza responded that Windsor is a sublessee and is also allowed to have subleases. Right now there are agreements with Greater Hartford Transit, Amtrak, and the newest is with the State of Connecticut for CT Rail.

Mayor Trinks - None.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor O'Reilly reported that the Personnel Committee is meeting on Thursday, February 28th.

Health & Safety Committee – None.

Finance Committee – Deputy Mayor Terranova reported that the committee rescheduled its meeting from February 11th to Thursday, February 28th.

Special Projects Committee – None.

Town Improvements Committee – Councilor McAuliffe reported that the committee met on February 6th and it will be covered during item 11 (b).

10) ORDINANCES – None.

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."

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 Tustin absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova 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."

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

- 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

MOVED by Councilor McAuliffe, seconded by Councilor Wilkos 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.

Councilor McAuliffe thanked Councilors Wilkos and O'Reilly for their help with the project.

Town Manager Souza gave an overview of the project and noted that originally in the Capital Improvements Program the total dollar amount was \$400,000, but the committee wished to take the allocation in smaller amounts so that they could use cash rather than bonding. This money is for the clubhouse building in particular and one primary bridge.

Councilor Jepsen asked Town Manager Souza how we would maintain access through Windsor center. Town Manager Souza reported that the plan is to maintain the access, but specific details for how have not been created yet. There may be an opportunity to extend the culvert and widen the driveway for safer pedestrian access.

Deputy Mayor Terranova asked what the timeline is for the rest of the plan being implemented. Town Manager Souza responded that if the second motion is adopted, a specific trail plan would be developed and the cost could be estimated.

Councilor Wilkos noted that they really want to get this space in a usable state. The building is empty and hopefully money can be made there soon and be used this year.

Councilor O'Reilly noted that the steering committee and Town Improvements Committee made a good effort to move this along and to provide this to citizens, but also protect our resources by doing smaller portions of the project at a time.

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

MOVED by Councilor McAuliffe, seconded by Councilor Wilkos that the staff is directed to develop a request for proposal process for the 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.

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

12) NEW BUSINESS

- a) Approve proposed amendments to price guide for Discovery Center summer program fees

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the attached proposed price guide amendments for Discovery Center summer camp programs be effective for summer 2019 registration.

Town Manager Souza requested that the fee increases for Windsor Discovery Center be approved as presented.

Exhibit "A"					
Proposed Price Guide Amendments					
Fines and Fees	Fund	Authority	FY 2019	Last Action	Proposed Effective Date 2/19/19
Child Day Care					
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

Councilor Black-Burke asked which other programs and costs were reviewed to come up with these increases. Town Manager Souza responded that they looked at Windsor's own Summer Fun Camp, Northwest Park's camp, the Treehouse program, and one or two private camps as well.

Councilor Black-Burke noted that the timing is perfect since many families are now looking at summer camps and people will have some time to make a decision if there is an increase.

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

- b) Receive memorandum from Board of Education relative to Public Act 13-60

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the Council make no recommendation in response to General Assembly Act P.A. 13-60.

Councilor Jepsen explained that the state put this in motion to find ways for councils and boards to combine resources, but the Town Manager and Superintendent collaborate in many ways already and there is no need to jump in the middle of it.

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

- 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."

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 \$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.

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

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to 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."

Robert Jarvis, Town Engineer and Director of Public Works, reported the following:

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 for \$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.

Councilor O'Reilly asked Mr. Jarvis to explain what value engineering is. Mr. Jarvis responded that it is a collaboration between the design team, staff, and contractors who actively engage as they go through the process to look for opportunities to reduce the scope or price of the project.

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

- d) Set a Public Hearing for March 4, 2019 at 7:20 PM 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."

RESOLVED by Councilor Jepsen, seconded by Councilor Black-Burke that a Public Hearing be set for Monday, March 4, 2019 at 7:20 PM (prevailing time) in the Council Chambers of the Windsor Town Hall, 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" 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 Tustin absent)

- e) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN ASSOCIATION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES 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 \$285,000 FOR COSTS IN ASSOCIATION 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 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 Tustin absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN ASSOCIATION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Robert Jarvis, Director of Public Works and Town Engineer, reported the following:

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

Councilor Govoni asked where Whipple Pond dam is located. Mr. Jarvis responded that it is in the north side of town, in the industrial area adjacent to Route 20. Mr. Jarvis noted that it has failed and the state has requested the town give a proposal for its repair or replacement.

Councilor Jepsen asked if we could just let it go to the stream. Mr. Jarvis clarified that the dam will not be rebuilt but piping needs to be implemented so that is what is defined as the reconstruction.

Councilor Wilkos noted that on Pigeon Hill Road between Lamberton and the Verizon tower, the road is sinking and there is significant erosion of property. He asked if that is the type of issue that could be resolved within the scope of this project. Town Manager Souza stated that there are a number of those in town and each one is unique given its own circumstances, but within the limits of each situation, it can be done.

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

- f) Set a Public Hearing for March 4, 2019 at 7:20 PM to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN ASSOCIATION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Councilor Black-Burke that a Public Hearing be set for Monday, March 4, 2019 at 7:20 PM (prevailing time) in the Council Chambers of the Windsor Town Hall, to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN ASSOCIATION 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.

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

g) Approve Assistant Town Engineer job description

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen 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.

Amelia Bliss, Human Resources Director, presented the following:

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 Improvements 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 FTEs 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.

Councilor Wilkos asked if the previous employee did a lot of these tasks already or if there is something specific that we are gaining with this change. Ms. Bliss responded that one of the new tasks is supervising other employees. Mr. Jarvis also noted that the previous description “assisted” with tasks where this position would “oversee” them.

Town Manager Souza noted that currently, Mr. Jarvis has five full-time employees and one part-time employee reporting to him. Looking forward, four of these would be reporting to the new position, freeing up Mr. Jarvis to take on other tasks.

Councilor Govoni stated that this feels like we would gain an engineer as well as an administrative role. Town Manager Souza noted that yes, the role would be involved in professional development, budgeting and contracting.

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

- h) Consider a settlement for Mangal vs Town of Windsor

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

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

13) RESIGNATIONS AND APPOINTMENTS – None.

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the February 4, 2019 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the February 4, 2019 Public Hearing as presented.

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

- b) Minutes of the February 4, 2019 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the February 4, 2019 Regular Town Council meeting as presented.

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

15) PUBLIC COMMUNICATIONS AND PETITIONS – None.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to enter into Executive Session at 8:32 p.m. for the purpose of:

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

Councilor Jepsen recused himself from Executive Session.

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

16) EXECUTIVE SESSION

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

Guests: Cori Lynn Webber, Outside Counsel

Staff: Peter Souza, Town Manager and Marty Maynard, Risk Manager

MOVED by Deputy Mayor Terranova, seconded by Councilor Wilkos to exit Executive Session at 8:54 p.m. and to re-enter the Regular Town Council session.

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

12 e) Consider a settlement for Mangal vs Town of Windsor

MOVED by Councilor O'Reilly, seconded by Councilor Wilkos to approve a settlement in the case of Mangal versus the Town of Windsor as discussed in Executive Session.

Motion Passed 7-0-0 (Councilor Jepsen & Tustin absent)

17) ADJOURNMENT

MOVED by Councilor Wilkos, seconded by Deputy Mayor Terranova to adjourn the meeting at 8:55 p.m.

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

Respectfully Submitted,

Erin Rand
Clerk of the Council